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

Date:	Wednesday, February 8, 2012
Time:	4:00 p.m.
Location:	Community Room
	Gordon Willey Building, A144

Pages

1. CALL TO ORDER

2. INTRODUCTION OF GUESTS

   Rick Tidman, Professor, School of Science and Engineering Technology; Erin Emery and Dan Alayon varsity students; Ken Babock, Director, Campus Athletic Centre; Mary Blanchard, Associate Vice-President, Academic Planning; Peggy Forbes, Advisor, Aboriginal Student Centre

3. ADDITIONS/DELETIONS TO THE AGENDA

4. CONFLICT OF INTEREST DECLARATIONS

5. PRESENTATIONS

5.1	Rick Tidman, professor, school of science and engineering technology made a presentation regarding the Biomedical Knowledge Portal Project	4 - 6
5.2	Erin Emery and Dan Alayon, varsity students will make a presentation regarding their varsity experience at Durham College.	
5.3	Quarterly Academic Report - Judy Robinson, VP Academic	7 - 19

6. CONSENT AGENDA

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

   ITEM NUMBER 7.1 10.1 1.1.1. 11.2.1 11.3.1 13.1 13.2 13.3 13.4 14.1

7. APPROVAL OF PREVIOUS MINUTES

7.1 Minutes of January 11, 2012

8. ACTIONS ARISING FROM PREVIOUS MINUTES

9. CHAIR`S REPORT

10. PRESIDENT`S REPORT 20 - 22

10.1 President's Report for February 2012

11. COMMITTEE REPORTS

11.1 AUDIT AND FINANCE COMMITTEE (M. SIMPSON)

11.1.1 Audit and Finance Committe Report No. 4 of January 31, 2012 23 - 23

11.2 EXECUTIVE COMMITTEE (D. SEWELL)

11.2.1 Executive Committee Report No. 5 of January 25, 2012 24 - 24

11.3 GOVERNANCE REVIEW COMMITTEE (G. CUBITT)

11.3.1 Governance Review Committee Report No. 2 of January 17, 2012 25 - 26

12. CONTINUING BUSINESS

13. NEW BUSINESS

13.1 Interim Budget – Barb MacCheyne, Director, Financial Operations 27 - 30

13.2 Board Policy Renewals/Revisions - Governor Cubitt 31 - 37

13.3 Program Renewal Process Update - Judy Robinson, VP Academic 38 - 40

13.4 New Program Approval - IT Security Graduate Certificate - for implementation 2012 41 - 59

14. OTHER BUSINESS

14.1 Program Advisory Committee Minutes 60 - 81

15. INQUIRIES AND COMMUNICATIONS

16. UPCOMING EVENTS

16.1 Nominations and Election for Student Governor – February 27 to March 9, 2012 82 - 82

16.2 Nominations and Election for Academic (Faculty) and Support Staff Governor – March 5 to March 16, 2012

16.3 Special Board Meeting Date– Wednesday, March 7, 2012 at 6:00 p.m., Community Room

16.4 Annual Donor Reception – March 27, 2012 at 7:00 p.m. in the Student Services Building

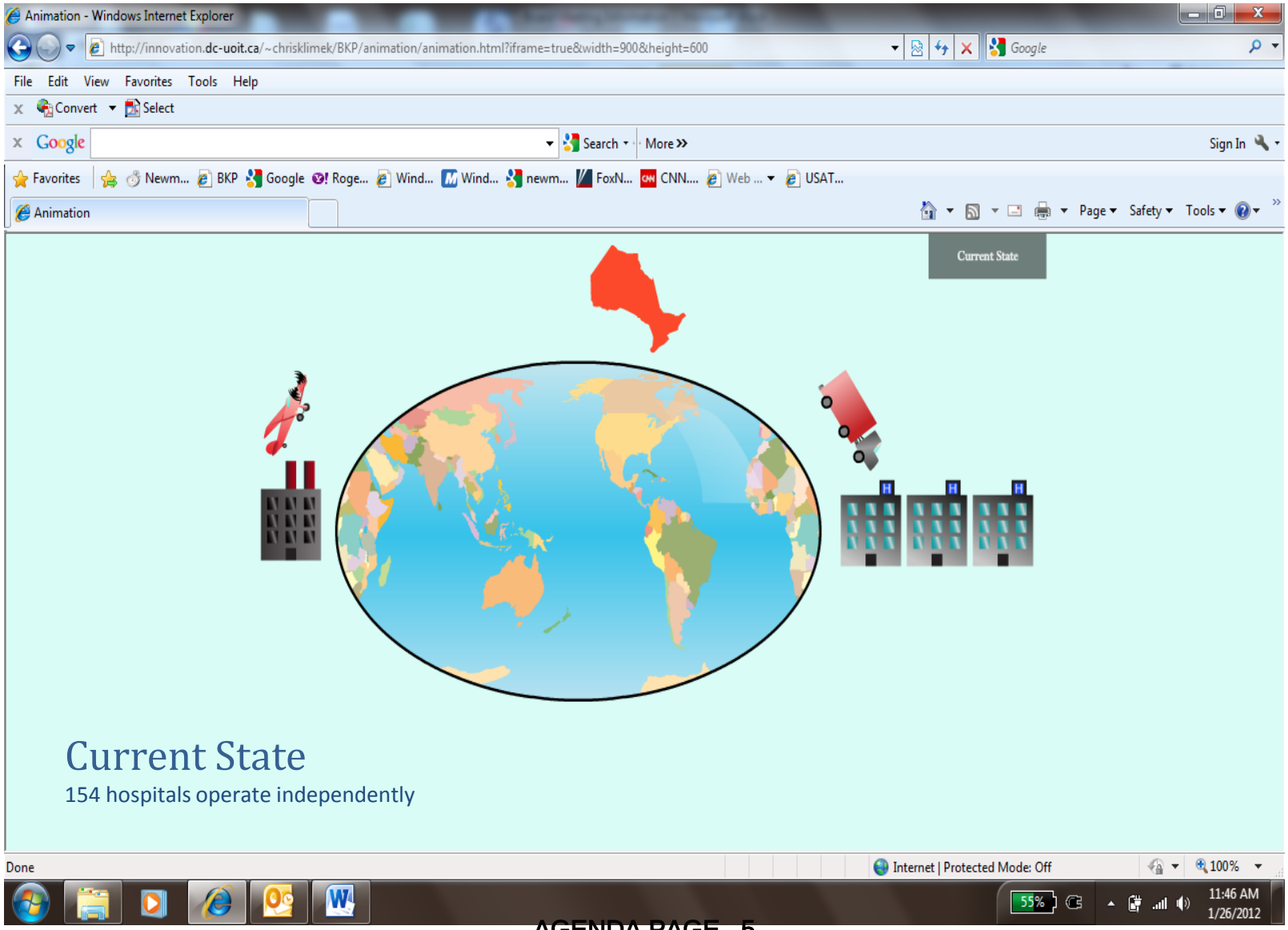
16.5 Open House – Oshawa Campus – March 31, 2012

