DURHAM COLLEGE

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
PUBLIC MEETING OF THE BOARD OF GOVERNORS
AGENDA

Date: Wednesday, October 8, 2014

Time: 6:00 pm

Location: Community Room, Gordon Willey Building, A144

Governors are invited to tour the Simcoe Building and C-Wing before the meeting. Meet at 5:00 in the Community Room. Dinner will be available in the Community Room at 5:45.

                                                                                    Pages

1. CALL TO ORDER

2. INTRODUCTION OF GUESTS

3. ADDITIONS/DELETIONS TO THE AGENDA

4. CONFLICT OF INTEREST DECLARATIONS

5. PRESENTATIONS

    5.1   Diversity Award Presentation

    5.2   dLab - M. Green and D. Lovisa   3 - 6

    5.3   Capital Projects

           5.3.1   Update on 2014 Projects - R. Aprile   7 - 21
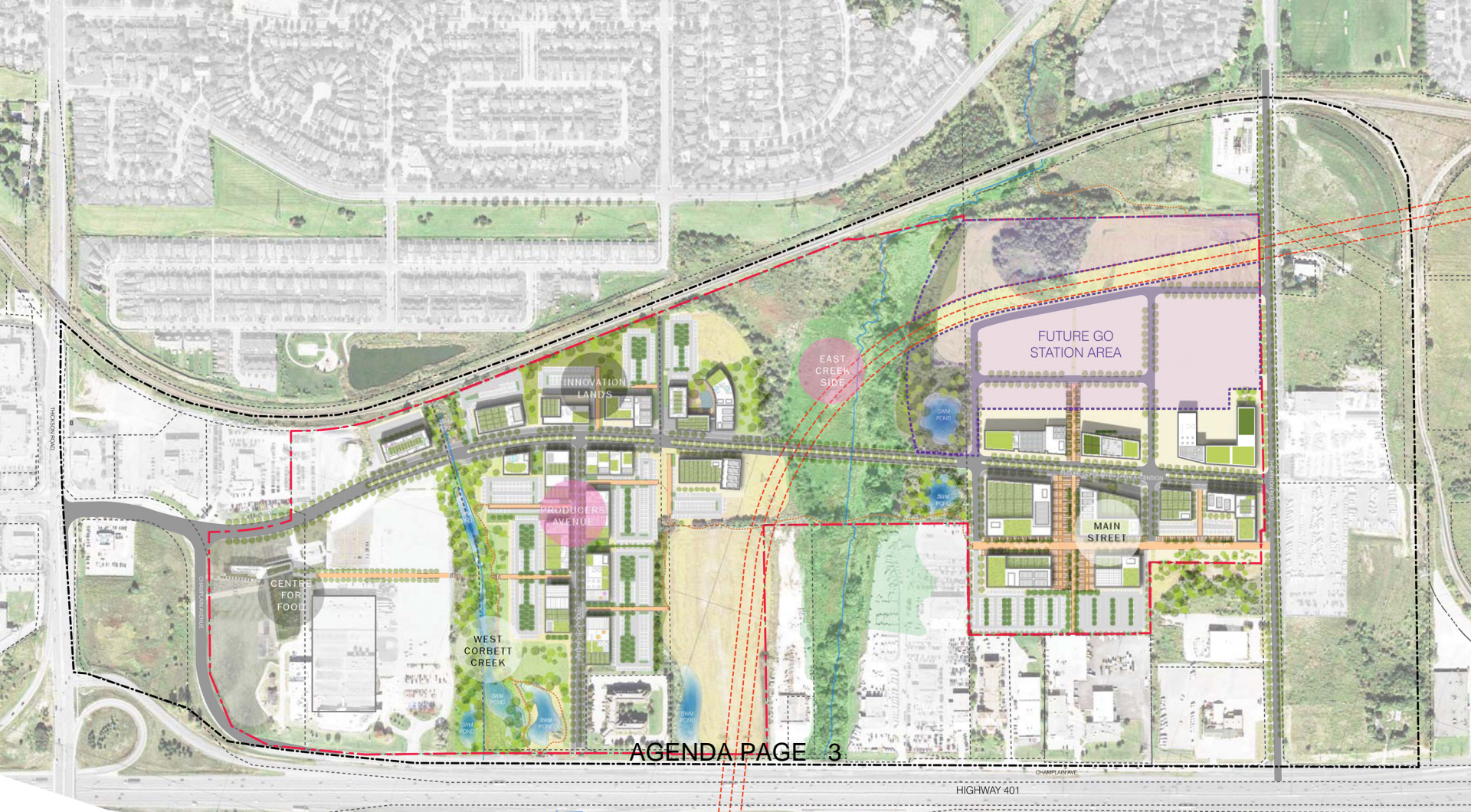
6. CONSENT AGENDA

    The following items will be addressed through the Consent Agenda unless specifically removed for separate attention, by request.
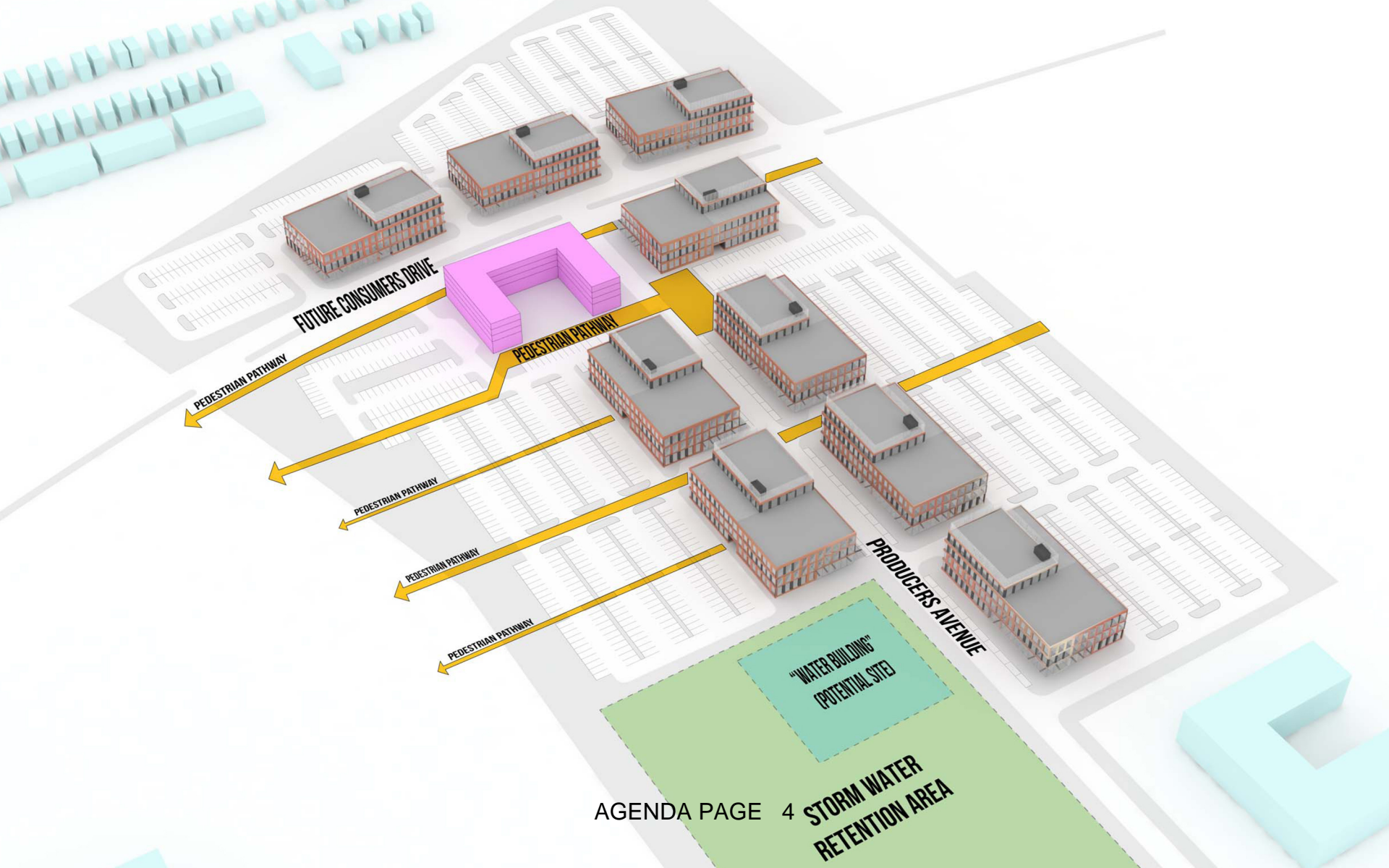
    Item numbers:7, 8, 11, 12, 13.1, 13.2

7. APPROVAL OF MINUTES OF THE BOARD OF GOVERNORS MEETING of June 11, 2014

8. ACTIONS ARISING FROM PREVIOUS MINUTES

    8.1   Update on START Program Changes - J. Robinson (Our Students)   22 - 23

9. CHAIR`S REPORT

10. CO-POPULOUS GOVERNORS' REPORT

11. PRESIDENT`S REPORT

    11.1   Durham College Report   24 - 27

    11.2   Colleges Ontario Committee of Presidents Report   28 - 29

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MEETINGS, EVOLVED

Fall Convocation, GM Centre - October 30, evening (invitation to follow)

Fall Open House, Oshawa and Whitby Campuses and Pickering Learning Site - November 15, 10:00 a.m. - 2:00 p.m.

Scholarship Ceremony - November 20, evening (invitation to follow)

INNOVATION LANDS

EAST CREEK SIDE

FUTURE GO STATION AREA

PRODUCERS AVENUE

SWM POND

MAIN STREET

CENTRE FOR FOOD

WEST CORBETT CREEK

SWM POND

SWM POND

SWM POND

CHAMPLAIN AVENUE

THORNTON ROAD

CHAMPLAIN AVE

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HIGHWAY 401

FUTURE CONSUMERS DRIVE

PEDESTRIAN PATHWAY

PEDESTRIAN PATHWAY

PEDESTRIAN PATHWAY

PEDESTRIAN PATHWAY

PEDESTRIAN PATHWAY

PEDESTRIAN PATHWAY

PRODUCERS AVENUE

"WATER BUILDING"
(POTENTIAL SITE)

STORM WATER
RETENTION AREA

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FITNESS CENTRE

LAB

ONE PRODUCE AVENUE

STUDENT HOUSING RESIDENCE

Durham College Capital Projects 2014

Oshawa Campus
C Wing

L Wing

Dining Room

B Wing Study Rooms

Whitby Campus Greenhouse

Whitby Landscaping

Whitby Library

Whitby Tim Horton's kiosk

Whitby Gym

New Whitby Computer Lab

BOARD REPORT

Public: ☒
In-Camera: ☐

Action Required:
Information/Discussion ☒
Decision ☐

DATE: October 8, 2014

FROM: Don Lovisa, President

PREPARED BY: Darrin Caron, Principal Whitby Campus

SUBJECT: **Program Suspension Follow-up**

A.   Purpose

The purpose of this report is to provide the Board with additional information following the Board of Governors approval (May 2014) to suspend the following day-release apprenticeship programs: General Machinist, Tool & Die, Small Engine and Hairstylist due to lack of sufficient applicant demand to sustain the offering of these apprenticeship programs.

The Ministry of Training, Colleges and Universities, Apprenticeship Branch were notified of the approved suspension of the programs and the College's Notional Apprenticeship Seat Plan was revised. As a result, Durham College did not have an intake of any Level 1 apprenticeship students to the aforementioned apprenticeship programs.

The following plan of action is in place for each of the programs:

1. *General Machinist and Tool & Die:*
   - In 2014-15, Durham College continues to deliver Levels 2 and 3;
   - In 2015-16, Durham College plans to deliver Level 3; and
   - This will conclude delivery of the General Machinist and Tool & Die apprenticeship program.

2. *Small Engine:*
   - In 2014-15, there were no applicants interested in this program.
   - The last intake of students completed their program cycle in 2013-14.

3. *Hairstylist:*
   - Historically the program was delivered off-campus by a third party provider, students registered in this apprenticeship program have

been assigned alternative apprenticeship providers to complete their program.

B.   Recommendation

The Durham College Board of Governors accepts this report for information purposes.

Our Students

Sarah Lavergne Cooks up National Gold
June 2014

Sarah Lavergne, a first-year student in the Centre for Food's (CFF) Culinary Management program, won gold in the Cooking category at the 20th annual Skills Canada National Competition (SCNC). Marking the first year of competition for a student from the new CFF, Lavergne claimed the national title one month after winning gold in the Culinary Arts category at the Ontario Technological Skills Competition. SCNC is an Olympic-style multi-trade and technology competition that annually welcomes more than 500 competitors from across the country to compete in more than 40 trade and technology categories.

DC Grad's Tribute Goes Viral
August 2014

Tyler Boyco, a 2014 graduate of the Digital Video Production program in Durham College's School of Media, Art & Design, drew attention from celebrities and media alike with a specially designed graphic tribute to Robin Williams. Depicting several of Williams' beloved characters, the image appeared on the Huffington Post, USAtoday.com, PtboCanada.com, Q107.com and more after Tyler tweeted it out from his Twitter account. Tyler was also interviewed by CBC's Ontario Morning and CHEX TV.

Students Yield First Beet Harvest for CFF
August 2014

Bringing the field to the fork, Dan Tomarchio and Matt Marrone, students entering their second year of the college's Horticulture – Food and Farming program, delivered 50 pounds of freshly picked beets to Benjamin Lewis, manager and chef de cuisine at Bistro '67. The beets will be used in farm-fresh dishes at Bistro '67. Prior to making the delivery to Bistro'67, the students provided a tour of the field they have been passionately cultivating at WindReach Farm. In addition to beets, they have been growing tomatoes, zucchini, eggplant, sunflowers, Swiss chard, fennel and more.

Students Featured in Experience DC Campaign
September 2014

Running through August 2015, Experience DC features a unique group of DC students, each with his or her own perspective on the college experience. They will use a variety of media platforms and personal interaction including Facebook, Twitter and Instagram to share their experiences over the coming year. This includes the new DC Experience website where current and prospective students, parents, teachers, and the community can connect with them. They represent a cross-section of programs, personal interests and personalities.

DC and SA Sign New Agreement
September 2014

The SA and DC have come to a new agreement that benefits both parties. With the election of the 2014-2015 SA executive, conversations began that focused on establishing a new relationship between the SA and DC. We are pleased to share how encouraged the college's leadership team is with the work the SA executive has done to rebuild its relationship with the college and its commitment to putting a new agreement in place that provides a strong foundation for our partnership going forward.

Our People

Professor Honoured by Broadcast Education Association of Canada
June 2014

Anna Augusto Rodrigues, a professor with the School of Media, Art & Design, was awarded the John Ansel Distinguished Service Award recognizing outstanding service and commitment to the Broadcast Education Association of Canada (BEAC). This national organization is dedicated to promoting excellence in media education. In addition, Rodrigues was also awarded the BEAC's Diversity Research and Internship Faculty Grant.

Terri Strawn Elected President of Ontario Dental Hygienists' Association
June 2014

Terri Strawn, a professor with the School of Health and Community Services was elected president of the Ontario Dental Hygienists' Association (ODHA), representing one of the largest health-care professions in the province.

Margaret Campkin Awarded Lakeridge Hospital President's Award
August 2014

Margaret Campkin, co-ordinator for the Critical Care E-Learning program, was recently presented with the Lakeridge President's Award. The award is dedicated to those who in the spirit of outstanding service, have gone above and beyond the call of duty to make health-care locations a better place for employees to work, physicians to practise and for patients to receive care. The award was presented to Margret for her work on the Resuscitation Strategy Implementation Project. The goal of the project required an inter-professional approach to standardize the medical emergency response model throughout the organization, in order to deliver a more co-ordinated lifesaving support during medical emergencies.

Research Staff Elected to Provincial Committees
August 2014
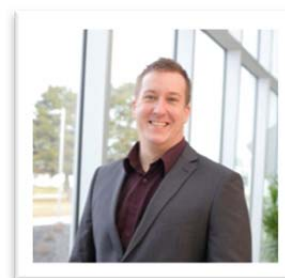
Kyle Paul

The Office of Research Services and Innovation is pleased to announce the election of Kyle Paul as the Institutional Research representative to the provincial Ontario College Application Service (OCAS) Data Warehouse Advisory Committee and Stephen (Steve) Draper as the vice-chair of Colleges Ontario, Institutional Research Practitioners Networking Group (IRPNG).

Stephen Draper

This Data Warehouse Advisory Committee provides advice to the OCAS Board of Directors on the strategic directions, opportunities for new products and services, priorities for major capital plans, key performance indicators, and system policies. The IRPNG provides the platform to identify, promote and collaborate on a wide-range of institutional research affairs across the 24 Colleges of Applied Arts and Technology colleges in Ontario as well as related stakeholders such as, Ontario Colleges Application Services. Additionally, it supports Colleges Ontario, Heads of Institutional Researchers (HIR) committee.

Our Business

Government Representatives Visit Durham College
Summer/Fall 2014

Durham College welcomed a variety of government representatives over the last few months, providing an opportunity to showcase both the Oshawa and Whitby campuses. Visits by local MPs, MPPs, and party leaders included one-on-one meetings, roundtable discussions, and Q and A sessions with our students so these leaders could better understand issues of importance to Durham College and the system in general.

In September, Durham College, UOIT, and Trent University also hosted the Oshawa Mayoral Debate at the Campus Recreation and Wellness Centre, attended by more than 150 community members.

Centre for Food is a finalist for the 2014 REmmy Corporate Citizen Award
July 2014

The REmmy Awards provide an opportunity to recognize an organization's outstanding performance in innovation as well as leadership in sustainable design and social responsibility. The Centre for Food was one of three nominees for the Corporate Citizen Award. This award recognizes a Canadian organization or individual whose culture and development product/project represents commitment to sustainable design and social responsibility.

Our Community

CFF Hosts Sysco Sliced Competition
July 2014

Benjamin Lewis, manager and chef de cuisine at Durham College's Bistro '67, went head-to-head with fellow culinary competitors and came out on top at the first-ever Sysco Sliced competition hosted by DC and the Centre for Food. Local chefs from restaurants including Melanie Pringles, the Lake Grill, KB Restaurant and the Brock House in Whitby; Magwyers Pub in Ajax; Port Restaurant in Pickering; and the Oshawa Golf Course all participated in the heated battle, with DC students from the Culinary Management program acting as sous-chefs during the entire competition.

Durham College Summer Camps
July & August 2014

Durham College's summer camp programs focus on providing fun, innovative and stimulating programs that will provide children with lifelong memories and skills. For many of our campers these camps provide a chance to let their creativity shine. All camps are offered at a beginner's level in order to expose children to new and creative ways to express themselves. For children that have already experienced these camps we also offer more advanced techniques and helpful tips to further develop their skills.

Durham Region's 40th Anniversary
September 2014

We were pleased to take part in a celebration open house to mark the 40th anniversary of the Regional Municipality of Durham. The Region is an important partner of the college and has played a significant role in our success over the years. As such, we were pleased to join mmore than 1,000 other people in recognizing the anniversary and celebrating its many accomplishments over the past four decades.

DC Umbrellas Keep Port Perry Students Dry in England
September 2014

Durham College recently donated DC-branded umbrellas to 67 students at Port Perry High School to help prepare them for a music trip to London, England. The students, made up of seven school bands and choirs, toured England and Wales, with each group performing at least twice, including in a coal mine and at Old Trafford Stadium. The brollies came in handy, keeping them dry from the British drizzle, and the students were proud to show some local love overseas. It is just one of the ways the college is involved in helping meet community needs.

DURHAM COLLEGE
SUCCESS MATTERS

Success Matters
WWW.DURHAMCOLLEGE.CA

Summary of the Committee of Presidents' teleconference meeting
Sept. 12, 2014

Decision items:

Funding for online college courses

The Ministry of Training, Colleges and Universities will once again be seeking submissions from colleges for the development of online courses.

Last year, the college sector agreed that funding would be evenly divided between courses that are developed through OntarioLearn and courses that are delivered independently of OntarioLearn.

For this next round, the Committee of Presidents (COP) voted to have 75 per cent of the funding go toward courses developed through OntarioLearn. COP felt the increased collaboration in the development of online college courses is important as the provincial government works to create Ontario Online for the fall of 2015. Lambton College president Judith Morris indicated that OntarioLearn's new digital strategy should improve opportunities for the French-language colleges.

It is expected the ministry will be seeking recommendations in mid-December on the college proposals that should be approved.

Meanwhile, COP will discuss in October a position on whether or not Ontario Online should have a policy regarding the duplication of courses available through Ontario Online.

Grant and tuition levels for three-year degrees

The consulting group that is exploring possible changes to post-secondary credentials in Ontario on behalf of the provincial government is continuing to consult with colleges and other stakeholders. The consultations include an examination of the college sector's proposal that the government allow colleges to offer three-year degrees.

One of the issues being examined is the cost implications associated with three-year degrees. COP approved some positioning to discuss with the consultants. While the colleges are not anticipating any increases in provincial funding, it is recommended that colleges be allowed to make adjustments to tuition levels.

1

The sector will make it clear to the consultants that the colleges' assumptions about cost pressures are based on assumptions about the decisions the government will make, and the colleges' position could change if the government makes different decisions.

Regarding the consultations on other credentials, the vice-presidents, academic, will be bringing some recommendations on post-diploma credentials to the sector's Task Force on Three-year Degrees. It is expected that recommendations will go to the full COP meeting in October.

Approval of financial statements

COP approved the 2013-14 audited financial statements for Colleges Ontario.

Discussion items:

Crown wards

Presidents discussed a request that colleges have received from the Ministry of Training, Colleges and Universities to waive tuition fees for Crown wards who enrol in college.

In 2013, COP approved a statement to the ministry that most colleges would not be supporting such a request, due to concerns about funding and about the cost pressures associated with support for other at-risk students.

This year, it is felt that each college should decide on an individual basis whether it wants to support the ministry's initiative.

The presidents also supported a recommendation that Colleges Ontario send a letter to government highlighting the sector's concerns about ministry decisions that make it more difficult to provide college education to vulnerable students.

Those decisions include setting restrictions on the eligibility for the 30% Off Ontario Tuition grant that prevent many students in the public college system from receiving the grant, regardless of their need, and the ministry's decision to discontinue the Ontario Trust for Student Support Program that provided matching funding for endowment funds raised by post-secondary institutions to support some bursaries and supports for college students.

The letter will also highlight the cost to colleges for providing supports and services to at-risk students is about $100 million more each year than the funding provided by government.

2

Public Governance Review Committee Report No. 1 of 2014-2015
to the Durham College Board of Governors for consideration at its
public meeting held October 8, 2014

THE GOVERNANCE REVIEW COMMITTEE, AS A RESULT OF ITS MEETING
HELD ON SEPTEMBER 15, 2014 REPORTS AND RECOMMENDS AS
FOLLOWS:

1. **Review and Recommend Policy and By-Law Updates**
    **The Governance Review Committee recommends approval of the amended
    Principles of Governance, Committee Principles, President's Job Description and
    Programs of Instructions Board policies, appended to this report as Schedule 1,
    by the Board of Governors.**

    The Committee considered management's request to amend the June 11, 2014
    amendment to By-Law #3 regarding College Council to reflect that the college will work
    specifically with the "student association" rather than the more general "student leaders"
    to appoint student representatives. The request is made in the context of the recent
    signing of an agreement between the college and the Student Association governing the
    relationship between the two organizations. **The Committee recommends approval of
    the amended By-Law #3, appended to this report as Schedule 2, by the Board of
    Governors.**

2. **New Policy - Integrated Risk Management Framework**
    The college participated in a research project led by Humber College on risk
    management in the college sector; an integrated risk management framework policy was
    identified as a best practice. The new policy was brought forward to the committee for its
    review and input on both the need for the policy for Board and college governance and
    its appropriateness for our Board. It will also be reviewed by the Audit and Finance
    Committee regarding the Board's risk appetite in each of the strategic areas.
    Recommendations from both committees will be brought to the Board. The Committee
    noted the need to be able to change the risk appetite level in response to major, long-
    term trends. **The Governance Review Committee recommends the establishment of
    an Integrated Risk Management Framework and, pending review and possible
    amendment by the audit and finance committee, approval by the board of
    governors of the draft policy dated September 15, 2014.**

3. **Leave of Absence Policy**
    The Committee considered the various ramifications of an absent governor on the
    Board as a whole, the absent governor, and each of the serving governors. Consensus
    was reached on the need for a framework within which leaves of absence requests can
    be considered on a one-off basis. **The Committee recommends development of a
    policy governing leaves of absence of governors for approval by the Board**.

Public Governance Review Committee Report No. 1 of 2014-2015
to the Durham College Board of Governors for consideration at its
public meeting held October 8, 2014

4. **Professional Development for Governors**
    The committee considered the various professional development opportunities available to governors through Colleges Ontario and Colleges and Institutes Canada. Members were asked to provide suggestions over the next few months regarding additional governance professional development, if any are considered necessary. As many current professional development opportunities offered by the Board are geared for new governors, suggestions were also requested regarding opportunities to enhance and retain engagement of continuing governors.

5. **Ontario Not-for-profit Corporations Act**
    Amendments to the ONCA and related legislation must be passed before the new legislation can come into force. This is not expected to occur prior to 2016. Once in force, there will be a three-year compliance transition period. The college will revise its By-Laws once the amendments to ONCA have been passed.

    All of which is respectfully submitted,

    Renate Ilse, chair
    Governance Review Committee
    September 15, 2014

BOARD POLICY

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POLICY TYPE: Governance Process

POLICY TITLE: Principles of Governance

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BACKGROUND

The object of colleges is to offer a comprehensive program of career-oriented, post-secondary education and training to assist individuals in finding and keeping employment, to meet the needs of employers and the changing work environment, and to support the economic and social development of local and diverse communities. (OCAATA, 2002)

Each board of governors of a college of applied arts and technology has been authorized to govern the college and, as such, is accountable to the students, employers, and communities the college serves, ensuring that it is effectively and appropriately managed to achieve its established mandate and to provide needed services. (MBPD 1.0 Governance and Accountability)

POLICY STATEMENT

It is believed that following well-accepted principles of good governance reduces risk and generates greater long-term value for the institution and its shareholders.

1. Through establishment of policies, ~~processes~~ procedures and structures based on the College's vision, mission and values, the Board of Governors will direct, control and inspire the fulfilment of the College's mandate.

2. In its deliberations, through a diversity of viewpoints, the Board of Governors will balance outward vision with internal potential, mindful of the past, but oriented toward the future.

3. The Board of Governors is accountable to the students of Durham College of Applied Arts and Technology, their employers, the government of Ontario and the communities the College serves by ensuring that the College is effectively and appropriately managed to achieve its established mandate and to provide needed services.

4. Each member of the Board of Governors will develop an understanding of the College's scope, mandate and policy governance approach ~~of the College~~ along with the education and service needs of the population it serves.

5. The Board of Governors will meet regularly and its meetings will be conducted in accordance with the by-laws of Durham College of Applied Arts and Technology.

MONITORING

The Board will review and approve annual reports, the yearly business plan, key performance indicator results and other core business reports relevant to the institution.

The Board will ensure compliance with Executive Limitations policies and review annual compliance reports from the President.

The Board has delegated the responsibility of regular monitoring of policy to the Governance Review Committee. This standing committee will communicate with the Board regarding recommendations related to policy, while the Board will have authority for final approval.

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BOARD POLICY

Durham College
SUCCESS MATTERS

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POLICY TYPE: Governance Process

POLICY TITLE: Committee Principles

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BACKGROUND

In compliance with Durham College By-law #1, Section 30, the Board may, from time to time, establish committees consisting of ~~G~~governors for such purposes and with such powers as the Board approves.

This policy aligns with the principles of the Ministers Binding Policy Directive 1.0: Governance and Accountability, Governance and Accountability Framework, establishing governance structures to enable the achievement of expected institutional outcomes with clear lines of communication and internal accountability.

POLICY

The Board may establish committees to help carry out its responsibilities as follows:

1. Board committees may not speak or act for the Board except when formally given such authority. Such authority will be carefully stated in order not to conflict with authority delegated to the Chair of the Board of Governors.

2. Board committees will assist the Board in its role by preparing decision-making recommendations and options for Board deliberation.

3. Board committees have no authority over staff and operations. Committee m~~Members~~ have only the authority delegated to them by the Board.

4. Committees will be used effectively and in moderation.

5. Only governors shall serve as voting members of committees. ~~Committee structure will consist of Board members only.~~ As provided for in By-Law #1, college staff may serve as non-voting members. No external members shall be appointed.

TERM

Except as may be provided by by-law or resolution, the term of appointment to committees is one year.

Governance Review Ctte. Report - Board of Governors Meeting October 8, 2014   Page 5 of 20
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MONITORING

As part of its annual self-evaluation, the Board will review the effectiveness of its Committees and recommend any changes to structure, format or policy to the Governance Review Committee, a standing committee of the Board.

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AGENDA PAGE   35

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POLICY TYPE: Governance Process

POLICY TITLE: Recruitment of External Governors

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BACKGROUND

Regulation 34/04 Section 4. subsection (1) to the OCAAT Act, establishes that a Board of Governors of a college shall be composed of:
(a)   an even number of members, as established by the by-laws of the board of governors, of not less than 12 and not more than 20 members to be appointed in accordance with subsection (2);
(b)   the president of the college, by virtue of office, as a voting member; and
(c)   one student, one academic staff member, one administrative staff member and one support staff member, each of whom shall be elected by the students or by the relevant staff group. O. Reg. 34/03, s. 4 (1); O. Reg. 169/10, s. 2 (1).

Durham College By-Law #1 provides for 12 members to be appointed to the Board, in accordance with subsection (2) . Paraphrasing from Regulation 34/04 Section 4 subsections (2) and (3), four of the members appointed under subsection (1) (a) shall be appointed by the Lieutenant Governor in Council. The remaining eight members shall be appointed by the members of the board holding office at the time of the appointment. No member appointed under subsection (1) (a) shall be an employee or a student of a college of applied arts and technology.

The MTCU Protocol for Board Nominations and Appointments refers to these members as "external governors".

~~The members of a board of governors appointed under clause (1)(a) shall be appointed as follows:~~
~~1.   If, under the board's by-laws, the total number of members to be appointed under clause (1) (a) is 12, four of the members shall be appointed by the Lieutenant Governor in Council (LGIC).~~
~~2.   The remaining members of the board shall be appointed by the members of the board holding office at the time of the appointment. (Durham College By-law #1, Section 4.3, Governance)~~

POLICY

The overriding principle for nominations and appointments is merit based and only qualified and experienced individuals with the necessary skills and knowledge will be considered for

nomination. With merit as a precondition, other criteria such as diversity, strategic direction, probity, openness and transparency then come into play (MBPD: 1.0 Governance and Accountability). Additionally, consideration should be given to succession planning for Durham College and UOIT co-populous governors.

The oversight of the appointment process is delegated to the Nominating Committee of the Durham College Board of Governors which shall be responsible for recommending to the Board of Governors the appointments of external governors, and subsequently to the Public Appointments Secretariat (PAS) through the Ministry of Training, Colleges and Universities, as necessary, in any given year.

Skills Analysis

A skills analysis of the Board of Governors will be undertaken on an annual basis to identify on-going professional development needs and any deficiencies in necessary skill-sets which would complement the college's strategic direction and balance the overall characteristics of the Board.

In the event of a vacancy on the Board of Governors, the Nominating Committee shall refer to the latest skills analysis to identify any skills shortage prior to commencing the recruitment process.

Selection Process

When a vacancy on the Board of Governors has been identified the Nominating Committee will determine the direction; and initiate the recruitment process which may include advertisement using social media, local print media and other local publications, and through government, business and community leaders. Potential candidates may also be introduced by current Board members subject to the full recruitment process.

As part of the recruitment exercise, interested external individuals will be asked to complete a nomination form and provide a current resume for the selection process. For each vacancy to be filled by an LGIC appointee (including reappointments) a Public Appointments Secretariat (PAS) application form; together with a PAS Personal and Conflict of Interest Disclosure Statement; a Governor Appointment Assessment form; nominee resume; and Board Skills Matrix/Profile shall be completed.

An interview process will be established as deemed appropriate by the Nominating Committee, having regard for the skills required by the Board of Governors as identified by the Skills Analysis together with Ministry directives to ensure a membership which reflects and represents the stakeholders of the local community and the overall strategic direction of the college.

Upon the direction of the Nominating Committee, the Board Secretary will provide all potential candidates with documentation clearly setting out the roles and responsibilities of a Board member and any other governance information as well as the strategic plan, annual report and any other information deemed important by the Committee.

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Potential candidates will be invited to attend a personal interview at the discretion of the Nominating Committee. The Nominating Committee will consider such candidates and make a recommendation to the Board of Governors for appointment. The Board of Governors shall submit in confidence to the Public Appointments Secretariat all recommendations for the LGIC appointment; and shall in turn, directly appoint those applicable under the remaining section of the Act (OCAAT).

Once appointed, the candidate will receive a letter of appointment and will be invited to a formal orientation session in August prior to commencement of their Board duties in September.

MONITORING:

The monitoring of this policy is achieved through the oversight of the appointment process as delegated to the Nominating Committee through mandatory sections of the MBPD 1.0 - Protocol for Board Nominations and Appointments.

The Chair of the Nominating Committee is responsible for adherence to the recruitment and selection process.

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Rev #1: Approved by the Board of Governors June 13, 2012
Rev #2: Approved by the Board of Governors November 13, 2013
Rev #3: Approved by the Board of Governors October 8, 2014
Review Date: September 1, 2017~~2014~~
Related Documents: Regulation 34/04, MBPD 1.0 Governance and Accountability Protocol for Board Nominations and Appointments, and the Joint DC-UOIT Governance Process: Appointment of Co-Populous Members.

BOARD POLICIES

POLICY TYPE: Governance Process

POLICY TITLE: Reappointment of External Governors

BACKGROUND

As noted in the Regulation 34/04 to the OCAAT Act, a Board of Governors of a college shall be composed of an even number of members, as established by the by-laws of the board of governors, of not less than 12 and not more than 20 members. If, under the board's by-laws, the total number of members to be appointed under clause (1) (a) is 12, four of the members shall be appointed by the Lieutenant Governor in Council; ~~with~~ as per subsection (2) the remaining members of the board shall be appointed by the members of the board holding office at the time of the appointment. No member appointed as set out above shall be an employee or a student of a college of applied arts and technology. These members are referred to as external governors.

A member of a board of governors appointed under subsection (2) ~~or elected under clause (1)(c), other than a member elected by the students,~~ shall hold office for a term not to exceed three years and shall not serve for more than six years consecutively but is eligible for reappointment or re-election, as the case may be, after two years absence from the board for successive terms not to exceed six years in total. O. Reg. 34/03, s. 4 (6).

(Durham College By-law #1, Section 5.0, Term of Office)
(MBPD: 1.0 Protocol for Board Nominations and Appointments)

POLICY

Durham College is committed to a Board membership with expertise in governance, post secondary education, community relations, business and administration, finance, law, human resources, healthcare, the energy sector and not-for-profit sector.

The overriding principle for nominations and appointments is merit based and reappointment should be done with regard to performance and the board profile. (MBPD: 1.0 Governance and Accountability)

The oversight of the re-appointment process is delegated to the Nominating Committee of the Durham College Board of Governors which shall be responsible only for recommendation to the Board of Governors the reappointment of directly appointed external governors. Reappointment of external governors appointed by the LGIC shall be overseen directly by the Public Appointments Secretariat (PAS). (Reg 34/03).

In accordance with O. Reg. 34/03, s. 4 (2), a governor shall not participate in a vote of the board relating to a renewal or extension of his or her appointment.

Process for Direct External Reappointments

1. Governors who were directly appointed to the Board and are eligible and wishing to seek reappointment to the Board will inform the Chair of the Nominating Committee of their intent to seek reappointment no later than October 31st of the third year of the three year appointment.

2. The Chair of the Nominating Committee will initiate a confidential process for feedback regarding the possible reappointment of the governor.

3. The Chair of the Board will have a final interview with the Governor who is seeking reappointment and provide feedback to the Chair of the Nominating Committee. Such discussion will be based on the Ministry's guiding principles governing nominations and appointments which is merit based and the overall contribution by the governor in such areas as strategic direction, community engagement, probity, openness and transparency.

4. The results of this feedback process will be discussed with the College President.

5. The Chair of the Nominating Committee will bring a recommendation to the committee regarding the reappointment. If the reappointment is supported by the Nominating Committee the Chair of Nominating will forward this recommendation to the Board of Governors for their consideration and possible approval; and will notify the governor of this decision. If the reappointment is not supported the Chair of Nominating Committee will advise the governor of this decision.

6. If the governor chooses to pursue a reappointment regardless of such recommendation he/she may make written application to the Board of Governors through the Chair of the Board. The Board will consider the written submission of the governor at an in-cameras session and hear a report from the Chair of the Nominating Committee. The governor seeking reappointment shall not attend the in-camera session.

7. The Chair of the Board shall issue to the governor in writing a final decision of the Board regarding the reappointment.

8. There shall be no further right of appeal.

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MONITORING:

The monitoring of this policy is achieved through the oversight of the appointment process as delegated to the Nominating Committee and through mandatory sections of the MBPD 1.0 - Protocol for Board Nominations and Appointments.

Monitoring of governor performance shall be achieved through an annual self-appraisal survey. Feedback from the Chair of the Board regarding the areas of strengths and weakness will be provided in confidence to the governor seeking reappointment. Ongoing and informal feedback should be provided to governors on a regular basis.

The Chair of the Nominating Committee is responsible for adherence to the reappointment process.

BOARD POLICY

_____

POLICY TYPE: Board-President Relationship

POLICY TITLE: President's Job Description

_____

BACKGROUND

This policy aligns with the Ministers Binding Policy Directive 1.0: Governance and Accountability, Board-President Relations.

The president is the chief executive officer of the college and the single official link to the Board, responsible for the overall leadership and management of the college. The president is accountable directly to the Board. The Board delegates total accountability for organizational performance to the president and defines the nature and limits of that accountability through "Outcomes" and "Executive Limitations" policies. Consequently, the president's performance will be considered to be synonymous with the degree to which these outcomes and executive limitations are met. This policy outlines specific responsibilities assigned to the President.

~~This policy aligns with the Ministers Binding Policy Directive 1.0: Governance and Accountability, Board-President Relations.~~

POLICY STATEMENT

The responsibilities of the president are defined as:

1. Accomplishing throughout the institution the Board's outcomes policies regarding "Mission, Vision and Values"; and "~~Priorities for Action~~Strategic Goals".

2. Operating within the boundaries of prudence and ethics, established through Board policies on Executive Limitations, the president is authorized to establish, monitor and amend college operational policies and practices within the Executive Limitations policies.

3. Operating within established boundaries and in consultation with the Board, the president will address mutually agreed upon professional development goals and other responsibilities as directed by the Board or pursuant to legislation.

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MONITORING

Monitoring of the President's performance is included in the policy "Assessing the President's Performance".

_____

BOARD POLICIES

_____

POLICY TYPE: Executive Limitations

POLICY TITLE: Programs of Instruction

_____

BACKGROUND

The delivery of programs of instruction is the core business of colleges of applied arts and technology in Ontario. As defined in O. Reg. 34/03 under the Ontario Colleges of Applied Arts and Technology Act, 2002, a program of instruction means a group of related courses leading to a diploma, certificate, or other document awarded by the college.

The Act identifies the colleges' objects or mandate to offer a comprehensive program of career-oriented, postsecondary education and training that:
- assists individuals in finding and keeping employment;
- meets the needs of employers and the changing work environment: and,
- supports the economic and social development of their local and diverse communities (MBPD 3.0– Framework for Programs of Instruction)

Definitions:

Program of Instruction:
A group of related courses leading to the awarding of one of the following credentials: Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, a baccalaureate degree or Ontario College Graduate Certificate. Programs of Instruction are approved by the Board of Governors and conform to the levels of learning articulated in the Credentials Framework (Minister's Binding Policy Directive on Framework for Programs of Instruction).

POLICY STATEMENT

Colleges play a major role in the achievement of economic prosperity in the province of Ontario through the provision of programs of instruction that prepare graduates to meet the needs of the workplace, the economy, and society.

A college is best positioned to determine the programs of instruction it should offer based on its own strategic direction and the needs of its community.

Durham College is committed to ensuring its Programs of Instruction meet and exceed standards and expectations for quality and relevance. The President shall ensure that all College programming is consistent with Board-stated goals and strategic directions, the college's commitment to quality assurance and evidence-based decision-making, the Minister's Binding Policy Directive on Framework for Programs of Instruction, including the Credentials

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Framework, and where applicable, with all legislation, regulations, provincial and/or industry standards.

The Board of Governors of a college is to approve programs of instruction, consistent with MBPD criteria, to achieve a comprehensive program of career-oriented postsecondary education and training offered by the college, consistent with the college's mandate and overall strategic direction, the economic and social needs of its local and diverse communities and government directions and priorities.(MBPD) The Board of Governors is responsible for, and therefore delegates such responsibility to the President, who shall:

1. Develop and implement a program performance framework consistent with provincial standards that assesses the extent to which new and existing Programs of Instruction are providing quality outcomes for:

   a. Students, through such indicators as satisfaction rate, retention rate, graduation rate, graduate employment rate, and transferability, as noted in annual Key Performance Indicator (KPI) data.

   b. Employers, through such indicators as graduate employment rate, employer satisfaction, labour market needs and trends, as noted in annual Key Performance Indicator (KPI) data.

   c. Input and feedback of Program Advisory Committees. (Board Policy: Executive Limitations – Program Advisory Committees)

   d. Durham College, as reflected in application and enrolment trends and an assessment of financial viability, including availability of qualified faculty, delivery costs, capital requirements and space utilization.

2. Establish clear and comprehensive policies and procedures regarding new program development, program review, renewal, suspension and cancellation which ensure academic quality and reflect the program performance framework, all of which shall be formally approved by the Board.

3. Ensure that new program development proposals take into consideration opportunities for academic pathways with UOIT.

4. Periodically ~~C~~conduct a comprehensive program review for each Program of Instruction, or cluster of programs, ~~every 5 to 7 years~~ according to ~~a~~ schedule or as required. ~~provided to the Board~~.

5. Submit for Board approval any proposals for new Programs of Instruction or any tuition or ancillary fee increases for existing Programs of Instruction. (MBPD 2.0 Finance and Administration – Tuition and Ancillary Fees Reporting)

~~7~~6. Ensure that new Programs of Instruction and significant program modifications are sanctioned by a designated Program Advisory Committee. (see Board Policy – Executive Limitations – Program Advisory Committees)

MONITORING:

The President shall annually:

1. Provide a report to the Board on quality assurance and program performance.

2. Provide the Board with an annual report on program reviews.

3. Confirm all programs of instruction are developed and implemented consistent with provincial standards.

_____
EFFECTIVE DATE: March 13, 2013   Revised: October 8, 2014
REVIEW DATE: January 1, 2016

Schedule 2.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
BY-LAW NO. 3
(Amended June 11, 2014)

A by-law regarding the establishment of a College Council pursuant to the Minister's Policy Directive regarding Governance and Accountability made under the *Ontario Colleges of Applied Arts and Technologies Act, 2002 (the "Act")*.

BE IT ENACTED AND IT IS HEREBY ENACTED as a By-law of Durham College of Applied Arts and Technology (hereinafter referred to as "the College") as follows:

1.0   GENERAL

In accordance with the Ministry of Training, Colleges and Universities' Minister's Binding Policy Directive regarding Governance and Accountability, the Board of Governors is to ensure that an advisory college council is established, the purpose of which is to provide a means for students and staff of the college to provide advice to the President on matters of importance to students and staff. The Board of Governors is to ensure that the structure, composition, terms of reference and procedures for the council is established in by-law.

2.0   ROLE OF COLLEGE COUNCIL

The College Council will be advisory to the President and will provide a vehicle for staff, faculty and students to be consulted and provide input on significant college matters, including:

- strategic plan initiatives
- new operational policy; and
- other operational matters of importance to the college

In support of Durham College's vision and mission, the College Council will promote a collaborative culture; contribute positively to planning and decision-making processes; and provide a forum for stakeholder discussions and debate on strategic, policy and procedural matters.

A report from this advisory College Council shall be included in the College's annual report.

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3.0   TERMS OF REFERENCE

3.1   Council Membership

The College Council shall be composed of a minimum of 16 members, composed of constituent groups, as follows:

Chair:
- Durham College President

Representative from the Durham College Leadership Team:
- VP, Human Resources

Representatives from:
- Faculty – four representatives
- Support staff – four representatives
- Administrative – two representatives
- Students – four representatives

Each employee group will develop its own appointment process, while the college will work with the student ~~leaders~~ association to appoint student representatives.

Each appointed representative from faculty, support staff and administrative staff shall serve for a maximum term of two years (with staggered term of the initial members).   Students shall serve a one-year term.

3.2   Meetings

The Council will meet a minimum of three times yearly (fall, winter and spring) with additional meetings at the call of the Chair.   The agenda will be determined by the Chair.

Consultation on new operational policy as well as other College Council issues may be conducted via email.

3.3   Quorum

Quorum for College Council is a majority plus 1.

3.4   Reporting and Deliverables

Notice of meetings, agendas and minutes will be made available to the Durham College community via corporate electronic communications.

The advice and counsel provided by the Council will be taken under consideration in the final decision making process by the President on strategic and operational initiatives.

4.0   FORCE AND EFFECT

By-Law #3 of the Durham College of Applied Arts and Technology, enacted on the 5th day of March 2008, is hereby repealed.

This By-law shall come into force and take effect on the date it is finally passed.

Enacted by the Board of Governors and sealed with the Corporate Seal this 8th day of June, 2011.

Board Chair

Board Secretary

Amended by the Board of Governors this 11th day of June, 2014.

Ron Chatterton, chair

Jennifer Clark, secretary

Amended by the Board of Governors this 8th day of October, 2014.

Ron Chatterton, chair

Jennifer Clark, secretary

BOARD REPORT

DURHAM COLLEGE
SUCCESS MATTERS

		Action Required:	
Public:	X	Information/Discussion	X
In-Camera:		Decision	

MEETING DATE: October 8, 2014

REPORT DATE: June 4, 2014

FROM: Don Lovisa, President

PREPARED BY: Judy Robinson, vice-president, Academic

SUBJECT: Program Advisory Committee Chairs/Board of
                       Governors 2014 Meeting and Roundtable Summary

A.   Purpose

To provide a summary of the joint Program Advisory Committee Chairs and
Board of Governors 2014 Roundtable Discussion held on June 4, 2014 (5:30
p.m. to 8:00 p.m. at the Centre for Food, Whitby Campus).

B.   Background

A policy directive from the Ministry of Colleges and Universities requires colleges
to establish Program Advisory Committees (PAC) for all programs or cluster of
related programs eligible for support under the provincial operating grant.
External to the college, committee members are a selection of exceptional
leaders in their fields with a diversity of program-related experience and expertise
who work collaboratively with our academic community to ensure curriculum
quality, student and graduate success. In addition, our committees include
current students and graduates who have inside knowledge of their College
programs and staff who act in a resource capacity.

Durham College recognizes that its Program Advisory Committees are integral to
its success.

The participation of the individuals who serve on our Program Advisory
Committees has enabled the College to meet the needs of our graduates.

The PAC committees report to the Board of Governors and the responsibility for
implementing approved recommendations rests with the College Administration.

C.   Discussion/Options

For the past 4 years an annual joint meeting of the PAC Chairs, Board of Governors, Durham College Leadership Team and Academic Leadership Team has been held to provide an opportunity for the PAC Chairs and members of the Board of Governors to meet, share information and discuss matters of mutual interest within the post secondary sector.

The 2014 Joint PAC - Board presentations included the ten top achievements at Durham College during the 2013-14 academic year, an overview of the key priorities of the College's Academic Direction, Whitby Campus – Now and in the Future, and the DLab project.

Don Lovisa, President, provided an overview of the Durham Community Roundtable project. A number of local leaders representing a variety of sectors throughout the community who have come together to hold Durham-wide consultation about key issues using a Roundtable approach. The Roundtable consultation process invites residents' input on the future of the community. It aims to provide a broad-ranging insight into the community's collective view of the future. The goal of the Roundtable consultations is to use the collective feedback from all of the Roundtable discussions held across the community to better inform the Durham Community Roundtable Committee's processes as they plan for the future.

The Durham College PAC Chair - Board meeting provided a unique opportunity to provide a forum for the participants of the College's PAC Chair - Board to discuss the six questions and to include their feedback into the broader Durham Community consultation process. The Roundtable discussions focused on a number of areas of community interest, including ways to foster curiosity and engagement. The discussion also focused on the role of the community in building resiliency and ways to support healthy, safe communities while improving access to education and other resources. The feedback from the PAC Chair - Board participants was captured by scribes at each table and collated for submission to the Durham Community Roundtable Committee.

The six questions discussed throughout the meeting have been provided in Appendix 1. A wide-range of input/feedback was collected during the Durham College PAC Chair - Board of Governors Roundtable session and the information has been provided in Appendix 2.

It is anticipated that the Durham Community Roundtable Committee will collate and analyze the data collected from all of the Roundtable sessions and then next steps in the process will be determined. Communication of the information and next steps will be made available to PAC Chairs and Board of Governors once available.

Participants were thanked for their participation and the meeting adjourned at 8:00 p.m.

D.   Financial/Human Resource Implications

None

E.   Implications for UOIT (if applicable)

None anticipated.

F.   Recommendation(s)

That the Durham College Board of Governors receive the Report/Summary of the Joint Program Advisory Committee Chairs - Board of Governors Annual Meeting held on June 4, 2014 for information.

APPENDIX 1

Durham Region Roundtable Discussion
Questions

1. When we talk about engagement of people in our community, what does this mean to you? What more can we all do to keep community members engaged and foster curiosity?

2. What does resilience mean to you, and what is the role of the community in supporting increased resilience?

3. How can we promote healthy relationships among all members of our community, and what opportunities for partnership exist which will support healthy homes, healthy workplaces, and healthy communities?

4. What are the challenges faced in maintaining and promoting a safe community? What solutions do you think may exist to address these challenges?

5. How can our community improve access to the education and resources available within the community?

6. What more can Durham College and Program Advisory Committees do to make a positive impact in Durham Region and Northumberland County?

APPENDIX 2

DC Board of Governors / PAC Chairs Roundtable Discussion – June 4, 2014

1. **When we talk about engagement of people in our community, what does this mean to you? What more can we all do to keep community members engaged and foster curiosity?**
- More active involvement in regional/municipal government
- Be aware of issues; get involved
- Community oriented newsletters at focal points like Go Stations, or get "app" for it (social media)
- Find ways to connect with people – neighbours – building relationships face to face
- Two way participation – get out and raise issues which affect them
- Connecting through listening
- Outreach action, be a catalyst for social events – opp. + business relationships then just occur!
- Include students in community social events as a requirement of their program
- Engage people in projects – make a big city small – by developing community owned projects with a budget
- Get involved in the "Go" build – promotes sustainability
- Local/public skills competition
- Get involved with the local Rotary Clubs, Chambers of Commerce and Boards of Trade
- Host open house and celebrate successes - use that time to solicit more involvement from the community
- Provide mini-one-day workshops for corporate training i.e. Leads, Green Energy
- Guest speakers from agencies to speak to students
- Provide forums for learning – of municipal issues
    - Use of social media – will help engage younger people in community
    - Tag group (teen advisory group) – focus on issues
    - Expand this model
- To keep people engaged – pick a program – highlight it and invite the community to participate in a social event
- Encourage more mentorship b/w community leaders and students
- More coordinated volunteer opportunities
- More opportunities to engage at face-to-face level
- Farmers Markets to draw to location
- How do we get young people to understand where employment is going to be?
    - Needs to be more mentorship – how do we make this public knowledge?
    - Do regional assessments of employment opportunities and if this is being done, it needs to be communicated.
- Overall, DC needs to become more relevant to people in the community
    - Regular updates and information about developments and plans
    - Include existing community groups in our plans
    - Improve relationship with high schools
    - Host TedX at the college (or equivalent)
    - Infiltrate the community (undercover) to hear what people think about the college
    - Students should have volunteer (service learning) embedded in curriculum

1

- o Engage recently retired, local professionals to mentor, teach, etc. – one senior could guide a group of collaborating students
- ➢ Talk about volunteerism – why you do it – what you get out of it (pay it forward)
- ➢ Talk about what a PAC is – value to college/students and the specific industry related to specific PAC
- ➢ Talk up what we're already doing (going off the grid – other exciting initiatives)
- ➢ Open house targeted at primary school children
- ➢ Safety village/environmental village - educative purpose
- ➢ Growing and cooking healthy food
- ➢ When people are employed – engagement; those who aren't employed need to be engaged more.
- ➢ Students too technology focussed – stay inside with games/internet etc. – need to have more physical activity.

2. What does resilience mean to you, and what is the role of the community in supporting increased resilience?
- ➢ Adaptable, engaged, pick up on trends quickly, engaged with the community on on-going basis to be up-to-date
- ➢ Aware of future needs
- ➢ Engaged with students
- ➢ Responsive to needs of community and be prepared to be innovative and take challenges
- ➢ Access to supports, funding (exploiting underutilized equipment from large companies)

What does resilience mean?

- o Adapting to change
- o How do we get them
- o Surviving a challenging situation
- o You are experiencing stress
- o Anticipation is a major component of resilience
- o Need to be intuitive, anticipate the needs of the future
- o Need a vision and how do you modify that plan as things change
- o Flexibility
- o Sustainability, adaptability, inclusivity, diversity, flexibility
- o Change – can you go back?
- o Jobs "Ride the wave"
- o Accept the change

Role of the Community?

- o Affected by the economy
- o Does Region have a plan to move with where the economy is going?
- o How quickly can you make the changes to adjust?
- o Mentoring
- o Leadership role, they change and pass on; they are aware of what is happening and help others to cope
- o How do we engage young people that want to do trades/programs
- o Agencies want to hire and only want the best
- o Need to develop relationships with business to foster discussion
- o Highlighting support services available
- o Remaining engaged and knowledgeable
- o Get the pulse of where change is happening in community
- o Strong partnerships and co-op opportunities
- o Communication is key!!
- o Alumni – keep them more active in community

2

- Close contact with secondary Schools, and asking them what future plans they have and how can we support them

➢ Ability of community to survive and thrive economic, social, environmental issues
➢ Diversity in services
➢ Diversified economic portfolio
➢ Recognize and be flexible
➢ Open, transparent, and predictive
➢ Embracing change - it is an opportunity
➢ Field placement opportunities and co-op opportunities
➢ More opportunities to provide input/contribute to our futures
➢ Supporting local business/media
➢ More prominent signage linking consumers to new media sources
➢ Communication - the change to PAC
➢   - trends
➢ Seize opportunity - moment may be lost
➢ Research is key
➢ Professors need life experience.

3. **How can we promote healthy relationships among all members of our community, and what opportunities for partnership exist which will support healthy homes, healthy workplaces, and healthy communities?**
➢ Creating opportunities of like-minded individuals to educate on the benefits of health living, growing it, cooking it
➢ Identify community groups that could together - help promote the benefits of good food – support local farmers, economy – the groups work together
➢ Business promote sustainable living
➢ College send out a community newsletter – digital for alumni
➢ Support local manufacturers that produce local sustainable homes
➢ Hold workshops on campus about healthy relationships
➢ Have multi and diverse businesses all promote together health living
➢ Symposium/conferences/focus groups to gather ideas
➢ Seek out exemplars
➢ Research students to look at growing patterns, cycles, needs assessments and ask for feedback
➢ Provide service to community
➢ Get students to evaluate
- Having preceptors evaluate students skills level through placement. Are there skills missing?
➢ Interact with all partners and not just PAC members
➢ Service clubs – use them more. They are great contacts
➢ Success stories from folks in the community
➢ Embrace diversity
➢ Expand the active living programs run by DC/UOIT Wellness Centre (virtually – e.g. social media and using students for greater outreach)
➢ Competitions that encourage people to participate (program based)
➢ Healthier student residences
➢ Healthier workplaces i.e. cheaper, healthier food choices (& residences)
➢ CFF provide healthy food choices (economical)
➢ Deliver meals to homes (go on-line and order)
- Less food wastage as you are getting meals based on daily caloric needs; meals are proportioned so less food wasted
➢ Different programs can promote living healthy each from a different perspective (could hold workshops on)
➢ Coop housing that incorporates student residences on site with commercial agencies on ground floor
➢ Accessibility and universal design

3

- ➢ Work life balance – reward it rather than the martyr
- ➢ Innovative workplaces
- ➢ Engage employers
- ➢ Language of apprehension being used
- ➢ Strength based environments
- ➢ Keep going green
- ➢ Promote connected communities by instilling virtues of good citizenship in students
- ➢ Embed volunteerism in curricula
- ➢ Allow and encourage access to DC recreational facilities – phys-ed, library and technologies
- ➢ Using facilities and expertise to assist low-income (low opportunity) citizens – 2nd Harvest, Habitat for Humanity, Denise House, New Canadian Centre
- ➢ Address the urban/rural divide – need more satellite facilities – North Durham and Northumberland
- ➢ Respect and recognition and reward programs to encourage involvement
- ➢ Isolation is the norm – need to do a better job managing growth
- ➢ Build community at all levels (keeping high schools smaller is an example of how this might help)
- ➢ Organize community events / improve communication about what's happening (expand on success e.g. Fiesta Week/festivals/marathons)
- ➢ Fun events – inexpensive – e.g. hockey night in Stouffville – retired hockey players
- ➢ Cell phone free each month to improve face-to-face communication.

4. **What are the challenges faced in maintaining and promoting a safe community? What solutions do you think may exist to address these challenges?**
- ➢ Lack of consultation re: urban spaces
  - o (407 construction – are there going to be bike lanes?)
  - o Where are community spaces being created?
- ➢ Access public communication systems – wifi in low income areas
  - o Emergency phone stations
- ➢ Increase inclusivity – invisible disabilities recognized
- ➢ Health & wellness centre outreach!
- ➢ Better transportation systems
- ➢ More recreation opportunities in rural areas and cities
- ➢ $ - having enough funding & maintain infrastructure
- ➢ Urban/rural mix – huge area
- ➢ Traffic congestion
- ➢ Lack of social neighborhood connections
- ➢ More support for folks with mental illness
- ➢ More use of social media to promote things like Durham Helps
  - o Stronger connection to CMHA
- ➢ Growth in community; diversity in community
- ➢ Connections in community – integration into community
- ➢ Solutions: breakfast – non-traditional meeting opportunities to facilitate attendance
- ➢ Better lighting in rural communities
- ➢ Teaching "how to be safe."
- ➢ Promote safety village
- ➢ Big brothers/sisters – education
- ➢ Church youth groups
- ➢ More community events which involve multiple generations
- ➢ Promoting tolerance and equality
- ➢ Education about senior and child safety – promoting via literature
- ➢ Safe communities have people present all the time – people take care of people
- ➢ Know your neighbours – encourage people to call when they see crime
- ➢ Create communities with home, business, social all together
- ➢ Keep kids busy – open door in recreation

4

- ➢ Develop additional low cost recreational activities
- ➢ Community gardens
- ➢ Park programs – know how to access
- ➢ Walkable neighbourhoods
- ➢ More students – how do you maintain consistency in behaviour?
- ➢ Rapid growth – is the ratio of security personnel keeping pace?
- ➢ Diversity – understanding cultural differences – is the infrastructure in place to address these differences and rapid growth?
- ➢ Discuss and identify issues of safety across all sectors and demographics – include property and even IP safety
- ➢ Visible enforcement
- ➢ Respect personal property, individuals – other variety of cultures
- ➢ Expand activities such as neighbourhood watch
- ➢ Safety issues in broader community
- ➢ Growth/diversity brings challenges
- ➢ Good Samaritan program (character program – students receive pins – acknowledged/rewarded)
- ➢ Anti-bullying campaigns
- ➢ Confront discrimination
- ➢ Celebrate different cultures.

5. **How can our community improve access to the education and resources available within the community?**
- ➢ Internet – improve bandwidth
- ➢ Reps from PAC talk to high school students
- ➢ Regional trade shows re: occupations
- ➢ Industry sponsored events – pertinent to accessing postsecondary education (create excitement and energy)
- ➢ Competitions – invite industry involvement/spokespeople (leaders)
- ➢ Needs based scholarships
- ➢ Niche opportunity – IT
- ➢ H.S. work closer with colleges and universities (improve guidance counselling)
- ➢ Maximize alumni – contribute to raising awareness of occupations
- ➢ Companies mentoring – badge system for participation
- ➢ Increased opportunity for accreditation (shorter term – Con Ed)
- ➢ Attractive for businesses to stay and locate here (incentives)
- ➢ R & D credit for companies interested in new ideas - $ for employing students
- ➢ Include entrepreneurship in curriculum (high schools and PSE)
- ➢ Use existing facilities in remote communities to support college education
  - o Send expertise and curriculum to high schools and community centres, libraries etc. allowing access to college education services
- ➢ Provide hubs for assisted on-line learning – new students (not just young students) need guidance and assistance.
- ➢ Access, information, transportation
- ➢ Difficult previously if they did not have a car
- ➢ Shuttle bus from DC Oshawa to downtown to Whitby to Pickering campuses
- ➢ Buses close to campus fill up quickly and students may need to let several buses pass by
- ➢ Information needs to be well communicated
- ➢ Need to partner with school board to have a better understanding of programs (existing and new)
  - o They need to be kept up-to-date/current – need better information exchange
- ➢ Onsite-course provision at community member sites (offer courses on site)
- ➢ Not everyone likes on-line learning; people still want to be in the classroom with people; learning is social / people want to be with people
- ➢ Accessibility is being creative with places we can offer courses, i.e., Schools
- ➢ Need to be cognizant of people who cannot access transportation

5

- ➢ More partnerships
- ➢ Need to ensure that we do not become a world where only upper class can afford to send their children to college; are losing out on a whole talent pool
- ➢ How do we engage the young; encourage children to want to continue their education
- ➢ More apprenticeships
- ➢ Better promotion of college programs at high Schools; "guidance role" needs to have better understanding of programs
- ➢ Share resources more with community partners
- ➢ Meet more with PACs - Share details of curriculum
                                      - More discussion
- ➢ Utilize existing community facilities for accessing educational resources
- ➢ Affordable housing survey – did all the new development help?
- ➢ Instead of evening courses, switch to weekends (compressed)
- ➢ Variety of ways for people to access education "on-line, hybrid, face-to-face"
- ➢ Expansion to the north, i.e., Uxbridge, Port Perry?
- ➢ Even running evening classes
- ➢ More flexibility in timing
- ➢ Payment staggered to facilitate
- ➢ Expand scholarship in trades/apprenticeship
- ➢ More promotion of scholarships through non-profit organization

Barriers!
- o Cost
- o Time restrictions
- o Mobility restrictions
- o Language barriers
- o Transportation
- o Lack of knowledge of careers
- o Disconnect of education and skills for careers
- o Social media

Solutions!
- o Social media
- o Mentorships
- o Train the trainers
- o Build up more courses offered at night or hybrid
- o Foster corporate funding/sponsorship
- o Make education social
- o Help students identify their talents
- o Exposure of career
- o Avenue for students to compete for corporate sponsorships

6. **What more can Durham College and Program Advisory Committees do to make a positive impact in Durham Region and Northumberland County?**
- ➢ Engagement – various professional organizations – connect
  - o PACs could organize and facilitate associations with these organizations
  - o Go to audience
- ➢ More local employers on the PACs
- ➢ Focus recruitment (onto PACs) on people who have 10 years or less so that they don't have management responsibilities
- ➢ Where do the relevant professionals meet? PACs should go to where the pros meet each other
- ➢ Programs should reach out to PAC members between biannual meetings. Ideas and issues seem stale after six months

6

- Engage with PAC members on an ongoing basis so they don't feel like visitors on an annual or biannual basis
- Encourage PAC members to recruit/hire Durham grads and interns
- Encourage PAC member to promote Durham college
- PAC members go into classrooms and observe – provide suggestions on how to improve program/PAC meetings
- Establish one annual goal to work towards (focus)
- Promote the idea of PAC participation at association meetings
- Expand "young leaders" activities (share with other "young leaders" group ideas) (get passed competition)
- Recognize that similar programs have unique "value-added" aspects that differentiate them
- Give back to community – be seen
- Networking faculty and students with the community
- Advertising students need to promote the community as embedded assignment
- Use more professionals as guest lecturers across all programs (at least one per month)
- Do more formal cheerleading for the college (PAC members)
- CFF – oriented children's camp
- Use the Whitby model homes to promote energy consciousness/sustainability
- Develop the local economy Dlab; create jobs, creates security and less waste, less gas
- Partnerships for students to build homes/parks etc., for those who cannot afford them
- Partnering with older/elder homes for gardening therapy
- Take skill sets being learned offered to community
- With students learning how to save energy offer weekend workshops to teach families about their skills with changing tires, gardening, etc. i.e., plumbing working (minor work)
- Likewise they learn they need to call in / sick help from a professional
- Offer new home owners guide to home basics
- Do some community hours (volunteers); giving back to the community and learning how to do something that they are learning from
- Donating to the food back, have chefs cook meal for clients
- Many people want single serving meals; elderly, food banks
- At next PAC for all programs, need to ask what can our programs do to give back
- Focusing on youth is important as they will see what we are doing and will want to continue seeking opportunities with DC as they grow.
- Potential students need to be directed to the trades, i.e. Car mechanics
- Children do not know what trade to go into and we're are not directing them to areas needing them, i.e., automotive technician
- Guidance counsellors better equipped to answer career direction?
- Coordination of PAC s – can share resources/partnerships – speed dating
- College can utilize community partners for field questions
- Better/clearer information about programs – jobs you can get
- Ensure programs are relevant to employers in the community and reflect employment opportunities
- PACs are a bridge to our communities
- Embedded with experiences in programs for students
- I.e., creation of new logo.; Abilities centre
- Develop a "grow-op" on campus
- Use a real partner – develop a budget
- Use PACs to find guinea pigs for projects
- Better use of media
- Partner with Regional Works
- Plan a "2017", 100th birthday DC event - we need one PAC member from each program on the planning committee
- "Community Event"
- "Celebrate" local champions – St. Mary's, Growers

BOARD REPORT

Action Required:

Public:	☒	**Discussion**	☐
In-Committee:	☐	**Decision**	☒

DATE: October 8, 2014

FROM: Don Lovisa, President

SUBJECT: Program Advisory Committee Meeting Minutes

A.   Purpose

To inform the Board of Governors of the activities of the Program Advisory Committees (PAC) of Durham College.

B.   Background

The Minister's Binding Policy Directive 3.0 Programs – Framework for Programs of Instruction, Section C: Advisory Committees provides for the Board of Governors to ensure that an advisory committee for each program of instruction or cluster of related programs offered at the college is established. Committees are to be made up of a cross-section of persons external to the college who have a direct interest in and a diversity of experience and expertise related to the particular occupational area addressed by the program. The Board of Governors is to establish in by-law the structure, terms of reference, and procedures for program advisory committees.

The Durham College Board of Governors By-Law No. 2, a By-Law regarding Advisory Committees for Programs of Instruction, sets out in section 3.6, in part, that "…The Board of Governors will acknowledge receipt of the minutes [of PAC meetings] by resolution."

C.   Discussion/Options

Minutes summaries of 43 PAC meetings are provided for review.

D.   Financial/Human Resource Implications

N/A

E.   Implications for UOIT (if applicable)

N/A

F.   Recommendation(s)

That the Durham College Board of Governors receives these minutes summaries from Program Advisory Committee meetings, for information.

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	Owner	Lorna Weston-Smyth: Coach, Trainer, and Speaker
Marie McTasney	President	Moxie Trades Ltd.
Sue Pitchforth	President	Let's Do Lunch
Teresa Shaver	Executive Director	(BACD) Business Advisory Centre Durham
Stuart Small	Owner	Continuum II Inc.
Cam Osborne	Head Coach	Scarborough Gym Elites
Elected Student/Alumni Representatives	Year/Program/Alumni	
Brandon Trepanier	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
Arlene Allen	Program Officer	School of Continuing Education
Tina Grant	Professor	School of Business, IT & Management
Amy Serrano	Administrative Assistant	Centre for Food

Attendees April 9, 2014:
*External Members

Present: *T. Shaver, *D. Gallo, *M. McTasney, P. Brickell, *S. Small, *S. Carpenter, *L. Weston-Smyth, A. Allen, M. Ford, S. Nicholson

Regret(s): *C. Osborne, *C. Chessman, *J. Kemble, *R. Belmonte, *T. Hanson

Guest(s): J. Bathe, T. Grant

Recording Secretary: A. Serrano

KEY POINTS OF DISCUSSION
1. S. Carpenter facilitated welcome. Previous minutes were approved without changes. Tonight's agenda was accepted.
2. **Industry trends indicate:** Please see Additional Agenda Items.
3. **Continuing Education:** Completing courses.
4. **Student Voice:** Course selection (electives) – options changed once students tried to register – less ability to pre-plan. Accounting 1200 course taken at Whitby campus was great; focus on entrepreneurial and hands-on aspects of business. Overall, positive experience.
   Compressed (Sept): online elective options would be great due to hectic schedule. Students find that scheduling is confusing due to semester one courses being out of sequence (compressed). Overall, an enjoyable experience. Mentorship course was rewarding – students want more hours. Students would prefer to have two general education courses in first semester than second semester (point addressed below). Mentorship was structured by student; job-shadowed mentors.
5. **Additional Agenda Items:**
   Presentation on findings & discussion/workshop to focus on critical success factors for future offerings of mentorship course: Mentorship replaced field placement; running much better than field placement. The quality of mentors was outstanding. Number one critical success factor -- must be "win-win" (employer and employee). Students want more than 24 hours – possibly complete mentorship over two semesters. Mentor evaluation was a phone call or face-to-face meeting. Structure is key – mentor and mentee both need to know what the expectations are. Students should be familiar with their interests before getting started. Some students had issues finding a mentor in their field. First seven weeks of course – info and guest speakers; second seven weeks was actual mentorship. BACD – contract; outline of expectations; record of weekly meetings; hold mentor-only meeting . Mentorship course and Leadership course were confusing for students (within same semester/same instructor). "Framework" is necessary so mentors and mentees understand expectations and goals.
   Discussion of key outcomes for the third computer applications course (handout): Computer Apps course; what skill-set do BESB students need when they graduate? Combination of business-marketing and technology Continuing Education could offer this course as well – course would benefit business owners as well.
   Open discussion on success factors for a future DC incubator/accelerator service: DC proposal; in collaboration with Research and Development and BESB team. What should the model look like? What are some of the critical success factors? Student needs are important – networking with common-interest businesses. Possibly include those other than college-aged students. Encourage private involvement; businesses in the area; banks; BDC. Target market is startup. BACD could become an extension of this; prevents duplicating. Merge the two – for growing businesses and start-up businesses. Student-centric – bring former students back and transfer knowledge.

RECOMMENDED ACTIONS
1. Send summary of college/school update to PAC members with minutes.
2. Present results from Mentorship course and report back to membership (M. Ford).
3. Review timing of two entrepreneurship courses.
4. Investigate including access to WordPress into Ancillary fees – T. Grant (notes to be sent to committee)
5. Investigate target markets and consider different delivery formats.
6. Report back on submitted proposal
7. Future meeting date: November 5, 2014 @ 6 p.m. Location: TBA
8. Adjournment: 8:15p.m.

STATUS OF RECOMMENDATIONS FROM NOVEMBER 11, 2013 MEETING
1. Send POS to PAC members for the current year and next year. Complete.
2. Investigate business model canvass/lean start up canvass.
3. Look at third level computer course. Complete.

4. Arrange conference call to discuss the mentorship course with S. Small, S. Carpenter, T. Shaver, J. Fisher, R. Belmonte, and L. Weston-Smyth.
5. Add the accelerator service to the next meeting.
6. Add the incubator to the next agenda.

REPORT PREPARED BY: Amy Serrano   DATE: April 10, 2014

DRAFT REVIEWED BY DEAN: SIGNATURE: ___*J. Spring*_____

APPROVED BY CHAIR: SIGNATURE: _____

Foundations in Art & Design and Fine Art Membership List

Name	Title	Organization
Committee Chair		
Peter Blake - FAD	President	Aftershock Creative Inc.
Linda Jansma –Fine Art	Curator	Robert McLaughlin 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
Dani Crosby	Illustrator/Professor	Freelance/Durham College
Jeremy Desjardine	High School Teacher	Bowmanville H.S.
Lynn Dooly-Marek	Artist/Professor	Freelance/Durham College
Jessica Field	New Media Artist	Freelance
Gary Greenwood	Artist	Freelance
Francis Muscat	Sculptor/Professor	Freelance/Durham College
Donna Raetsen-Kemp	Executive Director	Station Gallery
Margaret Rodgers	Artist	Freelance
Peter Smith	Artist/Professor	Freelance/Durham College
Todd Tremeer	Painter/Printmaker	Freelance
Craig Wildman	High School Teacher	O'Neill Collegiate
Olex Wlasenko	Curator	Station Gallery
Elected Student/Alumni Representatives	Year/Program/Alumni	
Shannon MacDonald	Year 3 Fine Art	Durham College
Jamie McFarlane	Year 2 Fine Art	Durham College
Rachel Wilde	Year 2 Fine Art	Durham College
Megan Wilk	Year 2 Fine Art	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Jo-Ann Jordan	Professor	Durham College
Herb Klassen	Coordinator, FAD	Durham College
Paul Koidis	Associate Dean	Durham College
Sean McQuay	Coordinator, Fine Art	Durham College
Greg Murphy	Dean	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Donna Boyd	Continuing Education Office	Durham College
Steven Evans	Professor	Durham College

Attendees May 15, 2014:
*External Members

Present: *Peter Blake, Dani Crosby, *Lynn Dooly-Marek, *Gary Greenwood, *Linda Jansma, Jo-Ann Jordan, Herb Klassen, Laurie LaFrance, Jamie McFarlane, Sean McQuay, Greg Murphy, *Francis Muscat, *Margaret Rodgers, *Peter Smith, *Todd Tremeer, *Olex Wlasenko

Regret(s):   Donna Boyd,*James Campbell, *Joseph Catalino, *Darlene Cole, *Jeremy Desjardin, Steven Evans, *Jessica Field, Paul Koidis, Shannon MacDonald, *Donna Raetsen-Kemp, *Craig Wildman, Rachel Wilde, Megan Wilk

Recording Secretary: A. Desaillier, Administrative Coordinator

KEY POINTS OF DISCUSSION
1. Acceptance of Minutes of November 14, 2013 was moved by L. Jansma and seconded by H. Klassen. Carried.
2. Additional agenda items from H. Klassen: Should design be a part of the FAD program? Value of individual portfolio interviews and the value of the juried art show to the programs.
3. Agenda accepted was approved by J. Jordan and seconded by H. Klassen. Carried.
4. **Industry Trends:** M. Rodgers announced an upcoming exhibit in Peterborough, called "No Man's Land". M. Rodgers feels that students should be encouraged to do site specific work and make them aware of the opportunities. T. Tremeer recommended a field trip for students downtown Toronto exploring and studying the various monuments and/or sculptures and the work that goes into the installation. F. Muscat commented that more emphasis needs to be spent on exploring materials and their uses, so that students are made more aware of how to design for material. G. Greenwood noted that the Oshawa downtown core landscape is changing and there is potential for our students and our graduates.
5. **College/Program Updates**: G. Murphy shared that ours is the fastest growing campus in the Ontario post-secondary system, as we currently have 21,500 students between UOIT and DC. Space constraint is a concern that is being addressed. The Fine Art program is a huge success in comparison to other Colleges where some Fine Art programs are being shut down. The School of Media, Art & Design ('C' Wing) is currently under renovation and the new space that supports the arts is slated to open for September 2014.
6. **Student Voice**: Space is limited and would like to see dedicated space for the program.

RECOMMENDED ACTIONS
1. Recommend that S. McQuay share the students' contact information with the three galleries at the table so that the students get on their distribution lists. **ACTION BY: S. McQuay**
2. Recommend that the program team and the Dean will explore the options in acrylic and oil paints for the student art kits. **ACTION BY: Program Team and Dean**
3. Recommend that H. Klassen and G. Murphy will meet with the Development office to explore options in having an off campus space. **ACTION BY: H. Klassen and G. Murphy**
4. Meeting adjourned at 7:00 p.m.
5. Next meeting – Thursday, November 6th, 2014 at 6:00 p.m. for Foundations in Art & Design at Durham College and Wednesday, November 19th, 2014 at 6:00 p.m. for Fine Art.

STATUS OF RECOMMENDATIONS FROM November 14, 2013 MEETING
1. Nominations of Chair for both programs resulted in election of L. Jansma for Fine Art and P. Blake for FAD program. G. Murphy will work with the Coordinators and the newly elected chairs to split the membership and work on meetings for the fall. Donna Raetsen-Kemp was thanked for her time and commitment. She is currently on leave from the PAC.
2. L. Jansma did look into the ACDC membership cards and distributed them to S. McQuay. As follow-up, L. Jansma will look into whether the students are registered and what services they are allocated.
3. The third year Fine Art students had field placement opportunities as a group within the Durham Region. While it was well received, there was a note about breaking the students into larger groups as opposed to smaller ones. The hours attached to the field placement were addressed through class hours (3 hours). The breakdown is 3 hours in the first semester for planning of the community projects and three hours in the second semester devoted to

producing the assigned project on location.

4. This action item is still on-going in regards to exploring rental space in downtown Oshawa for a student gallery space.

REPORT PREPARED BY: Alanna Desaillier   DATE: May 15, 2014

DRAFT REVIEWED BY DEAN: G. Murphy   SIGNATURE: *Greg Murphy*

APPROVED BY ACTING CHAIR: P. Blake   SIGNATURE: via email

Game Development Membership List

Name	Title	Organization
Committee Chair		
Courtney Hilbig	Art Director	Digital Leisure
External Committee Members		
Eyal Assaf	Freelance Designer and Illustrator	
Clement Chan	Freelance Animator	9 Story Entertainment
Scott Heatherley	Games Animator	Toon Box Entertainment
Paul Gold	Supervising Producer	Digital Leisure
Ryan Miller	Founder and President	Conjured Graphics
Robbie Tasker	Compositor	SoHo VFX

Elected Student/Alumni Representatives	Year/Program/Alumni	
Daniel Flavelle	Year 3 Game Development	Durham College
Sara Manol	Game Development Alumni	Durham College
Vincent Ristooch	Game Development Alumni	Durham College

Elected Faculty/Staff Representatives		
Name	Title	Organization
John Goodwin	Professor, Game Development	Durham College
Matthew Grabinsky	Coordinator, Game Development	Durham College
Paul Koidis	Associate Dean	Durham College
Greg Murphy	Dean	Durham College

Guests/Unelected Faculty/Staff		
Name	Title	Organization
Edin Ibric	Professor, Game Development	Durham College
Donna Boyd	Continuing Education Officer	Durham College

Attendees June 16, 2014:

*External Members

Present: Daniel Flavelle, Matthew Grabinsky, Paul Koidis, Sara Manol, *Ryan Miller, Vincent Ristooch, Jeremiah Seiden

Regret(s): Eyal Assaf, *Donna Boyd, Clement Chan, John Goodwin, *Scott Heatherley, *Courtney Hilbig, Edin Ibric, *Paul Gold, Greg Murphy, *Robbie Tasker

Recording Secretary: S. Leaming-Conroy, Administrative Assistant

KEY POINTS OF DISCUSSION

1. The minutes from October 29, 2013 were approved by R. Miller and seconded by M. Grabinsky. Carried.
2. The agenda was accepted with additions to the agenda by R. Miller and seconded by M. Grabinsky. Carried.
3. **College/School Update and Program Update**: M. Grabinksy mentioned the request of new labs for evergreen, all new software requests, labs have been switched to suit incoming number of applicants. 75% applicants are from high school as of right now. TOONBOX project is an imbedded internship in third year of program.
4. **External Sharing:** R. Miller noted that texturing and surfacing is changing, and UE4 is coming out and program has switched to this to teach the right software for UB4. Jobs-developing, more technical people are being looked at and it is a lot of small studios, especially in the texturing and modeling side. R. Miller noted that animation industry is seeking more generalists than specialists.
5. **Continuing Education Update:** No representative was present.
6. **Student Voice:** D. Flavelle said students should develop more advanced skills in knowing how to present and defend their work and creative choices, as it will help them when they are in the professional world and studio environment. More cross industry awareness is required. D. Flavelle noted that being able to fit in and work in animation pipeline is important and included that the critiquing process could change by handing in assignment and critiquing the following week. It was mentioned that quality assurance is rising in the industry including graphic design. V. Ristooch stated that integrating assignments between courses of the program would be beneficial i.e. lecture in concept art then have a modeling assignment based on the concept art class, and noted that it would be beneficial for students to include estimated hours spent on an assignment (time log), which would help students realize how long it would take to complete a certain project and determining how many hours are being spent on different assignments. S. Manol noted that documenting the issues students had, and noting if they were able to resolve the issues by the end of the semester, would be helpful. V. Ristooch noted that third-year students found that spending too much time with portfolios didn't give students enough time for initial idea and for completion, and to start the production process at the beginning of semester two.
7. **Additions to the agenda:**
   R. Miller noted the end-of-year screenings are getting larger, and all game development programs and industries around the GTA attend an event in Toronto called Level Up Showcase, beginning of April. He proposed substituting the end of year screening and participate in this event instead.
   J. Seiden noted that selling a book of student work as opposed to a bake sale for fundraising might be more profitable. P. Koidis stated that to better the screening, perhaps changing the venue, and mentioned doing the screening at the Toronto International Film Festival Bell Lightbox.
   R. Miller stated that Game Jam has become more popular and would like to be more involved in this like UOIT currently is with their program. Montreal Intl Game summit-$500 each per student instead of DIG London. Collaborate with UOIT to attend this summit. R. Miller also noted peer tutoring program proposes a bridge between the two institutions, also noted the redesign program book for next year.

RECOMMENDED ACTIONS

1. This meeting did not have quorum.
2. Meeting adjourned 7:30 p.m.

STATUS OF RECOMMENDATIONS FROM October 29, 2013 MEETING

1. The recommendation to suggest an outside Human Resource, or industry representative for mock interviews to help students prep for social skills in industry is ongoing. M.Grabinsky noted that

interview skills are essential and that the actual soft skill interview itself is important. This recommendation was to do more mock interviews and began over the last academic year in class. R. Miller offered to contact a rep from an HR firm that could come in and do mock interviews with students. Paul Koidis suggested a weekend career and interview training bootcamp for all Game Development, Animation and VFX students would be helpful.

2. M. Grabinsky noted that the recommendation to introduce 3DS Max to the program was and has been included in the student package for year one.
3. The recommendation to incorporate more feedback on concept artwork is ongoing. S. Manol noted that it incorporating more assignment into assignments, concept before idea, and being directly to the point.

REPORT PREPARED BY: Stacy Leaming-Conroy DATE: June 16, 2014

DRAFT REVIEWED BY ASSOC. DEAN: SIGNATURE: *Paul Koidis*

APPROVED BY COORDINATOR: SIGNATURE: via email

Membership List

Name	Title	Organization
Committee Chair		
Joe Stokes	Associate Registrar	UOIT

External Committee Member

Name	Title	Organization
Tracey Szarka	Academic Advisor	UOIT
Ralph Hofmann	Professor	School of Justice
Debra Morrison	Professor	School of Health
Tanya Jessup	Professor	School of Science and Technology
Joe Muldoon	Head, Trent University	Trent University
Craig Cameron	Student Advisor	Trent University

Elected Student/Alumni Representatives Name	Yr/Program/Alumni
Sarah Freeman	DC Student
Widaad Al-Busaidy	DC Student
Breanna Gillis	DC Student

Faculty/Staff Representatives

Name	Title
Bev Neblett	Associate Dean
Kevin Baker	Dean
Lynn Connaty	Professor – ISES
Katherine Fledderus	Professor – ISES
Jeff Zakoor	Professor - ISES

GUEST

Erin Dick	DC Summer Student
Karen Founk	Professor – ISES
Kathy Kirkby	Professor - ISES

Present: Joe Stokes; Bev Neblett; Kevin Baker; Sarah Freeman; Widaad Al-Busaidy; Breanna Gillis; Lynn Connaty; Tracey Szarka ; Katherine Fledderus; Ralph Hoffman; Jeff Zakoor; Debra Morrison

Regret(s): Tanya Jessup, Joe Muldoon, Craig Cameron

Guest(s): Erin Dick, Karen Founk, Kathy Kirkby

Recording Secretary: Janice Haslett

1.	**Welcome and Introduction**
	• Introductions were made around the table.
2.	**Additions to the Agenda**
	• There were no additions to the Agenda.
3.	**Acceptance of Agenda**
	• First – Bev Neblett; Second – Katherine Fledderus
4.	**Approval of Minutes from previous meeting**
	• First – Bev Neblett; Second – Katherine Fledderus
5.	**Business/Actions Arising from Previous Minutes**
	• **None**
6.	**Discussion Items**

	6.1 College/School Update and Program Update
	College News
	• College applications are up 17.5% from last year. Program confirmations have increased 7.4% over this time last year.
	• The college has submitted its Strategic Mandate Agreement (SMA), which establishes the strategic priorities for a three-year period, very much in the way a strategic plan does. The agreement captures the college's priorities within the six differentiation framework 'components' areas, however there are four key areas of focus that will specifically differentiate Durham College in the post-secondary system. These actions can be summarized as:
	   o **Academic quality, flexible delivery**
	   o **Pathways from skills and advanced skills to graduate studies.**
	   o **Three-year degrees**
	   o Development and realization of the **Durham Learning and Business Innovation Park (dLAB)**, in partnership with the private sector while working with government which will provide thousands of new jobs, incorporate new transportation links and access, foster ground-breaking research in areas of importance to the economy and feature sustainable and natural uses.
	• The Spring Open House was March 22nd which was an opportunity for applicants given offers and those that confirmed to meet with students and faculty to discuss their programs. Initial numbers for the event at the Oshawa, Whitby campuses and Pickering Learning site combined were approximately 3700 visitors.
	• Spring Convocation for our School is set for Friday June 20th at 2 pm.

- Key Performance Indicator results have increased in four of five benchmark areas, as measured by the KPI surveys conducted over the last number of months. Our student satisfaction; graduate employment; graduate satisfaction; and graduation rates have all improved, some by two to three percentage points. In addition, 92.2 per cent of employers are satisfied with their hiring of a Durham College graduate. The College results are as follows:
  - Graduate Employment: 85.5%
  - Employer Satisfaction: 92.2%
  - Graduate Satisfaction: 78.2%
  - Student Satisfaction: 74.3%
  - Graduate Rate: 66.7%
- Program specific KPI results are not available at this time and will be shared at the Fall meeting

School News
- We have a School target enrolment of approximately 900 students for 2014-15. To date, we have had 1471 applications and 1263 offers have gone out with 495 confirmed to date.
- The two PIF projects that were approved and the School received funding for in November 2013 are progressing well:
  1. Curriculum revisions for Communication courses have resulted in the streamlining of the current 92 communication courses to 12. Piloting of the ACCUPLACER post-admission testing will begin with the January intake of 2015.
  2. Re-designing of program delivery for the first year of OFAD is near to completion. Courses will be delivered in a hybrid forma and over a 3 day schedule. This will allow for increased enrollment without increasing classroom capacity usage.

Program News
- Program target enrolment is first year is 120 students for the fall. To date, we have had 272 applications, put out 251 offers and received 85 confirmations and 1 paid.
- Implementation of the re-designed year 1 program will be September 2015. Some of the changes to be implemented at this time include: The spreadsheets course has been changed to be an Office Procedures with an introduction to computers as it relates to office work. Access has been moved to 2nd year. A new business Finance course teaching payroll, petty cash has been designed to replace the Accounting for Office Professionals course. There will be a Capstone in the 2nd semester. This course will be project based consisting based on their course content from year 1.
- The Executive Simulation in the executive stream will be piloting the capstone this year.

	6.2 Continuous Education - N/A
	6.3 Student Voice **Graduate** - Breanna Gillis – spoke about having already attended university and felt there were little supports for students. Breanna was very complimentary and felt much better about the assistance she has received from Durham College. - Widaad Al-Busaidy – spoke about her first experience of coming to college and was very young and did not take it as seriously as she should have. Much more focused second time around and appreciates the pathways set up for GAS students.
	6.4 PAC Voice - Ralph Hoffman mentioned that the Paramedic/Fire program just went through an accreditation process. Ralph has also, recently, taken over the Firefighting Program. - Tracy Szarka spoke about the RPN to BSc transition and thought the pathways were on point. Tracy also mentioned that two new streams were being developed for Health Sciences – Public Health stream and Human Health Science stream. This will be focused on students going into post-grad. 120 total first enrolment - Joe Stokes said that UOIT has put out a funding call. Joe also mentioned that he needs faculty to develop programs. If there are faculty at Durham that are interested in co-developing programs with UOIT faculty, let Joe know through Kevin Baker. - Debra Morrison – very happy to receive a 5 year approval from the College of Nurses accreditation. Debbie also mentioned that some colleges had lost their 5 year status due to their KPI's. Durham had 100% success for students writing their consolidation exams! - Kevin Baker – college applications up from last year. Confirmations up 9%. Kevin also
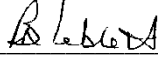
	mentioned that the College has submitted its strategic mandate, however, it is not signed as of yet. Spring Open House – over 3300 students on campus! • Bev Neblett – the caps for the fall will be GASN – 80 students; GASH 200 students; GASZ 20 students; GASK – 30 students; GASO – no cap
7.	**Future Meeting Date – November 6, 2014**

REPORT PREPARED BY: Janice Haslett   DATE: May 7, 2014

DRAFT REVIEWED BY: Associate Dean: SIGNATURE: _____

                                                         Bev Neblett, Associate Dean

APPROVED BY CHAIR: SIGNATURE: _____

DURHAM COLLEGE
SUCCESS MATTERS

Human Resources Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Melissa Beckette-Batchellor	Human Resources Business Partner	The Scarborough Hospital
External Committee Members		
Aranka Mason	Manager	Ministry of Government Services
Doug Campbell	HR Manager	McNairn Packaging
Jan Herington	Manager, Learning & Performance	Workplace Safety & Insurance Board
Kevin Chhangte	Human Resources Generalist	Paramed Home Health Care
Jaime Sheepwash	Senior Employee Relations Officer	Durham Catholic District School Board
Peter Spratt	Vice President, Consulting Services	Collins Barrow
Elected Student/Alumni Representatives	Year/Program/Alumni	
Craig Armstrong	Year 2, Human Resources	
Naomi Carmichael	Year 2, Human Resources	
Krista Ireland	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
Donna Boyd	Program Officer	School of Continuing Education
Amy Serrano	Secretary	Centre for Food

Attendees Monday, March 24, 2014:
*External Members

Present: *M. Beckette-Bachellor, *J. Herington, D. Morrison, *P. Spratt (until 7:20), *K. Chhangte, N. Carmichael, *D. Campbell, C. Armstrong

Regret(s): *J. Sheepwash, *A. Mason, K. Ireland

Guest(s):   J. Bathe, D. Boyd, G. Gannon

Recording Secretary: A. Serrano

KEY POINTS OF DISCUSSION
1. The minutes of, October 28, 2013 were approved by K Chhangte.
2. The agenda was approved by P. Spratt.
3. **External Membership Information Sharing:** Transformational changes are occurring, as is the nature of businesses. There is an increase in contract work and focus on project management. Candidates with designations are harder to find. Everything is measured and must be reported (i.e. dashboards). Chaos theory in business – chance can veer you into different places in life/work. Careers are morphing into "chance and change" situations on a very complex platform. One should possess skills such as business analytics; project management; and critical thinking. Clients want strong change-management support; increased need for support for employees in the midst of transition/organizational change that is currently unavailable. There is attention toward occurring changes but not to employees experiencing transition. Much time being spent on work-place dispute resolution; conflict is change-driven between employees; not employer and employee. Possessing problem-solving and interpersonal skills are vital. There is a positive reaction from unions regarding conflict-resolution, working with members and helping resolve issues as they arise; focus is on workplace relationships. Healthcare is currently going through a review period. Concerns with no RFP's for 4-5 years; staff needing wage increases; if government does not increase billing rates then wages cannot increase. Understanding business landscape is important. The hospital sector is facing layoffs due to funding. Students given clinical/non clinical scenarios to showcase different careers in the hospital. Demonstrate your skills to an employer – you may have exactly what they need.
4. **College/School update and program update:** School of BITM & Durham College—increased enrollment this year with total of 1711 students. School added two new graduate certificate programs this year: Project Management and Information Systems Security. The school is currently investigating two new programs for delivery in fall 2015: Accounting & Payroll and Business Insurance. In September 2014 the Centre for Food opened with facilities for hospitality and culinary programs, as well as, a full service restaurant called Bistro '67. The school of BITM helped with the transfer of the programs (Hospitality Management, Culinary Skills & Culinary Management, Golf Facilities Operations Management, and Special Events Management) to the new Centre for Food. Further support has been given to the development of Hospitality Skills and an Event Management graduate certificate.
5. **Continuing Education:**   Hiring for spring; moving toward online course-offering
6. **Student Voice:** Students understand why they are learning general business practices; issue with the fact that she does not have relevant job experience - look at positions and places that are growing. Get experience and then you get desired jobs. Overlapping in computer program; excel course is similar to Intro course; suggested the second Excel course be more advanced. Students question why Intro to Psych is mandatory rather than other General Education course such as Sociology.
7. **Program learning outcomes review:** PAC membership needs to review and comment on outcomes for graduate certificate
8. **Program review update:** n/a
9. This committee recommends that the Marketing & Communication department of DC develop a media campaign to support School of Business, IT & Management field placements and those of the college in general (action by M. Beckette-Bachellor/J. Harington).
10. **Update:** post-grad HRM grad certificate program starting Sept. 2014 at Trent U**:** no field placement offered for this program; healthy competition.

BUSINESS/ACTIONS ARISING FROM PREVIOUS MINUTES
1. Follow-up with School of Justice regarding incorporating investigations, dispute resolution and mediation into the HR program: Susan Parsons (or counterpart) and Gary Gannon – will meet after exams to look at it from the standpoint of integrating two areas into existing course base or whether it

will be its own course. New program integration takes a year so the second option is ideal.

2. Provide committee with new HRIS course outline at spring meeting. Deferred to next meeting; contracted computer/HR graduate who has been working on course outline; will be offered in winter 2015. Will include SAP integration (learning activities); how it can be used and integrated; training to begin in spring – D. Campbell.

3. HURM program review in spring meeting: one year post-grad certificate (currently in review). Preliminary report regarding program – outcomes were positive. Focus group with students – value, how program was run – report is forth coming. One remaining step is SCOT Analysis. Full report will be given in fall. Hybrid courses were delivered with compressed schedules leaving students overwhelmed. Scheduling will be extended over four days and hybrid format will continue.

4. Recommendations: Update of Economics course at spring meeting; the name will be "Economics for Canadian Business". It focuses on how business makes an impact; one must have a business sense to be in HR; how to make one strategic and indispensable; how does the economy and economic principles impact HR; the link must always be made and understood. Talent pools are global.

5. Recommendation: Discuss employment law course at spring meeting; Business-law course replaced with "Employment Law".

RECOMMENDED ACTIONS

1. Present full report in fall meeting (HURM Program Review) – G. Gannon
2. Provide committee with HRIS course outline – J. Bathe
3. Send members "Employment Law" course outline via email and ask members for input – J. Bathe/A. Serrano
4. Send members School update – J. Bathe/A. Serrano
5. Send members outcomes for graduate certificate for review and comment (by April 30) – G. Gannon
6. Meet with Communications & Marketing or send recommendation to that department – J. Bathe
7. Next Meeting: November 3, 2014 at 6 p.m.
   Adjournment. 8:10 p.m.

REPORT PREPARED BY: A. Serrano   DATE: April 4, 2014

DRAFT REVIEWED BY DEAN: SIGNATURE: _J. Spring_____

APPROVED BY CHAIR: SIGNATURE: _____

***LAW, POFD and PSI Program Advisory Committee* Membership List**

Name	Title	Organization
Committee Chair		
Mike Chesson (POFD)	Sgt.	Durham Regional Police
Dana Cardinal (LAW)	Resourcing & Specialized Training	OPG
Michael White (PSI)	Consultant	Security Risk
External Committee Members		
Elsa Gadsdon	Recruiter	OPP
Chauntel Inman	Recruiting	RCMP Recruiting
Rob Kobayashi	Staff Sgt.	OPP, Whitby
June MacDonald-Jenkins	Dean, PLC	Durham Regional Police
Samantha Petrow	Recruiting	RCMP
Sarah Schutt	Constable	Durham Regional Police
Shayne Simpson	Sgt.	OPP, Whitby
Ken Polley	Assistant Crown Attorney	
Anne Weber	Office Manager	Ministry of Attorney General
Wyatt Johns		Youth Connections
Mark Gilbert		Youth Connections
Gary Hasenhindl		Youth Connections
Chris Priebe		OPG
Steve Lawson	Acting S/Sgt.	DRPS/PLC
Neil Weaver	Vice President Strategic Accounts	GardaWorld Prot. Services
Derek Hannan	By-Law Enforcement	Ajax
Chris Swift	SSgt.	Alcohol & Gaming Comm.
Carolyn Homes	Operations/Resource Protection	Sears - National
Lisa Robles	Nuclear Security Training Technician	OPG
Chris Collins	Darlington Security Shift Manager	OPG
Laura Hicks	Supervisor	City of Oshawa
Louis Duranleau	Director of Corporate Security	D & H, The East Mall
Ian Falzon	Customs	Canada border Services
Douglas Walker	Nuclear Security Training Manager	OPG

Elected Student/Alumni Representatives	Year/Program/Alumni	
Diji Ayodej	Alumni, LAW	Durham College

Elected Faculty/Staff Representatives Name	Title	Organization
Stephanie Ball	Dean	Durham College
Marisa Cassar	School of Continuing Education	Durham College
Maria Iannuzziello	Faculty Rep/Coordinator/PFP	Durham College
Lynne LeRoy	Faculty Representative	Durham College
Charles McAfee	Faculty Representative	Durham College
Charlene Di Danieli	Faculty Representative	Durham College
Kathy Phillips	Faculty Representative	Durham College
Bonnie St. George	Faculty Rep/Coordinator-LAW	Durham College
Neil Gonsalves	Faculty Rep/Coordinator-PSI	Durham College
Lise Kozlinski	Faculty Representative/Co-Coordinator	Durham College
Sue Layton	Faculty Representative/Co-Coordinator	Durham College

Guests/Unelected Faculty/Staff Name	Title	Organization
Jason Vassell	Professor	Durham College

Attendees *(June 11, 2014)*:
*External Members

Present: C. Di Danieli, N. Gonsalves, *C. Homes, M. Iannuzziello, *C. Inman, R. Johnston, *R. Kobayashi , L. Kozlinski, *S. Lawson, L. LeRoy, C. McAfee, J. MacDonald-Jenkins, B. St. George, *S, Siebert, *S. Simpson, M. Tapper, J. Vassell, *N. Weaver, *A. Webe

Regret(s): *D. Ayodej, *D. Cardinal, M. Cassar, *M. Chesson, *C. Collins, *L. Duranleau, *I. Falzon, *E. Gadsdon, *M. Gilbert, *D. Hannan, *G. Hasenhindl, *L. Hicks, *W. Johns, *S. Lawson, S. Layton, S. Petrow, *K. Polley, **C. Priebe, L. Robles, *S. Schutt, *C. Swift, *C. Thompson, *D. Walker, *M. Whte

Guest: J. Vassell

Recording Secretary: M. Bartosik

KEY POINTS OF DISCUSSION
1. The minutes of June 11, 2013 were moved by M. Iannuzziello and seconded by B. St. George. CARRIED
2. **Industry Trends:** Public Safety Canada is a portal that houses research on all services in policing as well as a list of collaborative agreements across the province. The information provides the framework for a new graduate from Ontario Police College. Electronic notebooks are now used extensively in the policing field rather than written notebooks when chronologically reporting incidents/accidents. Students should be encouraged to do placement in a mental health facility which would prepare them in meeting the challenges in the policing field. Written notebooks will continue to be as important as electronic reporting when required by police officers in court cases.
3. **Hiring Opportunities:**   RCMP is actively hiring a constant stream of recruits and it hopes to maintain 600 out of the 960 currently going through the process. Durham Regional Police hope to start recruiting but it will be dependent on the new government. Sears Canada continues to offer job opportunities across Canada for graduates interested in the security field. GardaWorld Protection Services is a growing organization in Ontario and currently have 200 vacancies in the Toronto area alone. OPP is currently recruiting 400 with an additional 600 within the next three years, also dependent on a new government. Alcohol and Gaming also have job opportunities for our graduates interested in the field.
4. **Field Placement:** The Crown's Office has not had any students for several years and are still interested in taking students for placement. OPP will also continue to take students every semester. Many of our graduates have successfully attained jobs as a result of their placement. Our Hired Career Services department discusses and emphasizes the importance of dress, decorum, and deportment expectations with all students before going out on placement.
5. **Program of Studies Changes/Review:**
   Advanced Law: The program completed its review last year. As a result of the review, the program of studies has changed with now two (2) hours of fitness per semester and a new computer fundamentals course that focuses on business applications. The students also attain six different certifications within their courses for their portfolio.
   Police Foundations: Next year's changes will include the combination of Police Powers I and II and one additional hour in fitness for classroom delivery. Human trafficking and cyberbullying were suggested as areas that could be included in the curriculum.
   Protection, Security & Investigation: The program is slated for program review next year, beginning with the mapping process completed earlier this month.
6. **KPI Results**:
   Advanced Law: Based on the KPIs areas for improvement identified included math skills, feedback from faculty, more computer training, and usefulness of assigned course materials Several areas have already been addressed with the recent changes to the program of studies.
   Police Foundations: Math tutorials were set up for those students who wanted to enhance their math skills to address an area of weakness in the program.
   Protection, Security & Investigation: Approximately 34% of the students intended to further their education rather than pursue a job after graduation. An area of weakness consistent with many programs was the prompt feedback by faculty and usefulness of course materials.
7. **Enrolment:** The Advanced Law program has 29 confirmed for 35 seats. To date, Police Foundations has 225 confirmed for 200 seats.

8. **Community Policing Update/Problems:** All the second year students in the Police Foundations program were required to work at one of the following at-risk schools: Glen Street, Village Union or Mary Street for a semester. These students work with groups of students or individual students in resolving problems and provide support and encouragement. The schools are very supportive of this initiative and have seen the results of our students' intervention and support. The professors would like additional community policing-type scenarios for our students to work on next year.

9. **SEAT**: The program is being disbanded after seven years. It was a great opportunity for students to attain points for college leadership awards while being involved in security work at events on a volunteer basis. There are now more opportunities in various programs such as Community Policing where students can work towards a leadership award.

10. **Pam Am Games**: This upcoming fall, the Police Foundations and Protection, Security & Investigation programs will have the opportunity to apply to work at the games. Those students interested must apply and have their security licenses before they are interviewed. The training may be held at Durham College if there are a large number of interested students. The website will open in September 2014 and training commences January 2015. These are paid positions and include overtime wages.

RECOMMENDED ACTIONS

1. The faculty will stress the importance of good penmanship and written notebooks especially when used in the courts as well as discouraging students from initialing at the end of each line in their notebooks.
2. Mental health and its challenges in the field could be addressed broadly in the program.
3. Committee members are asked to bring forward suggestions or ideas for content or courses that could be included in the curriculum given current clientele in the field. These should be forwarded to the coordinator of the specific program.
4. Committee members are asked to forward any community policing-type problem or scenarios to C. Di Danieli for use in the Community Policing course.
5. The Ministry of the Attorney General should be considered as a placement host by the Field Placement supervisor.

STATUS OF RECOMMENDATIONS FROM *November 13, 2013* MEETING

1. An invitation to G. Pitcher, Director of Campus Safety at Scarborough Campus to join this committee will be pursued by N. Gonsalves by the next meeting. NOT COMPLETED
2. RCMP will again provide trinkets for our Police Foundations and Protection, Security & Investigation January Start students and will follow up with M. Iannuzziello and N. Gonsalves. COMPLETED
3. The nomination of recent graduates for the Premier's Award will be brought forward at the next divisional meeting by S. Ball. COMPLETED

REPORT PREPARED BY: M. Bartosik   DATE: June 12, 2014

DRAFT REVIEWED BY ACTING DEAN: M. Tapper   SIGNATURE: ___*MTapper*___

APPROVED BY ACTING CHAIR: M. Tapper   SIGNATURE: ___*MTapper*___

DURHAM COLLEGE
SUCCESS MATTERS

Library and Information Technician Program Advisory Committee
School of Business, IT & Administration
Minutes of May 14, 2014

Library and Information Technician Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Michael David Reansbury	President	OALT/ABO
External Committee Members		
Teresa Austin	Library Technician	McMillan LLP
Debbie Arsenault	Library Technician	Lakeridge Health
Emily Cartlidge	Records Manager and Archivist	Northumberland County
Pamela Drayson	University Librarian	UOIT
Lisa Elchak	Library Technician	Crescent School
Ian Heckford	CEO	Oshawa Public Library
Liz Kerr	SuperConference Convenor	Ontario Library Association (OLA)
Jennifer Weymark	Archivist	Oshawa Community Museum
Elected Student/Alumni Representatives	Year/Program/Alumni	
Dawn Wright	Year 1	
Jennylynn Brown	Recent Graduate	
Elected Faculty/Staff Representatives		
Anne Donnellan	Professor	
Nicole Doyle	Professor	
Susan Pratt	Program Coordinator/Professor	
Guests/Unelected Faculty/Staff		
Jackie Bathe	Associate Dean	School of Business, IT & Managemer
Donna Boyd	Program Officer	School of Continuing Education

Attendees *May 14, 2014*:
*External Members

Present: *A. Donnellan, *C. Mittlestead, D. Wright, *D. Arsenault, *E. Cartlidge, *I. Heckford, *J. Weymark, J. Brown; *L. Elchak, *M.D. Reansbury, *N. Doyle, S. Pratt, *T. Austin

Regret(s): P. Drayson, *L. Kerr

Guest(s): J. Bathe

Recording Secretary: A. Serrano

KEY POINTS OF DISCUSSION
1. Agenda accepted – J. Weymark and N. Doyle. Previous minutes were approved – E. Cartlidge/L. Elchak
2. **External Membership Information Sharing:** Oshawa public library day on August 24; citizenship ceremony in June; working with City of Oshawa-looking at existing buildings and what will be needed in 5-10 years. Heading online. Archives – part of DRAG; organizing 2014 Archives conference at end of month and finalizing third publication; focus on research and publication. Copyright; licensing; AODA; Making it more library-focused will help. RDA – two techs have been to many conferences. Students should be aware of RDA. Open Access is causing challenges. Techs will need to know more about online things. Better results this year with library tech job-shadowing and field placement. Technical writing is important (knowledge of). Library positions coming up.
Facility lay-out skills – students were able to see the emergency response in the archives. Students should have knowledge of this. Issues is backlog of older materials; records management new in municipal setting. Electronic records are growing and a challenge to manage so knowledge would be valuable. Education on electronic documents would be an asset.
Healthcare – maintaining status quo. New Intranet being worked on.
Natural pathway from legal to lib tech profession; legal issues are involved in all aspects of records management. Legal research lab.
Students need stronger Microsoft Office skills; challenge to have students once per week. Student membership with OLA may help students since there is the opportunity to grow with mentors.
Communications skills are very important.
There is a need for clearer outline of expectations of students for field placement. Field placement manual will be revisited and revised. Students need to know that they are being observed (whole package).
3. **College/School update and program update:** First graduating class on June 20, 2014. Third full intake in fall 2014. Annual curriculum review underway this spring. Hiring full-time for LIBTECH. School of BITM & Durham College—increased enrollment this year with total of 1711 students. School added two new graduate certificate programs this year: Project Management and Information Systems Security. The school is currently investigating two new programs for delivery in fall 2015: Accounting & Payroll and Business-Insurance. In September 2014, the Centre for Food opened with facilities for hospitality and culinary programs, as well as a full-service restaurant called Bistro '67. The school of BITM helped with the transfer of the programs Hospitality Management, Culinary Skills & Culinary Management, Golf Facilities Operations Management, and Special Events Management to the new Centre for Food. Further support has been given to the development of Hospitality Skills and an Event Management graduate certificate.
4. **Continuing Education:** Demand for online learning is far surpassing night course in-class demand
5. **Student Voice:** Students pleased with first year; loving job-shadow aspect. Field trips were enjoyable;
Lib Operations and special libraries; students felt that library operations and special libraries had a lot of overlap with other courses. Tutors would have been beneficial for tech services. Second year students could tutor. Group work was disliked at the beginning; but overall it was a good learning experience.
6. **KPI Results:** Defer to next meeting, not available until May.
7. **Student Feedback:** Survey Monkey; advocacy project was a positive experience; Client Services – positive; students dislike group-work. Blog posts were received positively
Year 2 – best prepared in law and legal bus research; reference; multimedia; acquisitions and collections. From employers – satisfied with students tech services skills; reference skills;

student is prepared for entry-level job in library tech services field.

8. **Planning for the future: course outline revisions; Program of Study changes for 2014/15 and 2015/16:** program map will be handed out to students detailing exactly what they need to do for time management. Next year – new course – COMM 1 for IT (handout); college-wide pilot – students will be tested in literacy skill and will have to take a fundamentals course. Items being considered - cataloguing courses increased from 3 hours to 4 hours split into two sessions; acquisitions and collections do flow together nicely and could be one course. Records Management does need to be one course and team will look at how to make it work. Program will be laptop in 2015.

RECOMMENDED ACTIONS

1. Investigate tutoring or study groups for students especially for tech services.
2. Work on Vulnerable Sector letters for students.
3. Investigate student membership with OLA or setting up student chapters.
4. Review KPI Results from spring-send update to membership.
5. Update field placement manual – S. Pratt.
6. Next meeting: November 13 at 6 p.m.   Location: TBA

STATUS FROM NOVEMBER 12, 2013 MEETING

1. Send the Program of Studies, program description and coordinator update to the committee members with the meeting summary.
2. Share the graduate feedback when we have it.
3. Provide the field placement supervisors with feedback e.g. Did the students get what they wanted from the placement? N. Doyle will share her template with S. Pratt regarding collecting feedback from the students.

REPORT PREPARED BY: A. Serrano   DATE: May 14, 2014

DRAFT REVIEWED BY DEAN: SIGNATURE: _____

APPROVED BY CHAIR: SIGNATURE: _____

Developmental Services Worker Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Terri Korkush	Director of Operations	Community Living Oshawa/Clarington
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 Maniacco	Human Resources Manager	Community Living Oshawa/ Clarington
Cindy Mitchell	Facilitator	Durham Association Family Respite Services
Jon Gelinas	Adult Community Support Services Worker	Family Services Durham
Sue Pereira	Director of Operations	The Participation House Project Durham Region
Ann Gyurmanczi	Area Manager	Christian Horizons
Clar Hayes	Passport Coordinator	Tri-Community Support Services
Carolyn Shaw	Assessor	Developmental Services Ontario
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/Program Coordinator	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
Stephanie Zibert	Student Advisor/ Practical...	Durham College

Attendees April 24, 2014:
*External Members

Present: *S. Pereira, *T. Korkush, *J. Gelinas, *C. Hayes, *W. Holliday, K. Anderson, *L. Cliff, S. Zibert, *C. Shaw, K. Corbier, *K. Nevilles, S. Hall, S. Sproul, M.H. Leddy

Regret(s): C. Burke, *C. Robinson, *L. Binns, M. Noble, *C. Mitchell, *A. Gyurmanczi, *D. Maniacco, P. Anderson

Guest(s):   A. Allan

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of November 28, 2013 were approved by L. Cliff and seconded by S. Pereira. Carried.
2. A. Allan attended on behalf of D. Boyd from Con. Ed.
3. J. Gelinas: Major themes in provision of service are housing and transportation concerns. There is a housing crisis in Durham Region. Met with Durham Region Transit to see if there is a way to partner as half of their case load needs transfers. Currently provide hands-on training - sharing ideas and coming up with a guide book to start a training program.
4. C. Hayes: Passport Coordinator for Tri-county Community Support Services and has an office at Participation House. Full-time since November 2013 to facilitate change over.
5. W. Robinson: currently working on Respite pilot project so will be unable to take students until that is up and running.
6. L. Cliff: Community Living Durham North has a lot of part-time vacancies. Looking at changing schedules to provide more full-time opportunity. They had four second year students on placements and they were all hired. Hired five first year students which results in class attendance suffering.
7. C. Shaw: joining us for the first time from the DSO (Developmental Services Ontario).
8. K. Nevilles: Kerry's Place is celebrating their 40 anniversary this year. Holding a BBQ in Durham Region for families with various activities/events happening.
9. S. Hall: One of our Alumni currently working at Participation House. A lot of students have been hired; mainly part-time; other graduates from the program are going back to school.
10. S. Pereira: The Participation House Project has received funding to increase community activation initiative. Four new full time and one part staff have been hired – lots of growth. May be able to take 2-4 students.
11. T. Korkush: accredited on quality and leadership. There was a discussion on how the agencies have different procedures/policies on dealing with patients regarding meds (personal and otherwise).
12. M.H. Leddy: Orientation sessions have been well attended. 38 Year 1 students moving forward to 2nd year. 25 students graduating this Spring and 2 graduating in the Fall. Members were provided with a copy of the Program of Study. In regards to field placement, Faculty will be fine tuning their evaluation again this Spring based on feedback from site supervisors and college advisors. Placements for the Winter semester unfolded smoothly. One student was not successful in placement and it was terminated. There are 7 students (2 first years and 5 year one students) completing placements in May and June. A hard copy of the survey re intimate personal care was circulated at the meeting as only two complete responses were received in the Fall. Program events include Spread the Word to End the Word held March 6th with Year 2 students raised over $900 from bake sale proceeds to purchase marketing materials. Also on March 6th Jack Pearpoint and Lynda Khan of Inclusion Press conducted a presentation on Person Centred Planning for the Year 1 students and provided curricular consultation. Success story: Kaila Dickson (DSW student) who was placed in the CICE Program submitted a proposal to Kevin Baker, the Dean of the School of Interdisciplinary Studies to have the CICE offices moved from a remote and isolated location in the College to a more central location on the first floor near the main arteries which is more inclusive. The proposal was well received and the Dean has indicated he would like to execute the move before the Fall term begins.
13. Dean update: Durham College held their Open House on March 22nd which was very successful. New Activation Coordination in Gerontology program will begin in September 2014. The Board of Governors has approved the new Applied Degree in Behavioural Sciences program which will go to the Ministry with a potential start of September 2015. The program would be a good pathway for DSW graduates. There is a Master Space Planning Committee which consists of UOIT and DC members. There is going to be a new four storey building where the current Simcoe building is located. We are continuing to work on the Strategic Plan/Business Plan. Bistro 67 restaurant is now fully operational

and offering cooking classes and wine tasting classes. We received budget approval to hire 1 PSW full-time faculty position and 2 FITS faculty. KPIs have just been released so we will discuss the results at the Fall meeting. The School of Health & Community Services will be hosting a Community Appreciation Event on May 8th.