16.6 Special Board Meeting and Open House - April 11, 2012 - Uxbridge Learning Site

17. MOVE TO IN-CAMERA SESSION

18. ADJOURNMENT

Biomedical Knowledge Portal Project
Rick Tidman, professor, school of science and engineering technology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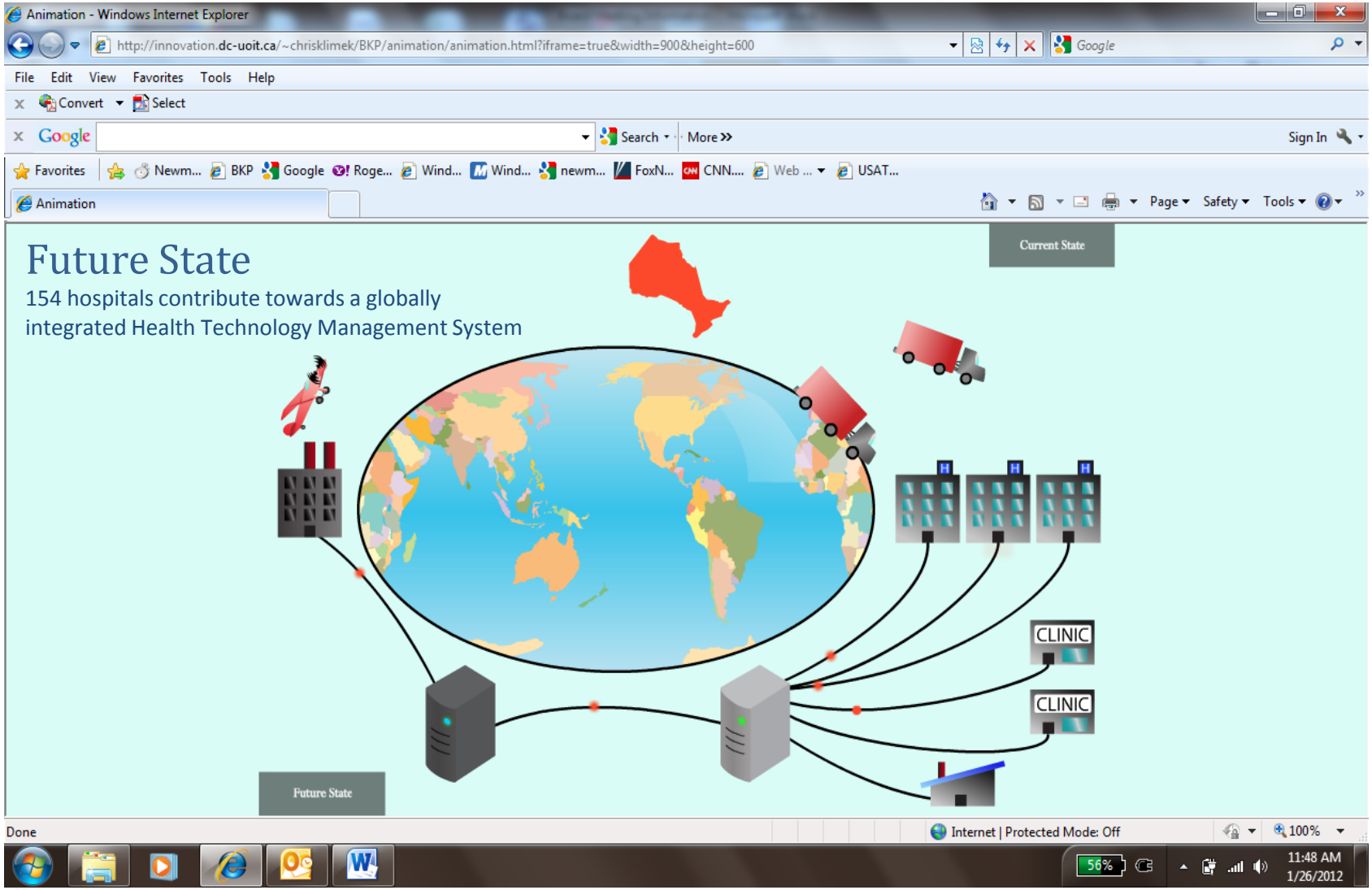
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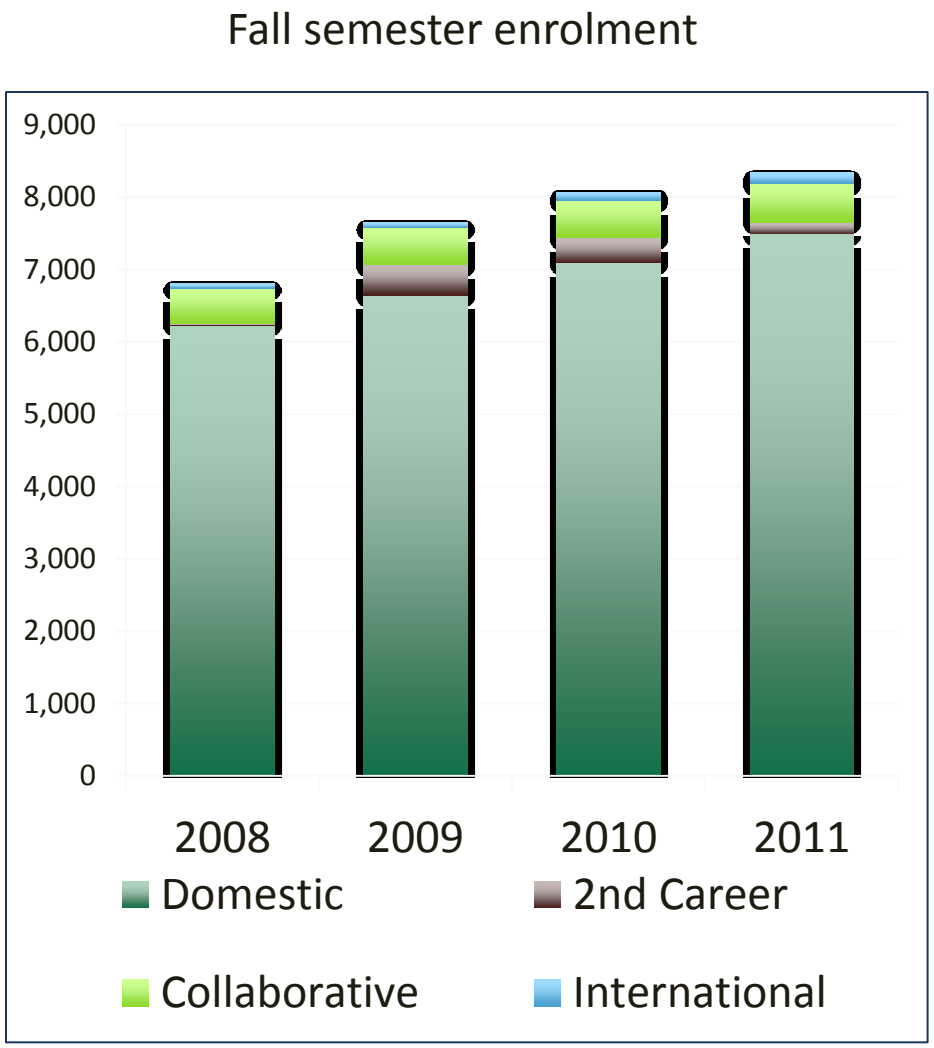
ACADEMIC UPDATE - FEBRUARY, 2012