14. Con. Ed. update: Durham College is trying to work out a revenue sharing option with another college that will allow us to offer the DSW courses on-line which is our preferred mode of delivery. The MTCU is only allowing a certain number of colleges to host on-line and in-class.

RECOMMENDED ACTIONS

1. Invite D. Boyd to Fall PAC meeting.

2. M.H. Leddy to send out a meeting survey to determine a good day to hold a DSW Program Advisory Retreat Day here at the College.

4. Next Meeting – October 9, 2014, 9:30–11:30 am in the SW216 Boardroom.

5. Adjournment 10:50 a.m.

STATUS OF RECOMMENDATIONS FROM NOVEMBER 28, 2013 MEETING

1. C. Shaw from Developmental Services Ontario agreed to be a DSW PAC member. A. Gyurmanczi from Christian Horizons agreed to be a PAC member but was unable to attend this meeting.

2. D. Boyd was unable to attend so we will ask Donna at the Fall meeting for a status of the letters of support.

REPORT PREPARED BY: Sandra Thomson DATE: June 18, 2014

DRAFT REVIEWED BY DEAN: Susan Sproul SIGNATURE:

APPROVED BY CHAIR: SIGNATURE:

Early Childhood Education Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Maria Ormiston	Operations Manager	Durham Catholic District School Board
External Committee Members		
Beverly Cummins	Resource Consultant	Resources for Exceptional Children And Youth, Durham Region
Heather Cook	Early Childhood Educator	Kids Campus Child Care Centre
Jean Lavalley	Program Manager	Grandview Children's Centre
Julie Gaskin	Behaviour Consultant	Region of Durham, Behaviour Management Services
Lynn Brennan	General Manager	YMCA of Greater Toronto
Andrea Ellsworth	OYAP Pathways Coordinator	Durham District Catholic School Board
Stacey Lepine-Fisher	Manager, Early Years	Durham District School Board
Jody Chapman	Early Childhood Educator	Fairy Glen Day Care Centre
Jennifer Bagshaw	Program Manager	PRYDE Learning Centres
Elected Student/Alumni Representatives		
Leah Brown	Alumni	Fairy Glen Day Care Centre
M.J. Parker	Student Year 2	Early Childhood Education Program
Celina Lee	Student Year 1	Early Childhood Education Program
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
Kim Sharpe	Program Assistant	Continuing Education
Ann-Marie Bennett	Program Officer	Continuing Education
Janice Beechey	Faculty/Coordinator	Early Childhood Education Program
Tracey Hull-Gosse	Faculty/Coordinator	Early Childhood Education Program
Guests/Unelected Faculty/Staff		
Stephanie Thomson	Student Advisor/Practicum Officer	School of Health & Community Services
Mary Noble	Employment Advisor/ Internship Coordinator	Durham College

Attendees April 29, 2014:
*External Members

Present: *M. Ormiston, *J. Gaskin, T. Hull-Gosse, J. Beechey, *J. Bagshaw, S. Thomson, A.M. Bennett, C. Lee, K. Sharpe, S. Sproul

Regret(s):   *B. Cummins, C. Burke, *H. Cook, *J. Lavalley, *J. Chapman, L. Brown, *S.Lepine, *A. Ellsworth, M. Noble, *L. Brennan, M.J. Parker

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of November 7, 2013 were approved by J. Gaskin and seconded by S. Thomson. Carried.

2. J. Gaskin – Durham Region has updated their website www.durham.ca/childrensservices. Provides information for parents, child care, professional learning section, calendar and on-line registration. Any professional development workshops can be posted on Region website.

3. J. Bagshaw – busy year ahead at PRYDE with 5 sites being renovated this summer as they move into full day kindergarten. S. Thomson was provided with all the after school programs locations in the Fall.

4. M. Ormiston – working with child care partners, retrofitting space within child care centres, expanding program with YMCA in Brooklin, utilizing space within the school, continue to work with CMS, recruitment night: received over 130 resumes including Durham College students. 12 new FDK sites, 22 classrooms at this point, 15-20 full time staff need to be hired.

5. T. Hull-Gosse & J. Beechey updates: two intakes September and January. CICE numbers for September 2014 to be announced. 88 Year 2 students completed field placement #3.   J. Beechey continues to be the Year 1 Coordinator and T. Hull-Gosse Year 2 Coordinator. S. Hartwell will be on a sabbatical from September-December 2014. Three groups of students are on placement simultaneously. Program Review is underway with the following activities taking place: Student voice focus group was held November 18, 2013, Industry focus group on January 14, 2014 as well as the SCOT Analysis April 3, 23 and May 2nd. The January intake begin class May 5th Semester 2 & 4. There was an information session/job fair for graduating students. Maria Ormiston, DCDSB and Stacey Lepine-Fisher, DDSB talked about FDK within both Boards. Leanne Kelly and colleagues, SHPC talked about their organization and conducted a job fair accepting resumes from the students. Representatives from TCDSB talked about their Board and conducted a job fair. T. Hull-Gosse is involved with the Best Start Network – Research and Knowledge Mobilization Sub-Committee and Teacher Education Advisory Committee (TEAC) Faculty of Education UOIT. Janice and Tracey toured Kawartha Child Care – Holy Family site. Then met with Lorrie Baird to discuss emergent curriculum within the Kawartha organization. Some happenings in ECE: Janice attended "Engaging our Hearts and Minds in Reflective Practice January 30-31. Janice and Tracey attended "Focusing on Quality & Leadership through Self-Reflective Practice. OCAATS Coordinators' Meeting in Spring 2014 held at Algonquin College with Janice and Tracey attending. Many students have upcoming interviews for field placement #3 positions and many students have secured positions after completing field placement #3.

6. CE Update: status quo for ECE on-line 60-70 students active in program, 12 graduating in the Spring, full capacity with 25 students taking Child Development Practitioner. 84 June graduates, 25 October graduates and 12 Con. Ed. DCDSB hire approximately 20 fresh out of school – 110 for the region.

7. Student voice: students are happy with the program and feel that faculty keep students aware of what is going on.

8. Dean update: Durham College held their Open House on March 22nd which was very successful. New Activation Coordination in Gerontology program will begin in September 2014. The Board of Governors has approved the new Applied Degree in Behavioural Sciences program which will go to the Ministry with a potential start of September 2015. The program would be a good pathway for DSW graduates. There is a Master Space Planning Committee which consists of UOIT and DC members. There is going to be a new four storey building where the current Simcoe building is located. We are continuing to work on the Strategic Plan/Business Plan. The Centre for Food's Bistro '67 restaurant is now fully operational and offering cooking classes and wine tasting classes. We received budget approval to hire 1 PSW full-time faculty position and 2 FITS faculty. KPIs have just been released so we will discuss the results at the Fall meeting. The School of Health & Community Services will be hosting a Community Appreciation Event on May 8th. The ECE program has undergone Program Review this past year with Tracey leading the review.

RECOMMENDED ACTIONS

1. The Terms of Reference for Program Advisory Committees will be sent to all members.
2. Program Learning Outcomes were handed out to Membership for review.
3. Program Review presentation at Fall Meeting (Tracey Hull-Gosse to present).
4. Next meeting October 21, 2014, 4:00 – 6:00 pm.
5. Adjournment 6:00 pm.

STATUS OF RECOMMENDATIONS FROM MAY 16, 2013 MEETING

1. S. Sproul and M. Ormiston will have a conversation during the Summer to discuss Membership.

2. M. Ormiston's contact info was provided to S. Meader and D. Boyd.

3. Members were provided with a copy of the Program Learning Outcomes to review.

REPORT PREPARED BY: Sandra Thomson   DATE: June 17, 2014

DRAFT REVIEWED BY DEAN: Susan Sproul   SIGNATURE: *Susan A Sproul*

APPROVED BY CHAIR: Maria Ormiston   SIGNATURE: _____

DURHAM COLLEGE
SUCCESS MATTERS

Electro-mechanical Membership List

Name	Title	Organization
Committee Chair		
William Hineman	Service Technician/Inst. Engineer	FANUC Robotics Canada
External Committee Members		
Luke Carson	Plant Eng./Continuous IMP Mgr.	Lear Ajax
Vipul Chandra	Systems Sales Rep. HVAC	Johnson Controls Canada I.P.
Robert Cullen	Systems Leader	
Richard Dillane	Control & Instrumentation Designer	RV Anderson Associates Ltd.
Clinton Dorssers	Software Engineer	GE Hitachi Nuclear Energy Canada
Lynne Everson	Regional Automation Mgr.	Westburne Ontario
Eric Guertin	Controls, Integration, Programming	Autodyne Machinery Inc.
Mike Mokros	Power & Control Area Mgr.	Rockwell Automation
Edward Thongphanith	Account Executive	Wonderware Canada East
Bob van den Berg	Technical Sales	Murrelektronik
Stephen Webster	Electrical Engineering Mgr.	Howard Marten Co.

Elected Student/Alumni Representatives	Year/Program/Alumni	
Elliott McKenzie-Halls	3, Electro-mechanical	

Elected Faculty/Staff Representatives		
Name	Title	Organization
Louis Bertrand	Professor	Durham College
Brent Brooks	Professor	Durham College
Beau James	Professor	Durham College
Pravin Patel	Professor	Durham College
Susan Todd	Dean	Durham College

Guests/Unelected Faculty/Staff		
Name	Title	Organization
Ron Forest	Professor	Durham College

AGENDA PAGE   90

Attendees June 3, 2014:
*External Members

Present: B. Brooks, *L, Carson, *E. Guertin, P. Patel, E. McKenzie-Halls, *E. Thongphonith, *B. van den Berg, *S. Webster

Regret(s): L. Bertrand, V. Chandra, R. Cullen, R. Dillane, L. Everson, W. Hineman, B. James, S. MacDonald, M. Mokros, S. Todd

Guest(s): R. Forest

Recording Secretary: L. Dillon

KEY POINTS OF DISCUSSION

1. **Welcome and Introductions –** Due to the regrets of the advisory chair, and dean, B. van den Berg agreed to chair the meeting.
2. **Additions to the Agenda** – The following items were added:

    6.2.5 Placement Model/Suggestions (B. Brooks)

    6.2.6 Key Performance Indicators (P. Patel)

    7.1 Applied Research (P. Patel)
3. **Acceptance of Agenda** – Accepted.
4. **Approval of Previous Minutes** - The minutes of September 24, 2013 were approved by L. Dillon and seconded by E. McKenzie-Halls. Carried.
5. **Business Arising from September 24, 2013 Minutes** – Action items have been updated and reflected in the minutes.
6. **Discussion Items**

    6.1 External Membership Information Sharing

    Systems are going mobile and high performance systems are being developed to react to situations to quickly identify what is happening.

    There is a lot more demand for information being available on mobile devices with more flexibility needed.

    Sites can be remotely accessed now with a lot more troubleshooting being done remotely. Software issues can be identified from home versus driving to a customers' site.

    There is growth in technical sales.

    HMI is going in the right direction; SLCs are being implemented.

    Open architecture is becoming common for different vendors.

    In the area of AutoCAD packages, Wireworks is being used and Fieldbus is also being seen.

    Chrysler – 150 sets of front seats in the small plant are hard to build with the right components and sequence to conveyors are hard to do because of space issues.

    U.S. companies cannot get across the border to fix equipment so vendors in Canada are being used more.

    OACETT sponsored College teams to win $2,500 during Engineering week. OACETT is looking for an Electro-mechanical student going into year 3 to sit on the OACETT Council for networking.

6.2 College/School and Program Update

6.2.1 Program of Studies Update

P. Patel provided an update on the 2014-2015 and 2015-2016 program of studies noting the following:

Communications has been changed from 3 courses to 2 courses.

Microprocessors – In year 1 (sem. 1) students learn about microcontrollers using the Arduino. Microcontrollers is included so that students can use the technology in other courses.

2015-2016 – Law and Ethics was moved to a General Education elective. One member felt that Ethics is strongly needed to be taught as many students' technical skills are weak. It was suggested that Law and Ethics be reviewed to see if it can be brought back into the curriculum.

A programming course has been introduced into year 1, semester 2.

Microprocessors – In year 1 (sem. 1) students get microcontrollers and use Arduino.

Year 2 – Students do projects.

Year 3 – Electronics Technology students do capstone projects using the microcontrollers. Microcontrollers is taught to Electro-mechanical students so that they can use them in other courses.

6.2.2 Simulation/Logix Pro in Industrial Controls

R. Forest provided an update on Industrial Controls. He noted that students were having difficulty making connections versus understanding what they were doing in Industrial Controls. Feedback from the students indicated that more lab time was needed, there was not enough equipment in labs and that sometimes the equipment was not in the best condition. This was reflected negatively in the Key Performance Indicators. Logic Pro Simulators was introduced in Industrial Controls and it changed the way the course was being taught. Simulation software was used to replace some labs and teaching material. Students liked this and found it easy to program. Students sent assignments to the professor in Logic Pro form. Students were exposed to Automation Studio and took their labs from Industrial Controls and programmed in the simulation. This worked identical to hard wired labs. In the Water Quality program, students blew up 4 power supplies. The data the students gathered meant very little to them. Ron did a presentation to the program professors and they indicated that they liked Automation Studio. B. Brooks noted that Automation Studio is a great product and the advantages would be that it takes a huge burden off the lab equipment, would take less time than using AutoCAD, and it gives the students more time to learn the content with less equipment being damaged. The challenge is more resources such as time and dollars are needed to move forward. Lecture notes could be put on DC Connect with the links for simulation and libraries could be customized for courses and specific labs. Students would have their own Automation Studio package at home. Simulators are used 100 percent in Quebec colleges. The advisory members' consensus supported pursuing Simulation/Logix Pro and look into implementing this system into the curriculum with implementation to include cost. S. Todd tasked Ron Forest to investigate cost so that a decision could be made.

6.2.3 Wonderware in SCADA

An update was distributed to members on the new Wonderware software noting features of the course and a template for the lab sections that will be expanded upon. P. Patel would like to see Wonderware integrated into the current labs but the course material still needs to be created. The software can create labs with documentation. The software is very capable from an automation network and business practice and all of the universities are using this software for research. Partnerships can also be created. The only concern that was raised was it should not become an HMI course similar to the old SCADA course. It was mentioned that once the software purchase is made with the educational package, students can get their license and the software can be put on students' computers. E. Thongphanith offered to provide examples of Wonderware SCADA solutions to the program team.

6.2.4 Programming in Semester 2

Structured Programming is being brought back into semesters 1 and 2.

6.2.5 Placement Model/Suggestions

80 hours is the Ministry standard for field Placement. B. Brooks advised that the current placement model which is one day/week on Fridays is not working as well as it could be. Companies cannot take students for a 2-4 week block. The student representative also noted that students need more exposure before they go out on placement. The new model would have students going out on placement after the semester ends for a 3 week period. Students would need to complete placement in 3 weeks to ensure that placement is completed the third week of May, while the graduation audit is occurring. Placement seminars (job search, resumes) could be done in year 2 instead of year 3. Ideally the program would like students to do co-op which is a paid placement. B. Brooks noted that companies would be more willing to pay for a 3 week co-op block model. It was noted that the Biomedical students go out on placement for 4 weeks after the term has ended in year 3 and this has worked well as the majority of students get jobs in the placement company that they worked for. One advisory member mentioned that Centennial College students go to school for one year and do courses over the summer as a 3 + 2 model.

6.2.6 Key Performance Indicators (KPIs)

P. Patel provided an overview of the KPI data noting that students are happy with the program in the areas of knowledge and skills, learning experience and graduate employment. Areas needing improvement are field placement/co-op opportunities, purchasing textbooks not used in courses and the quality of on-line instruction. A Key Performance report card will be completed to address the areas that need improvement.

The KPI link will be provided in the email when the minutes are sent out to members.

6.3 Student Voice

The student representative reported the following:

- Simulation added in Industrial Controls has helped the students

- Concern was raised about textbooks and students being asked to purchase textbooks that are not used in the course such as Physics and the Communications text that was used once and then the professor posted the textbook on-line. It was reported that the publishers have been customizing textbooks now with specific chapters. Some subjects are doing away with textbooks if they are not needed.

- Students still need "hands-on" experience.

- Some of the wear and tear labs are being replaced with simulation which is good. Wonderware is a good idea but the course development creation of labs should be monitored better so that it does not become like the previous SCADA course where it was a glorified design program with no data logging was included.

- Co-op is good experience for students.

6.4 Continuing Education Update - Not applicable.

7. Additional Agenda Items

7.1 Applied Research Update

P. Patel provided an update on Applied Research noting that there are two ways for small to medium sized companies to receive funding through the Ontario Centre of Excellence. The college received $20,000 from the provincial government. The company puts up $5,000 and $15,000 is received as gifts in kind. The college approaches faculty and students and they work closely with the company to see where the expertise is needed.

NSERC (Natural Sciences and Engineering Research of Canada) with the Federal Government provides money to the colleges and local companies for "hands-on" projects. Year 3 students hired at Durham College used this opportunity as Field Placement.

8. Next Meeting – Wednesday, September 24, 2014, 6:00 p.m.

9. Adjournment – 8:25 p.m.   AGENDA PAGE   93

RECOMMENDED ACTIONS FROM JUNE 3, 2014 MEETING

1. OACETT Representative – B. Brooks to advise year 3 students that OACETT is looking for a student to sit on the OACETT committee for networking.
2. Law and Ethics – S. Todd and the program team to investigate to see if Law and Ethics can be incorporated back into the curriculum.
3. Automation Studio Simulation Software – R. Forest to investigate the cost for the software.

   S. Todd/program team to review cost and look at implementing this system into the curriculum.

   E. Thongphanith to provide samples of Wonderware SCADA solutions to the program team.
3. Field Placement – B. Brooks to investigate the new placement model of 3 weeks during the May period for students.
4. Key Performance Indicator Link – L. Dillon to send this link out with the advisory minutes.

STATUS OF RECOMMENDATIONS FROM SEPTEMBER 24, 2013 MEETING
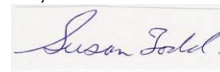
1. S. Todd (dean) to explore the greenhouse idea with Aldershot (as noted under 6.1 External Membership sharing. Deferred to 9/24/14 meeting. (Pending)
2. SCAD 6100 Course Outline - Review the pre-requisite and co-requisite for the outline and update as necessary. Include action verbs on page 3, add more details to the weekly descriptions and review and reduce the outcomes to approximately 8. Develop a course description for Data Logging. Review the SCADA project content and see if it should be merged in the Automation project so that students have one encompassing project. Review other changes related to extensive testing with the IMC equipment, electrical code and CAD 3000 hours under 6.2.2. Completed.
3. S. Todd will speak with guidance counselors at high schools about the new admissions requirement for mathematics. Deferred.to 9/24/14 meeting.
4. S. Todd (dean)/P. Patel (coordinator) to see if they can get further answers to the KPI results relating to course materials and a weak course that was identified in the results. Pending - 6/3/14 agenda.
5. Robotics Competition – S. Todd to investigate further details such as "Is there a cost of sponsorship/space in the gymnasium and what work is involved?" Completed.
6. Advisory members to send P. Patel any further questions on the Annual Curriculum Renewal document. On-going.
7. Advisory members to advise B. Brooks and B. James (professors) on further placement opportunities they may have for students. Pending - 6/3/14 agenda.
8. B. James (professor) to gather more details on the FANUC certification for faculty/students, training for faculty and review the curriculum to ensure that Ministry Standards are not lost. Pending – 6/3/14 agenda.

REPORT PREPARED BY: L. Dillon   DATE: August 7, 2014

DRAFT REVIEWED BY DEAN: Susan Todd   SIGNATURE: *Susan Todd.*

APPROVED BY CHAIR: Bob van den Berg   SIGNATURE: *Bob van den Berg*

DURHAM COLLEGE
SUCCESS MATTERS

Electronics Advisory Membership List

Name	Title	Organization
Committee Chair		
Tom Bradbury	Broadcast Engineering Designer	The Broadcast Office
External Committee Members		
Jean-Marc Fauteux	Electrical Engineering Manager	ABI Automation Ltd.
John Herd	Instructor, Control Maintenance	Ontario Power Generation
Pierre Hinse	Engineer, Wind Tunnel	Automation Ctr. of Excellence
Dave Palachik		
Andrew Phillips	Nuclear Operator	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
Kevin Whitehead	Director, Engineering	Whitby Hydro

Elected Student/Alumni Representatives	Year/Program/Alumni	
Ryan King	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
Philip Jarvis	Professor	Durham College
Dave Schuett	Professor	Durham College

Attendees April 3, 2014:
*External Members

Present: L. Bertrand, *J. Herd, * P. Hinse, P. Jarvis, R. King, L. Fuentes, *D. Palachik,
P. Patel, *A. Phillips, K. Rumak, S. Todd, T. van Schyndel

Regret(s): T. Bradbury, G. Schissler, T. Selles, S. Stewardson, B. Titchener, T. Welter

Recording Secretary: L. Dillon

KEY PO1NTS
1. **Welcomes and Introductions** – S. Todd welcomed members and will chair the meeting due to regrets sent by the chair, T. Bradbury.
2. **Additions to the Agenda** – Mix and Mingle and Advisory Composition was added.
3. **Previous Minutes** – The minutes of October 30, 2013 were approved by P. Patel and seconded by L. Dillon. Carried.
4. First Year Certificate – The benefits are:
   - You can quickly adopt new technologies into a one year certificate (i.e. building security)
   - You are not bound to a fee structure.
   - People who have a diploma/degree can upgrade for one year. It could be run through Continuing Education or through different delivery models.
   - If international students had an advanced diploma, this would give them an opportunity to do the 1 year certificate.

   Wireless Telecommunication – A model was distributed that Humber College offers in Wireless Communications. It was mentioned that Humber had help from an industry partner. Centennial College offers a similar program.

   S. Todd noted that we must ensure that the 3 year Electronics Technology and 2 year Electronics Technician programs are solid first. A Focus Group will be established to find out the cost, space and lab resources needed, donor availability, what skills are needed and what gaps current employees have in companies. The Research Office at Durham College could assist with the market survey.

5. **External Membership Information Sharing**

   The following comments were made by members**:**
   - Security systems have been downsized. One company had reached double digit growth but is downsizing. Hiring was frozen but subcontracting was done.
   - People need a diversified background to work.
   - Physical security and mass modification is a big market. Automation of buildings that come as displays that change within seconds are becoming popular, but you need to keep on top of the upgrades.
   - Fiber is expanding quickly.
   - Looking to see if the mic system can still be used at OPG.
   - New computerized systems at OPG are good systems but they are dying within weeks and they do not know the reason why.
   - New radios are being used by Durham Regional Police (10,000 per frequency).
   - Fire Departments across Durham Region are moving to a digital system/radio system.
   - OPG is very happy with the trainers in the Automated Manufacturing Centre at the college.
   - Interest is flagged weekly at OPG on their resume website (mypowercareer.com). Students should update resumes with any new information and send them in electronically.
   - There are 61 operators and an ELTM at OPG. OPG will look at Durham's Electronics program and also the Whitby Campus program.

6. **College/School Update**

   New Mathematics Requirements – S. Todd mentioned that there is a struggle across the province to get the new mathematics requirements approved. It is unknown at this point if there will be reduced student numbers in some Science and Engineering programs due to the new requirements. The Electro-mechanical and Mechanical Technology program at Durham College has been wait listed the last 3 years. The Electronics Technician and Technologist programs have not moved to the new math requirements as yet. In the School of Science and Engineering Technology one professor is working on a math assessment tool. There will be post admission module assessment and colleges have to have an in-house program in place if students come without the appropriate math. At Durham, the recommendation would be for students to take an on-line math course in the summer or take a math course through

Academic Upgrading.

One industry member mentioned that students wanting to become teachers, doctors, lawyers etc. have found out in grade 11 that they did not have the required math course they needed and it impacted them.

Program of Studies (POS) – This was distributed showing the courses for 2013-2014 with the changes for 2014-2015. Communication courses will only be 2 hours now instead of 3 hours. Safety and Code will be embedded into all courses. Technical Communications is moved from semester 2 to semester 1; the semester 5 General Education elective moves to semester 2; Computers and Networking 2 was added into semester 4. The new course Advanced Electronics-Emerging Technologies will be taught in semester 6.

It was suggested to front load theory courses and have introductory courses in the beginning and integrate them into other semesters. Projects should be held in the final semester. Year 3 needs integration which is good for students.

Technical Project (TECH 6100) – L. Bertrand provided an update noting that he was impressed with students' ambitious projects. Software is a challenge for the TECH 6100 project interface. MEET 1000 will be scheduled on student timetables. The course will include guest speakers on focused topics, a project management workshop which will be worked into a proposal, milestone reports to keep students' on track, a formal report to meet OACETT's satisfaction, mechanical and intellectual property with some web design and an opportunity for students' to present their ideas. The school admissions representative will showcase one project to high school students.

Applied Research can be embedded into TECH 6100. A student for next year will automate things and students can work with the Research Office on projects with industry. A METO project will be done or an original project can be tweaked. In the beer or food processor labs something could be done.

H222 – S. Todd noted that she is open to changes in the H222 lab. The electronics faculty team is to send S. Todd a list with signed consent that they will look at this room and focus and narrow down a wish list for the electronics courses and move any unused, old equipment out. Androids were bought already. The non-working wireless and interference will be investigated.

7. **Mix and Mingle** – This will be held on Wed. April 9, at 6:00 p.m. Student projects will be shown and industry representatives will be present. In the future, it was suggested to have the Mix and Mingle after student presentations.

8. **Advisory Composition** – P. Jarvis offered to contact Siemens about obtaining a representative for the committee. He will pass this information onto S. Todd.

9. **Research** – P. Patel is working as a research advisor. All 3 grants submitted to NCERC were approved. Funding was received for a rapid prototype, a mini brewery and growth changers.

10. **Printed Circuit Board Fabrication In-House** – P. Jarvis mentioned that students are getting frustrated because they do not have the ability in-house to manufacture a printed circuit board. This should be used in fist year. CAD 1133 has room for printed circuit board technology and Electronics I has a brew board. The proposal presented was to invest in printed circuit boards, a milling machine (which could be used for Biomedical as well) and the need for dust extraction space, and align it with H223. S. Todd will look at taking $6,000 out of instructional supplies budget as we have the airline already. Students would benefit from this and it would boost the Key Performance Indicators.

11. **Pathways** – **Engineering Technology Bridge Program, Initial Proposal** – S. Todd distributed this document and provided an update on a Bachelor of Applied Science in Engineering Technology degree programs that includes a bridge term plus two years of full-time study through UOIT. Programming is included in the proposal. We should look at layering our courses to UOIT courses for an embedded bridge. A couple of faculty will look at the draft proposal further over the summer.

12. **Student Voice** – The student representative noted the following:
    - Employers are impressed with Durham College students with their controller experience from the Automated Manufacturing Centre.
    - There are more microprocessors and the level of integration with smart devices, tablets and androids is being seen in industry now.
    - Programming – Students need to learn this early in a semester versus later. In the U.K., students start programming at 4 years of age. Code and software is important.
    - Students will benefit from the Computers and Networking 2 course being offered in semester 2, year 2.
    - P. Jarvis did an excellent job with incorporating microcontrollers.
    - Design was liked. The incorporation of Power Generation distribution could be better. Control Systems and Canadian Electrical Code should be included in the Electronics

programs similar to the Electro-mechanical program.

13. **Next Meeting** – Wednesday, October 29, 2014, 6:00 p.m.
14. **Adjournment** – 8:35 p.m.

RECOMMENDED ACTIONS

1. Wireless Telecommunications Certificate - S. Todd/P. Patel to establish a Focus Group to investigate a 1 year Wireless Telecommunications certificate. Information on cost, space, lab resources, donor availability, skills needed and gaps in employees working will be obtained. The Research Office at the college will be contacted or assistance with a market survey.
2. Lab H222 – The electronics faculty team is to send S. Todd a wish list for the electronics courses and move any unused old equipment out.

    P. Patel to place a service call to see why the wireless is not working and the room interference.
3. Student Timetables – M. Calhoun to have MEET 1000 and the room show on student timetables for fall 2014.
4. Law and Ethics Course - S. Todd to contact J. Lavergne about a night school Law and Ethics course.
5. Mix and Mingle – In the future, P. Patel to plan this event after the student presentations.
6. Budget - S. Todd will look at taking $6,000 out of instructional supplies for the printed circuit boards.
7. Advisory Committee Membership – P. Jarvis to contact Siemens regarding getting a representative to be on the committee. This information will be passed onto S. Todd.
8. Engineering Technology Bridge Program, Draft Proposal – The faculty to look at layering our courses to UOIT courses for the bridge for an embedded bridge. Some faculty will look at the draft proposal further over the summer.

STATUS OF RECOMMENDATIONS FROM OCTOBER 30, 2013 MEETING
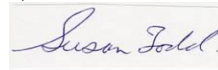
1. S. Todd (dean) to contact the high school counselors about the new mathematics requirements and post the information on the Durham College website if implemented. Pending.
2. The Electronics program team to discuss course suggestions under #5 - Program of Studies and implement changes that are agreed upon by the dean and the faculty. Pending – for spring 2014.
3. Faculty to recommend to students to take the Law and Ethics course. On-going.
4. Electronics faculty to look at courses and hours in the Program of Studies to see if any other courses can be shifted relating to course improvements and hours. Pending – spring 2014.
5. The electronics program team to discuss a one year certificate for Electronics Technician/Technology, alumni or university students which would be driven from the job market. This can be done. P. Patel (coordinator) also to check into the 1 year certificate that Humber College offers. Completed.
6. The Electronics program team needs to build a case to go to tablet sets. Completed.
7. The current Program Advisory Membership list needs to be reviewed to see if representatives from Siemens, Veridian, Bell, Rogers and companies that hire students for field placement would be interested in being on the committee. S. Todd to contact Durham Region to see if a list can be obtained of what companies hire or take placement students. On-going.

REPORT PREPARED BY: Linda Dillon   DATE: June 24, 2014
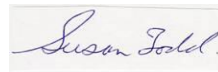
DRAFT REVIEWED BY DEAN: Sue Todd   SIGNATURE: _Susan Todd_

APPROVED BY CHAIR: Sue Todd   SIGNATURE: _Susan Todd_

Energy Management-Sustainable Building Technology **Membership List**

Name	Title	Organization
Committee Chair Robert		
Robert Sculthorpe	Director, Technical Serv. Fox Blocks ICF	Airlite Plastics Co.
External Committee Members		
Jeff Beaton	Project Coord. Buildings & Places	AECOM
Todd Boyd	Strategic Energy Initiatives	Regional Municipality of York
Terry Britton	Manager, Distribution Services	Veridian
William Chinata	Energy Efficiency Officer	City of Toronto
Neil Clarke	Director, Engineering & Infrastructure	Lakeridge Health
Jackie Coffey	Vice-president	Solar Green Inc.
Christine Dejean	Process Engineer	Region of Durham
John DiVizio	Vice-principal	Notre Dame C.S.S.
Mike Ford		General Motors
Curt Harrison	Embedded Energy Manager	Hunter Facilities Management (HFM)
Joseph Jedinak	CDM Program Manager	Whitby Hydro
Glen Pleasance	Water Efficiency Coordinator	Region of Durham
Michael Muzyczka	Ontario Strategic Initiatives Manager	Westburne
Pat Rudka	Owner	Oshawa Refrigeration Services Ltd.
Jim Storey	Electrical Maintenance Manager	St. Mary's Cement
Doug Tripp	Sustainable Development Consultant	Sustainable Dev. Consulting Assoc.
Brian Wonnacott	Energy Consultant	McGill and Swain Co.

	Year/Program/Alumni	
Elected Student/Alumni Representatives		
Billy Wallace	2, Energy Management	
Kevin Campbell	Alumni & Construction/Mgr. Energy Div.	

Name	Title	Organization
Elected Faculty/Staff Representatives		
Darrin Caron	Principal	Durham College
Doug Crossman	Manager, Mechanical Systems	Durham College
Al Martin	Professor	Durham College
Mike McKenney	Professor	Durham College
Terry Rigby	Laboratory Technologist	Durham College
Ross Stevenson	Professor	Durham College
Ali Taileb	Professor	Durham College
Sue Todd	Dean	Durham College

Name	Title	Organization
Guests/Unelected Faculty/Staff		
Greg Moran	Professor	Durham College

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Attendees May 26, 2014:

*External Members

Present: *T. Boyd, *B. Chilata, *J. DiVisio, H. Ahari, *R Sculthorpe, A. Taileb, S. Todd, *D. Tripp

Regret(s): D. Caron, A. Martin, T. Britton, K. Campbell, N. Clarke, J. Coffey, C. Dejean, M. Ford, C. Harrison, J. Jedinak, G. Pleasance, M. McKenney, T. Rigby, P. Rudka, R. Stevenson, J. Storey, B. Thompson, M. Turnery, B. Wonnacott

Guest(s):

Recording Secretary: L. Dillon

KEY POINTS OF DISCUSSION

1. **Welcome and** Introductions – Members were welcomed to the meeting.
2. **Additions to the Agenda** - None.
3. **Acceptance of** Agenda - Accepted.
4. **Previous Minutes** - The minutes of November 25, 2013 were moved by D. Tripp and seconded by S. Todd. Carried.
5. **Business Arising from Previous Minutes** - The actions from the November 25, 2013 meeting were reviewed and updated. S. Todd noted that the action items from the June 17, 2013 meeting were no longer applicable due to the pending name change and program changes identified in November.
6. **Discussion Items**

    ### 6.1 External membership Information Sharing

    - Rising costs of energy (hydro) is a concern with energy consumption increasing. Companies are paying attention to this.

    - ISO 50001 is the Ministry standard launched in Canada in 2013.

    - The status of OPA is unclear and the Renewable Energy program could be at risk with the upcoming provincial election. Energy Management will remain viable though.

    ### 6.2 College/School/Program Update

    6.2.1 Energy Management Program Update – The updated program of studies was distributed to members prior to the meeting. S. Todd informed the committee that after discussions, the program name will change to "Energy Systems Engineering Technology" for 2015. Other colleges have included "engineering" in the program name. This name change was approved by the committee. The new program name change will be submitted to the Ministry taking effect in 2015. The previous outcomes will still be delivered with management being downsized in the final year. The packaging of the program will also be different. Year 3, (semester 5 and 6) students will graduate in June 2014. Fifteen students are needed for September 2015 enrolment.

    A comment that was made was the building science aspect and technical aspects of the system could be added into the program description versus having it in the program. There was discussion on 4 courses being related to buildings, with one identified as industrial. Buildings is close to saturation in the outside world. Members were asked to email Susan Todd on career paths or job titles based on the discussion for students to obtain the necessary energy management experience that they need. The program name and the website will be the key.in marketing the program.

    IFAST accreditation is being worked on through Seneca College but course outlines must be sent first.

    The high school students will take the sciences and mathematics stream for pathways. S. Todd will follow-up with G. MacKenzie on this.

    The Renewable Energy program focus has changed and is quite different now. This program will remain as the Renewable Energy program with pathways into the Energy Systems Engineering Technology program in the future.

    S. Todd mentioned that in the last meeting the number 1 priority from the feedback received from members was to create energy that is cost effective. Knowledge is needed in analyzing systems, understanding data (using Excel and Word software), making quality business decisions (benefits vs cost) and a timeframe of how long will it take to get your money back.

6.2..2 Energy Management Program Update (Cont'd)

Energy Management Project I and II - A project has been put into the curriculum for students for an entire year with no charge to companies. 5 students need 5 projects. More "hands on" labs and projects are needed that are realistic so that students can get the practical real-world energy management experience that they need. Students did solar panels, reusable energy and designed a small residential house as part of their program experience.

BOMA, Equest, renewable, solar, habitat for humanity, non-detailed energy audits (locally), retro fits, power stream, power stream, and residential condos are ideas. This could be circulated through trade shows by B. Chihata. A. Taileb requested BOMA connections as well.

Residential Design Insulation (energy requirements and other factors that control energy) - Modelling through a developer might be part of the package to save costs to meet energy targets. The Ontario Building code and National Building code take different approaches.

ISO 50001 is the Ministry standard launched in Canada in 2013 and this is covered in the Regulations course.

Sustainable Buildings 1 and II – One course focuses around BOMA in the Building Systems 2 course.

Training – There was a discussion on training perspectives. Two new programs have been created under Power of Authority. Board of Operators for certification (for building operators) where delivery is in-house for commercial operations. The Energy Management Training program at Seneca College has the contract to deliver it. There are 10 modules to be delivered over a 10 day period at an entry/university level for industrial/commercial people in the field.

CIET has a presence in Ontario for "in service" training offering certification programs (CMVT, CEA, CBCT, etc.), including short courses to energy managers. Students should be made aware of CIET as CEM would be a logical certification for Energy Managers. An AEE chapter has been established at UOIT through the dean. The OPA entry level course is expensive ($2,300). It was suggested that Doug Tripp be invited as a guest speaker for students in the fall 2014 or winter 2015 to discuss the training courses.

6.2.3 School Update

High Schools – We are looking at engaging the high schools more to come into the college and visit for tours, speak with the college professors and invite high school teachers or people from industry as guest speakers.

Contract Teaching Positions – There are openings for part-time, contract professors.

McMaster University – Students can do a degree for a Bachelor of Technology.

Institute of Ireland – They are interested in our Energy Management students for a degree.

Saskatchewan University – We are brokering course outlines with them.

International Update – The college is trying to internationalize more. We will have some high quality Brazilian students on campus in September 2014. These students will need a field placement.

Field Placement/Co-op – Partners are needed for job experience for students. A contract person will be hired for co-op versus field placement. It was suggested that we contact BOMA for future co-op opportunities.

Research Office – Growth changes are occurring. The college is looking at starting a brewery and a new rapid prototype machine has been received.

7. **Student Voice** – The student representative noted the following:

The two houses located at the Whitby Campus were excellent for students to obtain practical skills and knowledge.

More "hands on" experience and tours at high rise industries is needed before some courses are taken by the students.

Look at having co-op or internship as alternatives for field placement experiences.

Travel costs are a concern for some students to travel into Toronto or build the cost into an OSAP loan for job placements.

Students need certifications but it is difficult to come up with the money (i.e. $2,300 for one certification).

8. **Next Meeting Date** - Monday, November 24, 2014, 5:00 p.m.

9. **Adjournment** - 7:15 p.m.

RECOMMENDED ACTIONS FROM MAY 26, 2014 MEETING

1. S. Todd will submit the new program name "Energy Systems Engineering Technology" to the Ministry for a 2015 implementation.
2. S. Todd to look at putting the building science aspect/technical aspects into the program description.
3. Advisory members to email Sue Todd (susan.todd@durhamcollege.ca) on career paths or job titles for Energy Management experience required.
4. Review further any suggestions noted in the minutes pertaining to courses or curriculum changes.
5. Advisory members to send Professor Ali Taileb (ali-taileb@durhamcollege.ca) any BOMA contacts they have.
6. A. Taileb to invite Doug Tripp as a guest speaker in the fall 2014 or winter 2015 semester to discuss training courses with the students.
7. S. Todd (or designate) to discuss future co-op opportunities with BOMA.
8. The Energy Management program team to review and follow-up with student suggestions noted in the minutes.

STATUS OF RECOMMENDATIONS FROM NOVEMBER 25, 2014 MEETING
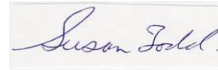
1. Review the names of the Renewable Energy and Energy Management Building Sustainable programs. Completed.
2. Review marketing of the programs. Completed.
3. Renewable Energy Technician – Review, revamp or look at suspending the program for one year, OR for Energy Management Building Sustainable Technology, look at creating a good program with one or two exits (hybrid) between Renewable Energy and the Energy Management program. Completed.
4. Look at suggestions in the minutes on course improvements once a final decision has been made on changes to the program. Completed.

REPORT PREPARED BY: Linda Dillon   DATE: August 1, 2014

DRAFT REVIEWED BY DEAN: Susan Todd   SIGNATURE:

APPROVED BY CHAIR: Robert Sculthorpe   SIGNATURE: *Robert Sculthorpe*

Fitness & Health Promotion Membership List

Name	Title	Organization
Committee Chair		
Barb Gormley	Owner	Custom Fit
External Committee Members		
Marianne Schlottke	Supervisor of Fitness Services	Town of Whitby
Stephanie Medford		Goodlife Fitness
Leeson Clifton	Registered Massage Therapist	Whitby Massage Therapy Clinic
Wendy Robinson		City of Toronto & The Running Room
Amanda Hall	Program Coordinator	YMCA
Nancy Tanner	Volunteer Coordinator	Durham Family YMCA
Angie Wood	Fitness Coordinator	FLEX Fitness Centre, Durham College
Jodie Walker	Kinesiologist	The Village of Taunton Mills
Gabriel Shiu	Manager, Sport Programs & Development	Abilities Centre
Sarah Wintle	Continuing Education Coordinator	Oshawa Senior Citizens Centres Northview Branch
Samantha Low	Senior Wellness Coordinator	Trifit
Elected Student/Alumni Representatives	Year/Program/Alumni	
Michael Starkeg	Year 1/Fitness & Health Promotion	Durham College
Reno Fernley	Year 2/Fitness & Health Promotion	Durham College
Michael Smith	Year 2/Fitness & Health Promotion	Durham College
Darren Idle	Fitness & Health Promotion Grad	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

Stephanie Thomson	Student Advisor/Practicum Officer	School of Health & Community Services
Mary Noble	Employment Advisor/ Internship Coordinator	Durham College

Attendees May 22, 2014:
*External Members

Present: *B. Gormley, O. Labaj, *L. Clifton, M. Longo, S. Thomson, S. Low, R. Fernley, S. Sproul, *G. Shiu, *M. Schlottke

Regret(s): *S. Medford, *W. Robinson, *A. Hall, *N. Tanner, *A. Wood, *J. Walker, *S. Wintle, C. Burke, M. Noble, M. Starkeg, M. Smith, D. Idle

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of October 10, 2013 were approved by B. Gormley and seconded by O. Labaj. Carried.
2. We have a new member, Samantha Low who is a Senior Wellness Coordinator with TriFit.
3. Additional Agenda items: EIF Form for FITS students (S. Thomson/S. Sproul) and curriculum input (O. Labaj).
4. B. Gormley – there is a continued trend toward low cost fitness clubs which means personal trainers will not be paid very well. Students may need to be made aware of this trend.
5. M. Schlottke with the Town of Whitby Recreation Department is involved with the Healthy Schools in Action program. The YMCA did a fun presentation on addiction and gambling, awesome guest speaker for program. Marianne will provide Olga with the details.
6. G. Shiu from the Abilities Centre – they are celebrating their second anniversary. There will be a Health Fair with 20 health practitioners participating. They are expropriating space as part of their expansion i.e. the Library has become a yoga studio. They currently have 3,000 members and require more cardio equipment. During the Pan Am games judo and boxing will be held at the Abilities Centre. DC/UOIT have members who are part of the Welcome Team.
7. S. Low from Trifit facilitates employee wellness program. Some of her clients include AVIVA who have a large on-site facility and the Sobey's warehouse in Whitby. Trifit takes students for placement. Samantha is a Durham College graduate. Feels it would have been helpful to know the various career paths/streams that this program can take you for instance, Corporate wellness, holistic wellness, and physiotherapy.
8. R. Fernley is a graduate of our FITS program. His placement at TWIST Sport Conditioning Centre turned into a job where he utilizes the skills he learned in the program.
9. L. Clifton is an RMT at the Whitby Massage Therapy Clinic which is a multi-disciplinary clinic. She has been studying healthy EMF and harmful EMF or electromagnetic "smog" exposure research (that which comes from wireless technology mostly and the symptomology of people who are believed to be electromagnetically sensitive approx. 3% of the population. They have introduced at their clinic an electromagnetic resonance device which is used to help improve general wellness, reduce the effects of EMF exposure and reduce pain and inflammation. Leeson will be taking workshops at the Rose Lab in Peterborough this summer and has been invited to participate in research.
10. M. Longo is holding a consolidation seminar this summer. Students will come back and get credit hours and can debrief as a group - Omar Selene will be the guest speaker and can help students on how to make decisions on where to go next. Our grad Reno thinks this is a fantastic idea. It's a great opportunity for the students to come back and see one another, share experiences and say goodbye.
11. O. Labaj's updates: September 2013, we had 115 Year 1 students, 64 Year 2 students. In January 2014, we had 94 Year 1 students and 64 Year 2 students will graduate. A consolidation seminar was developed with the winter block placement opportunity. An update on the ePortfolio research was provided. This is a link to an ePortfolio https://durhamcollege.desire2learn.com/d2l/eP/presentations/presentation_preview_popup.d2l?presid=4682. A FHP grad was featured on Breakfast Television demonstrating a yoga wall at Madonna's Hot Candy studio http://www.bttoronto.ca/videos/3127370990001/.
12. S. Sproul College/School updates: Durham College held their Open House on March 22nd which was

very well attended. New Activation Coordination in Gerontology program will begin in September 2014 with an enrolment of 40 students. The Board of Governors has approved the new Applied Degree in Behavioural Sciences program which will go to the Ministry with a potential start of September 2015. There is a Master Space Planning Committee which consists of UOIT and DC members. There is going to be a new four storey building where the current Simcoe building is located. We are continuing to work on the Strategic Plan/Business Plan. The Centre for Food's Bistro '67 restaurant is now fully operational and offering cooking classes and wine tasting classes. We received budget approval to hire 1 PSW full-time faculty position and 2 FITS faculty. KPIs have just been released so we will discuss the results at the Fall meeting. The School of Health & Community Services held a Community Appreciation Event on May 8th which was a big success. Research Day was held May 1st which was well attended by students, faculty and community partners. Convocation is being held June 19th at the GM Centre.

RECOMMENDED ACTIONS

1. Stephanie Thomson will contact the Health Department in regards to whether there is a need for our FITS students to complete an Entry Immunization Form before going on placement.
2. Next Meeting – November 13, 2014, 2:00 - 4:00 pm, SW106 Boardroom.
3. Adjournment 4:00 pm

STATUS OF RECOMMENDATIONS FROM OCTOBER 10, 2013 MEETING

1. FITS faculty included professionalism as an area of concern during the Spring Curriculum Review process.

REPORT PREPARED BY: Sandra Thomson   DATE: June 25, 2014

DRAFT REVIEWED BY DEAN: Susan Sproul   SIGNATURE: *Susan A Sproul*

APPROVED BY CHAIR: Barb Gormley   SIGNATURE:

DURHAM COLLEGE
SUCCESS MATTERS

Music Business Management Committee **Membership List**

Name	Title	Organization
Committee Chair		
Evelyn Cream	President	Athena Music International
External Committee Members		
Michelle Baily	Director HR	Re:Sound
Linda Bush	Owner/Manager	New Romantic Music
Brian Chick	Director National Promotions	Universal Music Canada
Sari Delmar	President	Audio Blood Inc.
Ron Morse	Co-Owner, CFO.C.O.O	Wax Records
Rodney Murphy	Education & Outreach Manager	SOCAN
Nicole Rochefort	Owner/Agent	Artists in Motion
Allen Weinrib	Head of Production	Fadoo Production Inc.

Elected Student/Alumni Representatives	Year/Program/Alumni	
Kyle Merkley	Music Business Alumni	
Braeden Mitchell	Music Business Alumni	
Hilary Shaw	Year 3 Music Business Management	

Elected Faculty/Staff Representatives		
Name	Title	Organization
Paul Koidis	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
Donna Boyd	Continuing Ed. Officer	Durham College

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Attendees June 3, 2014:
*External Members

Present: *Michelle Baily, *Linda Bush, *Evelyn Cream, *Sari Delmar, Greg Jarvis, *Catherine Jones, Emmalee Lovelace, *Ron Morse, Greg Murphy, *Matt Nolson, *Nicole Rochefort, Marni Thornton

Regret(s): Brian Chick, Paul Koidis, Hilary Shaw, Tony Sutherland, *Allan Weinrib

Recording Secretary: A. Desaillier, Administrative Coordinator

KEY POINTS OF DISCUSSION
1. Approval of minutes of December 2, 2013. Moved by G. Jarvis and seconded by N. Rochefort. Carried.
2. Approval of agenda was moved by M. Thornton and seconded by G. Jarvis. Carried.
3. **Industry trends indicate**: "Beats" has been bought out by Apple. The idea around home built platforms within the industry was discussed. Directive fan marketing and learning how to engage with fans is on the rise. Streaming, equal play, and Google Play are all on the rise. Tariff 8 was released, the implications for musicians was discussed. Companies are hiring new personnel; this is good trend to be watching. Rights for content, and marketing through Facebook are dwindling. Data collection needs to be strengthened in the curriculum – inbound as opposed to direct, multi-platforms. Data visualization /interaction is also on the rise. Music Metric, Play Network coming to Canada. Grant writing needs to be taught more to students in the program. SOCAN published a music article on the value of music, the article can be found on their website. A discussion around 10,000 coffees as a new platform for networking.
4. **College Update**: The School of Media, Art & Design is currently under renovation. The new office is slated to be open in mid-August. Nine new studios have been built in the past three years. A new engineering production studio is being completed in C113B.
5. **Program Update**: Radio Essentials course has been revised, looking for a new hire for this course for fall 2014. The Music Business Practicum course is currently looking for mentors to help students who are running their own labels. Writing a proposal for Slate music to help with any additional equipment within the program. Currently 27 students going into year 3.
6. **Student voice**: Would like to see the studio class stay in the curriculum and should be offered in year one or two. Would like to see the leadership and management course, networking and study skills combined into one course as they feel there is not enough relevant content to warrant an entire semester of 3 x 3 hour classes. Need more practical experience and more guest speakers; guidance schmoozing with alums; and assistance to improve their ability to express themselves. Instructors should help students stay on top of industry news.

RECOMMENDED ACTIONS
1. Recommend that the MBM reception is not scheduled during CMW or if it is try scheduling a brunch instead of current hosted cocktail hour on Saturday. **ACTION BY: Program Team**
2. Recommend that the program partner up with SEMA or MMF that will help market the program to the Industry. **ACTION BY: Program Team**
3. Recommend that there is more involvement with the City of Toronto within the program either through a project or assignment. Implement a guided tour of Toronto **ACTION BY: Program Team**
4. Recommend that Networking, Study skills and Leadership and Management be combined into one 3-hour class. **ACTION BY: Program Team**
5. Recommend that the Publishing class is a stand-alone course within the curriculum. **ACTION BY: Program Team**
6. Next meeting – Wednesday, December 3rd, 2014 at Re:Sound at 5 p.m.
7. Adjournment 7:00 p.m.

STATUS OF RECOMMENDATIONS FROM December 2, 2013 MEETING

1. Recommendation: That the program explores more networking and guest speaker events. Still on-going. **ACTION BY**: **Program Team**
2. Recommendation: that the students are made aware of being "export ready" for international development. This has been incorporated into the curriculum. **ACTION BY: Program Team**
3. Recommendation: That students understand the opportunities in TV/film production companies. This has been incorporated into the Copyright Law class. **ACTION BY**: **Program Team**

4. Recommendation: That related courses (theory and applied) are taught closer together. **ACTION BY: Program Team**
5. Recommend that PAC members are invited to CMW/ MBM reception in May 2014. **ACTION BY: Program Team**

REPORT PREPARED BY: A. Desaillier   DATE: June 3, 2014

DRAFT REVIEWED BY DEAN: G. Murphy   SIGNATURE: *Greg Murphy*

APPROVED BY CHAIR: E. Cream   SIGNATURE: via email

DURHAM COLLEGE
SUCCESS MATTERS

Mechanical Engineering Technician - Non-destructive **Membership List**

Name	Title	Organization
Committee Chair		
Meghan Rodger		Acuren Group Inc.
External Committee Members		
Mike Baumann	NDE Inspector	Messier Bugatti Dowty
Evan Choi	Project Manager	CANDU Owners Group Inc.
Alex Sakuta	Project Mgr. Inspection & Maint.	Ontario Power Generation
Steve Simpson	Software Developer Lead	Babcock & Wilcox Canada
Mike Trelinski	Senior Technical Support	Ontario Power Generation
John Zirnhelt	President	Ponteca

Elected Student/Alumni Representatives	Year/Program/Alumni	
Courtney Nixon	1, Non-destructive	
Shaun Beaudin	Alumni, Domson Eng. & Inspection	

Elected Faculty/Staff Representatives		
Name	Title	Organization
Dick Algera	Professor	Durham College
Harris Goodyear	Professor	Durham College
Clair Sigus	Professor	Durham College
Katy Zaidman	Coordinator/Professor	Durham College

Guests/Unelected Faculty/Staff		
Name	Title	Organization
Tom Greve	Professor	Durham College

Attendees - June 11, 2014:
*External Members

Present: C. Nixon, *M. Rodger, C. Sigus, S. Todd, *M. Trelinski, K. Zaidman

Regret(s): D. Algera, H. Goodyear, T. Greve, A. Sakuta, J. Zirnhelt

Guest(s):

Recording Secretary: L. Dillon

KEY POINTS OF DISCUSSION

1. **Welcome and Introductions -** M. Rodger welcomed members to the meeting. Courtney Nixon is the new student representative.
2. **Additions to the Agenda** - None.
3. **Acceptance of Agenda** - Accepted with no additions.
4. **Approval of Previous Minutes** – The minutes of October 1, 2013 were approved.
5. **Business/Actions from October 1, 2013 Meeting** – These were updated in the minutes.
6. **Discussion Items**

   6.1 External Membership Information sharing – Industry Trends

   - Preventive maintenance is a hot topic, not only OPG but all companies. The market is heading in this direction.
   - Starting levels will not increase at OPG due to the reactor and levels will remain close to the same until approximately the year 2020.
   - OPG is always looking for experienced people with the required hours versus entry level people. OPG will be coming up with new policies on training.
   - There is some demand for level 1 and 2 welding before obtaining tickets. OPG may possibly cover the training.
   - Reputation and location will save OPG money in training employees at Durham College.
   - The job market for graduates is excellent. At the moment, all NDE graduates are employed.

   6.2 Advisory Chair Position

   Meghan Rodger accepted the chair position.

   Advisory Membership

   Additional industry members are needed. K. Zaidman or S. Todd to contact an alumni member (possibly Mike Baumann) and a representative from Sperry Rail.

   6.3 New Course Overview

   K. Zaidman reported the following:

   Topics in NDE (sem. 4) – This course is built on units and presentations. There are no tests or exams. Students need soft and team building skills, good customer service, awareness of new technologies with training being integrated. Students will do projects as ethical situations and do presentations on topics related to different testing methods. This consists of student evaluations, contributing and self-reflecting with their group members. This will improve students' presentation skills and theoretical training. The course ended with students doing job search exercises. Guest speakers will be invited into the classroom for advanced methods.

   There are limited amounts of supplies in the country. The NDE program needs samples to prepare for the practical exam, prepare the students for the workshops, and to practice with a good success rate. K. Zaidman noted that she will look at the current samples to possibly introduce more advanced samples. K. Zaidman to obtain costs for aluminum wheels. The program relies heavily on sample donations from companies as samples are also needed for the practical exam.

   The Quality Control Council of Canada (QCC) has approved Durham College as the official place for refresher courses to be completed. M. Rodger offered to advertise this information.

6.4 Program of Studies 2014–2015

A Fast Track program has been introduced starting September 2014. In the Admissions statistics report, Fast Track will be kept separate from the regular Non-destructive program.

Mathematics - The admission requirements are being looked at to raise the bar for math. In the past, MAP4C was required and now with the new MCT4C math, a concern was expressed that only 3 students have applied. S. Todd will liaise with Admissions to see if students can do a post-admission test to fill the gap and introduce the new mathematics requirement for September 2015.

Fundamentals of Welding Inspection – This course includes one hour on-line as a hybrid learning tool that includes drop boxes and on-line quizzes. This has helped the students.

Crib Sheets - Students may have benefitted by using a crib sheet for the Applied Mechanics course. S. Todd offered to speak with the Fluid Power and Fluid Mechanics professor to see if students would benefit from using crib sheets for these two courses.

It was noted that Electrical Controls is a good course but it is unknown if students will use this in the future.

6.5 Marketing

The program has been attracting younger students. Testimonials have been collected for the college website. S. Todd to contact the college marketing department to see if the new testimonials are posted on the website.   Sperry Rail has hired approximately 17 students in the past two years.

6.6 Key Performance Indicators (KPI's)

Employer Satisfaction was excellent at 100%. In the areas of knowledge and skills for future careers this rated high. Quality of facilities was rated at 70%, a bit below the system average of 73.8%. Lab facilities have improved in the past couple of years with some new equipment and students have indicated that are happy with the hands on training they receive. Students need to be contacted to obtain further information on some of the answers to the survey questions. The Graduate Satisfaction rate was lower possibly due to graduates being hired on contract.   Program quality rated lower identifying students' lack of computer skills.   The internal focus group will review the details of the survey results and come up with improvement strategies. The KPI report card will be reviewed with advisory members in the fall 2014 meeting.

7. **Next Meeting** – Wednesday, November 12, 2014, 4:00 p.m.
8. **Adjournment**- 5:35 p.m.

RECOMMENDED ACTIONS – JUNE 11, 2014 MEETING

1. New Advisory Members - K. Zaidman (coordinator) or S. Todd (dean) to contact Mike Baumann (alumni) and a representative from Sperry Rail to be new members on the committee.
2. Guest Speakers – K. Zaidman (coordinator) to invite guest speakers to discuss advanced methods.
3. Samples - K. Zaidman to look at current samples to introduce more advanced samples into the program and look at the cost for aluminum wheels.
4. Advertising - M. Rodger (chair) to advertise that The Quality Control Council of Canada (QCC) has approved Durham College as the official place for doing refresher courses.
5. Post- Admission Mathematics - S. Todd will investigate to see if students can do a post-admission mathematics test in September 2015 to fill the mathematics gap.
6. Crib Sheets - S. Todd to speak with M. Jelavic (professor) to see if students would benefit from using crib sheets in the Fluid Power and Fluid Mechanics courses.
7. Testimonials - S. Todd to contact the Marketing Department to ensure that testimonials have been placed on the college website.

8. Key Performance Indicators – The focus group to review the KPI data and the areas that need to be improved and create an improvement plan. This plan will be shared with the advisory in fall 2014.

STATUS OF RECOMMENDATIONS - OCTOBER 1, 2013 MEETING

1. Marketing Testimonials – S. Todd (dean) and K. Zaidman (coordinator) to review and implement program marketing suggestions as noted under number 6 in the minutes. Contact former graduate Andrew Burke and J. Zirnhelt from industry. On-going.

2. Investigate preparing a package of information for Engineering and Physics university students to target the Fast Track program that commences in September 2014. Pending.

3. Program of Studies – Look at adding Networking and Data Collection, Data Acquisition, Fiber Optics and HMI. S. Todd offered to share the new Biomedical Networking course with the Non-destructive committee. Completed.

4. S. Todd to advise M. Calhoun that the 3 General Education courses listed in the Program of Studies should all be identified as elective courses in the 2014-2015 POS. Completed.

5. Look at H. Goodyear's suggestion of inspection methods as it would save money and introduce new technologies for the students. Completed.

6. Refreshes Courses through Continuing Education – K. Zaidman to continue to pursue Non-destructive refresher courses for certification through Joy Lavergne in Continuing Education. K. Zaidman will also provide M. Rodger dates for refresher courses. On-going.

REPORT PREPARED BY: Linda Dillon   DATE: August 14, 2014

DRAFT REVIEWED BY DEAN: Susan Todd   SIGNATURE: *Susan Todd*

APPROVED BY CHAIR: Meghan Rodger   SIGNATURE: *Meghan Rodger*

Nursing & PSW Programs Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Cheryl Owen	Manager Professional Practice	Rouge Valley Health System
External Committee Members		
Maureen Awalt	Director of Care	Hillsdale Terraces
Shannon Lewis	Manager of Nursing Practice	Hillsdale Terraces
Theresa Henderson	Enterostomal Therapist	Partners in Community Nursing
Sanaz Riahi	Director, Professional Practice	Ontario Shores Centre for Mental Health Sciences
Tina Powers	Leader – Education/Student Affairs	Ontario Shores Centre for Mental Health Sciences
Brenda Robichaud	Team Leader CTO Nurse Case Manager	Canadian Mental Health Assoc.
Colleen Wilkinson	Manager, Corporate Professional Practice	Lakeridge Health Oshawa
Susan Grant	Director of Pharmacy, Quality Professional Practice	Ross Memorial Hospital
Danielle Sinfield	Supervisor of Volunteer Department	Victorian Order of Nurses
Amanda Laird	Manager, Nursing Practice	Fairview Lodge
Kimberlee Hilliard	Professional Practice Leader/Nursing Student Placement Coordinator/ Telemedicine Coordinator	Markham Stouffville Hospital
Elected Student/Alumni Representatives	**Year/Program/Alumni**	
Parsia Hassannia	Alumni	Practical Nursing
Katherine Rautenberg	Alumni	Durham College
Michelle Brand	Year 2 Student	Durham College
Marko Mandic	Year 2 Student	Durham College
Rachel Michalecki	Year 2 Student	Durham College
Kali Easson	PSW Student	Durham College
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	School of Health & Community Service
Carol Burke	Associate Dean	School of Health & Community Service
Debbie Morrison	Faculty/Coordinator	Practical Nursing Program
Deborah Schuh	Faculty/Coordinator	Personal Support Worker Program
Sandra Meader	Program Officer	Continuing Education

Guests/Unelected Faculty/Staff		
Mary Noble	Employment Advisor/	Durham College
	Internship Coordinator	Durham College
	Placement Officer	Durham College
Mary Sich	Student Advisor/ Placement	Durham College
Stephanie Zibert	Officer	

Attendees (April 3, 2014):

*External Members

Present: D. Schuh, D. Morrison, M. Brand, M. Mandic, *S. Grant, K. Rautenberg, *S. Lewis, *M. Awalt, R. Michalecki, S. Meader, S. Zibert, M. Sich, *T. Powers, S. Sproul, * C. Owen

Regret(s): *T. Henderson, *B. Robichaud, *C. Wilkinson, *D. Sinfield, C. Burke, *A. Laird, *S. Riahi, P. Hassannia, *K. Hilliard, M. Noble, K. Easson

Guest(s):

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of October 3, 2013, were approved by T. Powers and seconded by S. Grant. Carried.

2. Ontario Shores is going through a restructuring so the number of student placements may change. They will be able to take some PSW students in 6-8 months when they will be settled and preceptors will be ready to take students. Ontario Shores has partnered with Centennial and Ryerson for the RPN to RN program which is held in-house as well as Preceptor training.

3. S. Lewis from Hillsdale Terraces has joined the PAC. They have purchased a simulator so once staff are trained they will be in a position to take on more PN students. PSW students took on some first year BScN students to learn bedside. Hillsdale Terraces is looking for a research partner. D. Schuh offered to do a Preceptor Workshop at their location. Students were advised that they are required to apply on-line and provide electronic version of resume, letter, etc. and it's important to keep Criminal Reference Checks up-to-date.

4. Ross Memorial is focusing on patient engagement taking care back to the bedside – focus also on quality based procedures.

5. Rouge Valley Health System has working groups going back to the basic nursing practices. Bed map integrated units will affect clinical placements.

6. ConEd to look into offering Gentle Persuasive Approaches (GPA) training program for people who care for Older Adults with Dementia which could be a full 8 hour day on a Saturday. This training is required across the board. A training manual would cost approximately $15. All allied professions can attend.

7. S. Meader asked members to refer individuals interested in part-time teaching to her attention.

8. PSW Program Updates provided by D. Schuh: continuing with two intakes May and September. New Ontario Program Standards to be released soon. Two new partners: Durham Mental Health hiring 10 PSWs and requesting students in Fall for Seniors' community HUB and complex care group home as well as Wynfield Retirement. PSW and Dental Hygiene programs are exploring best practices related to senior care: an interprofessional learning experience focusing on oral care and mobility. The PSW house is a Living Lab Caring for Seniors at Home. Looking into forming a relationship with Surge Learning who would provide the electronic platform for the Best Practice Guidelines and Best Practice Templates. Looking for 5 homes to pilot our work before going larger scale. Developing a guideline on protecting residents and protecting personal care providers while giving care.

9. PN Program Updates provided by D. Morrison: All 5 semesters are running: Semester 1 has 48 students with 3 international students, Semester 2 – Long Term Care – Mat/Child 13 groups, Mat/Child continues to be challenging for placements, currently students are at Lakeridge Health Oshawa, Rouge Valley Health System and Markham Stouffville. We will continue to pursue quality placements as RPNs are increasingly being utilized in this area, Semester 3 – 50% in Mental Health, 50% in Community, Semester 4 – 15 groups, primarily Lakeridge Health Oshawa and 2 Rouge Valley Health System, Semester 5 – 4 students out (Winbourne Park, Taunton Mills and 9G Lakeridge Health Oshawa). All students are now working 8 hour shifts which have proven to be positive for student success. 100% success in our most recent writing of CNO exams. Toronto CPICs continue to be challenging.

10. S. Sproul provided a handout of the Practical Nursing Program Learning Outcomes for members to review. Durham College held their Open House on March 22nd which was very successful. New Activation Coordination in Gerontology program will begin in September 2014. The Board of Governors has approved the new Applied Degree in Behavioural Sciences program which will go to the Ministry with a potential start of September 2015. There is a Master Space Planning Committee which consists of UOIT and DC members. There is going to be a new four storey building where the current Simcoe building is located. Continuing to work on the Strategic Plan/Business Plan. The Centre for Food's Bistro 67 restaurant is now fully operational and now offering cooking classes and wine tasting classes. We received budget approval to hire 1 PSW full-time faculty position and 2 FITS faculty. KPIs have just been released so we will discuss the results at the Fall meeting. We are waiting for the CNO to release information about the PN program approval status. The PN pass rate for the January 2012 cohort was 100%. CASN has awarded the UOIT-DC-GC RPN to BScN program a seven year accreditation. Joanna Gallagher joined the PN team in December 2013. An Appreciation Event for our community partners is planned for May 8, 2014. Research Day is planned for May 1st. Each Ontario College and University was asked by MTCU to develop a Strategic Mandate Agreement (SMA) to address the role of each institution in the post-secondary education system and how each facility will build on their strengths to achieve their vision and move forward with the objectives identified in the MTCU Differentiation Policy Framework.

11. Students shared that they are happy with their placements and for the most part feel prepared going in. They are finding that there are a lot of UOIT BScN students at Lakeridge Health Oshawa.

12. Members were provided with an invite to our Community Appreciation Event being held Thursday, May 8, 2014, from 4:00 – 6:00 pm in the Student Services Building, Oshawa Campus.

RECOMMENDED ACTIONS

1. S. Thomson to arrange a meeting with M. Awalt and S. Lewis from Hillsdale Terraces regarding a research opportunity.
2. Next meeting – October 2, 2014, 2:00 - 4:00 pm.
3. Adjournment 3:50 pm.

STATUS OF RECOMMENDATIONS FROM OCTOBER 3, 2013 MEETING

1. D. Morrison recruited three 2nd year PN students.
2. D. Schuh recruited a PSW student.

REPORT PREPARED BY: Sandra Thomson   DATE: June 17, 2014

DRAFT REVIEWED BY DEAN: Susan Sproul   SIGNATURE:

APPROVED BY CHAIR: Cheryl Owen   SIGNATURE:

Membership List

Name	Title	Organization
Committee Chair		
Tina Powers	Leader, Education & Student Affairs Research and Academics	Ontario Shores

External Committee Member

Name	Title	Organization
Ernie Davies	Manager, Office of Energy Management Program	City of Oshawa
Melissa Duke	Pricing Manager	Gerdau Ameristeel
Cindy Fleming		Municipality of Clarington
Krista McCreary	Admin	Kelly Services
April McRae	Exec. Admin Assistant, Engineering Director	Darlington Nuclear, OPG
Kim Murray	Manager	Manpower Temporary Services
Debbie Nickerson	Manager of Administration	Recreation & Culture, Town of Ajax
Felicea Nobile	Corporate Administrator	Canadian Mental Health Association
Catherine Scoleri	Division Director	Office Team – Toronto
Mary Jo Sitter	Supervisor, HR	Town of Whitby
Marilyn Van Eyk	Administrator	Oshawa Clinic
Caro lAnn Walker	Executive Director	Business Advisory Centre, Durham

Elected Student/Alumni Representatives

Name	Yr/Program/Alumni
Marianne Boucher	Alumni for OFMD
Michelina DiPasquale	Alumni for OFEX
Isabelle Amikons	2nd year OFEX
Genvieve Vezina	2nd year OFEX
Chrisencia Rockburne	Con. Ed - OFMD

Faculty/Staff Representatives

Name	Title	
Kevin Baker	Dean	Interdisciplinary Studies & Employment Services
Bev Neblett	Associate Dean	
Dina Papaiakovou	Professor	
Fran Jeffery	Professor	
Ann Conroy	Administrative Coordinator	

GUEST

Donna Boyd	Program Officer	Continuing Education

DURHAM COLLEGE
SUCCESS MATTERS

Office Administration Program Advisory Committee
School of Interdisciplinary Studies & Employment Services
May 14, 2014

Present: *Tina Powers, Marianne Boucher, Bev Neblett, Ann Conroy, Dina Papaiakovou, Fran Jeffery

Regret(s): *Ernie Davies, *Allan Hewitt, *Melissa Duke, *Cindy Fleming,* Krista McCreary, *April McRae, Kim Murray,* Debbie Nickerson *,Felicea Nobile, *Catherine Scoleri,* Mary Jo Sitter, *Carol Ann Walker; Chrisencia Rockburne, Michelina DiPasquale, Genevieve Vezina, Isabelle Amikons, Kevin Baker, Jenny Dalrymple,

Guest(s): Donna Boyd

Recording Secretary: Ann Conroy

1.	**Welcome and Introduction**
	• Introductions were made around the table.
2.	**Additions to the Agenda**
	• There were no additions to the Agenda.
3.	**Acceptance of Agenda**
	• The Agenda was accepted as presented..
4.	**Approval of Minutes from previous meeting**
	• The minutes were read, but not approved as there was no quorum.
5.	**Business/Actions Arising from Previous Minutes**
	• N/A
6.	**Discussion Items**
	Ontario Shores are hiring a lot of new administrative and clerks due to retirements
	The positions are posted on the website for five days. Anyone applying is asked for an E-portfolio that should include a resume. Applicants are asked to bring a hard copy to the interview. It will be mandated that anyone who wants to be a Preceptor, will have to take specialized training and updated every two years..
	6.1 College/School Update and Program Update **College News** • College applications are up 17.5% from last year. Program confirmations have increased 7.4% over this time last year. • The college has submitted its Strategic Mandate Agreement (SMA), which establishes the strategic priorities for a three-year period, very much in the way a strategic plan does. The agreement captures the college's priorities within the six differentiation framework 'components' areas, however there are four key areas of focus that will specifically differentiate Durham College in the post-secondary system. These actions can be summarized as: ○ **Academic quality, flexible delivery** ○ **Pathways from skills and advanced skills to graduate studies.** ○ **Three-year degrees** ○ Development and realization of the **Durham Learning and Business Innovation Park (dLAB)**, in partnership with the private sector while working with government which will provide thousands of new jobs, incorporate new transportation links and access, foster ground-breaking research in areas of importance to the economy and feature sustainable and natural uses. • The Spring Open House was March 22nd which was an opportunity for applicants given offers and those that confirmed to meet with students and faculty to discuss their programs. Initial numbers for the event at the Oshawa, Whitby campuses and Pickering Learning site combined were approximately 3700 visitors

- Spring Convocation for our School is set for Friday June 20th at 2 pm.
- Key Performance Indicator results have increased in four of five benchmark areas, as measured by the KPI surveys conducted over the last number of months. Our student satisfaction; graduate employment; graduate satisfaction; and graduation rates have all improved, some by two to three percentage points. In addition, 92.2 per cent of employers are satisfied with their hiring of a Durham College graduate. The College results are as follows:
  - Graduate Employment: 85.5%
  - Employer Satisfaction: 92.2%
  - Graduate Satisfaction: 78.2%
  - Student Satisfaction: 74.3%
  - Graduate Rate: 66.7%
- Program specific KPI results are not available at this time and will be shared at the Fall meeting.

School News
- We have a School target enrolment of approximately 900 students for 2014-15. To date, we have had 1471 applications and 1263 offers have gone out with 495 confirmed to date.
- The two PIF projects that were approved and the School received funding for in November 2013 are progressing well:
  1. Curriculum revisions for Communication courses have resulted in the streamlining of the current 92 communication courses to 12. Piloting of the ACCUPLACER post-admission testing will begin with the January intake of 2015.
  2. Re-designing of program delivery for the first year of OFAD is near to completion. Courses will be delivered in a hybrid forma and over a 3 day schedule. This will allow for increased enrollment without increasing classroom capacity usage.

Program News
- Program target enrolment is first year is 120 students for the fall. To date, we have had 272 applications, put out 251 offers and received 85 confirmations and 1 paid.
- Implementation of the re-designed year 1 program will be September 2015. Some of the changes to be implemented at this time include: The spreadsheets course has been changed to be an Office Procedures with an introduction to computers as it relates to office work. Access has been moved to 2nd year. A new business Finance course teaching payroll, petty cash has been designed to replace the Accounting for Office Professionals course. There will be a Capstone in the 2nd semester. This course will be project based consisting based on their course content from year 1.
- The Executive Simulation in the executive stream will be piloting the capstone this year.

	6.2 Continuous Education - ConEd are offering more of their courses on-line. Some of the programs had transitional problems that have been worked through now. - To minimize some of challenges around software, ConEd will look at moving the Doctors Office Procedures and Medical Transcription courses to Whitby where day school have labs set up.
	6.3 Student Voice **Graduate** - Graduates working at Lakeridge are using the skills they learned through their program. Meditech focuses on registration. Some challenges students have encountered include trying to read doctors' writing. This has been addressed in the program by incorporated sample doctor's notes for students to interpret/transcribe. - Students working in doctors' office do use a wider variety of the material covered in their college courses.
7.	**Future Meeting Date – October 29, 2014 at the Whitby Campus**

REPORT PREPARED BY: Ann Conroy   DATE: May 14, 2014

DRAFT REVIEWED BY: Associate Dean: SIGNATURE: _____

Bev Neblett, Associate Dean

APPROVED BY CHAIR: SIGNATURE: _____

DURHAM COLLEGE
SUCCESS MATTERS

Operations Management Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Neil Harris	Director of Content	McGraw-Hill
External Committee Members		
Helaman Charlesworth	Operations Supervisor	Oshawa Stevedoring Inc.
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
David Thebeau	Global SCM	Celestica
Amy Wilkins	Value Creation & Process Improvement	Messier-Bugatti-Dowty Incorporated
John Wilson	Owner	Northern Technology Inc
Troy Woudwyk	Senior Supply Chain Strategist	Ontario Power Generation

Name	Year/Program/Alumni	
Elected Student/Alumni Representatives		
Jared Cory	3, Operations	
Adrienne Gulyas	2, Operations (graduating)	
Waleed Hamed	1, Operations	
Rashmi Maharaj	Alumni	
Michelle Shurland-Jadoo	Alumni	

Name	Title	Organization
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
Donna Boyd	Program Officer	School of Continuing Education
Amy Serrano	Secretary	Durham College

AGENDA PAGE 119

Attendees Wednesday, April 16, 2014:
*External Members

Present: *B. Coros, *C. Deans, *R. Maharaj, A. Gulyas, *N. Harris, *J. Wilson, J. Cory, W. Hamed, *A. Wilkins

Regret(s): *C. Schnitzler, C. Munro, *D. Thebeau, *H. Charlesworth, M. Snow, *M. Shurland-Jadoo,
              *T. Woudwyk

Guest(s): J. Bathe, J. Souch, R. Mofid, D. Fletcher

Recording Secretary: A. Serrano

KEY POINTS OF DISCUSSION

1. The minutes of October 29, 2013 were approved. Tonight's agenda was approved without changes.

   2. **External Membership Information Sharing:** Labour costs reduced by turning to robot technology; grads with robotics training (college) have necessary skills. Individuals are needed for automation and are therefore available at any time of day/night. Workforce needs to be higher educated.   Robotics has grown. To compete, internationally labour costs must be low. One machine can complete that of several employees. The few employees who oversee the shifts in a facility are much more educated. Once trained, they go to bigger companies. Robotics is not seen across the board; use of robotics dictated by volume. Employers are looking for the right attitude and motivation rather than education only. The key is confidence; appearance and personal portrayal; soft skills. Innovation and eagerness will set you apart from those who share similar education backgrounds. Supply chain; skill-sets fit with OM grads. SAP - collaboration across sites. Globalizing functions where possible. Change management is important; should be part of green belt training. Front-line managers handle the day-to-day not HR.   Internships need to be expanded to build student confidence. Field placement – students get stuck with "grunt" work. They do not get the full experience in four weeks.   Durham Workforce Authority – highest youth unemployment year for the seventh year; agriculture and food processing is being invested in.

3. **College/School update and program update:** OM Society did many good things this year.   Increased enrollment this year with a total of 1711 students. School added two new graduate certificate programs this year: Project Management and Information Systems Security. The school is currently investigating two new programs for delivery in fall 2015: Accounting & Payroll and Business-Insurance.

   In September 2014, the Centre for Food opened with facilities for hospitality and culinary programs, as well as, a full service restaurant called Bistro '67. The school of BITM helped with the transfer of the programs Hospitality Management, Culinary Skills & Culinary Management, Golf Facilities Operations Management, and Special Events Management to the new Centre for Food. Further support has been given to the development of Hospitality Skills and an Event Management graduate certificate.

4. **Continuing Education:** First & second year courses are available through coned. Online is on the rise. In-class demand has decreased.

5. **Student Voice**: Case study competition in Burlington was a great experience. Working under pressure; prepared for Business Decisions class. Third year is coming highly recommended. More work in semester 5 than 6. Support and opportunities for field placement were great. Field Placement is good. Third course on SAP: not navigational; teamwork focused; simulation; competing with other teams; running manufacturing company. This was an interesting experience; a chance to see the whole process. Recommend doing more rounds. There is a global competition in June. Year 2 is going really well. OM ties in third semester and then into the fourth. Master Planning was great course; good use of Excel. There were issues with material content/resources. Some students had difficulty in catching up if one class was missed. Tour that R. Mofid organized was a great student experience. Job prospects look good. There are so many different jobs available in OM. Year 1 – self-discovery; uncertainty of what to take after high school and uncertainty of what OM was until reading DC website. Hybrid course would be good. Some courses seemed unorganized.

6. **Additional agenda items:**

   Update on Six Sigma Green Belt Certification – scheduled; two senior consultants coming in from May 8-10; registration has been open for a few weeks. Seven people signed up; open to alumni and the public; willing to take 25.

   Review current Program Learning Outcomes (handout) – Membership please review and give feedback later

   Update on the Algonquin Initiative – incorporating resources – online textbook in tuition model. 100% of students have 100% resources and using to drive savings; pilot program done last fall on providing select resources for select classes. Feedback has been very positive; have expanded to Jan-intake; full intention for larger expansion in fall 2014 with objective that in fall 2015 a vast majority of programs will

be delivered this way. All resources are included in tuition and can be accessed online. There is an expiration date on books. Print model still available as well.

Grad Feedback – Students want Excel through all courses; semester five is quite heavy; cost management course issues; students love SAP; include greenbelt training as a class.

Internships – LCBO; Celestica; geography is an issue for students; Wal-Mart (unofficial); a lot of movement and interest from employers.

RECOMMENDED ACTIONS
1. Ask membership to review program learning outcomes and give feedback to A. Serrano/J. Bathe.
2. Report KPI results in the fall.
3. Address Change Management during annual curriculum renewal – program team.
4. Durham Workforce Authority Reports – Agra and food processing – update – C. Deans.
5. Advertise Six Sigma to those interested in Green Belt – cut off is April 30.
6. Future meeting date: TBA

RECOMMENDED ACTIONS FROM THE OCTOBER 29, 2013 MEETING
1. N. Harris to provide an update on the Algonquin pilot at the next meeting. Discussion item tonigh.
2. Recommend consideration of going to laptops for year one students and report back to the committee in the spring – J. Bathe; will happen in fall 2015.
3. Recommend that J. Bathe report back on dual credit and the possibility of a faculty member teaching the operations management unit; still not recognized in high school curriculum as beneficial for students since there aren't any "similar" offered courses; will keep trying.
4. Recommend that J. Shemko ask D. Fletcher to send the Greenbelt training information to A. Wilkins to provide input. The date, who certifies, who to invite, the cost etc. are to be determined; discussion item tonight
5. Recommend determining if the MY IT Lab should be continued – J. Bathe; continue for one more year; will allow students to practice and learn. The testing is what the students have an issue with
6. Recommend that J. Shemko and N. Harris determine the next meeting date to be held at the Centre for Food.

REPORT PREPARED BY: A. Serrano   DATE: April 16, 2014

DRAFT REVIEWED BY DEAN: SIGNATURE:

APPROVED BY CHAIR: SIGNATURE:

DURHAM COLLEGE
SUCCESS MATTERS

***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		
Mike Slatter	Deputy Chief of Quality & Dev.	Hastings-Quinte Emergency
Andrew Bright	Primary Care Paramedic	Durham EMS
Linda Calhoun	Senior Director	Lakeridge Health
		Central East Prehospital
Jim Harris	CQI Manager	Central East Prehospital
Terry Chomski	Superintendent, Professional Stand.	York Region Emergency
Keith Kirkpatrick	Chief	City of Kawartha Lakes
		Emergency Medical
David Mokedanz	Superintendent, Operations	Durham Region Emerg.
Robert Morra	Advanced Care Paramedic	Durham EMS
Susan Wood	Deputy Chief/Manager PD Division	Regional Mun. of York
Elected Student/Alumni Representatives	Year/Program/Alumni	
Seong Park	Alumni	Durham College
Samantha Snell	Alumni	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Stephanie Ball	Dean	Durham College
Steve Bazak	Professor	Durham College
Ralph Hofmann	Coordinator/Professor	Durham College
Guests/Unelected Faculty/Staff		
Danielle Graham	2nd Year Paramedic Student	Durham College
Angelo Licsi	2nd Year Paramedic Student	Durham College

Attendees *(May 28, 2014)*:

*External Members

Present: S. Ball, S. Bazak, D. Graham, *J. Moir, *D.Mokedanz, R. Hofmann, A.Licsi, *R. Vandersluis

Regret(s): *A. Bright, *L. Calhoun, *T. Chomski, *J. Harris, *K. Kirkpatrick, *R. Morra, *K. Kirkpatrick, *S. Park, S. Snell, *M. Slater, *S. Wood

Recording Secretary: T. Kennington

KEY POINTS OF DISCUSSION

1. Minutes of October 2, 2013 were approved by S. Ball and seconded by D. Mokedanz. CARRIED
2. **Industry Trends**: Base hospitals have had to disclose information regarding incidents in the pre-hospital setting to patients, family members and/or lawyers due to patient safety incidents. It is the responsibility of the health care profession.   Safety systems have been developed where critical thinking is needed by any team of paramedics. Each paramedic must share the responsibility and voice their opinion in what they believe would benefit a patient. This represents a culture shift that Durham College and the Base Hospital will share the responsibility for implementation.
3. **Accreditation Final Report:** PCP/ACP accreditation has been completed. One area that the program was not in compliance with was in the feedback from the preceptors.   This will be incorporated in a survey that will be completed in the comptracker model.
4. **Employment**: There were no full-time hires the spring with the Durham Region EMS. Only one part-time Paramedic Advanced student was hired.

RECOMMENDED ACTIONS

1. The backboard process of scooping and adapting lifts will be incorporated into the curriculum with formal evaluations this fall by R. Hofmann.

STATUS OF RECOMMENDATIONS FROM June 3, 2013 MEETING

1. The recommendation was put forward by all the committee members to incorporate the training and evaluation in the use of patient conveyancing equipment in the Paramedic curriculum by the faculty. COMPLETED

REPORT PREPARED BY: T. Kennington/M. Bartosik   DATE: May 29, 2014
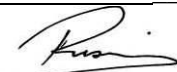
DRAFT REVIEWED BY DEAN,: S. BALL   SIGNATURE: _____

APPROVED BY CHAIR: Dr. R. Vandersluis   SIGNATURE: _____

DURHAM COLLEGE
SUCCESS MATTERS

Interactive and Contemporary Web Design Membership List

Name	Title	Organization
Committee Chair		
Stacey Vetzal	President	Three Wise Men Software Development
External Committee Members		
Justin Aguilar	Junior Designer	Teehan+Lax
Jason Atkins	CEO	360 incentives.com
Dave Bobak*	Web Developer	Teehan+Lax
Rick Dolishny*	Project Manager	Interactive
Chris Erwin*	Web Developer	Teehan+Lax
Brendan Farr-Gaynor	Partner	ResIM
Barry Hillier	Chief Visionary Officer	Dashboard
Alex Jansen*	Owner/Operator	POP Sandbox
Michael Monaghan	President	Monaghan Design Solutions Inc
Chris Vale*	Owner Operator	CLH Designs
Elected Student/Alumni Representatives	Year/Program/Alumni	
Yvonne Berg	Contemporary Web Graduate	Durham College
Nicole Black	Multimedia Design Alumni	Durham College
Joyce Chan	Contemporary Web Alumni	Durham College
Justin Gillis	3rd Year Multimedia Design	Durham College
Agnes Jankiewicz	3rd Year Multimedia Design	Durham College
Andrew Phillips	Multimedia Design Alumni	Durham College
Ashley Schofield	Multimedia Design Graduate	Durham College
Matthew Sullivan	Multimedia Design Alumni	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Linda Cheng	Co-Coordinator, Multimedia	Durham College
Wade Clarke	Co-Coordinator, Multimedia	Durham College
Kris Felstead	Coordinator, Contemporary Web Design	Durham College
Greg Murphy	Dean	Durham College
Paul Koidis	Associate Dean	Durham College
		Durham College
Guests/Unelected Faculty/Staff		
Name		
Steven Evans	Title	Organization
Brent Hudson	Professor	Durham College
Donna Boyd	Continuing Education Officer	Durham College
Andrea Seepersad	Sessional Instructor	Durham College

Attendees May 14, 2014:

*External Members

Present: Yvonne Berg, Linda Cheng, Wade Clarke, *Rick Dolishny, Steven Evans, *Chris Ewin, *Brandon Farr-Gaynor, Kris Felstead, Paul Koidis, Greg Murphy, *Andrea Seepersad, *Chris Vale, *Stacey Vetzal

Regret(s): *Justin Aguilar, *Jason Atkins, *Nicole Black, *Dave Bobak, Joyce Chan, Justin Gillis, *Barry Hillier, Brent Hudson, Agnes Jankiewicz, *Alex Jansen, *Michael Monaghan, *Andrew Phillips, Ashley Schofield, Matthew Sullivan

Guests(s): Arlene Allen

Recording Secretary: S. Leaming-Conroy, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Approval of minutes from October 9, 2013 was moved by R. Dolishny and seconded by A. Seepersad. Carried.
2. Acceptance of agenda was moved by L. Cheng and seconded by K. Felstead. Carried.
3. **Industry trends**: It was suggested that adding JavaScript framework knowledge would be beneficial and would be introduced in the Frameworks II class. It was noted that Angular JavaScript and ember.js are being seen more in industry. Responsive web design, mobile design and interacting with API. A suggestion to go with mobile and teaching principles of inbound marketing was made. Clients are asking for more WordPress and an understanding of how API works and interacts with apps through API's. Vanilla JS framework and the difference between Vanilla JS and jQuery were mentioned. It was suggested to stick with one framework as the foundation tool. Expose students to other frameworks in the collaboration project. Teaching GIT is essential for our students, and needs to be introduced earlier in program. Need more WordPress in industry and we should make the distinction between WordPress and frameworks. Overall, PAC suggested more JavaScript and GIT.
4. **Program Updates:** Greg mentioned the School of Media, Art & Design office will be undergoing renovations over the summer. More equipment has been requested through the capital budget. Greg is working with faculty to collaborate with outside interactive design companies, and students would work in environment on a high level, high profile interactive design company. There are floor plans being designed for production rooms for the School of Media, Art & Design School. L. Cheng stated that the visiting lectures course inspired the students and helped them to shape who they are and to show what they are learning and gaining the knowledge of what the industry uses. Two students (Josh Sanger and Nick Sprague) from the Contemporary Web Design program are involved in research modules where they are being mentored by industry partner. K. Felstead noted that a student is working on an application for a burger chain. G. Murphy noted that two students, and a faculty member and will be featured at Association of Canadian Community Colleges Conference, presenting the Caricom Project.
5. **Continuing Education Update**: A. Allen noted that three courses have been reinstated through the Continuing Education department. G. Murphy noted that bus passes should be provided to students for their field placements and capstone projects.
6. **Student Voice**: Y. Berg suggested incorporating a critique course into the program so students gain experience presenting their work. She also mentioned knowing more PHP is beneficial.
7. **Nomination of Chair:** R. Dolishny nominated S. Vetzal as Chair. S. Vetzal accepted the nomination and was acclaimed to the position.

RECOMMENDED ACTIONS

1. Recommend exploring the addition of Single Page Applications (SPA) to the Typography and Colour Theory course. **ACTION: Program Team**
2. Recommend that JavaScript foundations, understanding the programming language, and less frameworks be incorporated in year one. **ACTION: Program Team**
3. Recommend Incorporating GIT software into second year Collaborative Projects, and Frameworks III, and IV. **ACTION: Program Team**
4. Recommend the addition of a critique forum into the curriculum. **ACTION: Program Team**
5. Recommend Including an entrepreneurial and professional practice course into the curriculum. **ACTION: Program Team**
6. Addition of PHP included within the final semester of the curriculum. **ACTION: Program Team**

STATUS OF RECOMMENDATIONS FROM OCTOBER 2013 MEETING

1. The recommendation that Accessibility for Ontarians with Disabilities Act (AODA) be taught in the Contemporary Web program is currently being discussed in their spring program meetings.
2. Adding more workflow and collaboration into the Web and Design curriculum is ongoing. Interactive Media Design has started collaboration projects this past January. Students from Interactive Media Design have worked with the Emergency Management Office (EMO) to produce video for National Emergency Preparedness Week. Students from Contemporary Web Design program have designed and created a responsive Microsite which will be launched in October. This collaboration was incorporated in the Collaborative Project Course in both programs. The portfolio class in the Contemporary Web program assists non-profit organization, workflow media integrations and technologies have been added to program and IMD has implemented workflow into every course offered in the program. The Project Management course has adopted workflow to understand pipeline on a professional basis.
3. The recommendation to explore the addition of Single Page Applications (SPA) in the curriculum was discussed. Program Team is adding this to the Type and Colour Theory Course to address this.
4. Recommend reviewing the membership and adding more Interactive media members. ACTION BY: Program Team→B. Farr-Gaynor has Skype into meeting. W. Clarke to source more members.
5. The recommendation to offer a post-graduate certificate in Web Applications remains ongoing. G. Murphy and K. Felstead will be revisiting this to see if this could be done through the Continuing Education office, at night, online or as a hybrid.
6. Next meeting – Wednesday, October 15, 2015
7. Adjournment 8:00 p.m.

REPORT PREPARED BY: S. Leaming-Conroy   DATE: May 22, 2014

DRAFT REVIEWED BY DEAN: G. Murphy   SIGNATURE: *Greg Murphy*

APPROVED BY COORDINATOR: SIGNATURE: via email

DURHAM COLLEGE
SUCCESS MATTERS

Computer Systems Tech & Information Systems Security Program Advisory Committee Membership List

Name	Title	Organization

Committee Chair

Name	Title	Organization
Keith White	IT Director	Oshawa Clinic/Taunton Health Care

External Committee Members

Name	Title	Organization
Derek Corneil	Professor, Computer Science	University of Toronto
Derek Goreski	Systems Engineer	Cisco Canada
Neil Groat	Graduate – 2009	
Andrew Kelly	Manager of Technical Services	Lakeridge Health
Stefan Kolesnikowicz		
Mauro Lollo	Co-Founder, CTO	UNIS LUMIN INc.
Josh Lowe	Senior Lecturer and Laboratory Coordinator	UOIT
David Martin	Instructor	Maxwell Heights Secondary School
Matthew Rutledge		
Andrew Sutton	Network Consulting Engineer	Cisco Canada

Committee Position	Student Representatives	

Name	Year, Program	
Martin Davies	Year 2	
Renee Fellbaum	Year 2	
Cody Hardy	Year 3	
Jessica Sopha-Wright	Year 3	

Committee Position	Staff & Faculty Representatives	

Name	Title	Department
Danny Aniag	Professor	School of Business, IT & Management
Stephen Franks	Coordinator/Professor	School of Business, IT & Management
Ramzanali Jaffer	Professor	School of Business, IT & Management

Guests/Unelected Faculty/Staff

Name	Title	Organization
Jackie Bathe	Associate Dean	School of Business, IT & Management
Donna Boyd	Program Officer	Continuing Education
Amy Serrano	Secretary	
Adrian Lupea	Network System Administrator	Durham College

Attendees *March 18, 2014***:**
*External Members

Present: *K. White, J. Lowe, S. Franks, D. Aniag, J. Wright, R. Fellbaum, M. Davies, *D. Goreski, *A. Sutton, *A. Kelly, A. Lupea, C. Hardy (7 p.m.)

Regret(s):   *N. Groat, *D. Martin, M. Rutledge, K. Alexander, *D. Corneil, *M. Lollo, R. Jaffer, *S. Kolesnikowicz

Guest(s):   J. Bathe, D. Boyd

Recording Secretary: A. Serrano

KEY POINTS OF DISCUSSION

1. **Agenda:** approved by J. Lowe and A. Kelly.
2. **Minutes:** October 7, 2013 minutes were approved by J. Lowe and D. Goreski.
3. **External Membership Information Sharing:** There is the benefit, as an employer, to have students over extended periods of time rather than once/week. Students are engaged, excited and motivated in placement. Employers are still finding spelling errors in resumes. Social/presentation skills need improvement but technical skills are great.   Creating challenges amongst students in class will help make them more engaged through collaboration and communication.
4. **Student Voice:** Students would prefer to have field placement over a concentrated amount of time (3-week block) rather than once a week. Students enjoyed the mix with university students at events. They would appreciate if the College could host more engaging events for IT students. There is drive among students within the program. Part-time opportunities for students would be appreciated, i.e. work study program only offers opportunities to be tutors (there is a shortage). Students want the opportunity to work in the IT department at the college, i.e. job-shadowing.
5. **College/School update and program update:** Soft-skill activities are being emphasized in courses to help students with these skill sets. The program is growing. Working toward smooth transition between years of study. Looking to drop exam week – stressing hands-on aspects; stressing team-work aspects. Shift focus from multiple choice testing to hands-on technical challenges. January-start students feel overwhelmed. Looking at potential of introducing a fall break (7-1-7 delivery model). Events have been organized during that "1" week; there needs to be a focus on being active. This would be an opportunity for new students to acclimatize to college (including international students).
   School of BITM & Durham College—increased enrollment this year with total of 1711 students. School added two new graduate certificate programs this year: Project Management and Information Systems Security. The school is currently investigating two new programs for delivery in fall 2015: Accounting & Payroll and Business-Insurance. In September 2014 the Centre for Food opened with facilities for hospitality and culinary programs, as well as, a full service restaurant called Bistro '67. The school of BITM helped with the transfer of the programs Hospitality Management, Culinary Skills & Culinary Management, Golf Facilities Operations Management, and Special Events Management to the new Centre for Food. Further support has been given to the development of Hospitality Skills and an Event Management graduate certificate.
6. **Continuing Education:** Interest in classroom learning has dropped; current focus on online enrolment. This year growth in online and classroom was small. This is across Ontario.
7. **Additional Agenda Items: LPI –** Linux course offering in May/June; virtual machine assigned to each student
8. **Field placement:** Covered throughout meeting
9. **Review IT Technician Rates:** Handout provided.
10. **Draft Program Review recommendations:** Looking to change CST 1 and 2 in first year. Will give CPA students more contact with CST students. Will allow CST/CSTY students earlier connections so in the next year, they can offer more in-depth courses. Scripting and automation – learning to script before learning operation system they are scripting for – moving scripting. Revisions will be made. This is response to feedback from students. Strong in Windows but not Linux. Stronger program team development.
11. **Cisco pact -** A Cisco sponsored project where Cisco aids by assisting partner academies and Cisco business partners in pairing up, finding opportunities for students for placement. Stephen to contact Cisco to ensure participation. (Done)

RECOMMENDED ACTIONS

1. Change co-op to three-week block in 14/15 calendar – PAC members strongly recommend changing field placement to three-week block at end of semester 6.
2. College/School update to be sent to members with minutes.
3. Investigate having events for students to have the opportunity to network and socialize; possibly partner with UOIT Student Society.
4. Approach D. Boyd about enrolment in IT-specific courses.
5. Investigate work-study opportunities for IT students. UOIT is in need of tutors – J. Lowe.
6. LPI Update.
7. Send program of study revisions later in spring for PAC feedback.
8. Ask PAC members to look at recommendations and send Stephen/Danny feedback prior to May 1 (prior to program team meeting).
9. Recruit external members – reach out to PAC members to recommend people to reach out to; recruit student from Information Security System student for PAC.
10. Next Meeting: October 21, 2014 at 6 p.m. Location: TBA
    Adjournment: 8:20 p.m.

STATUS OF RECOMMENDATIONS FROM OCTOBER 7, 2013 MEETING

1. Hosting CISCO Conference: challenge – manage time but CISCO is happy to accommodate/support a conference; May/June to schedule for the next academic year.
2. Faculty development with CISCO: Region 11 that is supporting and producing – online and on demand; two faculty members are currently going through process which will take about one term.
3. Letter will be sent to D. Goreski.
4. Investigate co-op's further – after speaking with interns – 1 day/week does not give students enough experience in the industry; proposing to give students three solid weeks (model after CPA program); slightly condensed sem 6. Number of hours will not change. Feedback from industry: benefit to students to have more consistent and direct exposure rather than trying to "catch up" every week. Once a week is too infrequent. Frustrating for students since they cannot complete a project. More than one student may be able to be in placement at one place to do a big project; more focus and provides more value.
5. Pursue more industry reps for PAC: currently reaching out to people; there is interest. Any outreach by PAC members to external people would be appreciated.
6. Pursue second-year student reps for PAC: successfully recruited; students are willing to participate

REPORT PREPARED BY: A. Serrano   DATE: March 18, 2014

DRAFT REVIEWED BY DEAN: SIGNATURE: _J. Spring_

APPROVED BY CHAIR: SIGNATURE: _____

Communicative Disorders Assistant Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Donna Adams	CDA	Kawartha Pine Ridge District School Board
External Committee Members		
Meredith Stratton	Director	CDAAC (Communicative Disorders Assistant Association of Canada)
	CDA	Toronto Preschool Speech and Language Services
Bridget Lauricella	CDA	Bridgepoint Health
Carol Bock	Deputy Registrar	CASLPO (College of Audiologist And Speech-Language Pathologists of Ontario)
Chantal Kealey	Director of Audiology & Supportive Personnel	Speech and Audiology Canada
Jill Clements-Baartman	Speech-Language Pathologist/Owner	Private Practice – Talking Language And Communication (TLC)
Melanie Kennedy	Speech-Language Pathologist	Holland Bloorview Kids Rehabilitation Hospital
Sharon Woodcox	Audiologist	Grandview Children's Centre
Wanda Ricci	Clinical Manager	Durham Preschool Speech & Language Program, Grandview Children's Centre
Rita Lenhardt	Speech-Language Pathologist	Rita Lenhardt & Associates
Elected Student/Alumni Representatives		
Vibha Mistry	Alumni	CDA Program
Brianne Waterhouse	Student	CDA Program
Elected Faculty/Staff Representative		
Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
Elizabeth Maga	Faculty/Coordinator	Communicative Disorders Assistant Program
Guests/Unelected Faculty/Staff		
Mary Noble	Employment Advisor/ Internship Coordinator	Durham College
Mary Sich	Practicum Officer	Durham College

Attendees May 12, 2014:
*External Members

Present: *D. Adams, *C. Low, *W. Ricci, B. Waterhouse, *C. Bock, *S. Woodcox, M. Sich, C. Burke, *R. Lenhardt, *B. Lauricella, *C. Kealey

Regret(s): *J. Clements-Baartman, S. Sproul, M. Noble, V. Mistry, *W. Ricci, E. Maga

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of November 18, 2013 were approved by D. Adams and seconded by R. Lenhardt. Carried.

2. Members were asked to review the Program Learning Outcomes and provide feedback. PAC members were also provided a copy of the changes to the Program of Study which are already in place for 2014-2015. We will defer the field placement evaluation until the Fall. Please let S. Sproul know if you are interested in being the Chair. The Board of Governors PAC event is happening on June 4th so it would be good to have a Chair in place so they can attend.

3. S. Woodcox from Grandview – infant hearing program is undergoing a major restructuring. A CDA student would normally spend 1 day screening but this is no longer available. Grandview's Family Task Force has launched a public awareness campaign to raise awareness about the need for a new building for Grandview Kids.

4. C. Bock from CASLPO – Reviewing and remodeling practice standards. Support personnel document for SLPs being reviewed as it has been more than 5 years. Revising website so that documents can be found and hope to launch in the Summer. Developmental Stuttering document being revised. There is a name change for Cognitive Communication Disorder to Acquired Cognitive Communication Disorder.

5. W. Ricci – Rebranding Grandview Kids. Grandview needs more space so they have launched a publicity campaign to raise awareness about their need for a new building.   Trying to standardize placements and working on commitment to local colleges.

6. C. Low: CDACC by-law changes being worked on. Holding their Spring conference May 30th at the Bradford Public Library. They have 6 CDA students, 3 for each placement block from different schools.

7. D. Adams, Kawartha Pineridge: 1 full CDA, SLP running a pilot project using all day kindergarten funding - testing literacy and language along with speech; will find out if it will be continued.

8. R. Lenhardt has a private practice working with patients with brain injuries. More and more SLPS ending up in private practice. She takes one of our students each year.

9. B. Lauricella, CEO of Bridgepoint announced that they are merging with Mt. Sinai around December of this year. There will be a new ambulatory care facility which may result in more speech jobs. They have one CDA student for placement.

10. C. Kealey, CASLPA has changed their name to Speech and Audiology Canada.

11. Program Update: Semester 3 started last week. Of our 29 students enrolled in the Fall, we now have 25. Placements were a great success. This year we offered our first ever "out-of-province" placement and it was a huge success. The student did both her placements with the Nova Scotia Hearing and Speech Centre. Her first placement was at the IWK Children's Hospital in Halifax with an SLP and her second rotation was with an Audiologist in Amherst. The CDA Program participated in the Durham College Open House at the main campus – a great success as always. Last week we held our Community Appreciation Event for placement agencies at which one of the CDA students, Elisha, spoke about her wonderful placement experiences. Two new contract faculty have been hired for the Spring/Summer semester – Katie Simkins and Susan Kehler. Michelle Cameron and Johanna Bouter have also been hired to teach programs normally taught by Elizabeth (going on mat leave) and the departure of Andrew McCurdy. Sherry Hinman will be the interim Coordinator for the program. Elizabeth and all the contract faculty are currently reviewing the curriculum as they do every Spring before course outlines are submitted for the next academic year. With input from the faculty, Elizabeth is also revising the CDA Program Guidebook and Practicum Guidebook with very minor changes. CLIN 3510 has been chosen to switch to a hybrid model – twice a week but for each class 2 hours are in-class and 1 hour is composed of on-line activities. The CAFE was instrumental in helping with the switch. Continue to have a number of wonderful guest speakers this Spring and Summer. May is Speech and Hearing Month and the students are participating in May month activities as part of the CLIN 3510 course. We will be putting in another application for Harmonize for Speech grant this Spring – the deadline is pending. We had 175 applicants for 2014-15 and as of last week, we had 26 confirmations with a new round of offers to fill the remaining seats. Payment due date to secure spots is July 2. The class is going on their annual field trip on Friday, May 30th to Holland Bloorview in Toronto to visit CDA's at the CWAS team.

12. Dean Update: Durham College held their Open House on March 22nd which was very successful. New Activation Coordination in Gerontology program will begin in September 2014. The Board of Governors has approved the new Applied Degree in Behavioural Sciences program which will go to the Ministry with a potential start of September 2015. There is a Master Space Planning Committee which consists of UOIT and DC members. There is going to be a new four storey building where the current Simcoe building is located. We are continuing to work on the Strategic Plan/Business Plan. The Centre for Food's Bistro '67 restaurant is now fully operational and offering cooking classes, wine tasting classes and team building events. We received budget approval to hire 1 PSW full-time faculty position and 2 FITS faculty. KPIs have just been released so we will discuss the results at the Fall meeting. The School of Health & Community Services held a Community Appreciation Event on May 8th which was a success. Research Day was held May 1st. Spring Convocation will be held June 19th at the GM Centre.

RECOMMENDED ACTIONS

1. Next meeting – Monday, November 24, 2014, 1:00 – 3:00 pm, SW106 Boardroom.

2. Adjournment 3:00 p.m.

STATUS OF RECOMMENDATIONS FROM NOVEMBER 18, 2013 MEETING

N/A

REPORT PREPARED BY: Sandra Thomson   DATE: June 23, 2014

DRAFT REVIEWED BY DEAN: Susan Sproul   SIGNATURE: *Susan Sproul*

APPROVED BY CHAIR: Donna Adams   SIGNATURE:

Community Services and Child Studies Foundations Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Susan Sproul	Dean	School of Health & Community Services
External Committee Members		
Jennifer Brunt	Human Resources Manager	Enterphase Child & Family Services
Maria Perrino	Manager	John Howard Society
Sara Dixon	Program Manager	Frontenac Youth Services
Wendy Rechanicz	Program Manager	Frontenac Youth Services
Heather Stewart	Kinship Worker	Children's Aid Society
Soraya Attai	School Settlement Worker	Community Development Council
Mark Hammann		AIDS Committee of Durham
Ali Juma	Director Family Services	Durham Children's Aid Society
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
Pat Mongeon	Faculty/Program Coordinator	CSCSF Program
Guests/Unelected Faculty/Staff		
Mary Noble	Employment Advisor/ Internship Coordinator	Durham College

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Attendees May 9, 2014:
*External Members

Present: *S. Dixon, *W. Rechanicz, *M. Hammann, *M. Perrino, *A. Juma, S. Sproul, P. Mongeon

Regret(s): *J. Brunt, *H. Stewart, *S. Attai, M. Noble, C. Burke

Guest(s):

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of December 6, 2013, were approved by W. Rechanicz and seconded by S. Dixon. Carried.
2. W. Rechanicz and S. Dixon from Frontenac Youth Services: Marta Road residential program has closed affecting 3 residential programs which is a huge loss to the community. Held their 4th Annual BBQ with a great turnout. Provided PAC members with a flyer regarding their First Annual 'Friends of Frontenac' Gala being held June 6th at the Jubilee Pavilion. Gala events include a silent auction, fashion show, dinner and dessert buffet. Also holding their Annual Golf Tournament on August 14th which is always a good event generating approximately $10,000 with funds going to youth programming, YMCA passes and partial payment for a vehicle. They are hiring casual workers.
3. M. Perrino: John Howard Society is undergoing internal restructuring which will be announced in June. They have students all year long from various schools including Durham College.
4. A. Juma: Durham Children's Aid Society is focused on single moms. Hosting in partnership with other agencies the Impact of Family Violence conference being held May 14 & 15 at Durham College. Intervention with families who are newcomers to the Region. Student placement program still vibrant – there is still an interest of staff to take students.
5. P. Mongeon provided a PowerPoint presentation to show what the students are doing in the program. Experiential real work learning experience related to their Social Policy Introductory Course was discussed. Field trip to YWCA and a student was hired to work in the ECE field. 30 students attended a field trip in February to Ontario Shores. They had a guided tour of the facility, visit on a ward and video on Current Research on Anxiety Disorders and Treatment Options with real client stories and experiences. The students wrote a report on their experience which was again favourable with increased understanding about Anxiety Disorders and the need to reduce the stigma on Mental Health. They reviewed the "Leap to Durham Research Project" helping single mothers who are on social assistance to transition to post-secondary education. Two of the CSCSF students were hired as research assistants in February to participate in this applied research project. The Foundation students were very excited to assist with this project and be hired to help the research participants on campus with tours and workshops and life skills sessions and to share their experiences of college thus far and encourage other single mothers to follow through on their academic goals. Their names are published in the research journal.
6. Dean Update: Susan and a representative from Admissions met with students in January to see what pathway they might be interested in CYW, DSW, SSW or ECE. This program is very popular. Durham College held their Open House on March 22nd which was very successful. New Activation Coordination in Gerontology program will begin in September 2014. The Board of Governors has approved the new Applied Degree in Behavioural Sciences program which will go to the Ministry with a potential start of September 2015. There is a Master Space Planning Committee which consists of UOIT and DC members. There is going to be a new four storey building where the current Simcoe building is located. We are continuing to work on the Strategic Plan/Business Plan. The Centre for Food's Bistro '67 restaurant is now fully operational and offering cooking classes and wine tasting classes. We received budget approval to hire 1 PSW full-time faculty position and 2 FITS faculty. KPIs have just been released so we will discuss the results at the Fall meeting. The School of Health & Community Services held a Community Appreciation Event on May 8th which was a success. Research Day was held May 1st at which Pat Mongeon presented. Faculty are currently working on curriculum renewal and course outlines. Spring Convocation will be held June 19th at the GM Centre.

RECOMMENDED ACTIONS

1. Next Meeting – Friday, November 14, 9:30 – 11:30 am in the SW106 Boardroom.
2. Adjournment 11:00 a.m.

STATUS OF RECOMMENDATIONS FROM DECEMBER 6, 2013 MEETING

1. P. Mongeon approached Tara Blackburn from Career Services regarding a job fair. Durham College already holds a Job Fair so it is not feasible to do a separate one. CSCSF students went out to ECE community events so they could network.

2. A. Stolpmann from the Dental program connected with W. Rechanicz and S. Dixon from Frontenac Youth Services.

REPORT PREPARED BY: Sandra Thomson   DATE: June 20, 2014

DRAFT REVIEWED BY DEAN: Susan Sproul   SIGNATURE: *Susan A Sproul*

APPROVED BY CHAIR: Susan Sproul

DURHAM COLLEGE
SUCCESS MATTERS

Chemical Laboratory Technician Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
External Committee Members	**Title**	**Organization**
Shelley Burford	Senior Staffing Consultant	Kelly Scientific Resources
France Cho	Senior Scientific Specialist	Maxxam
Tony Fishback	Director, Food Microbiology	Maxxam
Philip Gleeson	Geochemistry Laboratory Technologist	SGS Canada Inc.
Bruce Howie	Senior Development Chemist	Dominion Colour Corporation
Sherralyn Lee-Monk	Supervisor	TEVA Canada
Laura Johnston	Technical & Regulatory Manager	Axalta Coating Systems Canada
Greg Wisnicki	Science Head	Eastdale C.V.I.
Elected Student/Alumni Representatives	**Year/Program/Alumni**	**Organization**
Shaunna Frawley	Alumni	Durham College
Elected Faculty/Staff Representatives	**Title**	**Organization**
Katherine Fledderus	Professor	Interdisciplinary Studies & Employment Services
Tanya Jessup	Professor	Science & Engineering Technology
Kevin Kelly	Professor	Science & Engineering Technology
Joyce Myers	Program Coordinator	Science & Engineering Technology
Jacob Robinson	Professor	Science & Engineering Technology
Craig Thompson	Technologist	Science & Engineering Technology
Susan Todd	Dean	Science & Engineering Technology
Guests/Unelected Faculty Representatives	**Title**	**Organization**
Dave Duncan	Professor	Science & Engineering Technology

Attendees *June 9, 2014*:
*External Members

Present: *F. Cho; D. Duncan; *B. Howie; T. Jessup; *L. Johnston; K. Kelly; *S. Lee-Mook; J. Myers; J. Robinson; S. Todd; *G. Wisnicki

Regret(s):   *S. Burford; *T. Fishback; K. Fledderus; *P. Gleeson; C. Stender; C. Thompson,

Recording Secretary: J. Head

KEY POINTS OF DISCUSSION
1. **Welcome & Introductions:** S. Todd welcomed members and asked everyone to introduce themselves.