SUCCESS MATTERS

Access **Quality Teaching & Learning** **Accountability**

ACCESS - ENROLMENT GROWTH



- Full-time enrolment increased from 6,741 in 2008 to 8,332 in 2011 – **7.0% annual average growth in three years.**
- According to November 1st count from OCAS DC grew **by 4.7% vs. a system decline of 0.3% .**
- **GPOG** funded full-time enrolment **increased by 5.5%**
- **International enrolment** has grown **two and a half times** between 2008 and 2011.
- **Total tuition fee revenues** increased from $16.7 million in 2008-2009 to $25.4 million in 2011-2012, **an increase of 52%.**

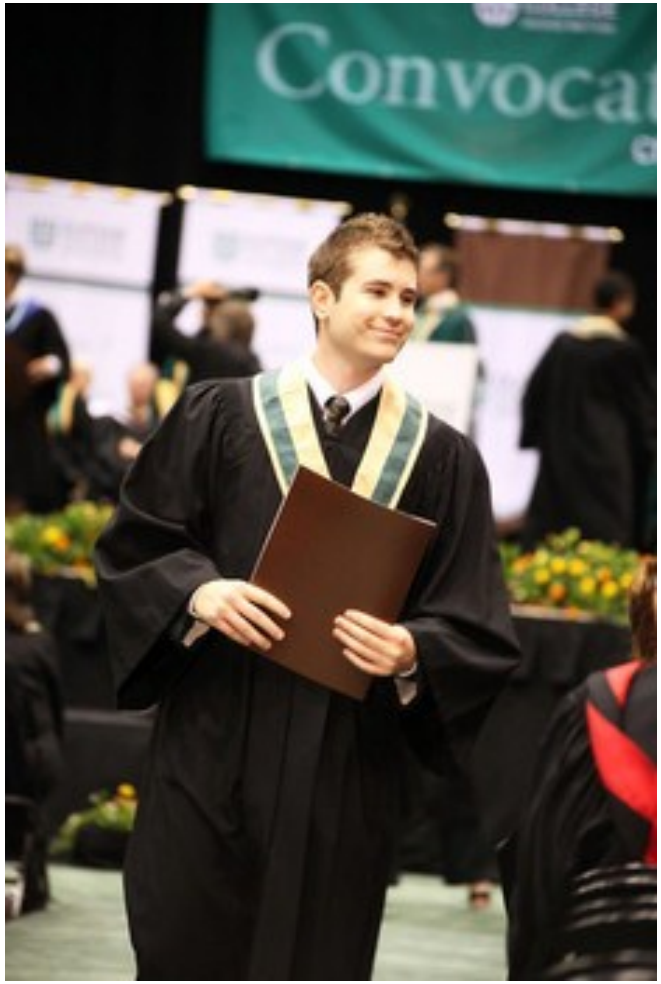
ACCESS - NEW PROGRAMS 2011 - 2012

School	Program
Business, IT & Management	OYAP Cook (February 2012)
Health & Community Services	Developmental Service Worker Diploma
Justice & Emergency Services	Emergency Services Fundamentals Certificate Victimology Graduate Certificate
Media, Art & Design	Digital Photography Diploma Digital Video Production Diploma Digital Cinema Visual Effects Graduate Certificate Fine Arts Advanced Diploma
Skilled Trades, Apprenticeship & Renewable Technology	Construction Carpentry Diploma Construction Hoisting Techniques Welding Techniques

ACCESS - NEW PROGRAMS 2012 - 2013

School	Program
Business, IT & Management	Golf Facilities & Management Diploma International Business Graduate Certificate Recreation & Leisure Diploma
Health & Community Services	Accessibility Coordination Graduate Certificate Community & Child Studies Fundamentals Certificate
Interdisciplinary Studies	Library & Information Technician Diploma Technical Writer Graduate Certificate
Justice & Emergency Services	Fire & Life Safety Technician Diploma Legal Research & Information Management Grad Cert
Media, Art & Design	Web Apps for Mobile Computing Graduate Certificate
Science & Engineering Technology	Artisan Agriculture Diploma Horticulture Technician Diploma
Skilled Trades, Apprenticeship & Renewable Technology	Energy Management & Sustainable Building Technology Advanced Diploma Trades Fundamentals Certificate