2. **Additions to the Agenda:** High school updates and program overview were added to the agenda. Discussing the Pharmaceutical and Food Science program's new QA/QC course content was also added.

3. **Acceptance of the Agenda:** The agenda was accepted by everyone.

4. **PAC Membership Overview:** S. Todd gave an overview of how PAC Membership works and why there is a need for program advisory committees. The school needs to target a diverse market and it is also a good opportunity to build relationships for recruiting tools.

5. **Program Overview:** J. Myers gave an overview of the Chemical Lab Technician program which has been running since January 2011. It is the first 2 year science program in the Science stream of programs of our school. CLBT was developed as a retention strategy for the 3 year science technology programs as the school was losing a number of students after semester 1 due to failures in Math, Chemistry and Analytical Techniques. The program has a January start date and a spring semester which enables the students to catch up to their classmates by second year. However the International office heavily promoted the CLBT program, which led to large first year enrollments. The program continues to have the highest enrollment numbers of the Science stream programs. The majority of international students came from India or China with University degrees. This is challenging as they are coming in with a degree, and they do not want to go through the introductory courses. They tend to miss classes and only come for the mandatory labs, and to write tests.

   Some challenges with the program are:
   - Students would really like a placement component
   - Culture shock
   - Lack of English skills
   - Different expectations between what they were told by recruiters overseas and what they are told here.

   The Program of Study (POS) follows the ministry guidelines for Chemical Laboratory Technician. A copy of the current POS was given out and briefly discussed.

   J. Myers indicated that the graduates are struggling with understanding their career pathways relative to their program. We will need to strategize ways to find suitable employment opportunities, for example in QA/QC positions.

   J. Myers also commented that the International students want to be pharmacy technicians or assistants right after the program. Many students take the Pharmacy Examining Board of Canada (PEBC) Certification exams for International Pharmacy Technicians soon after graduation. A number of alumni have found employment in chemistry laboratories out west.

   J. Myers mentioned that current students identified that they do not take any stand-alone courses Please note that a new course, QA/QC is included in the new POS and will be delivered for the first time.

   In general, technician programs are more introductory whereas technologists study at a higher

level which includes some problem solving. These students are getting many technology level courses with a lot of general skills.

An overview of the MTCU Vocational Learning Outcomes for Chemical Laboratory Technician was distributed for discussion. They are the ministry approved learning outcomes for the program.

6. **External Membership Information Sharing/Industry Trends**

6.1 The committee indicated that the following skills are very important for employability:
- Understanding and following safety protocols and regulations
- Charting data for statistical analysis
- Being able to identify sample results and/or calibration results that are out of spec
- Problem solving and troubleshooting instruments
- Recognizing when an instrument is not working properly, and being able to identify the cause. (Not necessarily being able to fix the problem but able to diagnose the cause)
- Having fundamental background knowledge to recognize when this is a problem with the data or result. Be able to understand the relationship between the sample and the results generated. "Do the results make sense? Should I repeat the entire analysis or run one more aliquot?" What is an Outlier result"

6.2 It was suggested that a LIM system (laboratory information system) be added into one of the courses. Exposure to this system would provide a record of solutions, etc. that were prepared for the lab, make a backup of the SOP followed and any changes made, and show proof of what data was obtained. A LIM system would reinforce sample traceability, proper use of SOPs, quick determination of calculation errors, method deviation, instrument calibration, etc.

6.3 Some possible duties, responsibilities, required knowledge, and related skills for graduates of program were discussed. The importance of SOPs for everything from methods of analysis to cleaning of glassware was discussed. Industry partners also discussed the importance of Technicians understanding what causes discrepancies, or problems in an analysis. Focusing on the raw data more than the final result is very important. Analytical Chemistry students have the opportunity to redo parts of their lab reports to find their own mistakes such as calculation errors and dilution errors.

7. **High school update** – In the college stream courses, homework is no longer marked. Pertaining to group work, the practice of assigning the same mark to all members of a group is no longer used. Instead the focus is on the portion of the group work each student contributed. Teachers are encouraged to accept assignments late but are allowed to penalize the mark accordingly. Students in some classes are encouraged to bring their own devices, and engage the use of technology in the classroom rather than avoid it. Other teachers still find the devices distracting and do not allow them. Major programs are being pursued where students do a co-op along with a series of prescribed courses. For example a co-op in a medical clinic may be included in a program related to Health Sciences. These types of programs are heavily funded by the government. Students from grade 11 on who choose one of the co-op programs are groomed for that particular field. These students will graduate with a special designation on their diploma.

The high school graduate is very device and technology driven. They are looking for the easiest source to find answers. Class attendance is low. The prevalence of mental health disorders is increasing in students at the high school level. Assignments and lab reports are submitted electronically through a system to scan the document and find plagiarized documents.

8. **QA/QC Course content:** A discussion of the content of the new QA/QC course resulted in the following suggestions:
- Attention to detail is very important
- The ability to follow written instructions (SOP and methods)
- Sample taking is gone over in theory, not in practice
- Chemical lab technicians tend to be the people coordinating the samples, receiving the samples, collecting samples, running equipment, responsible for sample traceability, and maintaining integrity of samples

- Students need to understand sampling and different types of sampling plans
- Students need to know how to prepare samples that are not compromised and maintain the integrity of the samples

9. **College/School Update:** S. Todd gave an overview of Durham College and the School of Science & Engineering Technology briefly at the beginning of the meeting.

10. **Student Voice:** No student representative present.

11. **Continuing Education Update:** No con-ed representative present.

12. **Future Meeting Date:** Monday Sept 29, 2014 at 5:00 p.m.

13. **Meeting Adjourned:** 7:05 p.m.

RECOMMENDED ACTIONS
1. Invite student committee members. **ACTION BY: J. Myers**
2. Invite alumni to attend meeting in fall. **ACTION BY: J. Myers**
3. Arrange a meeting with Laura Benninger to discuss the possibility of adding a LIM system to the second year Instrumentation course. **ACTION BY: S. Todd**
4. Developing the QA/QC Course, re-examine the POS one more time. **ACTION BY: S. Todd, Maureen Calhoun and Faculty**
5. Invite a biotech/microbiologist on the committee. **ACTION BY: Membership**
6. Strategize ways to find suitable employment opportunities, for example in QA/QC positions **ACTION BY: Program Team and International Office**
7. Review the course outline for QA/QC once completed. **ACTION BY: PAC Members**
8. Invite a representative from the International Office. **ACTION BY: S. Todd and J. Myers**

STATUS OF RECOMMENDATIONS
1. No previous meeting.

REPORT PREPARED BY: Jenni-Lynn Head   DATE: June 17, 2014

DRAFT REVIEWED BY: Joyce Myers, Program Coordinator DATE: June 25, 2014

APPROVED BY CHAIR: Susan Todd   SIGNATURE: *Susan Todd*

Child & Youth Worker Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Brandi Kelly	Special Education Support Staff Assistant	Kawartha Pine Ridge District School Board
External Committee Members		
Joe Crough	Supervisor	Murray McKinnon Foundation
Georgia Jenkins	Chief Social Worker	Durham District School Board
Evert McIlwain	Manager	Kinark
Brenda Stewart	Direct Care Supervisor, Day Treatment	Chimo Youth and Family Services
Christine Baillie	Child Youth Worker	Lakeridge Health Oshawa, Youth & Family Program
Wayne Cain	Child & Youth Counsellor	Durham Catholic District School Board
Jason McCormack	Program Manager	Turning Point Youth Services
Gillian James	Director, Finance and Operations	Durham Family Court Clinic
Elected Student/Alumni Representatives		
Dylan Thompson	Alumni	Child and Youth Worker
Mikki Decker	Year 2 Student	Child and Youth Worker
Kelsey Spreen	Year 1 Student	Child and Youth Worker
Michelle Grant	Alumni	Child and Youth Worker
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
Chris Harris	Faculty/Coordinator	Child & Youth Worker Program
Tina Doyle	Faculty/Coordinator	Child & Youth Worker Program
Guests/Unelected Faculty/Staff		
Stephanie Zibert	Practicum Officer	School of Health & Community Services
Mary Noble	Employment Advisor/ Internship Coordinator	Durham College

Attendees June 5, 2014:
*External Members

Present: S. Zibert, *B. Kelly, T. Doyle, K. Spreen, C. Harris, C. Burke

Regret(s): *J. Crough, *G. Jenkins, *E. McIlwain, *B. Stewart, *C. Baillie, *W. Cain, *J. McCormack,
              *G. James, D. Thompson, M. Decker, M. Grant, S. Sproul, M. Noble

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of November 21, 2013, were approved by C. Harris and seconded by S. Zibert. Carried.

2. J. McCormack was unable to attend today's meeting but provided the following update: Joe attended the Board of Governors PAC event on June 4th. There were some good discussions – theme was how Durham College could engage the community, strengthening relationships, improving access to education and what can the College and Advisory Committees do to make a positive impact in Durham Region. There was a good turnout with the next round table occurring in two years. The minutes from this meeting will be distributed to the PACs in the near future. Turning Point Youth Services agreed to secure one student spot every summer.

3. J. Crough was unable to attend today's meeting but provided the following update: The Executive Director of Murray McKinnon has retired after 33 years of service with the agency. Their utilization rate dropped from 9 beds to 6 for a short time and are now back to 9 beds for all three of the residential facilities (this was done for most of Ontario). They are able to accept youths up to the full capacity. They currently have a Durham College CYW student for summer placement.

4. B. Kelly – Placements are run differently now with the Kawartha Pine Ridge School Board. S. Zibert contacts the Principals. Involved in a pilot project "Promoting Mentally Healthy Schools" with 8-10 CYW workers. 22 schools will be identified that will be running this program. Their staffing process is shifting – could possibly be more CYWs than EAs. Non-violent crisis intervention training has been done on site.

5. C. Harris/T. Doyle program updates: Currently 56 students completing their 3rd semester and 53 year students completing their 6th and final semester in the program. The new MTCU Vocational Standards are in the final stages before being issued to the CYW college program: Approvals/Publication Phase (Summer- Fall 2014) & Implementation Phase (one year). Currently the VPs of Academics have been asked to identify the impacts that the implementation of the VOS may have on their perspective colleges. As a program team, beginning in the fall, we will be focusing on aligning our courses and our Program of Study with the new standards. One of the first steps of this process is Program Mapping. The new name for college programs will be Child and Youth Care. The program will be piloting the use of two new rubrics: Professionalism and Engagement. In the fall they will be used by 1 faculty in 3 different courses. The team will then review the success of utilizing the rubrics and look at further integration into the program in other courses. These rubrics were developed by the Fleming CYW Program Faculty and they utilize both rubrics in all of their courses. The program team will also be piloting the use of a Communication Rubric in all courses currently taught by F/T faculty. The School of Interdisciplinary Studies are in the beginning phases of developing a communication initiative that when implemented will hopefully address the ongoing concern of the literacy level of students. In regards to Field Placement, there are currently 109 students completing their block placements. We have hired 16 Placement Advisors to support these students. It continues to be a challenge finding appropriate agencies to support our summer placements. Additionally there are a growing number of agencies who are requesting our 2nd year students which makes it increasingly hard to find suitable spots for our 1st year students. There were two CYW Community Network events coordinated by two of the CYW F/T faculty members this year. One in November and one in April. A 2nd year student initiated a student mentorship program which is now supported by the Student Association and an initiative highly utilized by both 1st and 2nd year students. One faculty member coordinated Soup for Thought fund raising initiative in which 1st year students participated in. CYW Certification Process: Has been developed (exam and other criteria); some CYWs have taken the exam. Feedback has been that the full process very labour intensive and for "seasoned" CYWs perhaps some of the expectations could be modified (i.e. the portfolio criteria). Accreditation: There are subcommittees being developed to continue to look at the gaps in the process (i.e. how to align with new VOS; an application template; a business plan that could be presented to college Deans to help with gaining the support necessary to successfully complete the process).

6. College update: Durham College held their Open House on March 22nd which was very successful.

This is where we like to convert applications to paid students. New Activation Coordination in Gerontology program will begin in September 2014. The Board of Governors has approved the new Applied Degree in Behavioural Sciences program which will go to the Ministry with a potential start of September 2015. There is a Master Space Planning Committee which consists of UOIT and DC members. There is going to be a new four storey building where the current Simcoe building is located. We are continuing to work on the Strategic Plan/Business Plan. The Centre for Food's Bistro '67 restaurant is now fully operational and offering cooking classes, wine tasting classes and team building events. We received budget approval to hire 1 PSW full-time faculty position and 2 FITS faculty. KPIs have just been released so we will discuss the results at the Fall meeting. The School of Health & Community Services held a Community Appreciation Event on May 8th which was a success. Research Day was held May 1st. Spring Convocation will be held June 19th at the GM Centre. S. Sproul has announced her retirement as of December 31, 2014.

RECOMMENDED ACTIONS

1. T. Doyle, C. Harris and S. Zibert will pole agencies regarding types of training required by agency.
2. T. Doyle, C. Harris and S. Sproul will look at membership to recruit new members.
3. Next meeting – Thursday, November 20, 2014, time to be determined.
4. Adjournment 3:45 pm.

STATUS OF RECOMMENDATIONS FROM JUNE 20, 2013 MEETING

1. C. Harris and T. Doyle still need to review membership.

REPORT PREPARED BY: Sandra Thomson   DATE: June 26, 2014

DRAFT REVIEWED BY DEAN: SIGNATURE: *Susan A Sproul*

APPROVED BY CHAIR: Brandi Kelly

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
Kim Lepine	Director, Mental Health and Specialized Geriatrics	Community Care Durham
Jennifer Iantomasi		Lakeridge Health
Jack Vanderluit	Coordinator	Durham Mental Health Services
Garfield Bembridge	Executive Lead	CMHA Toronto
Elected Student/Alumni Representatives		
Kendall Stoiner	ADMH Student	Durham College
Frank Mazeda	ADMH Student	Durham College
Mike Saxton	ADMH Student	Durham College
Deanna Visconti	ADMH Alumni	Durham College
Alexis Roddau	ADMH Alumni	Durham College
Megan Crawford	ADMH Student	Durham College
Jodi Souch	ADMH Student	Durham College
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 Program
Randy Uyenaka	Faculty/Coordinator	Social Service Worker Program
Donna Boyd	Program Coordinator	Continuing Education
Dan Blomme	Faculty	Addictions & Mental Health Program
Guests/Unelected Faculty/Staff		
Stephanie Zibert	Student Advisor/Practicum Officer	School of Health & Community Services
Mary Noble	Employment Advisor/ Internship Coordinator	Durham College

Attendees April 30, 2014:
*External Members

Present: *J. Vanderluit, J. Souch, M. Saxton, K. Lomp, R. Uyenaka, S. Zibert, *J. Iantomasi, S. Sproul, D. Blomme

Regret(s): C. Burke, *M. Graham, M. Noble, F. Mazeda, *D. Matheson, *K. Lepine, *G. Bambridge, K. Stoiner, D. Visconti, A. Roddau, D. Boyd, M. Crawford

Guest(s):   A. Allen

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of October 15, 2013, were approved by R. Uyenaka and seconded by K. Lomp. Carried.

2. J. Vanderluit – Clients in the housing program is very complex and they are not getting a progression of clients. Currently have a partnership with Ontario Shores - 4 long-term clients tried to enter community after 15-20 years with 2 coming back so they need to do this more slowly. 13 PSWs have been hired to provide care to Seniors who have been isolated and they also have staff located in the Whitby senior homes.

3. J. Iantomasi provided members with a handout regarding their newest initiative a "Durham Counselling Walk-in Clinic" which is a free, confidential counseling walk-in clinic which provides service for children and youth, 3-19 years of age and their families. The Clinic is located at The Youth Centre, 360 Bayly Street West, Unit 5 in Ajax. The clinic hours are Wednesdays from 1:00-8:00 pm.

4. SSW update: A successful first year with 108 of the initial 120 first year students who started in the September cohort continuing into the second semester. Based on a review of final grades, there will be 4 first year academic withdrawals. We will have 73 graduating students at the June convocation. A number of second year students have reported and accepted offers of employment from Pinewood Centre, Kawartha School Board and YMCA Employment Services. Two new full-time faculty were welcomed in September 2013 – Amanda Cappon and Lorraine Close and have nicely integrated into the team. The e-portfolio research study is wrapping up with the final phase which is having their e-portfolios reviewed by peers, faculty and prospective employers. In November 2014, we received news that a research proposal we submitted to Ontario Human Capital Research Innovation Fund (OHCRIF) was supported. The focus of this study was to increase accessibility to post-secondary education for students involved in the Learning, Earning and Parenting (LEAP) program. This proposal was a joint initiative between the Durham Board of Education, the Region of Durham and Durham College. Several second year SSW students were involved with a two week three week "wrap around" intervention to see if this would influence their decisions to continue on with post-secondary education. 14 participants applied to college programs upon completion of the "wrap around". The students performed various roles including helping with a literature review, preparing warm-up activities for various life skills workshops and also facilitating sessions (sharing personal experiences). We are also awaiting news about a second research proposal in partnership with Ryerson University, UOIT and the Region of Durham that was submitted to SSHRC in February 2014. This project is intended to examine and measure the qualitative impact of receiving social services on consumers who are enrolled in the Region of Durham's Employment Program. Funding decisions are to be announced in July 2014. These research initiatives hopefully will provide students with new opportunities for learning and also better prepare them to the field by increasing skills and competencies. The biggest task for the coming year will be participation in formal program review which is expected to carry through the academic year.

5. ADMH update: Ken provided members with a copy of the Program of Study and explained the changes and future changes for each of the courses. Admissions criteria changed by request from Admissions. We now have 3 Psych requirements: Intro, Abnormal and Developmental and no special consideration for Social Workers and Nurses. The new requirements will only require those specific courses from applicants that do not have the undergraduate Psychology degree. A training event for auricular acupuncture was launched this semester but the demand was low and so it was cancelled. 70% of the ADMH students are university undergrads and 30% college diplomas and international students. International students are almost exclusively from India, University undergrads are from Wilfred Laurier, UofT, Trent, York, Carleton, Brock and Western, College diploma students are from the SSW program at Durham College, SSW and CYW students from George Brown and CYW from Loyalist. The new cohort has 21 students, January cohort 19 and September 2013 was 22 students. Some of our grads have been hired by St. Mike's Withdrawal Management, ACTT Team in Vaughn, ASYR, Jean Tweed, John Howard, Pinewood and Youth Connections. Ken was appointed to the Transitional Council of the College of Registered Psychotherapists of Ontario (CRPO) in November. Dan Blomme and Ellen Bradley have completed the Jurisprudence Module. Ken has been granted a professional development leave starting in September to complete PhD at the University of

Toronto and to continue his work on council and in committees with the CRPO.

6. Student Update: First semester was a positive experience; level of instruction is very adequate and personal stories are appreciated. M. Saxton did his placement at Ontario Shores and is now a volunteer and research assistant there and plans on going to Western for grad studies. His cohort was very close and overall had a great experience.

7. Dean Update: Durham College held their Open House on March 22nd which was very successful. New Activation Coordination in Gerontology program will begin in September 2014. The Board of Governors has approved the new Applied Degree in Behavioural Sciences program which will go to the Ministry with a potential start of September 2015. The program would be a good pathway for DSW graduates. There is a Master Space Planning Committee which consists of UOIT and DC members. There is going to be a new four storey building where the current Simcoe building is located. We are continuing to work on the Strategic Plan/Business Plan. The Centre for Food's Bistro '67 restaurant is now fully operational and offering cooking classes and wine tasting classes. We received budget approval to hire 1 PSW full-time faculty position and 2 FITS faculty. KPIs have just been released so we will discuss the results at the Fall meeting. The School of Health & Community Services will be hosting a Community Appreciation Event on May 8th.

RECOMMENDED ACTIONS

1. Next meeting – November 5, 2014, 3:30-5:30 pm, hopefully in Pickering.
2. Admissions will be asked to attend the Fall meeting to speak about admission requirements for the ADMH program.
3. Follow-up with C. Burke re classes being cancelled, changed, instructor not notified – need to find a way of communicating this to the students.
4. Adjournment: 5:30 p.m.

STATUS OF RECOMMENDATIONS FROM OCTOBER 15, 2013 MEETING

1. Members were provided with a copy of the Program Learning Outcomes for review.
2. S. Sproul will invite Admissions to attend the Fall meeting.

REPORT PREPARED BY: Sandra Thomson   DATE: June 19, 2014

DRAFT REVIEWED BY DEAN: Susan Sproul   SIGNATURE: *Susan A Sproul*

APPROVED BY CHAIR: Douglas Matheson SIGNATURE:

Biomedical **Membership List**

Name	Title	Organization
Committee Chair		
Michele Roberts	Installation Team Leader	Philips Healthcare Canada
External Committee Members		
Ravindra Anand	Area Service Manager	Siemens Canada Ltd.
Marco Capilongo	TLP & Education Leader	General Electric
Gabe Gasparotto	Regional Support/Technical Acct. Mgr.	North York General Hospital
Mike Goulding	Director, Service, Sales & Marketing	Philips Medical Systems
Keith Laycock	Director, Biomedical Engineering	Sunnybrook Health Science Ctr
Aaron Nurse	District Supervisor	Aramark Healthcare
Ron Rivard	National Services Centre Manager	General Electric
Bryan Trussell	Manager, Clinical Engineering.	Lakeridge Health Corp.
Michael Weimer	Technical Product Manager	Draeger Service North America
Mark Wood	Technical Account Manager	General Healthcare

Elected Student/Alumni Representatives	Year/Program/Alumni	
Sean Noseworthy	Year 3, Student	Durham College

Elected Faculty/Staff Representatives		
Name	Title	Organization
Sandra Kudla	Professor	Durham College
Bill Lewis	Professor	Durham College
Pravin Patel	Professor	Durham College
Susan Todd	Dean	Durham College
Rick Tidman	Professor	Durham College

Guests/Unelected Faculty/Staff		
Name	Title	Organization

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Attendees, June 5, 2014 Meeting:
*External Members

Present: R. Anand, M. Capilongo, S. Kudla, B. Lewis, S. Noseworthy, A. Nurse, P. Patel, M. Roberts, R. Tidman, S. Todd, B. Trussell

Regret(s): M. Goulding, G. Gasparotto, K. Laycock, R. Rivard, M. Weimer, M. Wood

Recording Secretary: L. Dillon

KEY POINTS OF DISCUSSION
1. **Welcome and Introductions** – M. Roberts welcomed members to the meeting.
2. **Additions to Agenda** – None.
3. **Approval of Minutes** – **December 3, 2013** -The minutes were approved.
4. **Business/Actions Arising from Previous Minutes** – The action items were updated.

   Anatomy and Physiology – The course outline will be looked at further based on the discussion at the meeting.
5. **Discussion Items**

   5.1 External Membership Sharing – Industry Trends
   - Customer Service is important. Communications is key as people need to ask the right questions over the phone and manage people over the phone. It is important for people (or students) to be able to find information to help so that they can be independent learners.
   - Home health care is a trend with more engineers working in a home setting versus a hospital setting.
   - Health care applications attached to devices is popular.
   - Troubleshooting is being done remotely and this requires a special skill set.
   - Money is being put into android applications.
   - Biomedical Knowledge Portal is new.
   - Bioinformatics, devices, imaging and I.T. are popular.
   - Biomedical employees need a 5 year plan as they interface between companies, are the gate keepers of equipment and integration and know what they are responding to in the community.
   - Data trends are important at Lakeridge Health as it needs to be compliant to the broader public sector. More charting, documentation, archiving is being done. Nurses don't have time to look at the technology. Streamlining of costs and capital is being done.
   - Companies are doing more with less people.

   6.2 College/School/Program Update

   Program of Studies 2014 – 2015

   The Program of Studies was discussed and P. Patel noted the changes.

   Physical Science for Biomedical is moving from semester 3 to semester 1.

   Communications - One communication course has been removed, leaving only two Communication courses in the program now.

   CAD for Biomedical course (new in semester 3) - Students will produce a medical grade power supply built from scratch and make a circuit board using Eagle software and then test it.

   Terms and Devices Course - A new idea has been incorporated where students would take the 2 ultrasound machines or a defibrillator apart in 45 minutes. The other group of students will be tasked with putting the devices back together for basic problem solving. Students would then be required to email the information.

   Power Supply (semester 5) - Students will extract data and write android software to continue into year 3 for the project for blood supply etc.

   Computers and Networking (semester 6) - Will commence with networking devices, Internet and Zigbee.

Program of Studies 2014 – 2015 (Cont'd)

Raspberry Pi Minicomputer - Once students get this they will learn an operating system and network with external devices in 2014-2015, they will interface with Raspberry Pi and replicate through an APA address so that students can get access off site remotely. GPS software will work with Raspberry Pi where students will be able to develop new applications also.

S. Todd recommended that students take on-line General Education courses to relieve some of the time pressure to allow students more time for projects in year 3.

In the Program of Studies for 2015-2016 Programming for Technology will be introduced in year 1, semester 2. Computers and Networking (semesters 5 and 6) will be moved to semesters 3 and 4.

Dialysis Den

S. Kudla updated the committee on the Dialysis Den. The first semester students came up with an innovative idea in dialysis. The second semester students were responsible for following through the process and created a prototype that was graded. The Dialysis Den project gives students the opportunity to learn about projects, think outside the box, and improve students' presentation skills, intellectual properties and patenting.

Equipment – B. Trussell asked if the college decommissions and disposes of equipment. Devices are taken away through the College Facilities Management Department; therefore, eliminating any risk.

E-waste cannot be sold, it is taken away and cannot be reused. If equipment is used for a clinical setting or for school and training, it's not an issue as the equipment cannot and is not used on people.

Biomedical parts are expensive and at the moment there is no budget for parts. The Biomedical faculty will come up with a list of equipment needs and the list will be sent out to advisors with the minutes. At the moment, equipment such as dialysis machines (there were 10 machines and currently down to 5) and a tower with video equipment is needed. It was suggested that the faculty contact Biomedical companies in February to see if the needed equipment can be donated. We have to be careful with what equipment is accepted because of the size of the Biomedical space.

B. Trussell mentioned that he has new dialysis machines to donate and will touch base with S. Kudla. M. Roberts and M. Capilongo offered to donate an ultrasound system for students to troubleshoot.

B. Trussell offered to prepare a slide show on power bars relating to a power bar problem for potential risk. CCSA will prepare stronger language on power bars also.

Field Placement

S. Todd mentioned that the way that Field Placement is currently being done should be reconsidered. General Electric wants a longer placement period due to the number of graduates that they get from different colleges. 5 weeks of placement gives a student a good overview, but it would help if placement started earlier or was changed to a co-op model for a longer placement period. Students can get a break on some student residences if the placement period is longer. It was suggested that we find out when Centennial and St. Clair College send their students out on placement and for how long.

Research

P. Patel is the liaison with Research and Innovation at the College and he noted the following.

Both the Provincial and Federal Governments will fund projects to include people working in a company. The Provincial Government provides $25,000 for the purchase of equipment with a company committing to $2.000 to $5,000. As an example, students worked on a patient management system, the college came up with the software and made a prototype which was expanded to other hospitals. This type of project counts as a Field Placement requirement for graduation.

Degree Update

S. Todd provided an update noting that the Health Care Technology Management degree is completed. The Ministry of Education has put a hold on it at the moment to see where economic development is headed. The college will resubmit the document to the Ministry after the Provincial election and wait for Ministry approval. If approval is granted, the new start date

would be 2016.

The Biomedical program has been wait-listed as a unique program at Durham College.

In the fall of 2014, the college partnered with the Irish and Philippines. Similar programs are being developed in other countries.

The Biomedical and Mechanical students are developing a research project with a wheelchair that includes applications for a 3 position chair.

6. Student Voice

The student representative mentioned that more tools and screw drivers are needed. It is quicker for students to buy their own tools. It was asked if there is a way of keeping track of parts if students buy their own tools. It was suggested to investigate to see if a tool can be packaged for disassembly. This would have to be included on the booklist as part of student fees. Faculty should reinforce to students that losing screws does cost money in industry. Biomedical faculty to investigate benches for holding screws as a possible solution.

7. **Next Meeting** – Tuesday, October 7, 2014

8. **Adjournment -** 6:00 p.m.

RECOMMENDED ACTIONS FROM JUNE 5, 2014 MEETING

1. Anatomy and Physiology Course Outline – S. Kudla (professor) to make any further necessary changes for 2014 with the dean's approval.
2. Biomedical Equipment – The Biomedical faculty to list what equipment is needed and L. Dillon (Admin. Coordinator) will send this list out to advisory members with the minutes.

   Biomedical faculty to contact companies during the month of February to see if they can donate any needed equipment.
3. Donation of Equipment - S. Kudla to touch base with B. Trussell (industry) regarding the dialysis machines and M. Roberts and M. Capilongo (industry) for an ultrasound donation.
4. Power Bar Slide Show - B. Trussell to prepare a slide show on power bars if the Biomedical faculty request it.
5. Field Placement – P. Patel (faculty)/S. Todd (dean) to obtain placement timelines from Centennial and St. Clair College.
6. Biomedical faculty to revisit the discussion on tools, screw drivers and investigate a tool package for disassembly.

STATUS OF RECOMMENDATIONS FROM DECEMBER 5, 2013 MEETING
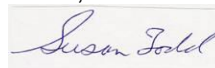
1. L. Wilson (professor) to send the Anatomy and Physiology course outline will be sent to S. Kudla with changes noted in the outline using the tracking feature in Word software. Completed.
2. The Biomedical Program Team will work on improving Key Performance Indicators in the areas that were noted as needing improvement. On-going.
3. Durham's Dialysis Den – Industry members will be invited to participate in the Dragons Den in June. S. Kudla to confirm that June 5th is ok for students to do their presentations. Completed.
4. S. Kudla/students to clean up the Biomedical lab area and dispose of any old cables, equipment etc. On-going.
5. Faculty to send Michele Roberts a list of needed equipment. Completed.
6. S. Noseworthy will promote the daytime post-secondary Networking course that is run through the School of Business to the Biomedical students. Pending for 2014-2015.

REPORT PREPARED BY: L. Dillon   DATE: September 4, 2014

DRAFT REVIEWED BY DEAN: Sue Todd   SIGNATURE:

APPROVED BY CHAIR: Michele Roberts   SIGNATURE:

DURHAM COLLEGE
SUCCESS MATTERS

***Broadcast for Contemporary Media Program Advisory Committee* Membership List**

Name	Title	Organization
Committee Chair		
Sandi Grant	Producer	Rogers TV
External Committee Members		
*Colin Burwell	Owner, Manager	Empty Cup Media
*Richard Chesworth	Professor	Loyalist College
*Geoff Grant	Director of Production & Scheduling	Bell Media
*Terry Johnston	Morning Announcer	CKDO
*Mark Kingston	Manager, Media Presentation	CBC – Radio-Canada
*Kerri King	Tourism Manager	Region of Durham
*Andrew Santos	Associate Producer	Salt and Light Television
*Heather St. Amand	Reporter	Chex TV
*Jeff Wood	Sr. Photojournalist	CTV News

Elected Student/Alumni Representatives	Year/Program/Alumni	
Amy Wamboldt	Year One	Durham College

Elected Faculty/Staff Representatives		
Name	Title	Organization
Paul Koidis	Associate Dean	Durham College
Greg Murphy	Dean	Durham College
Phil Raby	Coordinator	Durham College

Guests/Unelected Faculty/Staff		
Name	Title	Organization
Donna Boyd	Continuing Education Officer	Durham College
Sandra Hibbard-Ramsay	Professor	Durham College
Craig Robertson	Professor	Durham College

Attendees June 5, 2014:
*External Members

Present: *Sandi Grant, Sandra Hibbard-Ramsay, *Terry Johntson, *Kerri King, *Mark Kingston, Greg Murphy, Phil Raby, Amy Wamboldt, ,

Regret(s): Donna Boyd, *Richard Chesworth, *Geoff Grant, Craig Robertson, *Andrew Santos *Heather St. Amand, *Jeff Wood

Recording Secretary: A. Desaillier, Administrative Coordinator

KEY POINTS OF DISCUSSION

1. Approval of agenda was moved by G. Murphy and seconded by K. King. Carried.
2. Approval of minutes of November 28, 2013 was moved by K. King and seconded by P. Raby. Carried.
3. **Industry trends:** Trends indicate social media is moving exponentially fast within industry. Entrepreneurial perspectives need to be emphasized within the curriculum. The ability to produce very short bursts of video e.g. 30, 60 or 90 seconds would be beneficial to the students. Multi-platform broadcasting is being used more.
4. **College Updates**: The School of Media, Art & Design is currently being renovated. The new space is slated to open in September 2014. A proposal is being put forward to re-create the Media, Art & Design studio space e.g. Green screen; capture studios with video post facilities; voice-over booths with audio post facilities; etc.
5. **Program Updates**: P. Raby spoke about the faculty and equipment updates for the upcoming year.
6. **Student Voice**: the students did not feel that there was enough camera equipment for all of the classes. Would like the course syllabi for the program to become more specific. Enjoyed the CBC tour and felt it was beneficial. Enjoyed the second semester as it was more hands-on. Have concerns about getting transportation to the Rogers Studio.

RECOMMENDED ACTIONS

1. Recommend that the same professor teach all sections of Video Capture and Video Editing or if it is separate professors that they better synchronize their teaching projects. **ACTION BY: Associate Dean**
2. Next meeting: Thursday, October 16th at 5:00 p.m.
3. Adjournment 8:00 p.m.

STATUS OF RECOMMENDATIONS FROM November 28, 2013 MEETING

1. Using Dejero technology in the curriculum was explored but the start-up fees were cost prohibitive and not feasible at this time.
2. An ad was placed on the program website/Facebook page and the students were made aware of the media centers being set-up for the Pan Am games and the volunteer options. There will be follow-up for paid positions with CBC.
3. The Intro to News Writing will be reworked to instill more concise Broadcast techniques and less emphasis on print. Reducing the number of hours dedicated to Photography and Image Processing will be explored in May/June 2014 for the 2015 Program of Studies.

REPORT PREPARED BY: Alanna Desaillier   DATE: June 5, 2014

DRAFT REVIEWED BY DEAN: G. Murphy   SIGNATURE: *Greg Murphy*

APPROVED BY CHAIR: S. Grant   SIGNATURE: via email

DURHAM COLLEGE
SUCCESS MATTERS

Biotechnology Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Crystal Richardson	Laboratory Technician/Quality Assurance Manager	Trace Sciences International
External Committee Members	**Title**	**Organization**
Geeta Bhat	Director Diagnostics	Fio Corporation
Mikeisha Boyd	Clinical & Technical Services Associate	Virox Technologies Inc.
Christi Bristow	Senior Product Development Associate	Luminex Molecular Diagnostics
Julia Green-Johnson	Associate Professor, Faculty of Science	UOIT
Nicolle Lainsbury	Microbiologist	Therapure Biopharma
Stephanie Laite	Microbiology Analyst	
Nicole Ottley	Sales & Marketing Coordinator	Trace Sciences International
David Wicks	Supervisor, Pilot Mfg. Group	Therapure
Elected Student/Alumni Representatives	**Yr/Program/Alumni**	**Organization**
Doug Wilson	2nd Year Student	Durham College
Elected Faculty/Staff Representatives	**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
Michelle Theophille-Kennedy	Admissions Liaison Officer	Durham College
Bruce Trieselmann	Professor	Science & Engineering Technology
Nadia Trieselmann	Professor	Science & Engineering Technology

REPORT PREPARED BY: Amy Derdall   DATE: May 7, 2014

MINUTES REVIEWED BY: Crystal Richardson   DATE: May 7, 2014

Attendees – *May 1, 2014*
*External Members

Present: *G. Bhat, *C. Bristow, *N. Lainsbury, *S. Laite, J. Myers, *N. Ottley, *C. Richardson, S. Todd, B. Trieselmann, D. Wilson

Regret(s):   *M. Boyd, M. Calhoun, *J. Green-Johnson, J. Lavergne, M. Theophille-Kennedy, N. Trieselmann, *D. Wicks

Recording Secretary: A. Derdall

KEY POINTS OF DISCUSSION
1. **Welcome and Introductions:** C. Richardson welcomed members and asked everyone to introduce themselves.
2. **Additions to the Agenda:** Placement models to be discussed under College/School update.
3. **Acceptance of the Agenda:** S. Todd accepted. N. Lainsbury seconded.
4. **Approval of Minutes from December 2, 2013:** J. Myers approved. S. Todd seconded.
5. **External Membership Information Sharing/Industry Trends:** Trace Sciences is very busy volume wise and are using XRD and XRF scans. One of the graduates was hired by Trace Sciences as a sales and marketing coordinator. They are the first contact person for companies looking for medical isotopes. The company likes the fact that this individual has knowledge in the science field. It was recommended faculty test students on other elements of the periodic table beyond the first few layers to build a greater awareness of what they could be working with in the field. Suggestions included lanthanides and actinides.
   One member indicated their quality assurance manager has witnessed new hires exposing or touching things that they should no.
   Rapid Test Methods and working with petri films is trending.
   Graduates must understand the importance of documentation, traceability, and review especially when it comes to regulatory and client audits.
   The industry is moving towards a Global Harmonization System where an SDS instead of an MSDS will be implemented in 2015. S. Todd to look into training for the technologists.
   Fio Corporation is working with highly secure cloud systems in order to access data anytime/anywhere.
6. **College/School Update:** The school is focusing on the program review, new courses, and a more effective placement model. The program team is working on decreasing the workload for students while meeting ministry standards. It was recommended the science faculty meet with the math instructors to discuss which concepts should be reinforced as well as possibly inserting an Excel component.
   The current placement model used for the Biotechnology students allows them to work one day per week during the semester, over the entire summer, or for two weeks at the end of the semester. External members indicated they prefer having students over a short period of time instead of one day per week. The program team will meet to discuss removing the scheduled placement day in year three and giving students a block of time at the end of the semester to complete their placement.
7. **Student Voice:** Students would like the Test Centre to be expanded. It currently is not always available and would benefit both faculty and students. C113 is not a practical room for writing tests. J. Myers asked how students might feel writing tests later in the evening such as 6 pm or 7 pm. The student representative advised it might be beneficial for some who do not work at night however the Durham Region Transit bus schedule visits the college less frequently after 5 pm resulting in the students having to wait until 8 pm or 9 pm for the next bus. Students found the exams, tests, and assignments were scheduled much better this semester.
8. **Continuing Education Update:** Continuing Education representative was unavailable.
9. **Program Review Update:** The program review is almost complete.
10. **Retention and Total Program Hours:** The program team will be strategizing on how to remove 12 hours from the program of studies.

11. Future Meeting Date: Thursday, November 6th
12. Adjourned: 7:23 PM

RECOMMENDED ACTIONS

1. Follow up with L. Benninger on having the technologists prepare samples prior to the start of class. **ACTION BY: S. Todd**
2. Look into developing instrument operation videos. **ACTION BY: J. Myers**
3. Request contact information of employers in different industries from the placement coordinator. **ACTION BY: S. Todd**
4. Discuss testing students on other elements of the periodic table beyond the first few layers. **ACTION BY: Program Team**
5. Look into SDS training for the technologists. **ACTION BY: S. Todd**
6. Meet with the math instructors to identify key concepts that must be reinforced in the program. **ACTION BY: Program Team**
7. Discuss more effective placement options including the possibility of removing the scheduled placement day in year three. **ACTION BY: Program Team**

STATUS OF RECOMMENDATIONS FROM *December 2, 2013* **MEETING**

1. Discuss having the technologists prepare samples prior to class with M. Calhoun. ACTION BY: S. Todd – **S. Todd will follow up with L. Benninger.**
2. Ask the 3rd year students who are developing the safety videos if they would be interested in making instrument operation videos. ACTION BY: J. Myers – **Safety and micro technique videos are currently being developed. J. Myers to follow up on instrument operation videos.**
3. Look into adding calibration checks in the Analytical Techniques course. ACTION BY: Program Team – **Ongoing.**
4. Request contact information of employers in different industries from the placement coordinator. ACTION BY: S. Todd – **S. Todd to get list from W. Smith.**
5. Send the new Quality Assurance/Quality Control course learning outcomes to advisors along with the website link to the Biotechnology Advanced program page. ACTION BY: A. Derdall – **Complete.**
6. Discuss bringing in carboys of water to A209 with the technologists. ACTION BY: J. Myers – **Complete.**
7. Follow up with M. Calhoun on hosting labs later in the day for smaller class sizes. ACTION BY: S. Todd – **Ongoing.**
8. Create an Evaluation Map in the spring to minimize the amount of tests and assignments being submitted on the same day. ACTION BY: Program Team – **Ongoing.**
9. Send advisors the Biotechnology report cards. ACTION BY: A. Derdall - **Complete**
10. Discuss the program hours and determine where to insert Statistics. ACTION BY: Program Team – **Complete. Added to semester 3.**

REPORT PREPARED BY: Amy Derdall   DATE: May 7, 2014

DRAFT REVIEWED BY DEAN: Sue Todd   SIGNATURE: *Susan Todd*

MINUTES APPROVED BY: Crystal Richardson   SIGNATURE: Approved via email May 7, 2014

Membership List

Name	Title	Organization
Donna McAlister	Outgoing Chair	DREN
Sheila Stevenson	Incoming Co-Chair	

External Committee Member

Name	Title	Organization
Cathy Windfield		ODSP
Leslie Yeates	Employment Support Specialist	Collins Barrow Consulting
Earle Bass	Teacher	Harmony Heights PS
Sharon Burgess		Community Living APW
Greg Booth	Facilites Manager	Town of Ajax
Lisa McLinden	Teacher	J. Clarke Richardson
Cheryl Cove	Vocational Specialist	Northern Lights
Jean Harsell		Community Living Durham N.
Terri Korkush	Director of Operations	Community Living Oshawa/Clarington

Elected Student/Alumni Representatives

Name	Yr/Program/Alumni
Andrew Ryan	First Year

Faculty/Staff Representatives

Name		
Karen Anderson	Outgoing Program Liaison/Field Placement Officer	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

N/A

Present: Sheila Stevenson, Donna McAlister; Leslie Yeates; Sharon Burgess; Lisa McLinden; Jean Harsell; Terri Korkush

Regret(s): Cathy Windfield; Earle Bass; Greg Booth; Cheryl Cove; Ann Conroy

Recording Secretary: Janice Haslett

1.	**Welcome and Introduction**
	• Introductions were made around the table.
2.	**Additions to the Agenda**
	• There were no additions to the Agenda.
3.	**Acceptance of Agenda**
	• The Agenda was accepted as presented.
4.	**Approval of Minutes from previous meeting**
	• The minutes were read. Approved by Liz Campbell, seconded by Bev Neblett.
5.	**Business/Actions Arising from Previous Minutes**
	• N/A
6.	**Discussion Items** .

	6.1 College/School Update and Program Update
	College News
	• College applications are up 17.5% from last year.
	• The latest stats on confirmations for Sept 2014 indicate that Durham College's confirmation rate has increased by 9.7% over our confirmation rate (as of this date) in 2013.
	• The college has submitted its Strategic Mandate Agreement (SMA), which establishes the strategic priorities for a three-year period, very much in the way a strategic plan does. The agreement captures the college's priorities within the six differentiation framework 'components' areas, however there are four key areas of focus that will specifically differentiate Durham College in the post-secondary system. These actions can be summarized as:
	   o **Academic quality, flexible delivery**
	   o **Pathways from skills and advanced skills to graduate studies.**
	   o **Three-year degrees**
	   o Development and realization of the **Durham Learning and Business Innovation Park (dLAB)**, in partnership with the private sector while working with government which will provide thousands of new jobs, incorporate new transportation links and access, foster ground-breaking research in areas of importance to the economy and feature sustainable and natural uses.
	• The Spring Open House was March 22nd which was an opportunity for applicants given offers and those that confirmed to meet with students and faculty to discuss their programs. Initial numbers for the event are:

Location	Prospective Students	Prospective Students and Guests	Estimated # of Unregistered Participants (10%)	Net Total Visitors
Oshawa	985	2475	248	2723
Whitby	350	854	85	939
Pickering	19	33	3	36
				3698

- Spring Convocation for our School is set for Friday June 20th at 2 pm.
- We have a School target enrolment of approximately 900 students for 2014-15. To date, we have had 1370 applications and 1164 offers have gone out 353 have confirmed
- Program target enrolment is 20 students for the fall. Enrollment for the fall is now closed. To date, we have had 67 applications, put out 20 offers and received 19 confirmations.
- Key Performance Indicator results have increased in four of five benchmark areas, as measured by the KPI surveys conducted over the last number of months. Our student satisfaction; graduate employment; graduate satisfaction; and graduation rates have all improved, some by two to three percentage points. In addition, 92.2 per cent of employers are satisfied with their hiring of a Durham College graduate. The College results are as follows:
    - Graduate Employment: 85.5%
    - Employer Satisfaction: 92.2%
    - Graduate Satisfaction: 78.2%
    - Student Satisfaction: 74.3%
    - Graduate Rate: 66.7%
- Program specific KPI results are not available at this time and will be shared at the Fall meeting

School News
- We have a School target enrolment of approximately 900 students for 2014-15. To date, we have had 1471 applications and 1263 offers have gone out with 495 confirmed to date.
- The two PIF projects that were approved and the School received funding for in November 2013 are progressing well:
    1. Curriculum revisions for Communication courses have resulted in the streamlining of the current 92 communication courses to 12. Piloting of the ACCUPLACER post-admission testing will begin with the January intake of 2015.
    2. Re-designing of program delivery for the first year of OFAD is near to completion. Courses will be delivered in a hybrid forma and over a 3 day schedule. This will allow for increased enrollment without increasing classroom capacity usage.

Program News
- Program Liaison Officer and 5 Learning Facilitators attended CICE Provincial Conference at Georgian College, Barrie
- Reviewing and improving CICE interview process
- 19 first-year students that successfully completed first year as well as 17 graduating students
- Transition Event to take place. Nineteen community services and agencies to attend. Both first and second year CICE students were invited along with family members
- Discussed the need for new student representation

	6.2 Continuous Education: N/A
	6.3 Student Voice : N/A
7.	**Future Meeting Date – October 21, 2014**

REPORT PREPARED BY: J. Haslett   DATE: April 29, 2014

DRAFT REVIEWED BY: Associate Dean: SIGNATURE: _____

          Bev Neblett, Associate Dean

APPROVED BY CHAIR: SIGNATURE: _____

DURHAM COLLEGE
SUCCESS MATTERS

Animation Program Advisory Committee **Membership List**

Name	Title	Organization
Committee Chair		
Jason McKenzie	Freelance	.
External Committee Members		
Vincent Bui	Junior Animator	Digital Leisure Inc.
Sarah Devine	Talent Coordinator	Guru Studio
Julia Galwin	Human Resources Generalist	ARC Productions
Courtney Hilbig	Art Director	Digital Leisure Inc.
Suzanne Miller	Animator	9 Story
Corey Morgan	Human Resources Generalist	ARC Productions
Christa Tazzeo Morson	Visual Effects Executive Producer	Spin VFX
Heather Woods	Production Coordinator	Huminah Huminah

Elected Student/Alumni Representatives	Year/Program/Alumni	
Chris Gilbert	1st Yr. Animation	Durham College
Ryan Miller	Animation Alumni	Conjured Graphics
Sedona Parnham	1st Yr. Animation	Durham College
Amber Soucy	Animation Alumni	

Elected Faculty/Staff Representatives		
Name	Title	Organization
Gary Chapple	Coordinator	School of Media, Art & Design
Chris Gould	Professor	School of Media, Art & Design
Paul Koidis	Associate Dean	School of Media, Art & Design
Greg Murphy	Dean	School of Media, Art & Design

Guests/Unelected Faculty/Staff		
Name	Title	Organization
Donna Boyd	Continuing Ed. Office	Durham College
Jeremiah Seiden	Professor	Durham College

Attendees June 11, 2014:
*External Members

Present: *Vincent Bui, Gary Chapple, *Julia Galwin, *Chris Gilbert, Chris Gould, *Courtney Hilbig, Paul Koidis, *Jason McKenzie, *Ryan Miller, *Suzanne Miller, *Corey Morgan, Sedona Parnham, Jeremiah Seiden, *Christa Tazzeo Morson

Regret(s): Donna Boyd, Sarah Devine, Amber Soucy, *Heather Woods

Recording Secretary: A. Desaillier, Administrative Coordinator

KEY POINTS OF DISCUSSION

1. Approval of minutes of November 19, 2013 moved by R. Miller and seconded by C. Gould. Carried.
2. Addition to the agendas: TAFFI and Program data.
3. Approval of agenda was moved by C. Hilbig and seconded by J. McKenzie. Carried.
4. **Industry trends**:
    - Demo reels are becoming less common and a web presence is becoming more of an industry standard;
    - Compositors are in high demand;
    - Spin VFX has hired some of our grads and they are extremely pleased with their work.
    - Industry is also looking for Riggers and ARC recently hired 45 animators.
    - The industry is experiencing a 'Boom," and there are many openings, but not enough qualified skilled candidates.
    - Growing need to develop skills on how to talk to perspective industry employers along with more "soft skills" should be taught more in the curriculum.
5. **Program/School Update**: G. Chapple spoke to the program review that the Animation program is undergoing. An external assessment was completed along with a student review. The data presentation noted that the program is very healthy and strong. The program will have a TAFFI booth and the event is on June 14 & 15, 2014. The program entered a school challenge for the event.
6. **Student voice**: Students shared that there is not a lot of advertising for the program and not a lot of online presence. They would like to see increased traditional art as part of the curriculum. Students suggested that an official Facebook page be created for the program, where testimonials can be shared and along with various student demo reels. Student feel that the Open House was a very positive experience and that the Admissions and Recruitment officer was extremely helpful. Sharing more about what the potential employment opportunities is would be beneficial. More time using ToonBoom was suggested. Private on-line tutorials using ToonBoom would be helpful.
7. **Chair Position:** A. Desaillier shared the terms of the chair position. The Chair of the PAC provides leadership to the Committee and encourages the members to consider issues from a broad perspective. The Chair will liaise with the program Dean to ensure that College procedures are followed and that issues requiring attention are addressed. The Chair will serve a two-year term and may be re-elected for a further two-year term. The Chair will be selected either by election or acclamation by the members of the PAC. The Chair will be an external representative. C. Morgan Nominated J. McKenzie. J. McKenzie accepted and was acclaimed to the position.

RECOMMENDED ACTIONS

1. Recommend that students create their own year-end "postcard" to handout at the year-end screening instead of brochure inclusive of all the work. **ACTION BY: Program Team** *(NOTE: this was discussed as an idea but I don't believe we landed the notion of making it official. I think we should still review this concept at the next session given the external members believed an online resource would be better served. If anything this idea should be explored RE: costs, establishing a template to be used and feasibility of production).*
2. Recommend that the program team will explore using CASO to promote the students work and sharing the link with external industry members before the screening. **ACTION BY: Program Team** (Here's the link: http://www.casont.ca/artists/about
3. Recommend that the year-end screenings are separated by job specific skills. **ACTION BY: Program Team**
4. Recommend the soft skills are taught more in the curriculum. **ACTION BY: Program Team**
5. Recommend that studio tours are scheduled into the first-year curriculum. **ACTION BY: Program Team**
6. Next meeting: Wednesday, November 19, 2014 at 6:30 p.m. @ ARC.
7. Adjournment 8:00 p.m.

STATUS OF RECOMMENDATIONS FROM November 19, 2013 MEETING

1. A student work brochure was created for the end of year event that included a still image with the students' pictures. These brochures were printed. Feedback from the external members is to make the brochure digital, it would be well received and would allow industry people to research the students work beforehand.
2. This did not happen but research is on-going for next year's event. Recommend finding a new venue for the year-end screening to help facilitates one-on-one meetings between studios and students.
3. Yes this happened - Recommend that a recent grad is invited back to speak to the students about networking and attending/volunteering for industry events. **ACTION BY: Program Team**
4. The students were introduced to File Mobile an online portfolio that industry can peruse to see students work. J. McKenzie shared that CASO has an online presence entitled "Artist Portfolio" which is open to ALL students to join and should be reviewed by faculty of the program to vet it's potential use: http://www.casont.ca/artists/about
5. The Game Development and Animation programs student reels were not combined at the year-end screening. Feedback from industry was to keep them separate and explore separating them into job specific categories.
6. The program is undergoing program review currently and the goals and objectives are being reviewed.
7. New members have been added to the advisory.

REPORT PREPARED BY: Alanna Desaillier   DATE: June 11, 2014

DRAFT REVIEWED BY ASSOC. DEAN: P. Koidis   SIGNATURE:

APPROVED BY Jason McKenzie   SIGNATURE: via email

Chemical Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Mark Hersey	Section Mng - Engineering Training (RET)	Ontario Power Generation
External Committee Members	**Title**	**Organization**
Colin Davidson	Director of Management & Innovation	CardioMed Supplies Inc.
Mary Duarte	Manager, Fleet Support Services Training	Ontario Power Generation
Greg Johnston	Site Manager	Rohm & Haas-Dow Chemical
Corey Kachmar	Process Engineer	Woodbridge Foam Corporation
Andrew Pearce	Senior Recruiter	SGS Canada Inc.
Mike Sheedy	VP-Technical Development	Eco-Tec Inc.
Nick Taylor	Supervisor, Technical Services	Eco-Tec Inc.
Elected Student/Alumni Representatives	**Yr/Program/Alumni**	**Organization**
Brandon Cole	1st year Chemical Eng. Tech	Durham College
Kristina Dodsworth	2nd year Chemical Eng. Tech	Durham College
Brendan Doran	2nd year Chemical Eng. Tech	Durham College
Kyle Hulse	1st year Chemical Eng. Tech	Durham College
Stephanie Manning	Graduate of Chemical Eng. Tech	Durham College
Eric Perry	Graduate of Chemical Eng. Tech	Durham College
Amanda Wamboldt	2nd year Chemical Eng. Tech	Durham College
Elected Faculty/Staff Representatives	**Title**	**Organization**
Laura Benninger	Professor	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
Susan Todd	Dean	Science & Engineering Technology
Guests/Unelected Faculty Representatives	**Title**	**Organization**
Katherine Fledderus	Professor	Interdisciplinary Studies & Employment Services

Attendees *November 21, 2013*:
*External Members

Present: L. Benninger, B. Cole, K. Dodsworth, B. Doran, *M. Duarte, D. Duncan, *J. Henry, *M. Hersey, *G. Johnston, *C. Kachmar, J. Myers, E. Perry, *M. Sheedy, *N. Taylor

Regret(s): *C. Davidson, K. Fledderus, I. Hartford, K. Hulse, T. Jessup, V. Lapp, J. Lavergne, K. McCormack, A. Pearce, S. Pearce, T. Rigby, C. Stender, M. Theophille-Kennedy, S. Todd A. Wamboldt

Guest(s): S. Manning

Recording Secretary: J. Head

KEY POINTS OF DISCUSSION

1. **Welcome & Introductions:** M. Hersey welcomed members and asked everyone to introduce themselves.

2. **New Chemical Engineering Chair:** M. Hersey advised that there will need to be a new chair elected for the fall meeting as he is stepping down.

3. **Additions to the Agenda:** None.

4. **Acceptance of the Agenda:** M. Hersey accepted, and G. Johnston seconded.

5. **Approval of Minutes from November 21, 2013:** The minutes were approved by G. Johnston and seconded by J. Myers.

6. **External Membership Information Sharing/Industry Trends:** Natural gas is inexpensive. Fracking is not permitted at this time. There are huge opportunities in Alberta, and only moderate opportunities in Ontario; Sarnia being one of the places that is picking up. Trending companies are following feed stocks. There is no money for new pipelines to be built. The growth area for Eco-Tec Incorporated is increasing in California, Alberta and the Middle East because of the scarcity of water. The Ontario Power Generation located in Darlington is preparing for refurbishment. The OPG plants are safe and running well.

7. **College/School Update:** High school update – Chemistry courses in high school link nicely with the Chemistry course in the first semester of the program. As for Physics, it depends on whether high school students take the university or college level course. The university course allows two years for preparation, in grade 11 and 12. A college apprenticeship math (MAP) is a very basic math for students who want to get into Trades. It's not very analytical which may be causing the math difficulties when students enter into Chemical Engineering program. Currently the program requirements state any grade 12 math. Perhaps this should be changed to a University level math, or the Math for College Technology course (MCT). Students coming in with a U level math or an MCT course will be set up for greater success.

   There is a possibility of administering a post admission, pre-math test before acceptance into the program. If potential student's math skills are lacking, a strong suggestion could be made for them to enter into the General Arts and Science, pre-Science program. This could be possible for the program in two years. Implementing the MCT requirement could possibly scare applicants away. Also, some high schools do not run the MCT course because many students do not want to take the course.

   High schools are assigning homework, but it does not have to be completed and is not marked. It seems that it has become a learned behaviour for students to slack off for most of the course and then attend at the very end of the course and look for makeup assignments to pass the course. Some students want to achieve and have good work ethic; other students fall off the radar. There seems to be a gap for high school students attending college, not knowing much about college, or university. There is also an apparent increase in mental health problems.

8. **Student Voice:** Adding the Electrical course in semester 4 is a good idea. This came across in interviews as an important skill. A possibility of adding a supervisor/leadership component in the communications courses was suggested. External members felt leadership training was not necessary so much, as new hires will begin to learn those skills within the role at the company.

   It was noted that third semester is very difficult and a suggestion was made to move the general education course in place of Fluid Mechanics. Calculus was also a topic of discussion, and questioned as to why it is needed in the program.

9. **Continuing Education Update:** No Continuing Education representatives were present.

10. **Program Review Update:** Statistics has been moved from Semester 5, to Semester 3. Lab reports are very important as technicians. It's very important that graduates be able to convey the information clearly and use the right language on their lab reports. They do not need to be lengthy and redundant. They need to be summarized and concise.

    Students helped with the program of study program review that took place this past year. Lectures will be drafted in for 2014 and 2015, with an Electrical and Controls (ELEC1133) possibly being added to the 2015 start curriculum where students will get the basics of electrical safety and automation. Adding a component to the course involving Programmable Logic Control (PLC) was discussed. Understanding how the PLC's work would be beneficial. Not necessarily the programming side, but how to read, plug in and how it is used to automate the process. ELEC 1133 course will be a basic electrical and controls introduction course and will be delivered in semester 4; close enough to semester 6 where the automation component is currently being done. In 2017 a more significant component will be in the program. An Electrical Drawings component was suggested to be able to read and understand the drawings. Graduates need to convey the proper issue to the electricians so they can respond faster.

    In Materials (MATL 1000), there are some repeat items that can be taken out and the focus can be more about the application of properties and materials for where they will be used. Selection of proper materials for processing equipment is what needs to be focused on more. Being able to find a spec sheet and check property mixes and make sure it's compatible is important. This course was held in semester 6 and is now being held in semester 5.

    Industrial Chemical Processes (INDC 6100) is in the last semester, and there will possibly be an addition of one hour to the lecture time. This course is pivotal and launches students into industry. There may be more of an opportunity for simulation and/or some sort of cumulative project towards the end.

    A motion was made for the PAC to accept the Intro to Basic Automation (ELEC1133) addition to the program and it was accepted. This will be in the program review going forward.

    Adding plant tours through the program will be a regular occurrence as students find this very beneficial to see the processes. There is also a need for more placement opportunities which is being looked into.

    The new vocational learning outcomes are well spoken for the program with the exception of one, stating for graduates to have a plan when they go out into the industry. Is the Communication for Career Success held in the program too early (2nd semester)? Should there be more communication near the end of the program to become launched into industry on the right path? There could possibly be a communication in the fourth semester where students develop a plan, and they go out and make connections. Then in last semester, they can execute their plan, meet their connections, showing initiative and developing the passion.

11. **PAC Effectiveness:**
    M. Hersey talked about impact/suggestions asked everyone to review the handout given to be discussed at the next meeting.

12. **Future Meeting Date:** Tuesday, November 4 at 5:00 p.m.

13. **Meeting Adjourned:** 6:52 p.m.

RECOMMENDED ACTIONS

1. Review math requirements for program requirement. **ACTION BY: Program team**
2. Review the content of the Calculus course (MATH 3132) for discussion at the next meeting. **ACTION BY: PAC Members**
3. Forward MATH3132 and NUCL5100 course outlines to PAC members. **ACTION BY: J. Head**
4. Review content of the nuclear physics course (NUCL 5100) for discussion at the next meeting. Could they be lumped in with another course? Is Nuclear Physics needed? **ACTION BY: PAC Members**
5. Ask S. Todd how the possibility of taking out the Calculus and Nuclear Physics courses might affect the UOIT pathway. **ACTION BY: J. Myers**
6. Review Input/Suggestions handout for discussion at the next meeting. **ACTION BY: PAC Members**
7. Review POS and look at moving the GNED course in place of Fluid Mechanics. **ACTION BY: J. Myers/Program Team**

STATUS OF RECOMMENDATIONS FROM *November 21, 2013* **MEETING**

1. Discuss incorporating Solid Works in the AutoCAD course. This action was complete by the Program Team and it was decided that Solid Works was not needed and AutoCAD is fine.
2. The Statistics course was discussed in the Program Review.
3. Materials course outline to be reviewed next meeting. Completed by D. Duncan.
4. Report on the progress of pathway projects. J. Myers spoke on behalf of S. Todd. The Chemical Engineering Diploma pathway to a Bachelor of Science degree in Chemistry has been approved with UOIT. The pathway is three years at Durham College and two years at UOIT. Durham College and UOIT put in a proposal to ONCAT funding to investigate the feasibility of a BASc in Chemical Engineering Technology. UOIT does not have a Chemical Engineering program currently.
5. Tell UOIT to invite PEO to the Bachelor of technology planning meetings. Completed by S. Todd.
6. G. Johnston to talk to D. Duncan about process safety. Complete.
7. Review the course content regarding more courses on electrical fundamentals and automation. Completed by Program Team.
8. Review content in Organic Chemistry I and II. L. Benninger noted this is currently put on hold, and will be looked at going forward.

REPORT PREPARED BY: Jenni-Lynn Head   DATE: June 23, 2014

DRAFT REVIEWED BY DEAN: Susan Todd   SIGNATURE: *Susan Todd*

APPROVED BY CHAIR: Mark Hersey   SIGNATURE: June 24, 2014

DURHAM COLLEGE
SUCCESS MATTERS

Computer Programmer Analyst Membership List

Name	Title	Organization
Committee Chair		
Tim Chandler	Resource Manager	Ministry of Revenue
External Committee Members		
Chris Reid	Senior Developer	Salentica Inc.
Dave Jewell	IT Architect	IBM
Deborah Hendriks	Director, Infrastructure Technology Services	Ontario Government-Ministry of Government Services
Elio Benincasa	AVP, Infrastructure	Manulife Financial
Mark Wilton	Applications Analyst	Town of Ajax
Tom Dickie	Manager of IT	Durham Children's Aid Society
Yasmine Moolla	Project Manager	Ministry of Revenue
Maddy Dilski	Partner Business	CISCO
Judy Gauvin	Programmer Analyst	Ministry of Community and Social Services
Ian Hayes	President/CEO	Breakeven Inc.
Tyler Savery	Business Owner	Young Astronauts
Vincent Ng	IT Manager, VSSM	General Motors of Canada
Elected Student/Alumni Representatives	Year/Program/Alumni	
Scott Nice	Year 1, Computer Programmer Analyst	
Kyle Sullivan	Year 2, Computer Programmer Analyst	
Ian Manley	Year 3, Computer Programmer Analyst	
Mike Schnurfeil	Alumni	
Jennifer Short	Alumni	
Elected Faculty/Staff Representatives		
Kevin Dougherty	Program Coordinator/Professor	School of Business, IT & Management
Darren Puffer	Professor	School of Business, IT & Management
Thom MacDonald	Professor	School of Business, IT & Management
Guests/Unelected Faculty/Staff		
Jackie Bathe	Associate Dean	School of Business, IT & Management
Amy Serrano	Office Assistant	School of Business, IT & Management
Donna Boyd	Program Officer	School of Continuing Education

Attendees May 20, 2014
*External Members

Present: K. Dougherty, D. Puffer, *C. Reid, *D. Jewell, *E. Benincasa, J. Arnott, *L. Kichko, *M. Wilton, S. Nice, *T. Chandler

Regret(s): *I. Hayes, *F. Umokoro, *J. Short, *J. Gauvin, K. Sullivan, *M. Dilski, *M. Schnurfeil, *R. DeSanti, *T. Dickie, *T. Savery, *V. Ng, *Y. Moolla, *Y. Khan

Guest(s): J. Bathe, B. Marlow

Recording Secretary: A. Serrano, Office Assistant

KEY POINTS OF DISCUSSION

1. Minutes November 18, 2013 were approved.
2. Agenda was approved – all in favour.
3. **External/Membership Sharing:** no background in unit tests; business requirements need to be met; unit tests are necessary in order to determine skill sets. Comments are important; code should describe what you are doing; it should be short and succinct. Uncle Bob – clean coder; should be required reading material for students (not first year). There is a push toward waterfall; ideas need to be perpetuated and people need to understand the agile approach. Continuous Integration Servers; focus on mobile. It is important to understand lineage and know what tools are necessary. Leaning toward HTML 5; issues highlighted in program review. Exploring directions; next year there will be movement towards development of Mobile arena. Testing was captured in process; agile/waterfall. More emphasis on complete descriptive documentation. Students need to write tests. Stress management and exercise are important. Employees should be mentally and physically healthy. Should there be a place in curriculum for this?
4. **College/School Update and Program Update:** Enrollment is excellent. School of BITM & Durham College—increased enrollment this year with total of 1711 students. School added two new graduate certificate programs this year: Project Management and Information Systems Security. The school is currently investigating two new programs for delivery in fall 2015: Accounting & Payroll and Business-Insurance. In September 2014, the Centre for Food opened with facilities for hospitality and culinary programs, as well as a full service restaurant called Bistro '67. The school of BITM helped with the transfer of the programs Hospitality Management, Culinary Skills & Culinary Management, Golf Facilities Operations Management, and Special Events Management to the new Centre for Food. Further support has been given to the development of Hospitality Skills and an Event Management graduate certificate.
5. **Student Voice:** most students got jobs in tech (about half). First year was an overall enjoyable experience. It would be nice not to have exams. Course load is reasonable; discussion board was 50/50; video learning; lack of exams; parking costs are an issue; textbook costs were low. Students need guidance as to what books to use on 24/7; PHP book allowed students to discover what they did or did not like. Research is necessary; tools should be used. Specific reference needed.
6. **Continuing Education:** Challenges finding course-equivalents.
7. **Membership Review:** K. Dougherty actively searching for new members; T. Chandler is chair for one more year. Preference to keep active members. Keep members at end of term as guests to PAC meetings. Each member has been a part of the DC community.
8. **KPI Survey Results:** Low response rates for CPA program; fair well against the system; overall DC ranking – better than average; employer satisfaction responses are low; graduation rate is low; attrition is broad and skews the grad rate; students should be tracked through student #; fraction of funding for KPI testing; articulation agreements being built; first program to have articulation agreement with faculty of science at UOIT starting 2015; these grads are "unemployed"; expected graduation date is affected. Choice needs to be encouraged; there is movement between programs. Strengths include "develops computer skills", quality of learning experiences; problem solving; teachers up-to-date; employer satisfaction; improvement – usefulness of course materials; open discussion with all 3 cohorts regarding issue – textbooks (cost and teachers who don't use the texts); lectures are being recorded and uploaded on YouTube; code school; T. MacDonald's fill in the blank exercises were helpful in getting people to pay attention to the videos
9. **Security Issues in Analysis, Design, and Implementation:** PLO #8; students are comfortable with system-level security; system-level security is off the table; design of system security (impact on SDLC); different levels of authorization is missing; life cycle within project mgmt. sphere; security should be multi-layered; looking to scratch surface deeper; students will need to understand what is going on around them, not necessarily how to write what's going on; teach common exploits? It has to be taught hand in hand with ethics; policies around security and mandatory training component; knowledge and understanding of policies is the focus; students should need to know the exploit in order to understand; policies need to be understood; ethical hacking courses are taken at some companies; front-line coding injections taught at front-line; what should be built in; security needs to be defined first; students need to get used to identifying different kinds of systems (strong or poor).

RECOMMENDED ACTIONS

1. Onsite training for faculty (Lee Kichko).
2. Send college/school update with minutes-A. Serrano.
3. Review books 24-7 access and references.
4. Email membership to seek interest in becoming next Chair when T. Chandler resigns. Provide membership with information regarding time with PAC. K. Dougherty/J. Bathe/A. Serrano JULY/AUGUST
5. Report on KPI in fall meeting.
6. Email B. Marlow regarding applied knowledge of security issues with your ideas – how to evaluate, etc.

7. Next meeting: TBA

STATUS OF RECOMMENDATIONS FROM NOVEMBER 18, 2013 MEETING

1. Recommend that industry representatives confirm field placement opportunities – Complete.
2. Recommend the next meeting focus on the program review recommendations - Discussion this evening.

REPORT PREPARED BY: Amy Serrano   DATE: May 20, 2014

DRAFT REVIEWED BY DEAN: SIGNATURE: _J. Spring_

APPROVED BY CHAIR: SIGNATURE: _____

Dental Programs Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Catherine Hayes	Alumni	Durham College
External Committee Members		
Jennifer Gill	Vice-President	ODAA
Mary Ito	Dental Hygienist	Independent Practitioners
Erin Hawkins		Durham Region Oral Health Division
Maureen Embleton	Dental Assistant	Durham Region Oral Health Division
Dr. Dennis Daigle	Orthodontist	Private Practice
Dr. May Daemi	Dentist	Private Practice
Jane Laniel	Dental Hygienist	Private Practice
Dr. David Clark	Dentist	Private Practice
Dr. Sandro Del Rosso	Dentist	Private Practice
Connie Bischoff	Marketing & Treatment Coordinator	Dentistry on Dundas
Elected Student/Alumni Representatives	**Year/Program/Alumni**	
Daralyn Bodrug	Year 1 DH Student	Dental Hygiene
Tasha Adkins	DRA Student	Dental Reception & Administration
Sarah Bissell	DA Student	Dental Assistant
Danielle Ritchie	Alumni - DRA	Durham College
Karen Lamb	Alumni - DA	Durham College
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
Cindy Austin	Faculty/Coordinator	Durham College
Sandra Meader	ConEd Representative	Durham College
Guests/Unelected Faculty/Staff		
Mary Noble	Employment Advisor/ Internship Coordinator	Durham College
Stephanie Thomson	Student Advisor/ Practicum Officer	Durham College

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Attendees May 2, 2014:
*External Members

Present: *M. Embleton, *E. Hawkins, G. Dunn, K. Stever, *C. Bischoff, C. Austin, S. Thomson, *C. Hayes, S. Meader, S. Sproul

Regret(s): *M. Ito, *Dr. D. Daigle, *J. Gill, M. Noble, C. Burke, Dr. M. Daemi, *J. Laniel, *K. Lamb, *Dr. S. Del Rosso, *Dr. D. Clark, D. Amaral, D. Bodrug, S. Bissell, T. Adkins

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of October 25, 2013 were approved by K. Stever and seconded by S. Thomson. Carried.

2. E. Hawkins provided a handout to members outlining the eligibility requirements for the New Healthy Smiles Ontario Program. May is Oral Health Month and we were provided with Liquid Sugar poster and water bottles. Durham Region Oral Health Division is continuing their partnership with Durham College in all 3 programs. Students will be doing screening at Fall events working with L. Frisch.

3. C.E. Update: there is a need for workshops which would be 3 hours over 2 evenings. Abeldent course starts on Monday. S. Emmorey is on board to teach Nutrition.

4. DA Update: Winter semester started with 59 students – 54 eligible for placement starting May 1st. There seems to be increasing difficulty for students to find placements – two intakes, more students and challenges around international students finding placement. There have been 17 international students in the past academic year. The DA class held a mouth guard clinic in March and it was a success with a good turnout. Many of the September 2013 in-take will be preparing to write the NDAEB in June. For the May 2014 intake, there are 31 on the list to date with room for 40. The Dental Assisting program is beginning the review process. Mapping is scheduled for May 15th and this process takes about a year to complete.

5. DH Update: We have just finished Semesters 2 and 4. The Clinic is always looking for Paedo clients, hard for students from out of the area to find children age 5-13. Semester 4 students have now had a variety of experiences and are building upon those assessment and implementation skills in the upcoming two semesters. Have had our first cohort since the implementation of the new curriculum finish in December and write the NDHCB. We had 35 students write and our students scored above the national average in all competency areas. Several students have been for interviews which is very promising that the job market may be turning around. We have 34 students going into Semester 3 and 44 students going into Semester 5 for the Summer. There have not been any changes to the Program of Study but now that we have run through the entire curriculum, we are at the point of making minor adjustments based on faculty and student feedback. For field placement and practical, inter-professional experiences outside the program, students worked with the PSW and PN students in collaborative workshops. DH students taught the PSW and PN students about providing oral care to their clients and they learned about wheelchair transfers. In the Fall we had students participate in a Health Missions Outreach Program in Etobicoke providing dental hygiene care to those in need. We continue to seek student feedback and do all we can to meet their needs and foster success. Students have feedback throughout the semester on their progress. Student voice sessions are held to provide the opportunity for anonymous feedback. From this we found feedback was good overall with the main concerns being that some felt the workload is unrealistic and expectations are too high.

6. DRA Updates: 41 students started in September and 39 in January. 32 qualified and are on field placement. Six have already been offered employment and a request for 2 more this week from an Oshawa office. So far the feedback from the office calls has been positive. Student reflective journals from field placement are mirroring findings from the program review and student voice. It's a busy year with program review for the DRA program. Susan has received the first draft. We have had challenges regarding using the ODA fee guide. We were not permitted to duplicate it and had some older copies but needed to be able to work on-line with it and be able to print copies. After several phone discussions with Barb Morrow of the ODA she provided the DRA program with a "for educational purposes only" copy of the fee guide without fees. This will help to incorporate more experience with insurance forms and with the fee guide itself.

7. Dean Update: Durham College held their Open House on March 22nd which was very successful. New Activation Coordination in Gerontology program will begin in September 2014. The Board of Governors has approved the new Applied Degree in Behavioural Sciences program which will go to the Ministry with a potential start of September 2015. The program would be a good pathway for DSW graduates. There is a Master Space Planning Committee which consists of UOIT and DC members. There is going

to be a new four storey building where the current Simcoe building is located. We are continuing to work on the Strategic Plan/Business Plan. The Centre for Food's Bistro '67 restaurant is now fully operational and offering cooking classes and wine tasting classes. We received budget approval to hire 1 PSW full-time faculty position and 2 FITS faculty. KPIs have just been released so we will discuss the results at the Fall meeting. The School of Health & Community Services will be hosting a Community Appreciation Event on May 8th.

RECOMMENDED ACTIONS

1. Program Coordinators will discuss students contact with agencies at their next program meeting.
2. Next meeting – Friday, October 31, 2014, 12:00 – 2:00 pm.
3. Adjournment 1:30 pm.

STATUS OF RECOMMENDATIONS FROM OCTOBER 25, 2013 MEETING

1. The Program Coordinators recruited Connie Bischoff, Dr. David Clark and Dr. Sandro Del Rosso to join the Program Advisory Committee.

REPORT PREPARED BY: Sandra Thomson   DATE: June 19, 2014

DRAFT REVIEWED BY DEAN: Susan Sproul   SIGNATURE:

APPROVED BY CHAIR: Catherine Hayes   SIGNATURE:

DURHAM COLLEGE SUCCESS MATTERS

Advertising **Membership List**

Name	Title	Organization
Committee Chair		
Murray Christensen		
External Committee Members		
Alex Berube	Project Manager	Adbloc Media
Trina Boos	President	Boost Agents
Chris Bryce	Managing Partner	Dotfusion Digital
Kimberley Burchiel	Print Production Supervisor	Leo Burnett
Amanda Desouza	Senior Designer	W Magazine
John Dowds-Hotts	Art Director	John Street (FCB)
Elaine Garnett	General Sales Manager	Corus Entertainment
Hayley Higgins	Digital Specialist	Lindt Chocolate
Andrew Martin	Production Artist	Identica Branding
Maria Maynard	Sr. Account Executive	Shopper Drug Mart
Mike Needler	Sr. Media Buyer	Media Experts
Sue Ploughman	VP, Sales & Marketing	PPFD
Jeff Quipp	CEO	Search Engine People
Stesha Roy	Media Supervisor	Mindshare
Kate Vrantsidis	Assistant Bargaining Director	

Elected Student/Alumni Representatives	Year/Program/Alumni	
	Year 3 Graduate	Durham College
Tara Burt	Year 2 Advertising	Durham College
Mike Burton	Year 3 Graduate	Durham College
Jim Wright		

Elected Faculty/Staff Representatives

Name	Title	Organization
Greg Murphy	Dean	Durham College
Paul Koidis	Associate Dean	Durham College
Dawn Salter	Coordinator	Durham College
Kevan Drinkwalter	Professor	Durham College

Guests/Unelected Faculty/Staff

Name	Title	Organization
Donna Boyd	Continuing Education Officer	Durham College
Nancy McGinnis	Part-Time Professor	Durham College

Attendees June 12, 2014:

*External Members

Present: Mike Burton, *Murray Christenson, *Bruce Hillcoat, Paul Koidis, , Jeff Quipp, Dawn Salter, *Kate Vrantsidis, Jim Wright

Regret(s):   *Alex Berube, *Trina Boos, Tara Burt, *Chris Bryce, *Samantha Catherwood, *Amanda Desouza, *Jonathan Dowds-Hotts, Kevan Drinkwalter, *Elaine Garnett, *Kory Gray, *Hayley Higgins, , *Andrew Martin, *Maria Maynard, *Nancy McGinnis, Greg Murphy, *Mike Needler, *Sue Ploughman, *Stesha Roy, Jim Wright

Recording Secretary: A. Desaillier, Administrative Coordinator

KEY POINTS OF DISCUSSION

1. Approval of minutes of November 13, 2014 moved by B. Hillcoat and seconded by J. Quipp. Carried.
2. Approval of agenda was moved by J. Quipp and seconded by B. Hillcoat. Carried.
3. **Industry trends:** Since the last meeting, a number of developments have taken place and some new trends are emerging. Bell Media has now completed all the divestitures required by the CRTC in the Astral transaction with the sale of radio stations in Toronto and Vancouver to Newcap Radio. This makes Newcap the 2nd largest radio operator in Canada behind Bell and ahead of Rogers and Corus. Radio, or music delivery systems, will continue to evolve with the expected launch this fall of iTunes Radio in Canada. They will join Songza, who are in takeover talks currently with Google, as the two main commercial streaming services here. Over the next couple years, we will see others in the space as well. With digital media services increasing, we are seeing headcount reductions at the conventional broadcast companies. The cuts are widespread across all departments. Along with the expansion in digital, the industry is seeing budgets shifting to non-conventional types of marketing and advertising. Branded content, native advertising, product integration and custom solutions are all growing forms of advertising and a number of small innovative firms are cropping up to service the need. Large agencies are also shifting to accommodate these trends. Other areas of growth include data management, consumer insights and programmatic buying. Marketing has always included psychographics and behavioristic as forms of segmentation to target specific consumer groups. Segmenting based on these variables becomes more critical in the online/social space. Social media marketing- reevaluating what is reaching the market?
4. **College and School Updates**: P. Koidis shared some updates on the partnership of the school with DLab that will be a mixed use facility. The School of Media, Art & Design divisional office is undergoing a renovation which is slated to open for start-up in September 2014.
5. **Continuing Education Updates**: The Continuing Education representative was unavailable.
6. **Student Voice**: Would like more focus on the production side in Advertising, more focus on building an effective portfolio, start teaching file management from day one, more in-depth study of InDesign, would like to see more media introduced, and would like to see more constructive criticism to mirror the 'real world".

RECOMMENDED ACTIONS

1. No recommendations were brought forward as the Advisory meeting did not have quorum.
2. **Next meeting** – Thursday, October 23, 2014 6:30 p.m. at Mindshare
3. Adjournment 7:30 p.m.

STATUS OF RECOMMENDATIONS FROM November 13, 2013 MEETING

1. Recommendations to the proposed Interactive Advertising certificate were taken into consideration when the certificate curriculum was created. Two new courses were added to meet the recommendations shared by the advisory members. A third semester with a capstone project and/or field placement component was also added. The school did get ministry approval for the certificate for September 2015. The title is Advertising Digital Media Management
2. B. Hillcoat assisted with modifications to the course descriptions for the new certificate.
3. Students in their graduating year were given an understanding of the fundamentals of how

digital media is budgeted for, negotiated and sold. This requires basic skills in math that need to be incorporated into the curriculum

REPORT PREPARED BY: A. Desaillier   DATE: June 12, 2014

DRAFT REVIEWED BY ASSOC. DEAN: P. Koidis SIGNATURE:

APPROVED BY CHAIR: Murray Christensen   SIGNATURE: via email

DURHAM COLLEGE
SUCCESS MATTERS

Accounting Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Paula Van Kessel	Manager	Ritchie Shortt & Tully LLP
External Committee Members		
Brenda Arsenault	CFO	McGraw-Hill Ryerson
Ben Dionne	Teacher	All Saints CSS DCDSB
Colin Davies	Intermediate Accountant	McGraw-Hill Ryerson
Ann Fattori	Operational Coordinator	Ontario Ministry of Finance
Grant Gervais	Finance Manager	360 Incentives
Kacy Gibney	Site Accountant	syncreon
Ken Lowrie		Padgett Business Services
Brenda Lynch	Financial Analysis	EHC Global Inc.
Rose Macfarlane	Accounting Clerk	Kerr Industries
Catherine Millar	Business Development Manager	CGA Ontario
Linda Robbins	Accounts Payable	Northwood Developments
Michael Roche	Head of Finance & Treasurer	TTC
John Rycroft	Financial Services Manager	Durham Regional Police Service
Elected Student/Alumni Representatives	Year/Program/Alumni	
Samantha Jones	Accounting Society Co-President	Durham College
Joanna Towns	Accounting Society Co-President	Durham College
Charlotte Heath	Alumni	Durham College
David Jones	Alumni	Durham College
Aylix McCann-Debono	Alumni	UOIT
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
Guests/Unelected Faculty/Staff		
Jackie Bathe	Associate Dean	School of Business, IT & Management
Donna Boyd	Program Officer	School of Continuing Education
Alan Dryden	Part-time professor	School of Business, IT & Management
Cindy Foley	Program Officer	Distance Education
Amy Serrano	Secretary	Durham College

Attendees April 14, 2014:
*External Members

Present: *K. Gibney, *R. Macfarlane, *P. VanKessel, D. Jones, *J. Rycroft, *B. Lynch, *G. Gervais,* K. Lowrie, J. Towns, S. Jones, D. Smith, G. Dalleva, *C. Davies, *B. Arsenault, *K. Gibney

Regret(s): *A. Fattori, *B. Dionne, *C. Millar, *M. Roche, *L. Robbins

Guest(s): C. Foley, J. Bathe, D. Cook, J. Pidutti, P. Sauve

Recording Secretary: A. Serrano

KEY POINTS OF DISCUSSION
1. The minutes of October 21, 2013 were approved by C. Davies. The agenda was approved by B. Lynch. Carried.
2. **External Membership Information Sharing:** People are awaiting the status of talks regarding merging of designations. Students coming from our program have excellent skill sets; for example, the ability to understand consolidations has grown. Knowledge of exchange and currency rates is vital (dealing internationally is a challenge). Platform system changing into one mobile device and knowledge of how to use the device is extremely important; shift in companies that are downsizing and heavier reliance on technology. Understanding Access is important. Trending: 24/7 laptop and phone connection - access to employees outside of work hours; the role that technology plays – less human contact; security.
3. **College/School update and program update:** Starting in Sept. 2015, year one will be a laptop program. Increased enrollment this year with total of 1711 students. School added two new graduate certificate programs this year: Project Management and Information Systems Security. The school is currently investigating two new programs for delivery in fall 2015: Accounting & Payroll and Business Insurance. In September 2014, the Centre for Food opened with facilities for hospitality and culinary programs, as well as a full service restaurant called Bistro '67. The school of BITM helped with the transfer of the programs (Hospitality Management, Culinary Skills & Culinary Management, Golf Facilities Operations Management, and Special Events Management) to the new Centre for Food. Further support has been given to the development of Hospitality Skills and an Event Management graduate certificate.
4. **Continuing Education update:** Following trend of online offering. Program development will focus on online delivery. There is a need for part-time faculty.
5. **Student Voice:** Year 1: enjoyed first semester (business general); UOIT course integration is helpful for future bridging. Students found hybrid course a challenge; not best choice for first UOIT course; preference to have this course as offered in-class. Students do not know how to use BlackBoard. Hybrid delivery is great but should not be part of the first-year curriculum. Fantastic program overall. It should be stressed to students that paper to pencil delivery is important to understand. Move Excel into first semester rather than Word and PowerPoint. Many students stayed for third year due to field placement, a valuable experience.
6. **Additions:**
    Update on designations: Spring PD; revisit program; opportunity to change delivery and possibly simplify program. Third year may not be advantageous to students; possibly make third year practical since it will not be for CGA designation. The deadline to complete courses is Sept 2015; this will affect third year most. About one dozen students interested in bridging into university this year. There are currently 29 students on field placement.
    Review of program outcomes: Committee reviewed program learning outcomes.
    Update on ACCT and Payroll program: presented and passed; will be offered in fall of 2015. Two year program tied with payroll association of Ontario; developing over the next year. Many courses will be straight from the Payroll Association; this gives students other options. Students will continue to take the common first semester as other business students and then branch out.
    Update on Excel: second-year course; introduced excel certification; publisher glitches; just over 50% did get certified; and, continue to explore the publisher glitches. Exciting for students to be able to be certified in Excel.
    Accounting Society: one more event planned at end of year; looking at outside venues that have UOIT/DC insurance; free concert for students to celebrate end of year. Using leftover money that is available. Events that have already occurred: meet and greets between first/second/third year students, bake sales and, guest speakers to help students get a better idea of what is available out there.

RECOMMENDED ACTIONS
1. Send college/school update with minutes
2. Update on changes on designations/meetings/program for 2015-16 - D. Cook

3. Review of program learning outcomes - members, please send suggestions/omissions.
4. Next Meeting –. November 17, 2014 at 6 p.m. Location: TBA
   Adjournment 8 p.m.

REPORT PREPARED BY: A. Serrano   DATE: April 14, 2014

DRAFT REVIEWED BY DEAN: SIGNATURE: _J. Spring_

APPROVED BY CHAIR: SIGNATURE: _____

Membership List

External Committee Member	Title	Organization
Carol Smith	Committee Chair	East Oshawa Animal Hospital
Carolin DeBenedictis		Durham Animal Emergency Clinic
Cheryl Birss		Baker Animal Clinic
Eleanor Locke		Vetoquinol
Joan Weston		K9 Shrink
Laura Norton		Fenelon Falls Animal Clinic
Leah Speiring		Veterinary Emergency Clinic South
Lori Martel		BorderLink Veterinary Supplies
Megan Koressis		
Michelle Payne		
Tanis Manahan		Durham Animal Emergency Clinic

Elected Student/Alumni Representatives

Name	Yr/Program/Alumni
Ashley Payne	ACAR
Nicole Vasilou	ACAR

Faculty/Staff Representatives

Name	Title
Bev Neblett	Associate Dean
Keri Semenko	Professor
Kevin Baker	Dean
Robin Voisey	Professor

Guests/Unelected Faculty/Staff

Name	Janice Haslett	Durham College

Present: Carol Smith, Carolin DeBenedictis, Joan Weston, Keri Semenko, Laura Norton, Megan Koressis, Robin Voisey, Tanis Manahan, Bev Neblett; Michelle Payne, Nicole Vasilou, Ashley Payne, Bev Neblett

Regret(s): Cheryl Birss, Eleanor Locke, Kevin Baker, Lori Martel, Leah Spiering

Recording Secretary: Janice Haslett

1.	**Welcome and Introduction**
	• Introductions were made around the table.
2.	**Additions to the Agenda**
	• There were no additions to the Agenda
3.	**Acceptance of Agenda**
	• The Agenda was accepted as presented. Moved by Bev Neblett and seconded by Keri Semenko.
4.	**Approval of Minutes from previous meeting**
	• Moved by Keri Semenko and seconded by Bev Neblett.
5.	**Business/Actions Arising from Previous Minutes**
	• N/A
6.	**Discussion Items**
	• Program of Study reviewed to discuss prerequisites.
	• PD opportunities were shared relevant to the program.
	• Due to two student representatives graduating, it was discussed that students need to be recruited for upcoming year
	• Positive receipt of new curriculum
	• Discussion regarding possible student placement. Students did provide very positive feedback on Animal Clinic lab experience. Faculty thanked Emergency Clinic staff for additional supplies provided in orders.
	• Discussion around numbers accepted to program.
	6.1 College/School Update and Program Update
	College News
	• College applications are up 17.5% from last year.
	• The latest stats on confirmations for Sept 2014 indicate that Durham College's confirmation rate has increased by **9.7%** over our confirmation rate (as of this date) in 2013.
	• The college has submitted its Strategic Mandate Agreement (SMA), which establishes the strategic priorities for a three-year period, very much in the way a strategic plan does. The agreement captures the college's priorities within the six differentiation framework 'components' areas, however there are four key areas of focus that will specifically differentiate Durham College in the post-secondary sector. These actions can be summarized as:

- o **Academic quality, flexible delivery**
- o **Pathways from skills and advanced skills to graduate studies.**
- o **Three-year degrees**
- o Development and realization of the **Durham Learning and Business Innovation Park (dLAB)**, in partnership with the private sector while working with government which will provide thousands of new jobs, incorporate new transportation links and access, foster ground-breaking research in areas of importance to the economy and feature sustainable and natural uses.
- The Spring Open House was March 22nd which was an opportunity for applicants given offers and those that confirmed to meet with students and faculty to discuss their programs. Initial numbers for the event are:

Location	Prospective Students	Prospective Students and Guests	Estimated # of Unregistered Participants (10%)	Net Total Visitors
Oshawa	985	2475	248	2723
Whitby	350	854	85	939
Pickering	19	33	3	36
				3698

- Spring Convocation for our School is set for Friday June 20th at 2 pm.
- We have a School target enrolment of approximately 900 students for 2014-15. To date, we have had 1370 applications and 1164 offers have gone out 353 have confirmed
- Program target enrolment is 20 students for the fall. Enrollment for the fall is now closed. To date, we have had 67 applications, put out 20 offers and received 19 confirmations.
- Key Performance Indicator results have increased in four of five benchmark areas, as measured by the KPI surveys conducted over the last number of months. Our student satisfaction; graduate employment; graduate satisfaction; and graduation rates have all improved, some by two to three percentage points. In addition, 92.2 per cent of employers are satisfied with their hiring of a Durham College graduate. The College results are as follows:
    - o Graduate Employment: 85.5%
    - o Employer Satisfaction: 92.2%
    - o Graduate Satisfaction: 78.2%
    - o Student Satisfaction: 74.3%
    - o Graduate Rate: 66.7%
- Program specific KPI results are not available at this time and will be shared at the Fall meeting

School News
- We have a School target enrolment of approximately 900 students for 2014-15. To date, we have had 1471 applications and 1263 offers have gone out with 495 confirmed to date.
- The two PIF projects that were approved and the School received funding for in November 2013 are progressing well:
    1. Curriculum revisions for Communication courses have resulted in the streamlining of the current 92 communication courses to 12. Piloting of the ACCUPLACER post-admission testing will begin with the January intake of 2015.
    2. Re-designing of program delivery for the first year of OFAD is near to completion. Courses will be delivered in a hybrid forma and over a 3 day schedule. This will allow for increased enrollment without increasing classroom capacity usage.

Program News
- New Program of Study was discussed.
- Pre-requisites for program were discussed.
- Course outlines presently being reviewed and updated. Any feedback, as discussed, will be incorporated into outlines.

6.2 Continuous Education
- N/A

6.3 Student Voice
Graduate
- Faculty very supportive.
- Provided good direction as to student academic and career goals
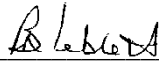
	• Found course load reasonable and relevant • Reinforced the importance of attending all classes and doing required work within designated timelines
7.	**Future Meeting Date – October 23, 2014**

REPORT PREPARED BY: J. Haslett   DATE: April 29, 2014

DRAFT REVIEWED BY: Associate Dean: SIGNATURE: _____

                                        Bev Neblett, Associate Dean

APPROVED BY CHAIR: SIGNATURE: _____

Project Management Program Advisory Committee Membership List

Name Committee	Title	Organization
Chair		
TBA		
External Committee Members		
Michelle Darling	Project Manager	Durham College
Cheryl Helm	Project Manager	Telecommunications
Kevin Aguanno	Certified Executive Project Manager Certified Agile Project Manager Certified Scrum Professional	
Elected Student/Alumni Representatives	Year/Program/Alumni	
Katy Brouwer		
Jodie Owens		
Samandeep Arora		
Caitlin Small		
Elected		
Faculty/Staff		
Sylvie Edwards	Part-time Professor	School of Business, IT & Management
Geoff Crane	Part-time Professor	School of Business, IT & Management
Anthony King	Part-time Professor	School of Business, IT & Management
Guests/Unelected		
Faculty/Staff		
Jackie Bathe	Associate Dean	School of Business, IT & Management
Donna Boyd	Program Officer	School of Continuing Education
Amy Serrano	Secretary	Durham College
Arlene Allen	Program Assistant	Durham College
Fiaz Jadoon	Part-time Professor	School of Business, IT & Management
Sanja Kliska	Part-time Professor	School of Business, IT & Management
Peggy Lalonde	Part-time Professor	School of Business, IT & Management
Mark Thomas	Part-time Professor	School of Business, IT & Management

Attendees May 7, 2013:
*External Members

Present: C. Small, *C. Helm, F. Jadoon, G. Crane, J. Harris, K. Brouwer, S. Edwards, *M. Darling

Regret(s): A. King, J. Owens, *K. Aguanno, S. Arora

Guest(s): J. Bathe, D. Boyd, R. Mofid, S. Kliska

Recording Secretary: A. Serrano

KEY POINTS OF DISCUSSION
1. The minutes of November 13, 2013 were approved by S. Edwards/F. Jadoon.
2. **External Membership Information Sharing:** There is currently a search for partners in telecommunications; looking to US to find partners. Networking will help graduates get a job; word-of-mouth; effectively using social media (LinkedIN). Build your presence. Creativity is important. One should know what types of projects he/she want to be part of. Choose industry carefully. Consulting is not good for work/life balance; you learn to be a good independent consultant. Financial service would not be either. Working for the government would provide good work/life balance. It is a demanding field. 2020 – OPG Pickering is closing; decommissioning; public sector – must follow policies and procedures for council; quality of projects are important; plays a huge role. Record of work must be presented/available/reported to public. Everything goes in front of council; present to council. Significant increase/changes in structure in project management.
3. **College/School update and program update**: 26 student intake; ran January intake – 7 students (not enough). Next year no Jan-intake. Twenty-five to thirty students planned for next fall. In 2015 – business insurance and payroll programs. School of BITM & Durham College—increased enrollment this year with total of 1711 students. School added two new graduate certificate programs this year: Project Management and Information Systems Security. The school is currently investigating two new programs for delivery in fall 2015: Accounting & Payroll and Business-Insurance. In September 2014, the Centre for Food opened with facilities for hospitality and culinary programs, as well as a full service restaurant called Bistro '67. The school of BITM helped with the transfer of the programs Hospitality Management, Culinary Skills & Culinary Management, Golf Facilities Operations Management, and Special Events Management to the new Centre for Food. Further support has been given to the development of Hospitality Skills and an Event Management graduate certificate.
4. **Continuing Education update:** Online programming in demand – province wide.
5. **Student Voice** – Industry speakers would be beneficial (Leadership course); actual documents will be absolutely helpful and when writing capstone projects it was a challenge. Second semester was a better experience. Social media – would work best in Communications course. Communications course was repetitive and redundant. Leadership quiz questions are valuable when students are writing certification practice-tests. Students want to learn hands-on. Conflict resolution would be valuable. Basics were missing so students missed out on other content. Students struggled in semester one. Construction and contracting-focused projects; variety would be appreciated. Group work was frustrating due to the divide between students who work and those who do not. Status reports on projects every week would be great. Feedback would be great. Integration with PMI and the college. Project title knowledge would be helpful.
6. **CO-OP and internships:** could develop one that is competition-based; anyone can apply but not everyone will get a place.
7. **POS change for 2014-2015 (handout):** switch quality and cost; Principles class – initiating/planning; Open Project to be excluded; more Excel integration (Tools and applications); policies will be written for Project Management. Communications course will be rewritten to reduce redundancy.
8. **Graduate feedback:** Hands-on projects; authentic assessments; business background as an admission requirement; learning vocabulary was a challenge. Knowledge of Excel would be appreciated; 2-3 year diploma or degree is recommended. Consistency among professors regarding language/lingo. Actual documents; more exposure to practical experience and possibly co-op.
9. **KPI Results:** Available May 16
10. **Admissions requirement:** PMI integration into tuition rate. If DC approaches – the requirement is a "degree" program; students can go individually and will receive it.

STATUS OF ACTIONS FROM NOVEMBER 13, 2014 MEETING
1. Circulate the program learning outcomes – Complete.
2. Committee members were asked to recommend names of industry representatives to sit on this committee and forward names to J. Bathe – Ongoing.
3. Circulate the bylaw – Complete.

4. Create rubrics and authentic assessments - Working well.
5. Recommend discussing at the spring meeting, branding and distinguishing ourselves once we receive student feedback - Discussion today.

RECOMMENDED ACTIONS

1. Deliver KPI results at next meeting.
2. Build membership; RCM Technologies; Lakeridge health – Fiaz to reach out; IBM-Geoff Crane; Telus-Cheryl Helm; Katy Brouwer (reach out) – Community Care Durham.
3. Investigate incorporating social media aspect into Communications courses.
4. Review rubric for assessments and evaluations of courses - add these to all course outlines.
5. Continue to build relationship between college program and PMI/DHC integration with DC.
6. Investigate integrating PMI into incidental fees.
7. Review Project Management specific policies and consistencies on course outlines.
8. Continue to pursue co-op – Jackie and Jessica to discuss further.
9. Future meeting date: November 19, 2014 at 6 p.m. Location-TBA.

REPORT PREPARED BY: A. Serrano   DATE: May 7, 2014

DRAFT REVIEWED BY DEAN: SIGNATURE: _J. Spring_

APPROVED BY CHAIR: SIGNATURE: _____

Program Name Membership List

Name	Title	Organization
Committee Chair		
Chris Tozer	Mechanical Maintenance Training Manager	OPG

External Committee Members

Name	Title	Organization
Shawn Beavis		BMM Industrial Maintenance
Ed Conboy		LCBO
Drew Chittenden	Business Representative	Millwright Regional Council Local 2309
Paul Fraser	Technology Coordinator	Durham Catholic District School Board
Rob Irving		Rolls Royce
John Lambert		Benchmark Maintenance
Paige Marlow	Researcher	Durham Workforce Authority
Joe Matheson	Mechanical Group Leader	Associated Tube Canada
Brendon Vanderweer	Mechanical Technician	Islington Printing
Jigar Vyas		Covanta
Matt Wroblewski	Owner	Robly Mechanical Maintenance Ltd.

Elected Student/Alumni Representatives

Name	Title	Organization

Elected Faculty/Staff Representatives

Name	Title	Organization
Darrin Caron	Dean/Principal	Durham College
Clair Cornish	Program Coordinator	Durham College
Gary Noordstra	Faculty	Durham College

Guests/Unelected Faculty/Staff

Name	Title	Organization
Henry Forderer	Faculty	Durham College

Attendees June 5, 2014:
*External Members
Present: Shawn Beavis*, Darrin Caron, Drew Chittenden*, Ed Conboy*,Clair Cornish, Gary Noordstra,
Brendon Vanderweer*, Jigar Vyas*, Joe Matheson*, Matt Wroblewski*

Regret(s): Paul Fraser*, Rob Irving*, John Lambert, Paige Marlow*, Chris Tozer*

Guest(s): Henry Forderer,

Recording Secretary: Mary Pearce

KEY POINTS OF DISCUSSION

Members discussed the industry challenges such as aging workforces, younger workers heading west, short term contracts versus full time opportunities, and the retention of trained apprentices.

Discussion on how the ministry could make it easier for small employers to find more information on incentives for hiring apprentices.

Employers are finding the millwright trade is changing from a manufacturing focus to a repurposing focus in order to adapt to the needs of industry.

The idea of hosting more summer activity in the form of camps or workshops for potential students to "discover" trades was discussed. Darrin confirmed Durham College is hosting the second Skills Canada Trade camp in August, which is a one week introduction to various trades offered at Whitby campus.

Industry members indicated that graduates could be exposed to more PLC, hydraulics, and rigging & hoisting. Gary confirmed the curriculum is being reviewed to incorporate more exposure. It was suggested that the Mobile Crane faculty work with the Mechanical Technician faculty to provide more hands on activity on the cranes.

RECOMMENDED ACTIONS

Invite a trade person into the Taste of the Trades events to describe what it means to be a millwright.

STATUS OF RECOMMENDATIONS FROM October 3, 2014 MEETING

No items from previous meeting to be discussed.

Next meeting date: October 30, 2014

REPORT PREPARED BY: Mary Pearce   DATE: June 6, 2014

DRAFT REVIEWED BY DEAN: Darrin Caron   SIGNATURE: _Darrin Caron_

APPROVED BY CHAIR: Chris Tozer   SIGNATURE: _____

DURHAM COLLEGE
SUCCESS MATTERS

Mechanical Advisory **Membership List**

Name	Title	Organization
Committee Chair		
Dave Collings	Systems Manager	EXCO Engineering
External Committee Members		
Ryan Beatty	Program Manager	Messier Dowty
Peter Bhavra	Tooling Eng. Specialist	Messier –Bugatti-Dowty
Jerry Brown	Events & Educational Coordinator	Sandik Coromant, Canada
Jeff Dayman	President	Dayman Design Inc.
Christopher Howes	Programs Facilitator	Durham District School Board
John Komar	Director, Engineering & Operations, ACE	UOIT
Michael Kube	Tissue Mill Supervisor	Cascades Tissue Group – PM
Denis Losier		Autodyne
Ross MacMaster	President	Autodyne
Mahendra Patel	Vice-president	Pro-Bel Group Ltd.
Brian Philip	Technical Services Manager	Market Area Americas, Sandvik
Oliver Schafranek		General Electric
Tom Siklos	Design Project Manager	Praxair
David Street	President	Pro-Bel Group Ltd.

Elected Student/Alumni Representatives	Year/Program/Alumni	
Allan Kimpel	2, Student	
Stephen Dawson	Alumni	
Brad Sheehan	Alumni (Mechanical Design Supervisor)	Autodyne

Elected Faculty/Staff Representatives		
Name	Title	Organization
Terry Dragomatz	Professor	Durham College
Katy Zaidman	Coordinator/Professor	Durham College

Guests/Unelected Faculty/Staff		
Name	Title	Organization
Colin Cunningham	Professor	Durham College
Linda Dillon	Administrative Coordinator	Durham College
Don Dragomatz	Professor	Durham College

Attendees – May 5, 2014
*External Members

Present: *R. Beatty, *D. Collings, *S. Dawson, T. Dragomatz, *C. Howes, A. Kimpel, J. Komar,
*D. Losier, C. MacDonald, *B. Sheehan, S. Todd

Regret(s): P. Bhavra, J. Dayman, M. Kube, C. MacDonald, R. MacMaster, M. Patel, B. Philip,
O. Schafranek, T. Siklos, D. Street, K. Zaidman

Guest(s): C. Cunningham, D. Dragomatz

Recording Secretary: L. Dillon

KEY POINTS OF DISCUSSION
1. **Welcome/Introductions** – D. Collings welcomed members. Allan Kimbel was introduced as the new student representative from Mechanical Technology.
2. **Additions to** Agenda – None.
3. **Acceptance of Agenda** – Key Performance Indicators was removed, agenda accepted.
4. **Previous Minutes** – The minutes of May 6, 2013 were approved.
5. **Business/Actions Arising from Previous Minutes** – The action items from May 6, 2013 were reviewed and updated.
6. **Discussion Items**
   6.1 External Membership Information Sharing – The following was noted:
   - Exco Engineering – This company has hired two apprentices now; this is a big change. Lean Manufacturing is coming in and lean specialists have come in to help EXCO gain some advantages from Lean Manufacturing.
   - Messier Dowty – Bombardier and the military are keeping them busy. There have been cut backs on F18s. A 4-5 year plan has been created for the shops in automation. The company is bidding around the world to be competitive.
   - Autodyne – EMPS have been automated (equal to 1 man year of wages) by putting jobs through a work flow for tracking. Culture change is a challenge, especially the design group. Management support is needed to support change.
   - UOIT – In ACE, they are in the second year of sustainable. No tuition is taken, they rely on industry only. On time development and research is done. College/university graduates are hired first in case the manufacturing students are unsure of what to do. There is more integration in research and development with the School of Science and Engineering Technology. They want growth in this area and getting real projects. ACE is looking more at inner college. Students are assigned a person so they get a sense of becoming an apprentice, but students eventually leave. Real experiences and training is needed for students. This program is key to the manufacturing phase. Manufacturing in Ontario is being brought back. The message should be that manufacturing is not all doom and gloom. Students do not know about simple fixturing, tool and die and machine shop.
   - Durham District School Board - On-line courses are growing and students are becoming more comfortable with them. Students have to speak with a guidance counsellor before taking an on-line course. E-Learning requires that students take a 3 day course before students can take an on-line course. Courses such as social science and the humanities are offered and courses are project based. The on-line Careers and Civics course at Sinclair Secondary School has shown a 10% higher student average. Students and teachers are being blended for better success rates.
   - There is a bit of growth in the mold making area.
   - Applying the knowledge is important in business.

   6.2 College/School/Program Update
   6.2.1 **Advisory Committee Composition** – If there is an area or section missing, members can make a recommendation for new advisors.
   6.2.2 **Program Review –** This is held every 5-7 years. Every course and outcome will be looked at for gaps with the Ministry outcomes. The Review will take place in May 2014 and will consist of faculty, students and a focus group of external auditors. Twelve to fifteen recommendations will occur as a result of the review. If any member knows of someone who is highly regarded in the profession to sit on the focus group committee, please contact S. Todd
   6.2.3 **Program of Studies –** K. Zaidman was absent from the meeting to report on the Program of Studies. It was noted that there will only be two communication courses in the 2014-2015 Program of Studies.

6.2.4 **Mechanical Technician Project Update** – C. Cunningham and T. Dragomatz provided an update. The revised information will be sent to advisory members.

6.2.5 **CAM I (CAM 4131) Update** – C. Cunningham provided an update. Changes were made to give the Mechanical Technician students an identity. The Mechanical Technician students make 80% of the parts and the third year Mechanical Technologist students finish them. Colin is looking for industry partnerships. The revised CAM 1 information will be sent to advisory members.

6.2.6 **CAD (CAD 3135) and CAD 2 (CAD 4135) Update** – T. Dragomatz provided an update. The Mechanical Technician students will now have a project to complete. The revised course Information will be sent to advisory members.

6.2.7 **Measurement Update** – D. Dragomatz provided an update noting that he did the costing for equipment requirements and it comes to $325,000. Every student will do something to reinforce the fundamentals.

The professor has been struggling with equipment issues on the Brown & Sharp, Faro Arm and Mitutoyo this semester. Spring activities will include flushing out equipment orders and preparation to get computers in from the capital list.

K. Zaidman will be sent the revised course information for the program review.

6.2.8 **Research Update** – A rapid prototype machine was purchased from the NSERC grant received. Companies can approach the Research Office for small projects that need to be done. The project must be completed within the school year and it provides a good opportunity for students to learn. Funding is available for small to medium sized companies. L. Dillon to send advisory members the Research Office contact information.

6.2.9 **Alumni Career Night** – K. Zaidman and faculty to plan an alumni or career night for the Mechanical Technician and Mechanical Technology programs.

6.3 **Student Voice** – The student representative provided the following update:

- Interpersonal skills, team work and time management can make students more employable.
- Learning the fundamentals is important.
- High salaries are not a realistic idea.

The student representative was tasked with homework on "how would you communicate what a program advisory is to take the information back to the student body".

7. **Adjournment** – 7:30 p.m.

8. **Next Meeting** – Monday, October 6, 2014, 5:00 p.m.

RECOMMENDED ACTIONS - MAY 5, 2014

1. Advisory Members – Advise S. Todd of any new members in a specific area that are missing.

2. Program Review - Advisory members to let S. Todd know of highly regarded people who might be interested in being on the review panel.

3. CAM 1, CAD I and CAD 2 – L. Dillon to send the electronic documents showing the changes to the three courses to the advisory members.

4. Industry Partnerships – If anyone knows of people who might be interested in industry partnerships, please advise Colin Cunningham.

5. L. Dillon to send advisory members contact information for the Research Office.

6. K. Zaidman and faculty to plan an alumni or career night for the Mechanical Technician and Mechanical Technology programs.

7. A. Kimpel was tasked with homework on "how would you communicate what a program advisory is to take the information back to the student body".

STATUS OF RECOMMENDATIONS FROM NOVEMBER 4, 2013 MEETING

1. S. Todd (dean) will obtain feedback from the program coordinators and faculty to see if only two Communication courses should be offered to save an hour in the Program of Studies. Completed.
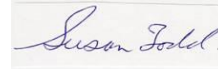
2. On-line High School Courses – C. Howes (program facilitator) to send S. Todd on-line preparation or the on-line Mathematics courses so that S. Todd can send this link to parents on the revised mathematics courses. C. Howes can connect with C. Hinton in the CAFE Centre to transition to on-line learning. Completed.
3. R. MacMaster (president) could investigate advertising in the Durham College alumni magazine for skilled personnel in robotics and mechanical design. Pending.
4. S. Todd to look at separating research projects from post-secondary due to the sharing of equipment issue (i.e. rapid prototype).
5. Advisory Members were asked to write a letter of support for small applied projects and give it to S. Todd or K. Zaidman. Completed.
6. S. Todd to speak with the guidance counselors and Gail MacKenzie about the Mathematics admission requirements. Completed.
7. Include Key Performance Indicators in the spring 2014 meeting. Deferred.
8. Advisory members to review the Equipment Requirements for the Precision Measurement laboratory document and send D. Dragomatz feedback noting gaps via email. Completed.
9. S. Todd to speak with D. Carron (principal) at the Whitby Campus about motivation strategies to improve the completion rate in apprenticeship. Pending.

REPORT PREPARED BY: Linda Dillon   DATE: December 4, 2013

DRAFT REVIEWED BY DEAN: Susan Todd   SIGNATURE: _Susan Todd_

APPROVED BY CHAIR: Dave Collings   SIGNATURE: _Dave Collings_

DURHAM COLLEGE SUCCESS MATTERS

Public Relations Committee Membership List

Name	Title	Organization
Committee Chair		
Jennifer Stein	Director	APEX Public Relations
External Committee Members		
Michelle Brun	Account Supervisor	Maritz Canada
Amanda Chambers	Public Relations Coordinator	Toronto Zoo
Leann Crete	Senior Communications Officer	Ministry of Revenue
Melody Gaukel	Vice President	Environics
Leslie Hetherington	Communications Director	Hardy Stevenson and Assoc.
Cosette Kazarian	Communications Officer	Durham College
Liana Krmpotic	Assistant, Corp. Communications	AGF Investments
Melissa Levy	Communications Officer	UOIT
Chris Mace	Sales & P.R. Representative	Veridian
Adria Mackenzie	Cooperate Communications Mgr.	General Motors of Canada
Teresa McKenna	Marketing & Promotions	Brimacombe

Elected Student/Alumni Representatives	Year/Program/Alumni	
Dale Brusselers	Public Relations Alumni	
Kirsti McNabney	Year 1 Public Relations	.
Josh Terry	Public Relations Alumni	

Elected Faculty/Staff Representatives		
Name	Title	Organization
Ginny Colling	Professor	Durham College
Lynn Gough	Coordinator, Public Relations	Durham College
Paul Koidis	Associate Dean	Durham College
Greg Murphy	Dean	Durham College
Paul Welsby	Professor	Durham College

Guests/Unelected Faculty/Staff		
Name	Title	Organization
Donna Boyd	Continuing Education Office	Durham College

Attendees May 27th, 2014:

*External Members

Present: *Dale Brusselers, *Amanda Chambers, Ginny Colling, Lynn Gough, *Leslie Hetherington, Paul Koidis, *Liana Krmpotic, *Adria Mackenzie, *Teresa McKenna, Kirsti McNabney, *Jennifer Stein, *Leslie Hetherington, Paul Welsby

Regret(s):   Donna Boyd, *Michelle Brun, *Leann Crete, *Melody Gaukel, *Cosette Kazarian, *Melissa Levy, *Chris Mace, Greg Murphy, *Josh Terry

Recording Secretary: S. Leaming-Conroy, Administrative Assistant

KEY POINTS OF DISCUSSION

- The agenda was accepted without additions. D. Brusselers approved and L. Krmpotic seconded. Carried.
- The approval of the minutes were accepted by T. McKenna and seconded by K. McNabney. Carried
- **External Membership/Industry Trends**: A. Mackenzie noted that they have recently hired a social media manager. It took eight months to find someone with the experience and knowledge level in social media that they required as well as the networking experience with global agencies and counterparts. Having the knowledge in software systems such as Radian6, and the oracle platform was very beneficial in this position. J. Stein noted that one big industry trend she is dealing with is Canada's Anti-Spam Legislation (CASL) coming into effect July 1st, 2014. L. Krmpotic stated that Canada News Wire (CNW) has a great platform that allows you to log your calls. Razors edge is used by D. Brusselers. Paul Welsby stated that it is still beneficial for students to utilize databases, noted that for PR agencies, new grads can create databases for companies. D. Brusselers mentioned that media partnerships and smaller prints have grown. Another trend (J. Stein) bloggers has become a bigger trend in industry and whether the PR industry wants to work with these bloggers.
- **College Program Update:** L. Gough noted that Cision was used successfully for Media Relations this past fall. Depending on the outcome of the CASL legislation will determine whether the students will get access to it again this fall. MRP is not free but they gave the students access for a month for free this past March. 44 students completed Non-profit placements this winter and 44 students are currently on corporate placements this spring/summer. L. Gough thanked all of the advisory committee for all of their help in securing placements over the past year. L. Gough brought forth the new ministry standards that were emailed to committee in advance. L. Gough reviewed with the PAC. L. Gough discussed that the PR program team created a minimum map which meets the ministry's standard and the program is compliant with the new standard. P. Koidis mentioned the renovations for the MAD offices and the L Wing. Ginny showed the advisory the first flip book version of the Reflections magazine that was created using issuu.com. Grads will get this emailed to them following graduation. Reflections will also be distributed to graduates in the magazine format.
- **Student Voice:** K. McNabney noted that students want more portfolio items from photography and the InDesign courses. These are already being addressed by the team.