ACCOUNTABILITY - LABOUR MARKET READY GRADUATES



June 2012 - 2,673 graduates

November 2012 – 606 graduates

ACCOUNTABILITY - ACADEMIC PATHWAYS

Durham College	UOIT
Electronics Engineering & Electrical Mechanical Engineering	Bachelor Applied Science Electrical
Games Development	Bachelor Information Technology
Computer Systems Technology	Bachelor Information Technology – Network & IT Security Systems Specialization
General Arts & Science	Bachelor of Arts - Communications
Social Service Worker	Bachelor of Arts
Three Year Diploma Grads with teaching experience	Bachelor Adult Education Digital Technology
Durham College	**Trent University**
Business Administration - (Accounting, Human Resources Management, Marketing, or Operations Management)	Bachelor Business Administration
Durham College Degrees	
In development	Formal update at May 2012 Board meeting

ENRICHING THE STUDENT EXPERIENCE

Aboriginal Student Centre
Opened September 2011

Durham Chinese Cultural Centre Career Bridging Centre - Opened January 2012

QUALITY TEACHING & LEARNING

FACULTY DEVELOPMENT

- Durham College Teaching Certificate
- On Line Institute
- Global Classroom
- Curriculum Mapping & Annual Curriculum Review
- Eastern Region Focus on Learning
- STLHE College Sector Educator Award
- ACCC Teaching Excellence Awards

KEY PERFORMANCE INDICATORS & QUALITY

- KPI Follow Up Survey
- KPI Action Plans quarterly review
- Enhancement of wireless connectivity
- Academic IT Strategic Plan
- Preparation for external PQAPA Review

QUALITY TEACHING , LEARNING & COMMUNITY

Pickering Learning Centre – September 2012

- Addictions & Mental Health Grad. Cert.
- Human Resources Management Grad.Cert.
- Cluster of additional Grad. Certs.

Centre for Food – Sept 2013

-Culinary Skills

- Culinary Management
- OYAP Cook
- Hospitality Management
- Event Management
- Horticulture Technician
- Artisan Agriculture
- Biofuels & Bioprocessing

QUALITY TEACHING , LEARNING & COMMUNITY

Uxbridge Learning Site

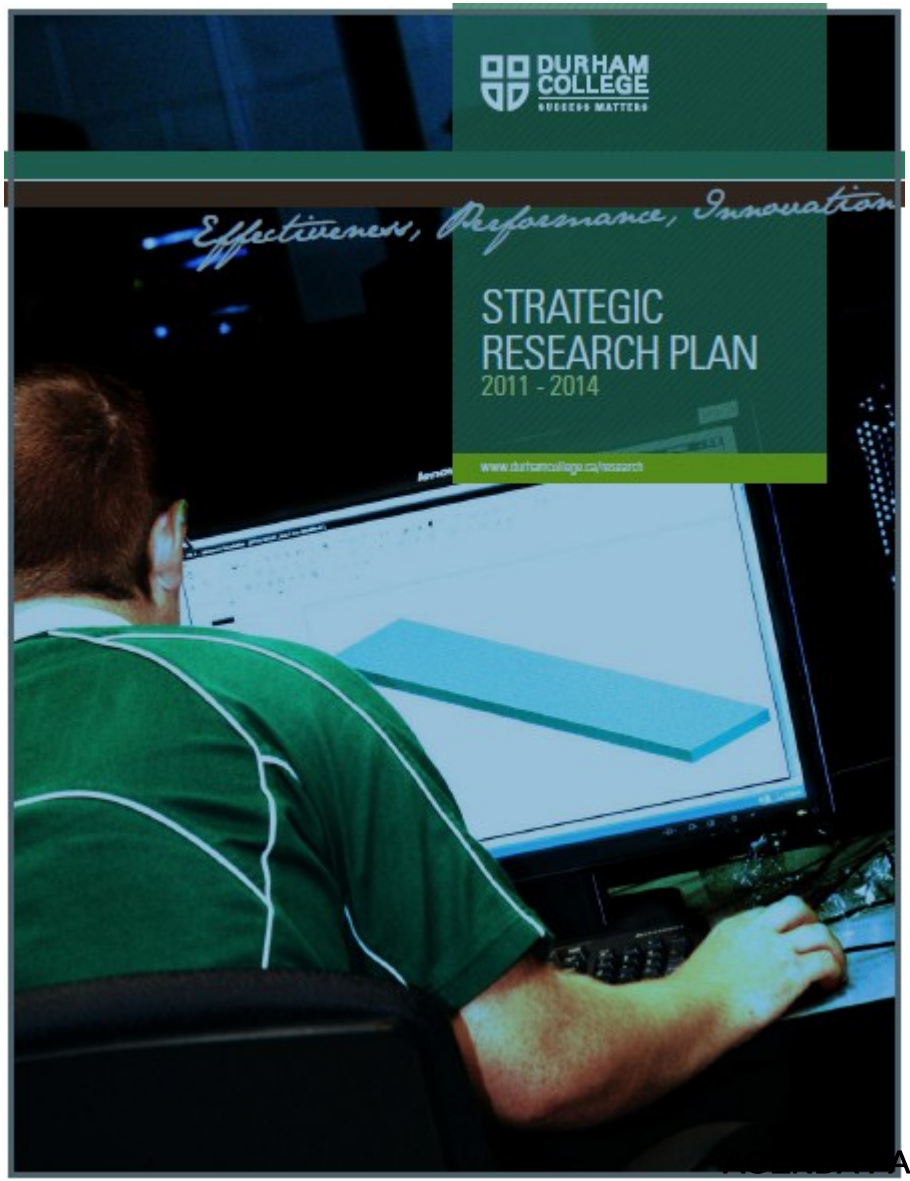
-Researching programs to meet needs of rural community.

-Introduce PS and Con Ed programs September 2012.