RECOMMENDED ACTIONS

- Compile a list of current general electives to be shared with the committee. **ACTION: P. Koidis**
- Bring in a Guest speaker or organize a field trip to discuss Canada's Anti-Spam Legislation (CASL) to students. **ACTION: L. Gough, J. Stein**
- Sizing of electronic photos for Reflections magazine. **ACTION: L. Gough**
- Cision software: Verify it is still free and viable for the students in fall. **ACTION: L. Gough**
- MRP software: Investigate they will allow the students to use for free longer than a month. **ACTION: J. Stein**
- Program would like to acquire a social media teacher for winter teaching term. **ACTION: L. Gough, P. Koidis**
- The meeting was adjourned at 7:40 p.m.
- Next meeting date: Tuesday November 4th, 6:30 p.m.

STATUS OF RECOMMENDATIONS FROM November 5, 2013 MEETING

- The recommendation that students are offered some on-line lunch and learn seminars, or

day school courses was investigated by L. Gough. Excel lunch and learn was not being offered at this time. The survey was conducted with the second year students to see how comfortable they were with Excel. The students did not want a course and felt comfortable with their skills. L. Gough will survey the incoming year two students in the fall again.

- L. Gough noted that students wanted more work for their portfolio from electronic publishing and the photography courses. Faculty discussed and there will be projects changed in the course (DTP 3302 for fall). In the fall the photography is taught by a part-time professor and L. Gough will review portfolio items with the new professor. For the winter term, professor K. Felstead will add another item for the student's portfolio. The program team will review the electronic publishing and photography courses again in the Spring.
- The program team would welcome any students who want to audit the PR program classes. Guidance counselors need to be notified that this is an option. P. Koidis needs to explore a fall audit opportunity for high school students to sit in on a course within the program.
- The recommendation that a list be distributed to students with some suggested General Elective courses is ongoing, and perhaps a communication could be sent out to new students enrolled in the program.
- MRP did a workshop with their software for the year two students. They allowed the students free access for one month. They indicated they will come out each year.

REPORT PREPARED BY: S. Leaming-Conroy   DATE: May 27, 2014

DRAFT REVIEWED BY ASSOCIATE DEAN: SIGNATURE:

APPROVED BY CHAIR: J. Stein   SIGNATURE: via email

Paralegal Programs Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Harold St. Croix	Assistant Business Manager	LIUNA Local 183
External Committee Members		
Kevin Anderson		Cogir Management
Bob Banik	Lawyer	CAW Legal Services Plan
Sarah Cooling		Northumberland Legal Clinic
Maxine Coopersmith	Justice of the Peace	Ontario Court of Justice
Cindy Coulter	Paralegal	
Cathy Duignan	Community Legal Worker	Durham Community Legal
Grant Kelly	Manager, Prosecution Services	Region of Durham
Kristina MacDonald	Paralegal	Pursuit Legal Services
Katherine Sperti		Don Menzies Consulting
Edwin Sadasivam	Paralegal	
Rhonda Vanderlinde	Municipal Prosecutor	City of Oshawa
Jack Wiley	Justice of the Peace	Durham Region

Elected Student/Alumni Representatives	Year/Program/Alumni	
Clara Suh	2nd Year Student	Durham College

Elected Faculty/Staff Representatives	Title	Organization
Name		
Stephanie Ball	Dean	Durham College
Mark Frayne	Coordinator/Professor	Durham College
Laurie Marshall	Faculty	Durham College

Guests/Unelected Faculty/Staff	Title	Organization
Name		
None		

Attendees *(June 2, 2014)*:
*External Members

Present: *M. Coopersmith,*C. Coulter, *C. Duigan, M. Frayne, *G. Kelly, *K. MacDonald, L. Marshall, *H. St. Croix, *K. Sperti, C. Suh, M. Tapper,

Regret(s): **K. Anderson, R. Banik, *S. Cooling, *C. Coulter, *E. Sadasivam, *R. VanderInde, *J. Wiley

Recording Secretary: L. Marshall

KEY POINTS OF DISCUSSION

1. The minutes of November 18, 2013 were amended as follows: #2. Industry Trends: The program received…..' should read as 'Other professions received……' The amended minutes were approved by M. Coopersmith seconded by L. Marshall.   CARRIED

2. **Industry Trends**: Lawyers do not seem to recognize paralegals in the legal field.

3. **Enrolment:** To date, 94 have confirmed for the two-year program and 34 have confirmed for the graduate certificate program. Both programs are waitlisted for September 2014.

4. **KPI Results:** Student satisfaction in the graduate certificate program was rated the highest in the province.   Several areas to be addressed are computer software and essential employability skills.

5. Pro**gram Mapping:** The faculty have completed the mapping process for the diploma program along with an analysis of the Law Society of Upper Canada competencies with that of the program.

6. **Program of Studies Changes**: Legal Relationships is a new course being offered to the new first-year students that will cover substantive concepts as they would apply to claims and defences in Small Claims Court in the areas of family law, property law, and wills and estates. Several program changes to be discussed: adding an hour to Provincial Offences or delivered in 2 components that will cover the Provincial Offences Act and elements of Offences and representation in this area of law as it is a primary area of practice for paralegals. An additional hour for Torts and Contracts will be implemented next year.

7. **Mock Trial Competition:** The competition was again held at the Oshawa Court House in the winter semester.

8. **Learning Enrichment Nights:** These are approved by the LSUC as part of its membership professional development hours and will be offered through the Centre of Integrated Justice Studies (CIJS). It will involve paralegals in the legal field demonstrating various concepts which our students may observe and participate. Due to overwhelming interest by our graduates, they will be invited to attend and participate.

RECOMMENDED ACTIONS

1. Essential employability skills will be emphasized in all the courses by the faculty.
2. The delivery of employment skills is too condensed with respect to court appearances and will be discussed by the faculty.
3. Discussion on the delivery of Provincial Offences will be discussed in the fall by the faculty team.
4. Graduates will be notified of the learning enrichment nights and invited to attend any of the sessions by the CIJS Coordinator.

STATUS OF RECOMMENDATIONS FROM November 18, 2013 MEETING

1. A change in the entrance requirements to include a senior Math course will be discussed with the Office of the Registrar's by M. Frayne. ONGOING
2. The program continues to search for quality placements and any members with suggestions for new opportunities should forward them to M. Frayne. ONGOING
3. An invitation to the mock trial competition will be extended to the advisory committee members by A. Bernal. COMPLETED

REPORT PREPARED BY: L. Marshall/M. Bartosik   **DATE:**   July 2, 2014

DRAFT REVIEWED BY ASSOCIATE DEAN: M. Tapper

                                                                SIGNATURE: _____

APPROVED BY CHAIR: H. St. Croix   **SIGNATURE:** _____

DURHAM COLLEGE
SUCCESS MATTERS

Sport Management Program Advisory Committee Membership List

Name	Title	Organization

Committee Chair

Name	Title	Organization
Dan Quinn	Managing Director	NFL Canada

External Committee Members

Name	Title	Organization
Sandy Black	Program Supervisor	City of Oshawa
Kevin Boston	Director, Marketing & Business Development	Ontario Hockey League
Dave Breech	President and Co-Owner	Eagle Beaver Sports
Mike Cvitkovic	Executive Director	Basketball Ontario
Terri-Anne Eagleson	Sport Tourism Coordinator	Regional Municipality of Durham
Andrew Edwards	Mngr Game Day Operations and Media Relations	Oshawa Generals Hockey
Steve Harrington	President	Dispute Resolution Services
Laura Iontamasi	Program Coordinator	Legends Centre
Trevor Jackson	Sales Manager	Frameworth Sports Marketing
Evan Lycklama	Account Executive	Thom Parnters Inc.
Garry Maclean	Program Support	Special Olympics Ontario
Bruce Newton	Director, Business Development	Hockey Canada
John Pugsley	Regional Program Manager	Ontario Trillium Foundation
Brett Taylor	Director of Sales	Adidas Group
Gabriela McCune for Sandy Black	Fitness Coordinator, Recreation and Culture Services	City of Oshawa

Committee Position	Student Representatives	
Name	Year, Program	
Ryan Davis	3, Sport Management	
Christine Edwards	1, Sport Management	
Jordan Fryia	Graduate Certificate	
Christian Skirdine	2, Sport Management	

Committee Position	Staff & Faculty Representatives	
Name	Title	Department
Jan Robinson	Program Coordinator/Professor	School of Business, IT & Management
Kate Houze	Professor	School of Business, IT & Management
Matt Akler	Professor	School of Business, IT & Management

Guests/Unelected Faculty/Staff

Name	Title	Organization
Jackie Bathe	Associate Dean	School of Business, IT & Management
Paul de Souza	Professor	School of Business, IT & Management
Donna Boyd	Program Officer	School of Continuing Education
Amy Serrano	Secretary	
Ernie Rainbow	Professor	School of Business, IT & Management
Jacqueline Towell	Curriculum Specialist	Centre for Academic and Faculty Enrichment
Ken Babcock	Director, Campus Athletic Centre	Durham College/UOIT

Attendees March 25, 2014:
*External Members

Present: *T. Jackson, *G. Maclean, *B. Newton, J. Fryia, *G. McCune (for *S. Black), *J. Pugsley, *D. Breech, *M. Cvitkovic (8:05), *K. Boston (6:45), K. Houze, C. Edwards, *T. Eagleson,

Regret(s): R. Davis, *A. Edwards, *L. Iantomasi, *E. Lycklama, *D. Quinn, *B. Taylor, J. Robinson

Guest(s):   J. Bathe (acting chair), J. Towell

Recording Secretary: A. Serrano

KEY POINTS OF DISCUSSION

1. The agenda was accepted without changes (T. Jackson/M. Cvitkovic).
2. The minutes from October 1, 2013 were accepted.
3. **External Membership Information Sharing:** General computer skills (such as Internet, data analysis, calendar management, and Outlook) and strong Excel skills are vital. How do you take the business principles and apply it to sports? Social media use must be controlled and etiquette must be learned. Excel is a main document that is used. Facilities – usage is imperative.
4. **College/school update:** increased enrollment this year with total of 1711 students. School added two new graduate certificate programs this year: Project Management and Information Systems Security. The school is currently investigating two new programs for delivery in fall 2015: Accounting & Payroll and Business Insurance.
   In September 2014, the Centre for Food opened with facilities for hospitality and culinary programs, as well as a full service restaurant called Bistro '67. The school of BITM helped with the transfer of the programs Hospitality Management, Culinary Skills & Culinary Management, Golf Facilities Operations Management, and Special Events Management to the new Centre for Food. Further support has been given to the development of Hospitality Skills and an Event Management graduate certificate.
5. **Continuing Education:** Defer to next meeting. Not many sport courses offered through ConEd.
6. **Student voice:** Communications course is an eye-opener and will be useful professionally; explore more current aspects of technology and how it is relevant in sports. Excel was challenging for most students. Less focus on Word and more on Excel would be appreciated. Post-grad: computer class is area that is need of change; it is back-heavy. The beginning is simple for most. Online course – modifications made were greatly appreciated; content was excellent; could it be integrated into semester 1?
7. **Program Learning Outcomes/Elements of Performance Activity (J. Trowell):**
   Essential Employability Outcomes are weaved in all courses of our programs. PAC asked to contribute what they think PLO's should look like. PAC's play a big role in relevancy and currency. *Membership input summarized in separate document.* Missing elements: Facilities piece; bid process (designing); sales presentations; sport tourism (bid piece); event hosting; selling Durham to rights holders; Statistics – research; focus on strengthening math skills; data analysis; economic impact is important; tracking and measurement important.

ACTIONS ARISING FROM OCTOBER 1, 2013 MEETING

1. Safety guidelines sent to J. Robinson – defer to next meeting.
2. Review of computer courses – investigate integration with other courses(part of activity in tonight's meeting).
3. Investigate fundraising and series of event courses – part of activity in tonight's meeting.

RECOMMENDED ACTIONS

4. Send out college update with minutes -J. Bathe/A. Serrano
5. Present 3 levels of computers to ensure that students are learning what they need – J. Bathe
6. Any further ideas/thoughts from members, please send to J. Bathe
7. Next meeting: October 7 at 6 p.m. Room: TBA

Adjournment: 8:15p.m.

REPORT PREPARED BY: A. Serrano   DATE: March 25, 2014

DRAFT REVIEWED BY DEAN: SIGNATURE: _J. Spring_

APPROVED BY CHAIR: SIGNATURE: _____

BOARD REPORT

			Action Required:	
Public	**X**		**Information/Discussion**	**X**
In-camera	☐		**Decision**	☐

MEETING DATE: October 8, 2015

REPORT DATE: September 5, 2014

FROM: Meri Kim Oliver, Vice President Student Affairs

SUBJECT: **Student Association – Durham College Agreement 2014 - 2019**

A. Purpose

To inform the Board of Governors of an agreement reached with the Student Association that establishes the principals for the business relationship between Durham College and the Student Association for the next 5 years.

B. Background

The previous MOU between the Student Association, Durham College and UOIT expired November 1, 2012. Before a new agreement could be negotiated, the student Association experienced several internal challenges involving leadership and governance. These internal challenges led to concerns on the part of the institutions and on September 20, 2013 the Presidents of the institutions sent a letter to the SA outlining that they would stop forwarding student fees collected on behalf of the SA until the SA:
1. Submitted its 2012-13 financial statements and auditor's management letter
2. Submitted and implemented a plan to improve the association's governance.

The institutions also engaged a fact finder to investigate alleged harassment of SA staff as well as possible threats to some UOIT students who also serve as SA elected officials.

As of March 2014, the governance and leadership issues had not been resolved. On the advice of legal counsel, Durham College gave notice to the SA on April 24, 2014 that if a new agreement had not been reached with Durham College by July 2014, that the College would not collect fees on behalf of the SA for the 2014-2015 academic year.

In May 2014 the newly elected SA executive team began meetings with the Vice President Student Affairs for Durham College. Meetings throughout the summer

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resulted in the attached Agreement which was supported by the SA Board of Directors on September 5th and by the Durham College Board of Governors' Executive Committee on September 15th.

C. Discussion/Options

The Agreement provides a detailed fee transfer schedule, minimum Durham College representation on the SA Board of Directors and Executive, expectations for training for the Board of Directors. The Agreement does not stipulate solutions to governance issues, but does create opportunities for College input when concerns arise and a means for giving timely notice of Material Breach in the event that the SA does not honour its own by-laws and policies or breaches the Agreement in other ways.

D. Financial/Human Resource Implications

The Student Association is responsible for a cumulative budget of over $6M of which more than $3M are collected by Durham College for the Student Association levy and Health Benefits charges and are transferred to the Student Association annually. The collection and transfer of fees creates a fiduciary responsibility on the part of Durham College to ensure the students who pay the fees that the fees are being put to use for the purposes that they were collected and in a responsible manner.

The Agreement assists Durham College administrators in ensuring that the Student Association is being operated according to good governance practices, that Durham College students are represented in the Association, and that an annual audit is completed in a timely way.

E. Implications for UOIT (if applicable)

UOIT made a decision to implement policy to inform their relationship with the Student Association and did not participate in the negotiation of the Agreement. The Agreement only applies to Durham College and the Student Association. The Student Centre Agreement which names UOIT as a third party and the Athletics Facility Agreement which is a three party agreement are still in effect.

F. Recommendation(s)

That the Board of Governors receives the Agreement for information.

Encourage SA executive to participate in open sessions of the Durham College Board of Governors to sustain current knowledge of College business and to learn from best practices in governance.

AGREEMENT

THIS agreement is dated as of the   day of_____ 2014

BETWEEN:

Durham College of Applied Arts and Technology

("The College")

-and-

The Student Association at Durham College and UOIT

("Student Association")

WHEREAS Durham College of Applied Arts and Technology is a corporation duly subsisting under Regulation 771, R.R.O. 1990 S.22 pursuant to subsection 5 (3) of the *Ministry of Colleges and Universities Act*, R.S.O. 1990 c. M.19 and is designated as a Schedule III Operational Agency pursuant to Directive 6-2 issued under subsection 3 (3) of the *Management Board of Cabinet Act*, R.S.O. 1990 c. M.I;

AND WHEREAS the Student Association at Durham College and UOIT is a not-for-profit corporation, representing the students of the College, and is responsible for promoting the interests of the College's students, and providing value-added services and programming activities in a fiscally responsible manner;

AND WHEREAS the College and Student Association wish to establish the best possible operational relationship in the interest of the College, the Student Association, and the entire College community;

NOW THEREFORE THIS AGREEMENT WITNESSES that the parties agree as follows:

Article One

Definitions

1.1   For the purposes of this Agreement and the Schedules attached hereto, these words and phrases shall have the following meaning:

> (a)   "Student Association" means the Students' Association and all of its employees, agents, and members.
>
> (b)   "Board of Governors" means the Durham College Board of Governors.
>
> (c)   "College Administration" means the Vice-Presidents and the President of the College and/or designates.
>
> (d)   "Student Fees" means the fees collected, by the College, from the students of the College, on behalf of the Student Association. Fees collected on behalf of the Student Association include:

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(i)   The Student Association Activity Fee that is the levy collected to support the day-to-day operations of the Student Association and includes the Riot Radio fee;

(ii)   Health Plan and Dental Plan Fees;

(iii)   The Athletic Facility and Health Centre Fees; and

(iv)   The Student Centre Fee.

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Article Two

Term

2.01   The term of this agreement shall be 5 years, commencing on May 1, 2014 and ending on April 30, 2019.

Article Three

Financial

3.1   STUDENT ASSOCIATION ACTIVITY FEES

As required by the Ministry of Training, Colleges and Universities, the College shall advise all students intending to register in credit courses and programs offered by the College of such fees as the Student Association may assess from time-to-time.

Changes to the Student Association's fees may not be undertaken without the prior approval of the Board of Governors.

The College shall collect such fees on behalf of the Student Association as part of the College's normal fee-collecting activities.

The College shall hold the fees received on behalf of the Student Association.

1. The Student Association Activity fees will be:

    a. Given to the Student Association, on a periodic basis, on a transfer schedule (Schedule 1);,

    b. Entitled to earn interest (subject to term and conditions of the College's banking services).

2. The Health Plan and Dental Plan Fees will be transferred to the Student Association, on a periodic basis, on a transfer schedule (Schedule 1)

3. The Athletic Facility and Health Centre Fees shall be applied by the College according to the Athletic Facility and Health Centre Agreement. (Schedule 2;)

4. The Student Centre Fee will be held in trust by the College and applied to expenses according to the Student Centre Agreement (Schedule 3;)

5. The Riot Radio Fee will be transferred to the Student Association on a periodic basis, on a transfer schedule. (Schedule 1). (Riot Radio Agreement Schedule 4;)

6. Any additional fees established by the Student Association and approved by the Board of Governors will be managed according to conditions established and agreed to by the College and the Student Association at the time of the fees being implemented.

3.2   AUDITED STATEMENTS AND OPERATING BUDGET

3

The Student Association shall provide The Durham College and the Student Association of Durham College and UOIT Advisory Committee ("The DC/SA Advisory Committee") (Schedule 5) with a copy of the Student Association annual audited financial statements and the audit within thirty (30) days of approval of the audit by the Board of Directors of the Student Association. The Advisory Committee will forward a copy of the audited financial statements and the audit findings report to the Durham College Leadership Team; and subsequently to the Board of Governors, and will provide such information as the Board of Governors may reasonably require to fulfill its responsibilities. The audited statements and operating budget will be presented to the Board of Governors for information purposes only.

When preparing its operating budget, the Student Association shall use and distribute the Student Activity Fees in a manner beneficial to students and that distribution and use shall be reflected in the operating budget approved by the Student Association. The budget will reflect distribution and use of Student Activity Fees to benefit Durham College students in Oshawa, Whitby and Pickering and UOIT students at Oshawa north and south campuses at levels proportionate to the associated student populations and fee collections. (Schedule 6)

3.3 FINANCIAL SERVICES

The College agrees to collect Student Association fees at no cost to the Student Association.

The Student Association will ensure that purchasing policies and practices are consistent with the requirements of the Broader Public Sector Procurement and Expense Directives, Binding Policies and other directives of the Government of Ontario governing public institutions. For ease of implementation and to leverage purchasing power for both parties, the College will provide support to the Student Association for up to two Request for Proposal processes annually. Additional support for purchasing services must be discussed with and approved by the College.

Article Four

Operational Documents

4.1 CORPORATION PROFILE REPORT

The Student Association will provide the College with a copy of their Corporation Profile Report within 30 days of any and all updates that are made to the Profile.

4.2 INSURANCE

The Student Association assumes responsibility for ensuring that it is sufficiently insured for all activities of its Corporation.

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The Student Association will provide the College with a Certificate of Insurance that verifies that the Student Association has Commercial General Liability and Property insurance to cover all activities and events of the Student Association.

The College must be included as an additional insured party with respect to Student Association activities.

4.3   BY-LAWS, POLICIES AND PROCEDURES

The Student Association will provide to the College a copy of all changes to By-Laws and Policies of the Association within 30 days of any changes being approved by the membership of the Association.

4.4   PROVISION OF SERVICES

The College will undertake activities to support the Student Association and the Student Association will undertake activities to provide specified services to Durham College Students pursuant to Schedule 7.

4.5   FACILITIES AND OPERATIONS

The College will provide the Student Association with designated space in addition to the Student Centre, (Student Centre Agreement Schedule 3) and services to operate in that space.

The Student Association shall endeavor to conduct its operations in a manner that does not conflict with College operations and services pursuant to Schedule 8.

Article Five

Composition of Student Association

5.01   STUDENT ASSOCIATION REPRESENTATION

The Student Association will ensure that a minimum of 8 Student Association Board of Directors positions are filled at all times with students from Durham College and UOIT;

and

The Student Association will ensure that a minimum of 4 Durham College students are active Board members at all times.

Where a Durham College Board of Directors position becomes vacant, the Student Association will implement procedures to fill the vacancy as soon as possible and under no circumstances will the position remain vacant for longer than 60 days.

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Where the Board's membership drops below a total of 8 Durham College and UOIT students combined OR 4 Durham College students, the College will notify the Student Association that it is in Material Breach per Article 12.02 of this agreement and will implement the procedures in Article 12.03 and 12.04.

The Student Association will ensure that all College Student Association executive positions are filled and that where an executive position becomes vacant it is filled according to Student Association procedures within 30 days;

OR

Where an election or by-election is scheduled within 60 days of the vacancy occurring, the position will be filled by the election or by-election.

COLLEGE REPRESENTATION

The College, through its representatives, shall hold/occupy a minimum of <u>one</u> position as permanent Observer to the Student Associations' Board of Directors.

5.02 (a) The Observer position of the College on the Board of Directors shall not remain vacant for a period in excess of thirty (30) days.

(b) The DC/SA Advisory Committee will appoint a representative as Observer to the Board of Directors. (Schedule 6)

Article Six

Human Resources

6.01 HUMAN RESOURCES SERVICES

The College agrees to provide Human Resources consultation and advising services at no cost to the Student Association as required.

Article Seven

Compliance with College Rules and Policies

7.1 In addition to complying with the terms, conditions and obligations under this Agreement, the Student Association acknowledges and agrees that it shall be bound by, comply with and shall not enact any policies, rules or by-laws that conflict with the regulations, rules, policies and by-laws of the College, as may be amended, revised or adopted in the sole discretion of the College from time to time.

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7.2 The regulation, rule, policy or by-law of the College shall govern in the event of a conflict between the regulations, rules, policies or by-laws of the College and those of the Student Association.

Article Eight

Conflict of Interest

8.01 The Executive members of the Student Association shall ensure that the direct or indirect interests of the Student Association do not, whether potentially or actually, conflict with the interests of the College. The Executive members of the Student Association agree to promptly report any potential or actual conflicts of interest to the Vice President, Student Affairs in accordance with and subject to the College's Conflict of Interest Policy and its administrative practices. (Schedule 9),

Article Nine

Compliance with the Law

9.01 The Student Association and The College agree to comply with all applicable laws, by-laws, regulations and orders in accordance with the laws of Canada and the Province of Ontario.

Article Ten

No Assignment

10.01 None of the parties may assign any right or delegate any obligation under this Agreement except with the prior written consent of the others, and any purported assignment or delegation without such consent shall be void. The merger or consolidation of a party, and any other event causing a substantial change in the ownership or control of a party, will be deemed an assignment and delegation that requires consent. Absent consent, the merger, consolidation of a party, or substantial change in ownership or control of a party will represent a Material Breach per Article 12.

Article Eleven

Conduct

11.1 The Student Association and its Executive members shall at all times conduct and carry themselves in a professional and civil manner. Specifically, the Student Association and its Executive members agree to refrain from engaging in any conduct or making statements, verbal or written, that disparage the College, that may bring the Executive member or the College into disrepute, or which may adversely affect the reputation of the College, or its students, or may diminish public confidence in the College.

11.2 The College shall have the right to discipline, suspend or expel Durham College student members of the Student Association Board of Directors and/or Executive members of the Student Association for any violation of Article Eleven in accordance with the College's Student Rights and Responsibilities Policy. (Schedule 9)

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11.3   Where a non-Durham College member of the Student Association Board of Directors and/or Executive is in violation of College policies, the College may give notice that the Student Association is in Material Breach of this Agreement per Article 12.02.

Article Twelve

Termination

12.1.   TERMINATION ON NOTICE

   (a)   The College has the right to terminate this Agreement at any time for any reason by giving at least twelve (12) months prior written notice of termination to the Student Association.

   (b)   The Student Association has the right to terminate this Agreement at any time for any reason by giving at least twelve (12) months prior written notice of termination to the College, and that notice is unanimously approved by its Board of Directors.

12.2   TERMINATION FOR MATERIAL BREACH

A party may terminate this Agreement in accordance with the terms of this Article 12.02 upon the occurrence of a material breach ("Material Breach") by the other party. A party will be in Material Breach under this Agreement upon the occurrence of any of the following:

   (a)   The failure by a party to perform or comply with any term or provision of this Agreement;

   (b)   The commencement by or against a party of any proceeding under the bankruptcy laws of any jurisdiction which is not discharged within 90 days of its commencement, the appointment of a receiver for a party who is not discharged within 90 days of his or her appointment, any assignment of the benefit of the creditors of a party, insolvency of a party, the levy, seizure, assignment or sale for or by any creditor or governmental agency of or on a substantial part of a party's property, or the winding-up, liquidation or dissolution of a party; or

   (c)   Any act or omission of the Student Association that impairs the interests or regulations of the College. Without restricting the generality of the foregoing, each of the following shall be deemed to be such as an act or omission:

      (i)   Gross managerial neglect by the Student Association in its operation of the Student Centre; (Student Centre Agreement Schedule 3);

      (ii)   Failure of the Student Association to meet its material contractual obligations to third parties;

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(iii)   Theft, embezzlement, fraud and defalcation or any criminal act by the Student Association or any senior officer of the Student Association;

(iv)   Violation by the Student Association of its own regulations, rules, policies or by-laws, or those of the College;

(v)   Failure of the Student Association, for any reason, to function as a responsible organization duly representative of the students of the College.

12.3   NOTICE OF DEFAULT

If a party is in Material Breach of this Agreement, the other party shall without prejudice to any other rights or remedies it has, give the party in Material Breach written notice of such Material Breach in order that that party may remedy the breach. Such notice shall identify in reasonable detail the events which the non-defaulting party believes have occurred and which constitute or evidence a Material Breach, the provisions that have not been performed or complied with, and the actions which, in the opinion of the non-defaulting party, would be required to fulfill the requirements of this Agreement and remedy the Material Breach.

A Material Breach shall not be deemed to have occurred unless the non-defaulting party has given notice as above, to the following addresses:

Durham College
c/o Office of the President Durham College
2000 Simcoe Street North
Oshawa, ON L1H 7K4

The Durham College – UOIT Student Association
c/o   President of the Student Association
The Student Centre, Durham College
2000 Simcoe Street North,
Oshawa, ON L1H 7K4

A party may designate another address at which notice is to be provided in accordance with Article 16.01.

12.4   REMEDY PERIOD FOR DEFAULT

Following the date of the receipt of the notice of Material Breach given in accordance with Article 12.03, the defaulting party shall have thirty (30) days in which to take the necessary steps to remedy the Material Breach.

Such 30-day remedy period shall be extended for a period of up to 60 days for a total of up to ninety (90) days, if:

(a)   The party in Material Breach is taking steps to promptly remedy the breach;

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(b)   The remedy cannot practically be achieved within the 30-day period; and

(c)   The party in Material Breach gives the non-defaulting party, within the initial 30-day period, written notice of a need for extension and the actions it is taking to remedy its breach or non-performance and the approximate number of days which it will require to remedy the Material Breach.

12.5   TERMINATION FOR MATERIAL BREACH

If the defaulting party fails to remedy the Material Breach within the remedy period set out in section 12.04 hereof (including any extension period), this Agreement may be terminated immediately by the party not in Material Breach by giving written notice to the other Party.

In the event of the termination of this Agreement in accordance with this Article 12.05, the party not in Material Breach shall thereafter be relieved of any responsibility or liability for its consequent failure to perform its obligations under this Agreement and shall have the right to damages or other available relief for the Material Breach.

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Article Thirteen

Dispute Resolution

13.01 Any controversy, dispute or claim arising out of or relating to this Agreement, or breach of this Agreement, shall be settled by arbitration in accordance with the *Arbitration Act, 1991*, S.O. 1991, c.17, as amended, and shall not result in a claim in court. There shall be one arbitrator to be mutually agreed to by the parties. If the parties cannot agree on an arbitrator, within 20 days of a party providing notice in writing to the other party of their intention to refer a controversy, dispute or claim to arbitration, the party referring the matter may apply to the court for an arbitrator to be appointed in accordance with the *Arbitration Act, 1991*. Each party shall pay the fees of their respective lawyers and the expenses of witnesses called by them and all other fees and costs, shall be borne equally by the parties. The arbitration shall be held in Ontario at a mutually agreeable location, or as otherwise determined by the Arbitrator.

Article Fourteen

Governing Law

14.01 This Agreement shall be governed by and construed and interpreted in accordance with the laws of the Province of Ontario and the federal laws of Canada.

Article Fifteen

Amendment and Waiver

15.01 This Agreement may not be modified or amended except by an instrument in writing signed by all of the parties. No waiver of any provisions of this Agreement shall be deemed or shall constitute a waiver of any provisions, whether similar or not. No waiver of any provisions of this Agreement shall be deemed or shall constitute a continuing waiver unless other expressly provided.

Article Sixteen

Notices

16.01 All notices required or permitted to be given hereunder shall be in writing and may be delivered personally, or sent by facsimile or by certified mail, to the address for the recipient set forth above, or at such other address as the recipient may hereafter designate by notice in the manner provided in this section. Notice shall be effective, if personally delivered, upon delivery; if sent by facsimile, upon sending; and if sent by certified mail, on the fifth business day after sending.

Article Seventeen

Entire Agreement

17.01 This Agreement will include all "Schedules/Appendices" along with any other documents to be executed and delivered pursuant to the signing of the Agreement such that this Agreement and accompanying Schedules/Appendices constitute the entire agreement between the parties and supersedes all other prior agreements, understandings, negotiations and discussions, whether oral or written, between any of the parties. These

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Schedules/Appendices and any further additional Schedules/Appendices will be listed in the "Index".

IN WITNESS WHEREOF, the parties hereto have executed this agreement as written.

THE STUDENT ASSOCIATION AT DURHAM COLLEGE AND UOIT

Per:

President/CEO

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Per:

President

12

Durham College Board of Governor Goals for 2014-2015

1. Board of Governors discharge all responsibilities required in the Board Work Plan. Monitor Board Performance Semi-annually via a responsibility matrix. **Target**: 100% of Board responsibilities to be completed on time.

2. Effective Board of Governor meetings should have the majority of the agenda aligned to the 2013-2016 Strategic Plan, and linked to the 2014-2015 Business Plan. **Target:** 60% of Agenda items tied to Strategic Plan. 100 % of the open Strategic Plan Goals will be covered in the 2014-2015 agenda.

3. In addition to their fiduciary and strategic duties, Governors will have generative sessions where potential issues, opportunities, advocacy, partnership, and blue-sky ideas can be explored. **Target:** At least two times per year.

4. Opportunities for improvement. Each Board of Governor meeting will have a critique, assessment or opportunity for improvement segment. **Target:** 100% of Board of Governor Meetings will have an opportunity for improvement agenda item.

BOARD REPORT

		Action Required:	
Public:	☐	**Information/Discussion**	☐
In-camera:	**x**	**Decision**	**x**

MEETING DATE: October 8, 2014

REPORT DATE: October 8, 2014

FROM: Jennifer Clark, board secretary

SUBJECT: **Annual Board Work Plan for 2014-2015**

A.   Purpose

To identify the key decisions and actions required of the Board and its committees from September 1, 2014 to August 31, 2015.

B.   Background

Decisions and actions required under Government of Ontario legislation, Minister's Binding Policy Directives, Durham College By-Laws, Board Policies and Board practices have been identified and scheduled for committee and/or Board attention. The senior management team has been canvassed for planned decisions and actions requiring Board input. All have been scheduled on the Board's annual Work Plan for 2014-2015. The strategic goals and annual business objectives advanced by the decisions and actions on the Work Plan have been identified.

The Work Plan was reviewed by the Executive Committee on September 15. It has been amended to reflect some minor changes, as shown.

C.   Discussion/Options

Specific decisions and actions have been scheduled for the optimum dates. When not bound by MTCU deadlines, and given unexpected circumstances some decisions and or actions may be brought to the relevant committee or to the Board at earlier or later dates.

D.   Financial/Human Resource Implications

The annual Work Plan calendar itself has no financial or human resource implications.

Implications for UOIT (if applicable)

The joint DC & UOIT Boards event is tentatively scheduled for April 2015.

E.   Recommendation(s)

That the Board of Governors approves the Annual Board Work Plan 2014-2015.

Month	Action Point per MBPD	Action Item/Description	Authority/ Committee	Legisl. Reqm't	Board Policy	Board Res.	Board Practice	Dept	Pillar	Business Plan	Status	Notes
									Durham College Board of Governors Work Plan 2014-2015			
Each Meeting	Programs	**Receive Program Advisory Committee meeting minutes by resolution**	BOG	X				Academic	Our Students	Student-focused teaching and learning		Every public session BOG meeting for which PAC minutes have been received
Each Meeting	Governance and Accountability	**Receive HR report for information**	BOG				X	Admin - HR	Our People	All four goals		In-Camera BOG
Each meeting	Accountability and Monitoring	**Receive 2014-2015 budget and cash flow update for information**	A&F				X	Corp Serv - Finance	Our Business	Core institutional priorities		
September	Governance	**Provide DC internal Board orientation**	Admin		X			BOG Admin	Our People	All four goals	COMPLETE	September 10
September	Subsidiaries	**Provide Board orientation on Durham College Foundation and its business**	BOG	X	X		X	Admin - DC Fdn	Our People	Core institutional priorities	COMPLETE	September 10
September	EVENT	**Hail & Farewell Dinner - recently retired and current BOG, VPs and spouses**									COMPLETE	Thanking out-going and welcoming in-coming governors - Sept 10
September	Governance	**Consider need for policy to address future requests for leaves of absence**	GRC				X	BOG Sec	Our Business		IN-PROGRESS	Action Item from June 2/14 Exec meeting
September	Governance	**Governance Review Committee to appoint committee vice-chair**	GRC					BOG Sec	Our Business Our People		IN-PROGRESS	Timing linked to LGIC appointments and conclusion of leave-of-absence.
September	Governance	**Identify and develop recommendation for professional development opportunities for the current Board year**	GRC				X	BOG Sec	Our People		IN-PROGRESS	Are there any special items/topics of interest to enhance governance expertise?
September	Governance	**Review and approve Board Policies**	GRC BOG					BOG Sec	Our Business		IN-PROGRESS	Principles of Governance, Committee Principles, President's Job Description Revise and recommend GRC Sept 15
September	Governance	**Initiate Board Retreat Planning**	Exec				X	BOG Sec	Our People		IN-PROGRESS	September 15
September	OCAATA 2002	**MOU with Students' Association**	Exec					Student Affairs	Our Students		IN-PROGRESS	For information - Sept 15
September	Governance & Accountability	**Recommend Annual Board Goals for 2014-2015**	Exec BOG	X				President, Chair and Vice-Chair	Our Business		IN-PROGRESS	Confirm at Sept 15 Exec Approve at Oct 8 BOG Public session
September	Governance	**Annual Board Work Plan for 2014-2015**	Exec BOG	X		X		BOG Admin	Our Business		IN-PROGRESS	Confirm at Sept 15 Exec Approve at Oct 8 BOG Public session
September	Governance and Accountability - BOG	**Confirm attendance at CO Board Orientation, HES and CIC Conference**	Exec BOG					BOG Sec	Our People Our Business		IN-PROGRESS	Confirm at Sept 15 Exec Approve at Oct 8 BOG Public session

	**Durham College Board of Governors Work Plan 2014-2015**											
Month	Action Point per MBPD	Action Item/Description	Authority/ Committee	Legisl. Reqm't	Board Policy	Board Res.	Board Practice	Dept	Pillar	Business Plan	Status	Notes
September	Governance and Accountability - BOG	**Assess recruitment and reappointment needs for 2015-2016**	Nom	X	X			BOG Sec	Our People			On Aug 31/15 - 2 LGIC (Donna & Dan), 1 direct (Joanne), support staff (Darren) & student (Doug) first terms conclude; 1 direct (Ron) and faculty (Kevin) 2nd terms conclude. Assess effectiveness of Recruitment of External Governors policy.
September	Governance & Accountability; Planning and Reporting	**Receive 2015-2016 budget process update for information**	A&F BOG	X			X	Corp Serv - Finance	Our Business	Core institutional priorities		Receive at Sept 25 or Nov 3 A&F Report at Oct 8 or Dec 10 BOG
September	Finance and Administration	**Endorse Major Capacity Expansion Application**	A&F BOG	X				Corp Serv.	Our Business	Responsible strategic growth		Application due to MTCU by September 26. A&F Sept 25; BOG Oct 8
~~October~~	~~Accountability and Monitoring~~	~~Pathways update, for information~~ **Moved to May and combined with Academic Directions update**	~~BOG~~					~~Academic~~	~~Our Students~~	~~Student-focused teaching and learning Dynamic partnerships~~		~~Oct 8 BOG - public session~~
October	Governance and Accountability	**Receive 2014-2015 enrolment report for information**	BOG				X	Student Affairs	Our Students	Responsible, strategic growth		Twice per year - Oct & Feb Public session
October	Finance and Compliance	**Endorse Annual Report on Accessibility Plan**	BOG	X		X		Student Affairs	Our Students, People, Community	Core institutional priorities		Oct 8 - public session
October		**Receive Student Association 2013-2014 Audited Financial Statements and 2014-15 Operating Budget for information**	BOG				X	Student Affairs	Our Students			Oct 8 BOG - public session
October	Governance & Accountability - Planning and Reporting	**Receive Business Plan update for information (moved from December)**	BOG	X			X	President's Office	Our Business	All four goals		~~Dec 10~~ Oct 8 - public session
October	Finance and Administration	**Receive 2014-2015 DC Foundation Business Plan for approval**	BOG	X		X		Admin - DC Fdn	Our Business Our Community	Core institutional priorities		Oct 8 - in-camera
October	Finance and Administration	**Receive 2014-2015 DC Foundation Board membership for approval**	BOG	X		X		Admin - DC Fdn	Our Business Our Community	Core institutional priorities		Oct 8 - in-camera
October	Finance and Administration	**Receive 2013-2014 DC Foundation Annual Report for information**	BOG			X	X	Admin - DC Fdn	Our Business Our Community	Core institutional priorities		Oct 8 - in-camera
October	EVENT	**Convocation - governors in platform party**	BOG					BOG Sec & Admin	Our Students			October 30
November	Governance & Accountability - Planning and Reporting	**Approve 2014-2015 external audit plan**	A&F	X				Corp Serv - Finance	Our Business	Core institutional priorities		Invite BDO rep to Nov 3 A&F
November	Governance & Accountability	**Receive risk management report**	A&F BOG				X	Corp Serv - Finance	Our People	All four goals		Nov 3 A&F Dec 10 BOG in-camera Twice/year - Dec & May
November	Governance and Accountability	**Receive President's mid-year performance update for information**	Exec	X	X			Admin - HR, President's Office, Chair	Our People	All four goals		November 17
November	Governance and Accountability - BOG	**Colleges Ontario New Board Member Orientation session (s)**	Other	X	X		X	BOG Sec	Our People			November 23-24, Royal York Hotel, Toronto

Durham College Board of Governors Work Plan 2014-2015

Month	Action Point per MBPD	Action Item/Description	Authority/ Committee	Legisl. Reqm't	Board Policy	Board Res.	Board Practice	Dept	Pillar	Business Plan	Status	Notes
November	Governance and Accountability	**Recommend approval of CMP Concept Plan, Campus Master Plan outline and Plan completion schedule**	CMP Ctte 2014 BOG					Corp. Serv.	Our Business Our Community	Responsible strategic growth Dynamic partnerships		Consultant presentations at CMP Ctte mtg Nov 26; recommendation to BOG Dec 10
December	Finance and Compliance	**Endorse MYAA**	BOG		X		X	Academic	Our Students, Our Business	Student-focused teaching and learning		SMA reporting will replace MYAA report-back in subsequent years. Dec 10 - public session
February	Accountability and Monitoring	**Update on the progress of the 2015-16 budget process**	A&F				X	Corp Serv - Finance	Our Business	Core institutional priorities		February 2
February	Governance & Accountability - Planning and Reporting	**Approval of interim 2014-2015 budget**	A&F BOG	X		X		Corp Serv - Finance	Our Business	Core institutional priorities		Confirm at Feb 2 A&F Approve at Feb 11 BOG - public session Requires submission to MTCU in Jan.
February	Finance and Administration	**Approve 2015-2016 ancillary fees**	A&F BOG	X		X		Student Affairs - Registrar	Our Students	Responsible, strategic growth Core institutional priorities		Confirm at Feb 2 A&F Approve at Feb 11 BOG public session Ancillary fees only, as tuition confirmed for 3 years in 2012-2013
February	Governance and Accountability	**Receive enrolment update for information**	BOG					Student Affairs	Our Students	Responsible, strategic growth		February 11 - public session Twice per year - Oct & Feb
February	Governance and Accountability	**Receive progress update on PQAPA recommendations for information**	BOG				**X**	Academic	Our Students	Student-focused teaching and learning		Feb 11 - Public session
February	OCAATA 2002 O.R. 34/03 O.Reg. 301/10	**Internal Governor Nominations & Election**	BOG	X	X			BOG Sec	Our People			Timing TBC
March		**Receive Employee Engagement strategies, actions and plans**	Exec BOG					Admin - HR	Our People	Core institutional priorities		Exec March 2 BOG April 19
March		**College Sector Scorecards**	Exec BOG				X	Pres Office	Our Business			Exec March 2 BOG April 19
		Joint DC - UOIT Governors meeting - moved to April										
March	OCAATA 2002 O.R. 34/03 O.Reg. 301/10	**Nominations & Election for DC Student Governor**	BOG	X	X			BOG Sec	Our Students			dates TBD
March	Governance and Accountability - BOG	**Direct Appointment Candidate Interviews; Recommend appointment for Sept 1/15 start**	Nom BOG	X				BOG Sec	Our People			Mar 23-25 Interviews and Nom mtg To April BOG - in-camera
March	Board Appointments	**Annual election of Chair and Vice Chair of the Board**	Nom BOG	X	X	X		BOG Sec	Our People			Confirm at March Nom mtg (23, 24 or 25) Implement in April, prior to Retreat
March	Board Appointments	**Confirm standing committee surveys for 2015-2016 year**	Nom					BOG Sec	Our Business Our People			Confirm at March Nom mtg (23, 24 or 25) Implement in April
March	Finance and Compliance	**Recommend 2015-2016 annual budget for approval**	A&F BOG	X	X	X		Corp Serv - Finance	Our Business	Core institutional priorities		Confirm at March 30 A&F Approve at April BOG public session at Retreat

Month	Action Point per MBPD	Action Item/Description	Authority/ Committee	Legisl. Reqm't	Board Policy	Board Res.	Board Practice	Dept	Pillar	Business Plan	Status	Notes
March	President's Evaluation	**President's Performance Appraisal**	Exec BOG					Admin - HR President's Office Chair	Our People	All four goals		Exec mtg - March 30 Chair to review appraisal with president after May 13 BOG
March	Governance	**Semi-annual review of progress toward 2014-2015 Board Goals**	Exec BOG					BOG Sec	Our Business			Exec - March 30 BOG - Retreat - public session
March	Governance	**Initiate discussion/confirm 2015-2016 Board Goals**	Exec BOG					BOG Sec	Our Business			Exec - March 30 BOG - Retreat
April	Governance	**Board Retreat**	BOG				X	Retreat Sub-Ctte	Our People			Location TBD - April 17-19
April	Governance and Accountability	**Report back on 2014-15 Business Plan**	BOG	X				President's Office	Our Business	All four goals		April BOG - public session at Retreat
April	Board Appointments	**Announce chair and vice-chair election results**	BOG	X	X	X		BOG Sec	Our People			April BOG - public session at Retreat
?March/? April	Governance and Accountability	**Joint DC - UOIT Governors meeting - Joint Campus Master Plan presentation, signing of Service Level Agreements (SLAs), pathways update**	BOG					Corp Serv	Our Business Our Community	Responsible strategic growth Dynamic partnerships		Timing to be confirmed with CMP consultants and UOIT
April	Governance	**Appoint members to Standing Committees for 2015-2016**	Nom BOG	X	X	X		BOG Sec	Our Business Our People			Confirm at April 27 Nom Approve at May 13 BOG in camera
April	Governance	**Recommend co-populous appointments to UOIT if necessary**	Nom BOG				X	BOG Sec	Our Community			Confirm at April 27 Nom Endorse at May 13 BOG in camera
May	Governance	**Confirm Annual Board Effectiveness Survey questions**	Exec	X	X		X	BOG Sec	Our Business Our People			Confirm at May 4 Exec
May	Accountability and Monitoring	**Approve Annual Business Plan 2015-2016**	Exec BOG	X	X	X		President's Office	Our Business			Confirm at May 4 Exec Approve at May 13 BOG
May	President's Evaluation	**Establish President's Goals and Objectives for coming year**	Exec BOG	X	X	X	X	Admin - HR President's Office	Our People Our Business	All four goals		Confirm at May 4 Exec Approve at May 13 BOG in-camera
May	Administrative	**Schedule of Board and Committee meeting dates for 2015-2016**	Exec BOG		X		X	BOG Sec	Our Business			Confirm at May 4 Exec Approve at May 13 BOG public session
May	Accountability and Monitoring	**Receive annual KPI report and KPI indicators for information**	BOG	X				Academic	Our Students	Student-focused teaching and learning		May 13 public session
May	Governance	**Implement Annual Board Effectiveness Survey**	BOG	X	X		X	BOG Sec	Our Business Our People			dates TBD
May	Accountability and Monitoring	**Academic Directions and Pathways**	BOG					Academic	Our Students	Student-focused teaching and learning		High-level update May 13 Public session
May	Governance	**Review and amend By-laws**	GRC BOG	X	X		X	BOG Sec	Our Business			May 25 GRC June X BOG - Public session
May	Governance	**Review and approve Board Policies**	GRC BOG		X			BOG Sec	Our Business			Delegation to the President, Assessing President's Performance, Emergency Succession Plan, Recruitment of External Governors
May	Governance	**Consider *College Governance in Ontario Report* and enhancement of Durham College governance practices, Board policies and By-laws**	GRC		X			BOG Sec	Our Business			Consider in context of ONCA May 25 GRC.

Month	Action Point per MBPD	Action Item/Description	Authority/ Committee	Legisl. Reqm't	Board Policy	Board Res.	Board Practice	Dept	Pillar	Business Plan	Status	Notes
May	Accountability and Monitoring	**Receive annual President's Letter of Verification 2014-2015**	GRC BOG					BOG Sec	Our Business			Confirm items for inclusion in report at May 25 GRC Receive at June X public session
June	Finance and Administration	**Receive annual Investment Report (DC Foundation) for 2014-2015**	A&F BOG	X	X			Corp Serv - Finance	Our Business	Dynamic partnerships		Confirm at June 1 A&F Receive at June X BOG Public Session This is the report on the DC Foundation's investments.
June	Finance and Compliance	**Risk Management Update**	A&F BOG				X	Corp Serv - Finance	Our Business	All four goals		Confirm at June 1 A&F Receive at June X BOG in-camera
June	Finance and Compliance	**Recommend approval of Audited Financial Statements/Management Letter for 2014-2015**	A&F BOG	X	X			Corp Serv - Finance	Our Business	Core institutional priorities		Confirm at June 1 A&F Receive at June X BOG public session
June	Finance and Compliance	**Endorse 2015-16 Budget Submission to MTCU**	A&F BOG	X				Corp Serv - Finance	Our Business	Core institutional priorities		June 1 A&F; June X BOG public session MTCU requires BOG-approved budget in specific format
June	Governance	**Review annual evaluation of governance effectiveness 2013-2014**	Exec	X	X		X	BOG Sec	Our Business Our People			June 1
June	Governance & Accountability	**Recommend approval of 2015-2016 salary and performance pay adjustments for Admin Staff**	Exec BOG	X	X			Admin - HR	Our People	Core institutional priorities		Confirm at June 1 Exec Approve at June X BOG in-camera Includes direct reports to the President.
June	EVENT	**Convocation - governors in platform party**	BOG					BOG Sec & Admin	Our Students			June 9 and 10
June	Finance and Compliance	**Receive 2014-2015 Annual Report for Approval**	BOG	X	X	X		President's Office	Our Business	All four goals		Approve at June X BOG public session
June	Programs	**Receive Program Advisory Committee Verification for 2014-2015**	BOG	X	X			Academic	Our Students	Student-focused teaching and learning		June X public session
August	Governance	**Provide DC internal Board orientation**	Admin		X			BOG Admin	Our People	All four goals		Date - TBD
August	Subsidiaries	**Provide Board orientation on Durham College Foundation and its business**	BOG	X	X		X	Admin - DC Fdn	Our People	Core institutional priorities		Date - TBD
August	EVENT	**Hail & Farewell Dinner - recently retired and current BOG, VPs and spouses**										Thanking out-going and welcoming in-coming governors - Same date as Orientation
As Required	Accountability and Monitoring	**Receive report on sharing agreement principles for academic collaboration (pathways) for information**	BOG				X	Academic	Our Students	Dynamic partnerships		in 2014-2015, at Joint DC-UOIT BOGs meeting
As Required	Programs	**Approval of new/suspended/cancelled programs of instruction**	BOG	X				Academic	Our Students	Student-focused teaching and learning		Public session
Annually	Governance	**Review and amend By-laws**	GRC (Approval by BOG)	X	X		X	BOG Sec	Our Business			Public session

Durham College Board of Governors Work Plan 2014-2015

Month	Action Point per MBPD	Action Item/Description	Authority/ Committee	Legisl. Reqm't	Board Policy	Board Res.	Board Practice	Dept	Pillar	Business Plan	Status	Notes
As Required	Subsidiaries	**Approve all subsidiaries Board of Directors/Membership**	BOG	X				BOG Sec & DC Fdn, DCEN, others?	Our Business			DC Fdn, DCEN In-camera
As Required		**Receive Honourary Credential nomination for information**	BOG				X	Student Affairs - Registrar	Our Community			May BOG for spring convocation; Oct BOG for fall
As Required	Finance and Compliance	**Approve changes to annual budget in excess of 10%**	A&F/BOG	X				Corp Serv - Finance	Our Business	Core institutional priorities		In-camera
As Required	Finance and Compliance	**Approve issuance of debt securities**	A&F/BOG	X				Corp Serv - Finance	Our Business	Core institutional priorities		In-camera
As Required	Finance and Compliance	**Approve use of reserve funds**	A&F/BOG	X		X		Corp Serv - Finance	Our Business	Core institutional priorities		In-camera
As Required	Finance and Compliance	**Establish internally restricted funds and criteria for use**	A&F/BOG	X				Corp Serv - Finance	Our Business	Core institutional priorities		In-camera
As Required	Accountability and Monitoring	**Approve new entrepreneural activites (MOA required)**	BOG	X		X		Corp Serv - Finance	Our Business			In-camera
As Required	Finance and Compliance	**Approve purchase, sale or encumbrance of property**	A&F/BOG	X		X		Corp Serv - Finance	Our Business	Core institutional priorities		In-camera
As Required	Governance and Accountability	**Approval of contracts >5 years in duration and/or >$3 million**	BOG	X	X			Corp Serv - Finance	Our Business			Typically reviewed first by A&F. DC policy. In-camera
As Required	Accountability and Monitoring	**Approval of Academic Directions plan**	BOG					Academic	Our Students			Open ended plan approved in spring 2014
As Required	Finance and Compliance	**Update on insurance policy/ indemnification for information**	Exec				X	Corp Serv - Finance	Our Business, Our People			Vet plans for significant changes to policy
As Required		**Receive names of Faculty or Staff Emeritus for information**	BOG				X	Admin - HR	Our People			Potentially for spring and fall convocations.
Alternating Years	Programs of Instruction (PAC Chairs)	**BOG&PAC Chairs meeting alternating with Joint DC&UOIT BOGs event**	BOG					Academic (PAC Chairs) BOG Sec (Jnt Event)	Our Students (PAC Chairs) Our Community (Jnt Event)			BOG&PAC Chairs in 2013-2014; Jnt DC&UOIT in 2014-2015
2015-2016	Governance and Accountability	**President's Performance Appraisal - 360° survey**	Exec					Admin - HR	Our People	All four goals		Alternate years. Last held in 2013-2014
2015 - 2016	Governance and Accountability	**Begin strategic planning for post 2016**	BOG	X				Pres. Office	All pillars			2013-2016 Strategic Plan concludes March 31
2016-17		**Receive employee engagement survey results for information**	BOG					Admin - HR	Our People	Core institutional priorities		Every three years. To BOG to accept for information, in-camera
2016 - 2017	Finance and Compliance	**Appointment of external auditors**	A&F/BOG	X		X		Corp Serv - Finance				Current contract expires in 2017.
2016-2017	Finance and Compliance	**Approve tuition fees for 2017-2018**	A&F/BOG	X		X		Student Affairs - Registrar				MTCU tuition framework confirmed for 3 years in 2012-2013
2016-2017	Subsidiaries	**Revisit DC Foundation MOU, last signed Sept 2012**	BOG	X				VP Admin - DC Fdn	Our Business			In-camera
2019-2020	Finance and Administration	**Review of Compulsory Ancillary Fees**	BOG	X				VPSA and SA				Review reason for fees, as per Protocol approved October 2014

BOARD REPORT

		Action Required:	
Public	**X**	**Information/Discussion**	☐
In-camera	☐	**Decision**	**X**

MEETING DATE: October 8, 2014

REPORT DATE: September 12, 2014

FROM: Meri Kim Oliver, Vice President Student Affairs

SUBJECT: **Ancillary Fee Protocol Update**

A. Purpose

The purpose of the Ancillary Fee Protocol Update is to establish a Protocol for the review and recommendation of Ancillary Fees that expands the consultation to a wider range of student representatives and includes a process for holding referenda.