Parkwood Estate

Parkwood staff actively involved in curriculum development of the Horticulture Technician program.

QUALITY TEACHING , LEARNING , RESEARCH & COMMUNITY



CUCC FUNDED RESEARCH PROJECTS
DC - UOIT – Georgian College Joint Research Project

1. RPN to BScN (student success factors)

DC Research Projects:

1. Fast Track Programs (student success factors)
2. Graduate Certificate programs (factors affecting student's transition experience)

DURHAM COLLEGE AN ACADEMIC COMMUNITY RESOURCE

BOARD REPORT/EXECUTIVE SUMMARY

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

DATE: February 8, 2012

FROM: Don Lovisa, President

SUBJECT: **President's Report – February 2012**

Our Students:

Minister Murray touts tuition grant

- Durham College and our campus partner UOIT were pleased to welcome Glen Murray, minister of Training, Colleges and Universities, to campus on January 24 to share more details and the successes to date of the provincial government's new Ontario Tuition Grant. Minister Murray shared that at the time of his announcement, more than 740 Durham students had already registered to receive the grant, a great start in only a few short weeks, and encouraged everyone on campus to continue spreading the word so the grant would take maximum effect.

Happy new year!

- A group of 120 students and staff from Durham College and UOIT rang in the Chinese new year on January 24 with Chinese food and dance, including a terrific performance by a lion dance group. Our Chinese students and staff sincerely appreciated this opportunity to welcome the Year of the Dragon and share more about their history with everyone on hand. The evening was another opportunity to celebrate the wonderful diversity of our campus.

Our People:

Working our way further down the pathways

- I was pleased to be involved in a recent joint meeting involving deans and other senior academic leaders from both Durham College and UOIT. Tim McTiernan and I received an update on existing pathways, those in development and other ideas being considered, leaving us both very impressed. As a result, we have agreed to schedule a joint presentation for Durham College and UOIT governors so that we can share the tremendous work that has been accomplished. More details will follow soon.

Our Business:

Work well under way for 2012-2013 budget

- As has become the practice over the past number of years, Chief Financial Officer Nevzat Gurmen has been leading an extensive series of 2012-2013 budget presentations that sees every department on campus appear before DCLT and the Finance team to share successes of the past year, budget projections and requests, and thoughts on areas for growth. There were 19 sessions this year and once again they were extremely valuable in gaining great detail about our operations and a better understanding of costing and other metrics for coming to decisions. We're looking forward to presenting our 2012-2013 budget to governors in the coming months and continuing our strong financial results of the past few years.

Sustainability committee members move toward campus launch

- It may be only a few short months since the group was established, however the Durham College Sustainability Committee has been very active and is ready to make its mark on our campuses. Described as an intersection of three circles that encompass the environment, society and economy, this visualization helps to define the scope of the new committee and our future actions. We have recently hired our first sustainability co-ordinator, a Durham graduate who has accepted a six-month posting; drafted our terms of reference, vision and values; met with sustainability guests from other colleges; and most recently met with the City of Oshawa to provide input on its Sustainability Plan. We are planning a campus-wide launch this spring as we drive toward realizing our commitment of reducing our environmental footprint and becoming champions of sustainability.

Our Community:

Durham College welcomes DCCC Career Bridging Centre to campus

- With a spectacular lion dance to begin the event, along with guests in traditional dress and music, we were very pleased to celebrate a new partnership through the opening of the Durham Chinese Canadian Culture Centre (DCCC) Career Bridging Centre here on campus. Michael Chan, Ontario's Minister of Tourism, Culture and Sport, joined us for the opening and shared his views on how the centre will support students in a way that wasn't available during his own college days. The college is partnering with DCCC, a family, education and inter-culture oriented community organization that serves Chinese Canadians and Durham Region. The centre will be a resource for international students, supporting them in their career endeavours and playing a key role in the DCCC's commitment to provide cultural exchange and integration programs; newcomer services; and education and training to Chinese Canadians living in Durham Region.

Recognizing academic excellence

- We are reminded every day about how bright and creative our students are, and know they very adeptly balance academics with so many other priorities. That is why it is so rewarding to attend and participate each year in our annual Scholarship Ceremony, which rewards significant academic achievements by our students. This year we honoured 170 students with awards valued at a combined $127,000, and once again were pleased to have many of our donors join us to personally congratulate the recipients of their gifts.

Representing Durham College at:

- Seventh Annual Dialogue and Friendship Dinner, hosted by the Intercultural Dialogue Institute (IDI);
- Durham Community Foundation's Gala Odyssey Ball;
- The Ontario Council on Articulation and Transfer's Student Pathways in Higher Education Conference;
- Committee of Presidents meeting in Toronto; and
- S. Pellegrino Almost Famous Chef Regional Competition.

PUBLIC AUDIT AND FINANCE COMMITTEE REPORT NO. 4
MEETING OF JANUARY 31, 2012
TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION AT ITS PUBLIC MEETING
HELD FEBRUARY 8, 2012

THE AUDIT AND FINANCE COMMITTEE, AS A RESULT OF ITS MEETING HELD ON JANUARY 31, 2012 RECOMMENDS AS FOLLOWS:

1. College Interim Budget Submission to MTCU

The College is required to submit the Interim Budget Template for the 2011-12 fiscal year to the Ministry on January 9, 2012. The interim budget must be submitted on specific Ministry templates and is expected to be balanced at an accounting level. It must also include the following:

- Key assumptions, including projected enrolment and grants;
- Capital and operating requirements;
- Projected surplus/deficit

Durham College submitted a $1.7M deficit. The Interim Budget submission is to be approved by the Board of Governors and will be forwarded for approval at their February 8, 2012 meeting.

ACTION: **That the Audit and Finance Committee accepts this report on the 2011-12 Interim Budget and provides a recommendation to the Board of Governors for approval and submission to the Ministry.**

2. Annual Program Cluster Funding (verbal report) - Nevzat Gurmen

Nevzat Gurmen provided a brief update on the annual program cluster funding. This information is provided to the Deans on a monthly basis for use in budgeting planning. This is an ongoing operational report and therefore it will be removed from the annual plan and placed in the budget plan. The report was received for information.

All of which is respectfully submitted,

Mary Simpson, Chair
Audit and Finance Committee
January 31, 2012

PUBLIC REPORT OF EXECUTIVE COMMITTEE
REPORT NO. 5 OF MEETING OF JANUARY 25, 2012
TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION AT ITS PUBLIC MEETING HELD FEBRUARY 8, 2012

THE EXECUTIVE COMMITTEE, AS A RESULT OF ITS MEETING HELD ON JANUARY 25, 2012 RECOMMENDS AS FOLLOWS:

1. Expense Reports

ACTION: That the expense reports for the President and the Board of Governors for November, December 2011 and January 2012 be approved.

All of which is respectfully submitted,

Darrell Sewell, Chair
Executive Committee
January 25, 2012

PUBLIC REPORT OF GOVERNANCE REVIEW COMMITTEE REPORT NO. 2 OF MEETING OF JANUARY 17, 2012 TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION AT ITS PUBLIC MEETING HELD FEBRUARY 8, 2012

THE EXECUTIVE COMMITTEE, AS A RESULT OF ITS MEETING HELD ON JANUARY 17, 2012 RECOMMENDS AS FOLLOWS:

1. Board Policy Updates

The Committee discussed proposed revisions to the following policies:

- Assessing the President's Performance
- Delegation to the President
- Communication and Counsel to the Board
- Emergency Executive Succession

Minor changes were made to the policies. Any procedure that was embedded in previous policy has been removed. As part of the ongoing governance process specific policies are reviewed per the regular chart of policies.

ACTION: That the Governance Review Committee recommends for approval by the Board of Governors the following Board Policies:

a) Assessing the President's Performance
b) Delegation to the President
c) Communication and Counsel to the Board
d) Emergency Executive Succession

2. Internal Election Guidelines

Staff outlined the internal election guidelines for student governor, academic representative and support staff representative to be held this February and March 2012.

ACTION: **That the Governance Review Committee receive for information the elections guidelines for election of Student, Academic (Faculty) and Support Staff Governor.**

3. Broader Public Service (BPS) Perquisites Directive

The Chair of the Committee provided some background information to the newer members of the Committee regarding the perquisites directive. The purpose of the policy is to ensure there are no hidden perquisites within the college sector.

ACTION: That the Governance Review Committee receive for information this report regarding the BPS Perquisites Directive.

PUBLIC REPORT OF GOVERNANCE REVIEW COMMITTEE
REPORT NO. 2 OF MEETING OF JANUARY 17, 2012
TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR
CONSIDERATION AT ITS PUBLIC MEETING HELD FEBRUARY 8, 2012

4. Electronic Voting Via Email

The Committee discussed the idea of electronic voting on Board or Committee matters via email. The consensus of the Committee was that a teleconference or video conference for a special meeting, which we have the means to conduct at any time, is the best process for voting as it allows for full discussion and participation.

5. Post-Retreat Survey Data Regarding Professional Development

The Committee reviewed the post-retreat survey feedback regarding professional development.

ACTION: That all topics identified by governors as part of the post-retreat survey data be forwarded to the ad hoc Retreat Committee for consideration when planning the fall 2012 annual retreat.

All of which is respectfully submitted,

Garry Cubitt, Chair
Governance Review Committee
January 17, 2012

BOARD REPORT/EXECUTIVE SUMMARY

Public: ☒ **In-Committee:** ☐

Action Required:
Discussion ☐ **Decision** ☒

DATE: February 8, 2012

FROM: Nevzat Gurmen, VP Finance, CFO

SUBJECT: College Interim Budget Submission to MTCU

A. Purpose

A report to request approval from the Board of Governors of the Interim Budget submission to the Ministry of Training, Colleges and Universities (MTCU).

B. Background

The MTCU requires colleges to submit their interim budgets based on the actual information as at the end of November of the current year. The submission for the 2011-12 fiscal year to the Ministry on January 9, 2012. The interim budget is to be submitted on specific Ministry templates and is expected to be balanced at an accounting level. It must also include the following:

- Key assumptions, including projected enrolment and grants;
- Capital and operating requirements;
- Projected surplus/deficit.

The Interim Budget submission is to be approved by the Board of Governors, due to year end closure, the Ministry allows this submission to be completed early in the New Year.

C. Discussion/Options

Due to Christmas holiday closure the interim budget results were presented to the Audit and Finance Committee on January 31, 2012.

Durham College submitted an Interim Budget to the MTCU showing an operating deficit of $1,741,888. As reported previously to the Audit and Finance Committee, the primary reason of this projected deficit is:

- Derivative interest expense currently standing at $2.4 million.

A summary of the 2011-12 Interim Budget that was submitted to the Ministry on January 9, 2012 and is outlined in an appendix to the report.

D. Financial/Human Resource Implications

N/A

E. Implications for UOIT (if applicable)

N/A

F. Recommendation(s)

That the Board of Governors approve this report on the Interim Budget Projection; and further

That this interim budget be submitted to MTCU.

Appendix A

STATEMENT OF OPERATIONS (Interim Reporting)

FOR COLLEGE: DURHAM COLLEGE OF APPLIED ARTS & TECHNOLOGY
FOR THE PERIOD: MARCH 31, 2012

Account Number	Account Name	Sub-Class Total	Class Total
Revenues			
4	***Revenues***		***133,608,949***
41	Grant Revenue	*59,277,661*	
42	Tuition and Other Student Fees	*36,891,565*	
43	Ancillary Revenue	*18,520,478*	
49	Other Revenue (Sub-Class)	*18,919,245*	
Expenses			
5	***Expenses***		***135,350,837***
51	Salaries & Wages	*62,880,138*	
52	Employee Benefits	*12,696,058*	
53	Supplies & General Admin	*10,343,593*	
55	Utilities, Maintenance and Taxes	*8,385,421*	
56	Furniture & Equipment	*1,349,412*	
58	Ancillary Services - Expenditures	*10,719,253*	
59	Other Expense	*28,976,962*	
	(Surplus)/Deficit		***1,741,888***
END OF STATEMENT OF OPERATIONS			