B. Background

Since 1994, Ministry of Training Colleges and Universities (MTCU) policy requires that each post-secondary institution establish a protocol agreement with their student government that sets out the rules and procedures to change existing compulsory non-tuition-related student fees or to introduce new ones. All compulsory non-tuition-related fees must be approved by the Board of Governors and be published before the college's deadline to accept admission offers.

The last update to the Durham College Protocol occurred in 2009 and stipulated that requests for fee changes would be forwarded to the Student Association which would in turn be responsible for canvassing the college student representatives to determine if there was support for the request.

During the 2013-2014 academic year, the relationship between the Student Association and Durham College was suspended as a result of concerns about representation of Durham College students and governance and conduct issues. (See Board of Governors minutes September 2013-April 2014). As a result, Durham College requested and received agreement from the Minister, MTCU to implement a one-time interim protocol.

In May 2014, the Student Association entered discussions with Durham College to re-establish a positive working relationship. Included in the discussion was making a change to the Ancillary Fee Protocol to ensure that more Durham College students are involved in the process and that any future disruptions between the Student Association and the College would not impact the ancillary fee review process.

C.   Discussion/Options

The updated Ancillary Fee Protocol was negotiated between the Student Association and the Vice President Student Affairs with input from the Executive Director, Strategic Enrollment Service and the Student Ancillary Fee Consultation Committee of 2014. The proposed Protocol was supported by DCLT in September and by the Student Association Board of Directors in August 2014.

The Compulsory Ancillary Fee Protocol – Durham College states:

> *Neither the Durham College administration nor the Student Association may unilaterally change any wording or sections of this protocol. Any change to this protocol must be approved by the Student Association and the Board of Governors.*

D.   Financial/Human Resource Implications

There are no financial or human resources implications from the proposed changes.

E.   Implications for UOIT (if applicable)

DC and UOIT have separate protocols.

F.   Recommendation(s)

That the Durham College Board of Governors approves the updated Compulsory Ancillary Fee Protocol – Durham College.

Compulsory Ancillary Fee Protocol
Durham College
Revised, September 2014

- **Introduction**

  On June 28, 1994 the Ontario Ministry of Education (now the Ministry of Training, Colleges and Universities) issued a policy requiring all colleges to create a protocol agreement with their student governments. The purpose of the protocol is to set out rules and procedures that will allow for changes to existing compulsory non-tuition-related student fees or for the introduction of new ones.

  Each institution's administration and student government are equal partners in the protocol; the protocol is designed to ensure meaningful involvement of Durham College students in the fee-setting process and to respect the democratic institution of student government. The spirit of this document and the process outlined therein are consistent with the Durham College values of integrity, respect for the individual, educational justice, innovation and accountability. They also reflect Durham College's commitment to consensus building and to clear and fair communication with students.

  Under the Ministry policy, all compulsory non-tuition-related fees must be approved by the Durham College Board of Governors and published before Durham College's deadline to accept admission offers. As well, each college is obliged to state clearly the purpose of the fees and what services, goods or access to facilities students receive. Appendices A to C (pages 8-14) contain the Ministry's requirements for protocols, ineligible and eligible categories of ancillary fees, and exemptions from the protocol.

  As well, the Ministry policy states that upon request, colleges are to provide to the ministry a copy of the approved protocol that has been signed and dated by all required parties.

  In July 2014 Durham College and the DC-UOIT Student Association reviewed and updated the protocol to include a more extensive review and consultation process as detailed in this document.

- **Definition**

  For the purpose of this protocol, compulsory non-tuition-related

fees are fees that are levied by Durham College above and beyond tuition, as set out in Ministry funding guidelines, and which students must pay to enroll in or successfully complete any Durham College course or program.

No compulsory non-tuition-related fee may be levied unless it is approved by the Durham College Board of Governors. For the purposes of this protocol, the terms "compulsory non-tuition-related fees" and "compulsory ancillary fees" are synonymous. Levies are distinguished as fees that are implemented by and charged on behalf of the Student Association. Levies must be initiated, changed or removed according to Student Association By-Laws and must be approved by the Durham College Board of Governors; however, they are not subject to the protocol.

Terms of Protocol

This protocol applies to fees charged to students enrolled in a post- secondary program at Durham College. Compulsory ancillary fees for students carrying less than a full course load will be prorated.

This protocol stipulates that a review of all fees will take place at regular five year intervals to ensure that the reason for introducing a given fee remains current. Based on the review, advice will be provided to the Durham College Board of Governors by the administration and students on the structure of the fees. Any fee identified as supporting a service no longer deemed necessary or desirable should be discontinued.

This document supersedes all previous Durham College fee protocol agreements.

- **Types of Fee Changes and New Fees**

Increases to Existing Fees

An existing compulsory non-tuition-related fee may be raised due to:
- Cost increases; or
- The desire to improve a current student service or access to a campus facility.

The parties agree that the College may increase existing compulsory ancillary fees by up to 2 per cent annually without approval of the Student Ancillary Fee Committee (SAF Committee) The College may increase existing compulsory ancillary fees by up to 3 per cent with the review of the Student

Ancillary Fee Committee only. No additional student consultation will be required unless requested by the SAF Committee. The College may seek an increase greater than 3 per cent for a particular fee if it can demonstrate higher than normal expense increases (i.e. increased staffing costs associated with a collective agreement). In such cases, the College will present the proposed rate of increase and the associated annual budget to the SAF Committee for review under their Terms of Reference, in advance of implementation.

New Fees
A new compulsory ancillary fee may be levied to introduce a new student service or access to a facility.

- **Submitting a Request**
  A college office may propose an increase to an existing compulsory ancillary fee or introduce a new one. Requests to raise or introduce a fee must be made in writing on a Compulsory Ancillary Fee Increase Proposal form (see Appendix D) and submitted to the Executive Director, Strategic Enrolment Services (SES) by October 15, to be considered for the next academic year. A separate request must be made for each proposed fee change or the introduction of a new fee.
  The request must include:
    - The exact amount of the fee change or new fee;
    - Justification for the change or new fee, particularly how it will benefit students;
    - Whether the fee increase is permanent or for a specific time period; and
    - The budget model showing how the additional revenue generated from increase or new fee will be used.

- **Proceeding with Requests**
  After reviewing a request, the Executive Director SES will respond in one of three ways:
    - proceed with the request;
    - ask for amendments; or
    - deny the request.

  By November 15 the Executive Director SES will issue a written response to the request, If the Executive Director SES determines that a request should be amended, the submitter will receive specific direction on what changes are needed and a deadline by which to submit the amended request. If the Executive Director, SES accepts the amended request, it will follow the process outlined above. If the Executive Director SES

rejects an initial or amended request, the submitter will receive the reasons in writing.

Requests that receive the Executive Director SES's support will be forwarded to the SAF Committee.

The SAF Committee will be composed of one (1) student representative from each school:
- Business, IT & Management
- Health and Community Services
- Interdisciplinary Studies and Employment Services
- Justice and Emergency Services
- Media, Art and Design
- Science and Engineering Technology
- Skilled Trades, Apprenticeship and Renewable Technology

And
- One (1) student representative from the Pickering Learning Centre
- The Student Association Vice President, College Affairs
- The Student Association AVP, College or; where the President of the Student Association is a Durham College student, the President will be a member of the SAF Committee instead of the Student Association AVP, College.
- The Vice President, Student Affairs (non-voting)
- The Executive Director SES (Chair)

The Student Association and the College will send out a joint notice to eligible Durham College students informing them of the availability of positions on the SAF Committee by October 30 each year.

Student applications will be reviewed by the Vice President Student Affairs and the Student Association Executive and the committee will be appointed jointly.

Where committee membership cannot be filled by the joint process noted above, the Vice President, Student Affairs of Durham College will request assistance from School Deans in identifying students to represent their schools.

The SAF Committee meet to implement the following process:

Meeting 1
1. Review the Ancillary Fee Protocol to understand the process and its purpose.

2. Review committee member responsibilities regarding representation of students and confidentiality.
3. Review the requested fee increase.
4. Review the budget for the associated office and the proposed budget for the following academic year.

Prior to the Second Meeting:

5. Committee members will determine support for the request by communicating information about the fee increase to students in their school and canvassing students in their school for input. In the case of particularly complex fee increase requests, the committee members provide input on development of materials to assist in their consultation process. The Office of the VPSA will compile and provide the materials to all members of the committee.

Meeting 2

6. Committee members will raise any questions they have about the fee increase or the departmental budgets to which the fee will contribute, that have arisen as a result of their communication and consultation processes.

Prior to Third Meeting

7. Committee members will return to their constituents for additional consultation for a period of 14 days. The consultation period may be extended to a maximum of 30 days if the Committee determines this is necessary.

Meeting 3

8. SAF Committee members will be asked to vote on the requested fee increase. The SAF Committee must have quorum to vote on the fee increase and quorum will be 2/3 of the members present. Members may submit an electronic vote if they have been present for the first two meetings and attend the office of the Vice President Student Affairs to provide a signature to confirm the vote before it is submitted to the Ministry. The fee will pass and be implemented if 50% +1 of the voting members who have participated in the Committee process vote in support of the fee increase.

9. Should the request for a fee increase be declined, the college may conduct a referendum* on the proposed fee increase or new fee. The Student Association may also hold a referendum at its discretion. For the proposal to pass, a referendum must receive the support of at least 50 per cent plus one vote of voting students. The SAF

Committee will be responsible for ratifying the outcome of a referendum held by the College or by the Student Association.

*Referenda will be conducted in accordance with the Compulsory Ancillary Fee Committee Referenda Procedures and Guidelines

In the event that a proposed increase or expansion in the fees is greater than 20 per cent in one academic year, the increase and/or new fees must be approved through a student referendum. The referendum must itemize each compulsory ancillary fee to be increased/introduced and the amount of the increase contributed by each fee. Students will have the opportunity to vote for/against individual fee increases. All compulsory ancillary fees, with the exception of program compulsory ancillary fees outlined in Appendix C, are included in the annual calculation of total fee increases.

Program compulsory fees are not to be included in a referendum on ancillary fee increases.

If a request receives the required student support, the Executive Director SES will table the proposal at the February meeting of the Durham College Board of Governors. Within one week of the meeting, the Executive Director SES will communicate the Durham College Board of Governor's decision, along with any necessary explanation, to the SAF Committee and to the Student Association. The Student Association and the Executive Director, SES will communicate the decision to the College student community jointly within two weeks of the Durham College Board of Governor's decision.

If the fee request was made by a Durham College employee or department, the Executive Director, SES will also inform this individual or department of the board's decision.

- **Protocol Amendments**
  Neither the Durham College administration nor the Student Association may unilaterally change any wording or sections of this protocol. Any change to this protocol must be approved by the Student Association and the Board of Governors.

THE STUDENT ASSOCIATION AT DURHAM COLLEGE AND UOIT

Per: _____
     President

Date: _____

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Per: _____
     President

Date: _____

Appendix A

<u>Requirements for Protocol Agreements to Introducing or Increasing Compulsory Ancillary Fees</u>

(From the Operating Procedure, Colleges of Applied Arts and Technology, Ministry of Training, Colleges and Universities)

Definitions

"Student governments" is defined:
- As the minimum number of student organizations that have both elected leadership and by-laws setting out their methods of operation;
- Are recognized by the college board of governors; and
- When viewed in combination at an individual college, represent all students who are eligible to vote for a student organization.

A college may have several student organizations recognized by the board of governors. For example, a college student body may be represented by an Aboriginal Students' organization as well as a second student government representing non-aboriginal students.

"Student government representatives" is defined as one representative for each of the student governments.

General

A college board of governors may not unilaterally change the text of a protocol agreed to by its administration and student government representatives, but shall refer any concerns back to those who developed the text.

In the event that an eligible student government chooses not to nominate a representative for the purpose of developing a protocol, the written support of that student government is not required for approval of the protocol. However, the terms of the protocol will still affect the students represented by the non- participating student government.

Colleges with multi-campus facilities may wish to have multiple protocol documents to address the different compulsory ancillary fee configurations at their colleges.

Protocol Agreement Requirements

Student government representatives and the college administration are to work together to develop a protocol agreement. A protocol agreement will come into effect provided all of the following requirements are met:

- The college administration and student government representatives reach agreement on the text of a protocol.
- The students eligible to participate in the development and approval of a protocol include all student government representatives.
- It specifies that in the event that a proposed increase or expansion in the rate of compulsory ancillary fees increases the total compulsory ancillary fees by more than 20% in one academic year, the increase and/or new fees must be approved through student referendum. The referendum must itemize each compulsory ancillary fee to be increased/introduced and the amount of the increase contributed by each fee. Students should have the opportunity to vote for/against individual fee increases. All compulsory ancillary fees, with the exception of program compulsory ancillary fees outlined in <u>Appendix 1</u>, are included in the annual calculation of total fee increases. Program compulsory fees are <u>not</u> to be included in a referendum on ancillary fee increases.
- It specifies that a review of all fees take place at regular five (5) year intervals to ensure that the reason for introducing a given fee remains current. Based on the review, advice will be provided to the Board of Governors by the administration and students on the structure of the fees. Any fee identified as supporting a service no longer deemed necessary or desirable should be discontinued.
- The administration and the student government representatives jointly identify representative(s) for students who pay compulsory ancillary fees, but are not represented through any of the college's student governments. These representatives would be involved in the development and approval of a protocol.
- Student agreement to the protocol is obtained through, at minimum, the support of the majority of the student government representatives involved in the development of the protocol, who, in turn, serve on behalf of the majority of students paying the compulsory ancillary fees.
- The protocol has the approval of the college board of governors.

All colleges must endeavour to finalize their protocol agreements, as this will facilitate the determination of ancillary fees on an annual basis.

Mediation

If a college's administrative representatives and students cannot reach agreement on a long-term protocol, the assistance of the board of governors should be obtained in pursuing mediation agreeable to both the administration and student government representatives. Should this first phase of mediation prove unsuccessful, then the board of governors may make a written request to the Minister of Training, Colleges and Universities for assistance.

Appendix B

Examples of Compulsory Ancillary Fees that might be approved through the Protocol Agreement

(From the Operating Procedure, Colleges of Applied Arts and Technology,
Ministry of Training, Colleges and Universities)

The following is a list of examples of compulsory ancillary fees that a college may wish to introduce and which are subject to the protocol agreement. The list is not intended to be exhaustive.

1.   Health/Insurance Fees

Any health insurance fees levied by the college to insure students (in contrast to fees that may be levied by the student government for health plans) are subject to the protocol agreement.

2.   Information Technology Fees

Eligible information technology fees are those fees over and above basic information technology infrastructure needed to operate academic services, computing and learning centre services. Compulsory ancillary fees levied to support information technology are understood to be supporting enhancements to basic information technology infrastructure not already funded through tuition fees, the general purpose operating grant and/or capital grants.

3.   Convocation or Graduation Fees

4.   Alumni Fees

5.   Student ID Fees

Appendix C

Compulsory Ancillary Fees Exempt from the Protocol Agreements

(From the Operating Procedure, Colleges of Applied Arts and Technology,
Ministry of Training, Colleges and Universities)

Ancillary fees exempt from the protocol agreements are divided into two categories: 1) program compulsory which are compulsory fees for students in applicable programs; and 2) institutional compulsory which are compulsory for all students. Program compulsory fees are not included in the calculation of annual fee increases that may result in a referendum if the increase in the rate of compulsory fees is above 20%. Institutional fees are included in the calculation of the annual increase.

Program Compulsory Fees

1. **Fees for Travel and Accommodation Expenses for Compulsory Field Placements**
   Institutions may charge compulsory ancillary fees for the reasonable, direct costs of travel and accommodation of students on compulsory field placements. Compulsory ancillary fees cannot be charged for such things as salaries and benefits or travel and accommodation of faculty, or for any specific tuition-related activities for any compulsory field placements.

2. **Fees for Travel and Accommodation Expenses for Compulsory Field Trips**
   Institutions may charge a compulsory ancillary fee for the reasonable, direct costs of travel and accommodation of students on compulsory overnight field trips. For compulsory trips not extending overnight, no ancillary fee may be charged. Compulsory ancillary fees cannot be charged for such things as salaries and benefits or travel and accommodation of faculty, or for any specific tuition-related activities for any compulsory field trips.

3. **Fees for program specific learning materials, equipment and clothing retained by students**
   For additional clarification with respect to lab fees, only fees which support the purchase of equipment, learning materials or supplies that the student retains upon completion of the lab are eligible. Ancillary fees may not be charged for any lab supplies consumed over the course of program delivery.

4. **Fees for materials which are used in the production of items which become the property of students**

5. **Fees for materials for which the college acts as a broker for a vendor providing material to students such as leases for laptop computers**
   In such brokering cases, fees paid by students to the college do not produce net revenue for the college but instead are set and levied through an agreement with a vendor. The college is neither the manufacturer nor the supplier of the material provided.

6. **Fees for co-op programs**
   Colleges may not charge a tuition fee for co-op work term semesters. Colleges may charge an ancillary fee in respect of co-op work terms in recognition of the costs of administering co-op placements and related services.

Institutional Compulsory Fees

7. **Fees levied by student governments such as the fees listed below.**

   a. **Health Fees**
      Any health insurance fees levied by the student government (in contrast to fees levied by the college) are exempt from the protocol agreement.

   b. **Student Activity Fees**
      Student activity fees that are levied by individual student councils and are to be determined by the student government representatives and the college's board of governors. Student activity fees are those fees, the revenue from which is not applied to the costs of instruction in any course or program normally offered for credit toward an eligible degree, diploma or certificate, but is applied to the costs of enhancing the cultural or social or recreational life of the students, or to provide other non-academic services to students. This definition excludes academic services, computing and learning centre services.

   c. **Athletic Fees**
      Student athletic fees that are levied by individual student councils and are to be determined by the student government representatives and the college's board of governors. Athletic fees are those fees, the revenue from which is not applied to the costs of instruction in any course or program normally offered for credit toward an eligible degree, diploma or certificate, but is applied to the costs of providing athletic or

recreational services to students or the costs of athletic associations or the costs of institutional athletic teams.

d. Fees to support the construction, maintenance and/or lease of capital facilities owned/operated by the student government.

Eligible fees include those amounts approved by student government representatives and the college's board of governors as contributions towards the capital costs of construction, renovation or leasing facilities to be owned/operated by the student government.

Compulsory Ancillary Fee Committee

Referenda Procedures and Guidelines

Durham College

Fall, 2014

INTRODUCTION

1. The purpose of this policy is to outline the general rules and regulations for conducting a referendum related to the Student Ancillary Fee Protocol at Durham College.
2. A referendum will be conducted in accordance with the terms and timelines of the Ancillary Fee Protocol, 2014.
3. Prior to a referendum being conducted, the referendum questions and all possible outcomes will be reviewed by the Student Ancillary Fee Committee (SAF Committee) to ensure that there is no breach of the protocol, or of institutional or Ministry policies.
4. The SAF Committee is a financial review body. The primary function of a referendum under the Ancillary Fee Protocol is education of the student body on:
    a. what the fees are,
    b. what the budgets are that are associated with the fees, and
    c. why a new fee or increase to an existing fee is being requested.
5. The fee increases that are recommended as a result of a referendum are subject to approval by the Durham College Board of Governors.
6. The results of a referendum are not valid unless a minimum of 15 per cent of the eligible voting student body vote in the referendum.

DEFINITIONS

7. **Campaign Assistant** is a student who volunteers to assist in campaigning for a referendum.
8. **Campaign Coordinator** is a full time Durham College student, appointed by the SAF Committee to develop campaign materials that inform the DC student population of all relevant information related to a referendum. This is a paid position.
9. **Campaign Material** means any product, giveaway, design, sound, symbol, or mark that is created or copied in any form and distributed through any medium in order to, and/or likely to, influence one or more voters.
10. **Campaigning** is an attempt by an individual or group to influence an eligible voter during the campaign period.
11. **Eligible Voter** is any full-time student who is enrolled in a program of study at Durham College who pays or would pay the ancillary fee targeted by the referendum.
12. **Referendum Coordinator** is a full time Durham College student appointed by the Student Ancillary Fee Committee to oversee a referendum on ancillary fees. This is a paid position.

REFERENDA PROCEDURES AND GUIDLEINES

13. When the SAF Committee determines that a referendum is required to obtain student support for a new fee or for an increase to an existing fee, the SAF Committee will:
    a. Formulate and agree to the referendum question.
    b. Appoint a Referendum Coordinator from the Durham College student body who is responsible for:
        i. Implementation and oversight of all referenda Guidelines and Procedures as stated in this document. This includes:
            1. Posting notice of the referendum not less than 15 business days in advance of the first day of voting for the referendum.
            2. Preparing a ballot that includes the referendum question and appropriate space to indicate yes or no to the question.
            3. Working with ITS to ensure that voting is secure and easily accessible to all eligible voters for a period of 3 business days.
            4. Communicating the results of the referendum to the SAF Committee.
            5. Publishing the results of the referendum to the campus community in the campus newspaper, student portal, and Facebook sites.
            6. Acting impartially in all matters related to the administration of the referendum.
            7. Ensuring all campus policies are enforced with all Campaign Coordinators and Campaign Assistants.

    c. Appoint two Campaign Coordinators responsible for:
        i. Development and distribution of campaign materials. All materials must be presented to the SAF Committee for approval in advance of distribution.
        ii. Collaboration with Student Association for broad distribution of campaign materials.
        iii. Recruitment, training and coordination of interested students to a maximum of 6 Campaign Assistants.
        iv. Act as spokespersons on the content of the referendum.

    d. Review the results of the referendum and make recommendations to the Durham College Board of Governors about the associated ancillary fee per the Terms of the Ancillary Fee Protocol.
        i. In the event of a tie vote on the referendum question, the SAF Committee may decide to initiate a second referendum or to table the fee review to the following year.

BOARD REPORT

Public	X		Action Required:	
			Information/Discussion	X
In-camera	☐		Decision	☐

MEETING DATE: October 8, 2015

REPORT DATE: September 30, 2015

FROM: Meri Kim Oliver, Vice President Student Affairs

SUBJECT: **Accessibility Report 2014**

A.   Purpose

The purpose of this report is to inform the Board of Governors of the updates to Durham College's Accessibility Plan in compliance with the Ontarians with Disabilities Act 2001 (AOD)

B.   Background

Under the ODA, the college is required to develop a multi-year accessibility plan that outlines our strategy to prevent and remove barriers to access. The plan must include review of policies, programs and services as they relate to persons with disabilities. In 2005, the Accessibility for Ontarians with Disabilities Act (AODA) was passed to establish standards in customer service, information and communication, employment, transportation and the built environment. The standards stipulate timelines and minimum expectations for implementation of standards within institutional accessibility plans. The Accessibility Plan must be updated annually, posted on the Durham College website, and submitted to DCLT and the Board of Governors for approval and endorsement respectively. The Accessibility compliance report is filed every two years with the Ministry of Economic Development Employment and Infrastructure and states that the Accessibility Plan has been posted.

C.   Discussion/Options

The Accessibility Working Group ensured that Durham College completed objectives of the 2013-2014 plan and established goals for 2014-2015. The focus going forward is on integrating accessibility in all college functions wherever possible by embedding accessibility oversight in standing college committees and operations.

D.   Financial/Human Resource Implications

An annual budget of $200,000 is set aside to continue improvements to the built environment for accessibility. Staff in CAFE (Centre for Academic Faculty Enrichment), ASC (Access and Support Centre), and HR (Human Resources)

continue to invest significant time and energy into training and education for students, staff and faculty throughout the campus.

E. Implications for UOIT (if applicable)

In 2014, the Centre for Students with Disabilities was re-designed in response to UOIT giving notice that Durham College would no longer provide services for UOIT students.   The new Access and Support Centre is building a developmental model for Durham College students who require accommodations and UOIT has implemented a new office for student support.

F. Recommendation(s)

That the Board of Governors endorses the Durham College AODA and ODA Accessibility Plan 2014-2015.

Durham College AODA and ODA

Accessibility Plan 2014-2015

Year Twelve

Expecting Diversity, Embracing Inclusion

September 2014

Under the Accessibility for Ontarians with Disabilities Act, 2005, and specifically Regulation 191/11 "Integrated Accessibility Standards" ("Regulation"), the Government of Ontario Legislative Assembly, designated public sector organizations and large organizations, including the Office of the Ombudsman, are required to develop multi-year accessibility plans outlining their strategy to prevent and remove barriers, and to meet requirements under the Regulation. (O.Reg. 191/11,s.4).

Available in Alternate Format on Request

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Accessibility Plan 2014-155

Introduction

The following report updates the Durham College Accessibility Plan and is submitted in compliance with the Ontarians with Disabilities Act, (ODA, 2001). The report provides information on Durham College's progress towards developing an accessible and inclusive environment in the context of our values of respect, equal access and diversity.

Our strategic goal is to support student success and the College has welcomed the pro-active approach of the Accessibility for Ontarians with Disabilities Act (AODA) in setting standards to identify and remove barriers that ultimately ensure not only student success, but the success of our entire community.

As implementation of the Accessibility Plan and the AODA Standards has progressed, the awareness and understanding of what a barrier free environment means has deepened to the point where it is now possible to embrace legislative requirements and look beyond to ways to craft a genuine culture of inclusion.

We are pleased with the progress towards an inclusive campus during the past year, through the annual prioritization of removing barriers in the built environment and through progress on three objectives established for 2013-2014:

1. Develop a Wellness Promotion Strategy
2. Develop a Communication Strategy for Inclusion Awareness
3. Continue AODA Implementation of 2014-2015 Requirements.

As a result of the work towards these objectives, Durham College has made important changes to the Accessibility Working Group to step up the integration of inclusion in multiple campus functions; implemented a pilot project designed to build resilience amongst our students; and completed important work on establishing standards of accessibility for websites.

We look forward to continuing on the path to accessibility in the coming year.

Accessibility Plan 2014-15 5

Built Environment

Durham College makes an annual commitment of resources to address barriers in the built environment as they are identified by the college and its community members. The following items were addressed this year:

a. The Flex Centre in the Campus Recreation and Wellness Centre installed an automated mechanism with remote control access at the entrance.
b. Door operators were installed at the Campus ID office and Riot Radio.
c. The shop area at the Whitby campus had power operators installed on 4 exterior and interior entrances.
d. Flashing lights were installed at crosswalks at the receiving drive, U-5 portable and Student Centre.
e. Renovations to C-wing of the Gordon Willey building included installation of green EXIT signs to meet international standards for recognition.

Objectives

1. Wellness Promotion Strategy

At Durham College, almost 11 percent of students register with the Centre for Students with Disabilities and almost one quarter of the registered students have a documented mental illness. In 2013 Durham College shifted the Mental Health Committee to the Healthy Campus Task Force with objectives that include research and implementation of pro-active programs for health and wellness and creating an environment that encourages resilience. Mental health continues to be on the agenda of the Task Force; however the focus shifted to examining the reasons for the increase in mental illness and mental health issues. With that focus, the Task Force then identified ways in which the campus can contribute as a pro-active agent for building resilience and reducing the incidents of mental health issues while continuing to build broader based support for those with mental illness and mental health concerns.

The Task Force included staff, faculty, student and external stakeholders who collectively developed a vision for a campus that is dedicated to being a holistic model of health and well-being. A plan has been drafted that is built with a series of activities that:

- Contribute to awareness of the principles of health and wellness,

Accessibility Plan 2014-155

- Promote resilience, self-management and health for all members of the community; and
- Support those not experiencing optimum wellness.

Proposals for long term initiatives include development of a Wellness Protocol for intervention with at risk students; wellness challenges and awareness campaign for staff and faculty; addition of a General Education course that links physical activity and stress reduction to wellness, diversity programming; and implementation of a pilot project to assign new students to a success coach. The coaching program is being piloted in September 2014 with up to 100 student participants who are assigned coaches. (Healthy Campus Task Force Report, 2014).

The Task Force also implemented several short term initiatives to support the health of the campus that included:

a) Training an additional 27 staff and faculty in Mental Health First Aid.
b) Drafting a new policy for support and intervention with students who have significant need for mental health support in multiple venues. The Wellness Protocol will be finalized in fall 2014.
c) Adding on-line mental health resources for students:
  a) **I CopeU: icopeu.com/durham** is a customized mental health web portal that was introduced to students to help them navigate the health services they need while at Durham College. iCopeU is a program of *mindyourmind,* a not for profit, award winning youth mental health program. Through the use of technology and innovative practices, *mindyourmind* works closely with youth and young adults to create web based resources that are reliable and relevant. ICopeU is mobile-friendly and is updated with new tools and interactive elements quarterly.
  b) **HealthyMinds app**: http://healthymindsapp.ca/ is a problem-solving tool to help students deal with emotions and cope with stress. It was developed by The Royal thanks to a donation by D.I.F.D. and was marketed to Durham College students this year.
d) Implementing Soup and Substance sessions for campus members to engage in discussion on diversity and equality. Sessions occurred monthly in the Aboriginal Centre as part of the

initiatives to build understanding of diversity and inclusion as fundamental to accessibility.

e) Hosting the International Mother Language Festival.

f) Hosting Aboriginal Awareness Day programs and conducting the dedication ceremony for the Installation of the Medicine Wheel.

2. Communication Strategy for Inclusion Awareness

Durham College set an objective to develop a communication strategy for the campus that will integrate accessibility into the overall vision of the campus.

a)   The Healthy Campus Task Force established a Communications Task Group to work with leaders of the proposed projects, identify common elements and develop a promotional campaign for fall 2014. This work began as individual program proposals were completed in spring 2014 and will continue over the next two years.

b)   Communication Integration: The terms of reference for the Accessibility Working Group were reviewed and the new Accessibility Coordinating Committee (ACC) will begin in fall 2014. The Working Group which formerly reported to the AODA Senior Steering Committee, will, as the Accessibility Coordinating Committee, report directly to the Durham College Leadership Team and will continue to have responsibility for the annual Accessibility Report and Plan updates. In addition, the ACC will now have members embedded in campus committees including the Policy and Procedures Committee, Healthy Campus Task Force and the Academic Leadership Team to broaden the base of communication, conversation and implementation of universal accessibility. Specific goals of the Accessibility Coordinating Committee will be assigned to leaders who will in turn be responsible for building a task group from the campus and local communities for execution of the goals. The purpose of the change is to expand the number of people throughout the campus and local community who are involved in the accessibility agenda and to integrate communication on accessibility in core operational groups throughout the campus.

Accessibility Plan 2014-155

c)   Identification of Stakeholders: In 2013, the College Centre for Students with Disabilities (CSD) embarked on significant re-structuring designed to provide more effective service to our students and to build a developmental service model. The Centre historically provided service to students at Durham College and the University of Ontario Institute of Technology; however, the increase in the number and needs of students resulted in a decision to move to two separate operations. The new Access and Support Centre is distinct from the CSD in the following ways:

i)   New director hired with mandate to establish extensive community partnerships throughout the campus and beyond to support students, staff and faculty in partnering to enhance the experience and success of students with exceptionalities who attend Durham College.

ii)   The Centre is working from a developmental model in which appropriate accommodations are identified and implemented in a partnership between student, staff, faculty and as appropriate, community supports.

iii)   A case management approach has been established for students with mental illness or need for multiple supports that connects students to community supports with a focus on continuity of care, before, during and after their academic careers at Durham College.

iv)   Advisor positions have been changed to coaching positions to focus on strength development and goal setting for students. Students are supported in identifying additional supports on campus and in the community.

Multiple community stakeholders have been identified and contacted during the restructuring and the stakeholder group will continue to be expanded to meet student and campus needs over the coming years.

3. AODA Standards

Durham College undertook a series of projects to further compliance with AODA in 2013-2014.

a. A chart was compiled outlining January 2014 and January 2015 deadlines related to General, Employment, Information and Communication, and Transportation Standards and Durham College's progress towards each requirement.

Accessibility Plan 2014-15   5

b. The AODA Human Resources College Committee in Ontario collaborated to develop an on-line resource for training on the Integrated Standards. The module became available in 2014 and all Durham College staff, faculty, contractors and volunteers were notified in May 2014 of their responsibility for completion of the training modules by June 2014. At time of this report 522 personnel have completed the training.

c. Two accessible self-service kiosks were installed in the Student Services Building and at the Whitby campus for appointment booking and cueing.

d. The Audit report to the Ministry on progress in training for educators was submitted. 482 educators completed the on-line training module.

e. The process for development of individual accommodation plans and emergency response plans is in place including a process for re-deployment of employees as required and a return to work process.

f. Over 2200 submissions have been received since the Feedback process was launched.

g. 1521 employees have completed the Customer Service Standard training modules and it is now a requirement of all new hires during orientation.

h. The new Student Feedback Form used to provide feedback to faculty on the classroom experience was reviewed to ensure accessibility.

i. Communications and Marketing completed a review of best practices for accessibility website design, created a strategy for developing new content for the Accessibility website, and updated the existing website with additional features.

j. All new webpages created in 2014 (5 websites and microsites) have fully met and surpassed AODA standards using WCAG.

k. A cohort of 72 new contract faculty completed the Jumpstart program in 2014 including components on UDL and 22 new full time faculty completed the Teaching Methodologies course.

4. Progress Towards 2015 Standards
   a. Print to digital: The library responds to requests for a print periodical article or pages of a print library book transferred to digital format for a vision impaired student by scanning the pages for compatibility with text to speech software that students most frequently use.
   b. Digital print resources: Approximately 50 percent of the library content for Durham College is in digital format. This includes e-books & e-journals. A few of the providers have adaptive technology such as an audio feature in their packages.

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c. Media: Approximately 50 percent of the library's streaming media is available with captioning or a transcript that students can pull up on their computer with the video. Physical videos and dvds in the library collection are sent to Inclusive Media for captioning as needed when the vendor/copyright holder gives permission.

d. The Centre for Academic and Faculty Enrichment (CAFÉ) continued the faculty teaching certificate program which includes education on using UDL principles in the classroom. An additional 15 faculty completed the course for a total of 32 certificates to date.

2014-2015 Objectives

I. AODA Compliance

    Goals:

    1. Review of all training initiatives and confirmation of staff completion.
    2. Identify gaps in training and implement process to resolve.
    3. Continue review of all policies and procedures for accessibility and inclusion.
    4. Review existing websites for two departments (International and Continuing Education in 2014-15) and update for accessibility.
    5. Continue adaptations of built environment including public spaces. Review and develop implementation plans.
    6. Expand resources on Accessibility website for staff and faculty use.
    7. Complete broad-based consultation with student population with exceptionalities to review Accessibility Plan and identify next steps to update.

II. Expand Mental Health and Healthy Campus Support

    Goals:

    1. Implement Coaching Pilot to determine impact on resilience from assigning students to a coach.
    2. Implement recommendation to train all new staff and faculty in Mental Health First Aid.
    3. Expand existing training and resource material on supporting individuals with mental illness and mental health issues.

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4. Complete and obtain approval for Wellness Support and Intervention policy and procedure; and implement.
5. Move campus intramural and recreation program coordination to Athletics and establish targets to increase participation rates by 10% in 2014-15.

III.   Diversity, Inclusion and Community Culture Integration

Goals:

1. Implement "Yes Means Yes" campaign.
2. Promote campus community participation in PanAm and Para PanAm Games leadership and diversity programs.
3. Initiate Wellness Activity Challenge for campus.

IV   Communication

Goals:

1. Re-design International department website to meet WCAG A standards and include additional usability features to help improve language barriers.
2. Update all 150+ program pages on the Durham College website to meet WCAG A standards.
3. Re-design Community Employment Services website to meet WCAG A standards.

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Accessibility Plan 2014-155

Appendix A

Accessibility Plan 2013-2014 Progress Report

Objective 1: Wellness Promotion Strategy

Goals: Develop a plan to promote widespread wellness on campus. Approach will focus on a fundamental shift in thinking from the focus mainly on mental health to an emphasis on establishing overall health and well-being for all.

Initiative	Department	Status	Progress to Date/Planned Adjustments
1. Establish the parameters of Durham College's Wellness Vision that include a measurable definition of wellness as it pertains the college's unique campus community.	Office of VPSA	completed	Mental health committee evolved to Healthy Campus Task Force, established in Fall 2013. The focus is on the integration of student, staff and faculty well-being. The Healthy Campus Task force report has been submitted to the college leadership team for approval. Short term projects implemented: -additional Mental Health First Aid Training of staff and faculty (60) -diversity conversations during monthly "Soup and Substance" sessions -Aboriginal Awareness Day Proposals completed and approved for implementation of pilot projects starting in 2014-2015: • Coaching – students have a personal e-coach who focusses on strength development and

			building resilience; • GNED course – proposal submitted to provide direct education to students on role of activity in health Diversity – programs to expand campus awareness and appreciation of diversity to include varying types of health in the population
2. The promotion of the Wellness Vision to campus and community stakeholders (see Objective 2 below).	Office of VPSA	On going	A Communications Task Group has been established to work with Healthy Campus project team leads to educate the campus on healthy practices and to promote Healthy Campus Task Force initiatives.
3. Conduct a comprehensive review of existing academic and non-academic policies and procedures, student life and involvement, health, counselling and disability related supports and services from a wellness perspective.	Office of the President	ongoing	A member of the Healthy Campus Task Force and a member of the Accessibility Coordinating Committee (formerly Accessibility Working Group) sit on the Durham College Policy and Procedures Review Committee. A new electronic Student Feedback Form that allows students to comment on their classroom experience was reviewed and modified for accessibility. Over 20 existing policies were reviewed for accessibility in 2013-2014.
Objective 2: Communication Strategy for Inclusion Awareness			

Goals: Develop a communication strategy for disseminating the fundamental vision for inclusion and the parallel vision for comprehensive wellness. This strategy supports Durham College's 2013 Business Plan goal to "launch an Accessibility for Ontarians

with Disabilities (AODA) awareness campaign in Fall 2013 so that everyone in the campus community understands the importance of this legislation and being an inclusive college" (pg. 8, DC Business Plan). Proposed goals toward the achievement of this objective include:

Initiative	Department	Status	Progress to Date/Planned Adjustments
1. Establish an understood and measurable definition of inclusion and the role of universal design in the establishment of an inclusive educational and built environment.	Healthy Campus Task Force	To be completed in Fall 2014 when Healthy Campus strategies approved. Report submitted for approval August 2014	Task force members from Human Resources, Student Services, Athletics, Centre for Students with Disabilities, students and community were involved in program development and implementation for students, staff and faculty. The Communications Task Group will advance a strategy to communicate the vision and mandate of the Task Force with education on how a Healthy Campus is an inclusive campus.
a. The integration of the Healthy Campus Promotion Strategy into the overall vision for an inclusive campus.			
b. The integration of Accessibility for Ontarians with Disabilities legislation into the overall vision for an inclusive campus		Completed and continuing	Accessibility Working Group (AWG) repurposed to Accessibility Coordinating Committee (ACC) with membership embedded in core campus committees.
2. Identify the primary vehicles by which an inclusive vision can be promoted such as: public and internal website, social media, email and print materials.	Communications & Marketing	Completed	Communications and Marketing team reviewed best practices of other post-secondary Accessibility websites in order to develop new content, update look and feel of existing DC Accessibility site and add more features to college website. As a result all new websites created in 2014 (5 websites and microsites) met and fully

			surpassed AODA standards.
			Communications & Marketing will launch a DC mobile app by the end of the fiscal year.
			Speech to text appeared on screen at all college convocation ceremonies in June 2014.
			Graphic Designer attended 2 day InDesign workshop that featured the implementation of WCAG standards.
3. Identify the primary stakeholders involved in promotion of an inclusive vision at Durham College such as: Ministry of Community and Social Services, City of Oshawa and Region, agencies and societies, Durham Region Boards of Education and campus community stakeholders (i.e. faculty, staff, students, parents, alumni).	Office of VPSA and CSD	Completed	The Access and Support Centre replaced the former Centre for Students with Disabilities. Design of the new model focuses on partnerships and community connections that expand resources for students throughout the community and that establish a continuity of care for students with mental illness to have support before, during and after their college experience. Case Manager and Director continue to identify additional stakeholders and partners.

Objective 3: AODA Implementation of 2014-2015 Requirements

Goals: In addition to objectives related to overall vision, Durham College will continue in the 2013-2014 planning year to implement present and upcoming AODA requirements. Proposed goals toward the achievement of this objective include:

Initiative	Department	Status	Progress to Date/Planned Adjustments
1. Compile a chart outlining January 2014 and January 2015 deadlines for requirements related to each of the General, Employment, Information and	Human Resources	Completed	• Return to Work Policy and Procedure updated to ensure AODA compliance. • Employment Standard: All AODA requirements have been implemented. • AODA Considerations have been implemented into

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Communication and Transportation Standards and Durham College's progress toward each.			• all new and updated Durham College policies. • Integrated Accessibility Standards Regulation (IASR) has been provided to all employees. • Individual Accommodation Plan document is developed and ready for use as needed.
2. Finalize AODA –related training, in regards to the Integrated Standards and Human Rights Code to meet January 2014 deadline.	Human Resources	Completed	• 482 educators received completed training in regards to Integrated Standards. • Educational and training resources have been made available in accessible formats. • Online training on Integrated Standards and the Human Rights Code was released to all staff in May 2014. All staff required to complete by July 30 2014.
3. Develop and implement processes related to the Employment Standard such as recruitment, information for employees and processes to accommodate employees to meet January 2014 deadline.	Human Resources	Completed Ongoing	• AODA standards have been implemented during interview process – candidate is provided with list of questions to refer to during the interview. • Candidates are informed of supports during recruitment and selection process. • Individual accommodation plans have been prepared to assist with return to work process and re-deployment. • Human Resources forms that are in hard copy will also be converted to electronic format. This also includes student evaluations, performance plans, and staff evaluations.

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4. Develop and implement processes relating to the Information and Communication Standard such as accessible formats and communication supports and the accessibility of libraries to meet January 2015 deadline.	Human Resources	Ongoing	• Accessible document training will be offered to staff in fall 2014. • UDL principles are addressed in the courses in the full time Faculty Development program and in the Jumpstart training for contract faculty. UDL is also modeled in course delivery. 17 faculty graduated from the Faculty Development program in 2013 and 15 faculty graduated in 2014. • Bookstore staff have been made aware of AODA requirements.

d)   Other 2013-2014 Accomplishments/Updates

List all other accomplishments, updates, initiatives, and/or project status relating to accessibility that cannot be captured within the objectives noted above.

Initiative	Department	Status	Progress To Date/Planned Adjustment
Emergency management	Campus Safety & Security	Ongoing	Lockdown exercises and fire drills help to identify mechanical deficiencies. Whitby lockdown exercise went well. Two staff travelled to the Port Perry and Oshawa employment service sites to ensure they were safe and secure. Issues that happened a year ago with CIRENS have been fixed.

| Built standard | Facilities | Ongoing | Built standard was reviewed and code consultant was hired to review all colleges. Durham College is compliant with current slope and grade of pathway connecting the Student Services Building and sidewalk leading to the Gordon Willey Building.

The following items were also addressed this year:
    f. The Flex Centre in the Campus Recreation and Wellness Centre installed an automated entrance with remote control access.
    g. Door operators were installed at the Campus ID office and Riot Radio.
    h. The shop area at the Whitby campus had power operators installed on 4 exterior and interior entrances.
    i. Flashing lights were installed at crosswalks at the receiving drive, U-5 portable and Student Centre
    j. Renovations to C-wing of the Gordon Willey building included installation of green EXIT signs to meet international standards for recognition. |
| Universal Design for Learning (UDL) | CAFE | Ongoing | • The second cohort of the Durham College Teaching Certificate Program graduated in May 2014. Includes Universal Design for Learning (UDL) that faculty now use in the classroom. UDL is embedded in jump start orientation for faculty and is part of the overall faculty development program. DC has been established as standard in the system.

• UDL training will be delivered to all staff who deliver internal and external presentations/workshops

• The CAFÉ will continue to offer captioning support to faculty. 197 videos have been captioned – total |

			length is 5000 minutes.

Status Update of 2012-2013 initiatives

e)   Objective 1: AODA Implementation

GOAL: IASR standards are being rolled out with compliance deadlines ranging from January 2012 to January 2025. The college will meet its AODA Implementation objective via the following goals.

Initiative	Department	Status	Progress to Date/Planned Adjustments
Develop and implement plans for all 2013 and some 2014 AODA Integrated Standards to ensure college compliance.			

1e) Training • Training provided to all employees, volunteers, contractors • Topic: Human Rights Code pertaining to persons with Disabilities • Must keep a record of the dates when the training was offered and number of participants trained • Recommended web college online training and HRIS record training	Human Resources Office of VP, Academic	Completed July 2014	A provincial training tool is being developed for all colleges to roll out to employees commencing August 2013. This training requirement is due for implementation as of January 1, 2014.
1f) Feedback • Process for receiving and responding to feedback shall ensure that the processes are accessible or arrange for accessible formats upon request • Shall notify the public about the availability of accessible formats and communication supports	Communications & Marketing	Completed	All feedback forms now centralized through DC Cares.
1h) Accessible websites and web content • Shall make their websites and web content conform with the WWW Consortium WCAG 2.0-level A increasing to level AA	CAFE	Ongoing	CAFÉ's mandate is to ensure that their site conforms to WCAG 2.0 level AA standards.
Implement Customer Service Standards Review recommendations			
4a) Add AODA information within the Accessibility internet site	Office of VP, Student Affairs	Ongoing	A section entitled AODA will be added to the college's Accessibility website. Current information about AODA and relevant documentation can be made available to the public.

f)   Objective 2: Develop and Implement a College Mental Health Strategy

Goals: Durham College will aim to continue to work toward mental health awareness initiatives and supports on campus. Work in this area for the current planning year will center on the goals outlined below.

Initiative	Department	Status	Progress to Date/Planned Adjustments
1. **Provide mental health P.D. to staff, faculty and senior administrators.** The college will aim to develop professional development resources and workshops on topics related to mental health. In order to determine the nature of resources and/or workshops required, a brief survey of staff, faculty and senior administrators will be developed to gain an understanding of areas of greatest interest and need for the various target audiences. Following this appraisal, a corresponding professional development plan will be developed for the 2012-2013 planning year.	CSD Campus Health Centre Human Resources	Completed	Mental Health First Aid moved to Psychiatric Nurse in Health Services. Training was provided to 27 staff and faculty in 2013-14. Proposal submitted to Durham College Leadership Team to implement practice of Mental Health First Aid training for all new staff and faculty. SafeTalk training was provided to 12 coaches for coaching pilot in 2014. "Not Myself Today" promoted mental health self-care for employees (May 2014)

g)   Other 2012-2013 Accomplishments/Updates

List all other accomplishments, updates, initiatives, and/or project status relating to accessibility that cannot be captured within the objectives noted above.

Initiative	Department	Status	Progress To Date/Planned Adjustment
Accessible Facilities	Facilities	Ongoing	Attendant washroom in C wing will be completed once Ministry grant (Accessible Enable Fund) for $50K is received.

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APPENDIX B

2013-14 Accessibility Working Group Members

Kelly Bailey, Co-chair, Human Resources

Brandon Carson, Co-chair, Communications and Marketing

Allison Hector-Alexander, Diversity

Angie Paisley, Student Affairs

Cindy Foley, Continuing Education

Karen Anderson, Community Integration through Cooperative Education

Kathy Lazenby, Campus Health Centre

Kirston Arbour, Access and Support Centre

Marc Athanas, Residence

Meri Kim Oliver, Student Affairs

Maureen Calhoun, School of Applied Science and Technology

Maureen Wideman, UOIT

Ralph Aprile, Facilities and Ancillary Services

Sandy Odrowski, C.A.F.E

Scott Bronson, Campus Safety and Security

Angela Wood, Athletics

Nathalie Zhou, Library

BOARD REPORT

			Action Required:	
Public	**X**		**Information/Discussion**	**X**
In-camera	☐		**Decision**	☐

MEETING DATE: October 8, 2014

REPORT DATE: October 1, 2014

FROM: Meri Kim Oliver, Vice President Student Affairs

SUBJECT: **Enrolment Report**

A.   Purpose

To provide current enrolment information to the Board of Governors

B.   Background

Current and projected enrolment set the foundation of strategic planning for the college.   Over the past 5 years, applications to Durham College increased by 32.5% and the college experienced significant growth, reaching a population of 10,000 in 2013, two years ahead of target.   In 2014, the college system throughout Ontario experienced the first significant slowing in growth since the double cohort. While many campuses witnessed a decline in first year enrolment, Durham College continued to witness modest growth with an increase in first year admissions of 0.9%, or 287 new students.   In the same year, international enrolment increased to 455 students.

C.   Discussion/Options

Indicators such as demographics in the GTA and the 2014 system decline in enrolment suggest that Durham College will have to find new and creative ways to recruit students to the college. The Registrar's Office has been re-aligned to a new identity as Strategic Enrolment Services and, in conjunction with the Strategic Enrolment Management Committee, an updated approach to enrolment management is under way.

D.   Financial/Human Resource Implications

Recruitment in new markets requires investment in recruiters and materials. SEM has approved an additional $52,000 for recruitment in 2014-2015 to bolster activities in anticipation of a highly competitive admissions atmosphere in fall 2015.

E.   Implications for UOIT (if applicable)

Provincial university enrolment numbers are also in decline and UOIT experienced a decline in secondary and non-direct admissions in 2014. The reduction in enrollment will have an impact on budgeting processes that intersect with Durham College.

F.   Recommendation(s)

An Enrolment Report update will be provided to the Board of Governors early in 2015.

Durham College
Enrolment Update September 2014

Meri Kim Oliver, VP Student Affairs
Nevzat Gurmen, VP Corporate Services

Applications – Domestic and International

	Year to Date Sept 5, 2013	Year to Date Sept 5, 2014	Variance
TOTAL	**23,242**	**23,839**	**2.29%**
School of Interdisciplinary Studies & Employment Services	1,753	1,956	11.58%
School of Skilled Trades, Apprenticeship & Renewable Technology	2,412	2,789	15.63%
Centre for Food	998	891	-10.72%

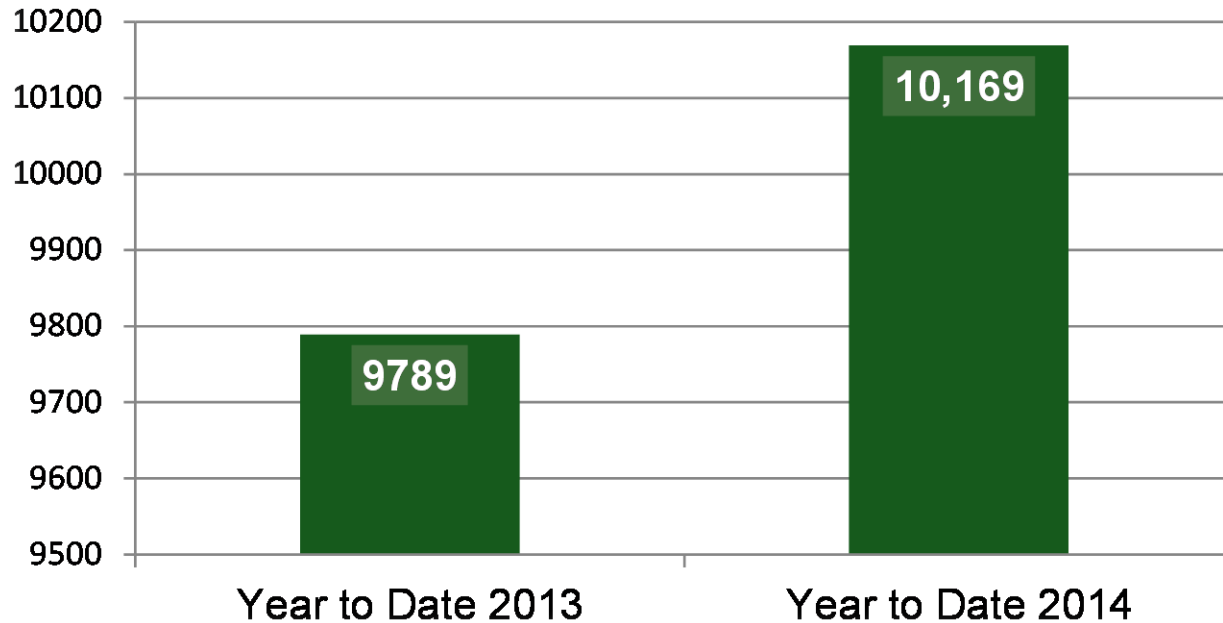**Number of Applications**
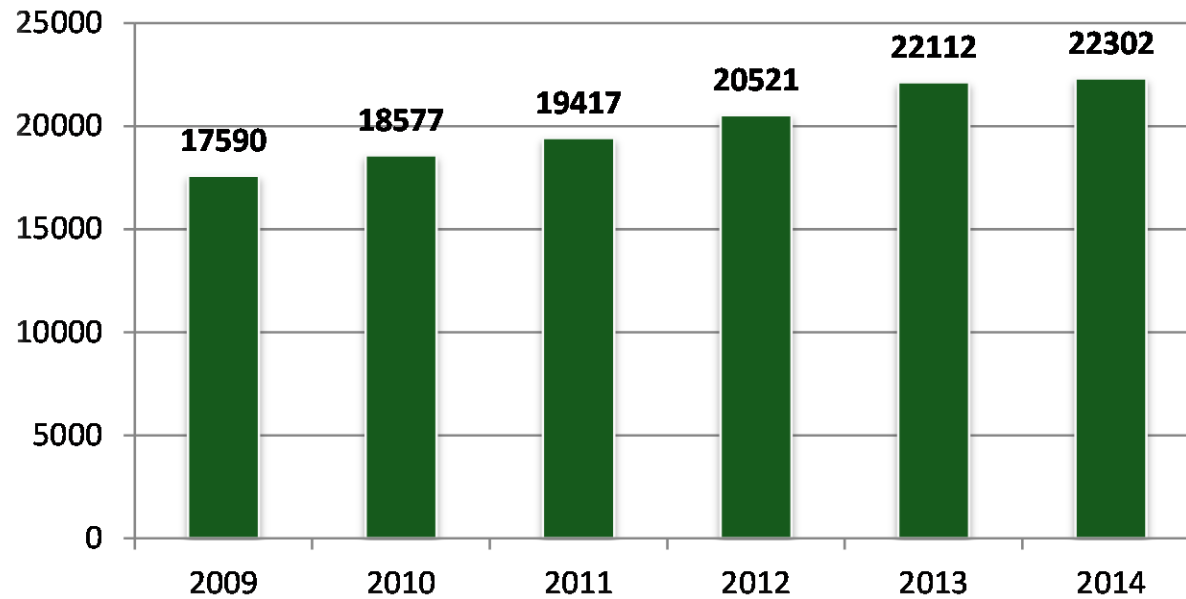
5 Year Increase **4,712**

- More offers (581) were issued overall

- Offers to highly competitive programs were sent out one month earlier than in previous years

- A call campaign prompted earlier confirmation responses

Total Year 1 and Returning Domestic *

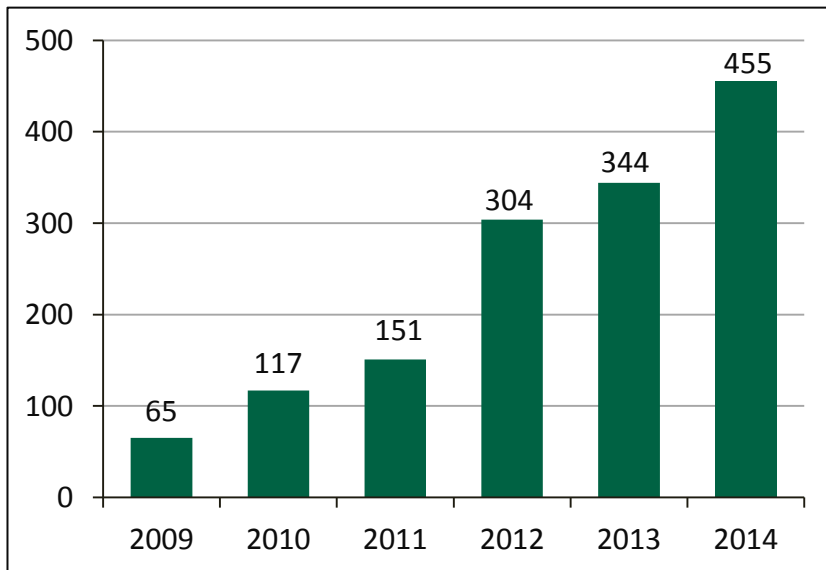* Number of students Confirmed and Paid continues to change up to November count

Post Secondary	10,056
BScN	442
International	452
TOTAL	**10,950**

Apprenticeship: 600; number increases with each intake

International enrolment – fall 2014

- Fall 2014 enrolment realized as 455 Full Time Equivalent students – 111 students (32%) more than last year and 55 students (14%) more than budget

- Wider diversity of students – number of represented countries increased from 32 to 42

- Better prepared students – retention rate of international students from first year to the second is 80%, a higher ratio than domestic students retention

- Emerging markets include Brazil, West Africa and Caribbean countries

Fall semester international enrolment

Diversity of students