STATEMENT OF FINANCIAL POSITION (Interim Budget Reporting)

FOR COLLEGE: DURHAM COLLEGE OF APPLIED ARTS & TECHNOLOGY

FOR THE PERIOD: MARCH 31, 2012

Account Number/ Cluster	Account Name	Closing balance
1	*Assets*	*225,292,430*
11	*Cash and Cash Equivalents*	*5,660,391*
12	*Accounts Receivable*	*12,878,570*
13	*Other Current Assets*	*585,395*
14	*Other Long Term Assets*	*11,455,924*
15	*Capital Assets*	*354,620,261*
16	*Accumulated Amortization*	*-159,908,112*
2	*Liabilities*	*215,882,867*
21	*Bank Indebtedness*	*0*
22	*Accounts Payable and Accrued Liabilities*	*32,641,471*
23	*Deferred Revenue*	*8,983,132*
24	*Other Liabilities*	*6,848,006*
25	*Restricted Contributions*	*1,196,095*
261	*Deferred Capital Contributions*	*95,059,787*
28	*Debt*	*71,154,376*
3	*Net Asset*	*9,409,563*
31	*Unrestricted Net Assets*	*-29,496,488*
32	*Internally Restricted Net Assets*	*1,817,356*
33	*Investment in Capital Assets*	*26,473,017*
34	*Endowments*	*10,615,678*
35	*Externally Restricted (Net Assets)*	*0*

BOARD REPORT/EXECUTIVE SUMMARY

Public: ☒
In-Committee: ☐

Action Required:
Discussion ☐
Decision ☒

DATE: February 8, 2012

FROM: Garry Cubitt, Chair; Governance Review Committee

SUBJECT: Board Policy Revisions – February 2012

A. Purpose

To recommend the approval of revised Board policies:

- Assessing the President's Performance
- Delegation to the President
- Communication and Counsel to the Board
- Emergency Executive Succession

B. Background

In 2007, the Durham College Board of Governors adopted a policy governance approach to governance of the College. This approach provides a powerful and effective framework for structuring Board governance processes, clearly articulating outcomes and processes for the President to achieve those outcomes.

Regular review of Board policy has formed part of the Board work plan since 2009.

C. Discussion/Options

As part of the regular policy review structure the Governance Review Committee reviewed the four attached policies making minor changes to the policies. Existing legislation and Minister's Binding Policy Directives; past practise and good governance were reviewed, together with existing Durham College by-laws. Other institutional policies of a similar nature were also reviewed in a comparison of our policy framework.

The recommended policies reflect applicable legislation, best practises and work to streamline the Board governance process. Details of each policy are attached with changes noted in red font.

D. Financial/Human Resource Implications

None noted.

E. Implications for UOIT (if applicable)

None.

F. Recommendation(s)

That the Durham College Board of Governors approve the following policies:

a) Assessing the President's Performance
b) Delegation to the President
c) Communication and Counsel to the Board
d) Emergency Executive Succession

POLICY TYPE: Board-President Relationship

POLICY TITLE: Assessing the President's Performance

BACKGROUND

This policy outlines principles to guide the President's performance assessment, aligns with Minister's Binding Policy Directive 1.0: Governance and Accountability, Board-President Relations; aligns with the framework of the College Compensation and Appointments Council, and Durham College By-law #1, Executive Committee – Terms of Reference, "to annually review the President's performance and make recommendations to the Board in-camera".

Assessment of the President's performance is one mechanism that the Board uses to ensure its accountability by verifying that the specified outcomes for the College are being achieved within the parameters of the defined Outcomes policies and in accordance with Executive Limitations policies.

Where practical, the President's Performance Management Program adopted by Durham College is consistent with the framework prepared by the College Compensation Committee and the resulting compensation program guidelines.

POLICY STATEMENT

The relationship between a College Board of Governors and a College President is critical to a college's success. The Board, accountable for the overall direction and operation of the College, hires a president as its chief executive officer and delegates the authority and responsibility for managing the ongoing affairs of the College; the implementation of Board-approved policies; and the provision of the leadership required to achieve the College's strategic objectives. (MBPD 1.0)

1. The Board clearly defines its expectations of the President through Board policy. Assessment of the President's performance shall be based on the College's achievement towards Board policies and strategic direction, business plan and general college operations. (MBPD 1.0)

2. Regular feedback between the Board Chair and the President will provide informal, ongoing assessment of organizational results. The annual performance review provides a formal opportunity to assess and record achievement of goals, establish action plans and make performance adjustments as necessary.

3. The President shall enter into a formal President's Performance Agreement.

4. The employment performance of the College President will be formally reviewed and evaluated on completion of six months in office, and based on the fiscal year thereafter.

5. As per the annual "President's Performance Management Program" the first review shall be conducted in mid-year and the second at fiscal year end. At mid-year the President will provide the Board Chair /Executive Committee with a brief written summary of progress against established goals, as aligned with Board policy. At year end the President will provide the Board Chair/Executive Committee with a formal written summary of progress of goals, operational effectiveness, application of key competencies, achieved "Outcomes" Policies and compliance with Executive Limitations Policies.

6. The Board of Governors is solely responsible for assessing the performance of the President and as such the Chair of the Board will ensure that members of the Board have an opportunity to provide input to the Executive Committee as part of this process. The formal evaluation process will be conducted by the Board Chair/Board Executive Committee, according to the "President's Performance Management Program". This performance management process is intended to provide an effective method for establishing and evaluating the performance of ~~Durham College's~~ the President. This process also provides a method for linking performance directly to compensation.

7. Mid-year monitoring shall require a brief written progress summary from the President. ~~(September or October).~~ November.

8. Year-end monitoring shall require a formal written progress summary from the President (March/April). A feedback survey will be conducted every second year.

9. As the President is continuously accountable to the Board for organizational performance, informal appraisal of the performance of the President ~~and the College~~ may be provided regularly by the Board through Board meeting discussions.

MONITORING

As part of its assessment of the President's Performance Management Program, the Board Chair/Executive Committee will evaluate the nature, quality and formal process of review, making necessary recommendations for revision of policy or amendment of procedure.

Rev #1: Approved by the Board of Governors April 14, 2010
Rev #2: Approved by the Board of Directors February 12, 2011
Rev #3: (tentative) Approved by the Board of Directors February 8, 2012
Review Date: January 1, 2015
Related Documents: President's Performance Management Program; DC By-Law #1; MBPD 1.0: Governance and Accountability, Board-President Relations

POLICY TYPE: Board-President Relationship

POLICY TITLE: Delegation to the President

BACKGROUND

This policy aligns with parameters of the Minister's Binding Policy Directive 1.0 Governance and Accountability: Board – President Relations.

The President advises and is accountable to the Board on Board policies, strategic direction and general College operations.

POLICY STATEMENT

The Board's role and responsibilities are generally confined to establishing broad policies, leaving implementation and subsidiary practice development to the President.

1. Any Board authority that is delegated to staff is done exclusively through the President.

2. Executive Limitations policies constrain the President to act within acceptable boundaries of prudence, ethics and legality and other limits established by the Board.

3. The President is authorized to establish practices, make all decisions, take all actions and develop all activities on behalf of the College, as long as they are consistent with reasonable interpretation of ~~the Board's policies~~ Board "Outcomes" policy.

4. Only duly approved policies and duly passed motions by the Board are binding on the President. Only decisions of the Board acting as a body are binding on the President.

MONITORING:

This policy is monitored through Executive Limitations which constrain the President to act within acceptable boundaries of prudence, ethics and legality.

Rev #1: Approved by the Board of Governors February 10, 2010
Rev #2: (tentative) Approved by the Board of Directors February 8, 2012
Review Date: January 1, 2015
Related Documents: DC By-Law #1 (section 13)

POLICY TYPE: Executive Limitations

POLICY TITLE: Communication and Counsel to the Board

BACKGROUND

It is essential that the Board receive complete, comprehensive, ~~and~~ accurate information delivered in a timely fashion to facilitate efficient, effective, informed and timely decisions. The President has an obligation to ensure the Board is supported in its work through communication and counsel to meet these criteria.

The President shall keep the Board informed, on a regular and timely basis, regarding such matters for which the President is responsible. (Per MBPD 1.0 – Board President Relations)

POLICY STATEMENT

Accordingly, the President shall:

1. Submit monitoring data requested by the Board in a timely, accurate and understandable fashion, to facilitate the monitoring of compliance with Board policies
2. Inform the Board of relevant trends, major program initiatives, anticipated adverse media coverage, significant external and internal changes, particularly in the assumptions upon which any Board Policy or other significant decision has been established
3. Advise the Board when the President believes the Board has failed to comply with its own Governance Process, Board-President Relationship, other Board Policy, legislation, or any other situation detrimental to the working relationship between the Board and the President
4. Communicate information to the Board in a concise, understandable, accurate and timely format
5. Report in a timely manner actual or unavoidable non-compliance with any Board Policy
6. Provide mechanisms for official Board communications to the college and broader community

MONITORING

As part of its annual evaluation of the President's performance, the Board will evaluate the nature, quality and timeliness of communication/counsel available to the Board from the President.

Rev #1: Approved by the Board of Governors February 10, 2010
Rev #2: Approved by the Board of Directors February 12, 2011
Rev #3: (tentative) Approved by the Board of Directors February 8, 2012
Review Date: January 1, 2014

POLICY TYPE: Executive Limitations

POLICY TITLE: Emergency Executive Succession

BACKGROUND

~~A change in executive leadership is inevitable for all organizations.~~ Given the importance of continuity of operations to students and staff of the college, the Board of Governors ~~is~~ shall be responsible for ensuring that the College has appropriate, accountable leadership in the event of an extended absence, whether planned or unplanned, of the President.

This policy aligns with requirements of Minister's Binding Policy Directive 1.0 – Board President Relations, which allocates to the Board of Governors the responsibility to hire, retain and, if appropriate, dismiss the college president.

POLICY STATEMENT

1 To protect the Board from the sudden loss of chief executive services, the President will ensure that at least two other members of the senior management team are familiar with Board and presidential issues and processes and ~~would be~~ capable of functioning effectively as Acting President on an interim basis until the President can resume his/her duties, or a new president is appointed.

2. If it becomes necessary for the Board to appoint an Acting President, the Board is not limited to the candidates identified by the President.

3. When the President has planned absences longer than the normal vacation period, the President will make a recommendation to the Board concerning who should act for the President. The President and the Board will agree on the selection for Acting President.

4. If the Board determines that the President is unable to perform his/her duties and responsibilities, the Board may appoint an Acting President. Any "interim President" appointed by the Board will be referred to as the Acting President.

5. If an emergent succession situation arises, the Executive Committee shall recommend to the Board the composition of a Presidential Search Committee, as required, to conduct a search and recommend the appointment of a President.

MONITORING:

The Governance Review Committee, a standing committee of the Board, will monitor this policy as part of its review process to ensure that this approach is consistent with applicable legislation, Board objectives and good governance practices.

BOARD REPORT/EXECUTIVE SUMMARY

Public: ☒
In-Committee: ☐

Action Required:
Discussion ☒
Decision ☐

DATE: February 8, 2012

FROM: Judy Robinson, VP Academic

SUBJECT: **Program Review Dashboard**

A. Purpose

A report to present an example of a program performance dashboard template as used in the Program Review and Renewal process.

Background

Excellence in postsecondary academic programming is a cornerstone of the vision and mission for Durham College. As an integral component of quality assurance, Durham College utilizes a program performance framework to review and renew postsecondary academic programs. Performance dashboards are used in the development and implementation of the program review and renewal process.

The accompanying dashboard template outlines the metrics used in the review of the performance of programs.

B. Discussion/Options

A seven-year roster for program review has been developed to ensure compliance with the comprehensive review of Programs of Instruction as per the Board's Executive Limitations – Programs of Instruction. The set of criteria used in designating programs complies with Ministry's program of standards revisions, program performance as determined by Program Health Matrix, PQAPA mandate, and other relevant criteria as deemed fit by respective school Deans.

The attached table outlines the parameters of the program performance dashboard including such areas as applications, admissions, enrolment, students, graduates, employers and economic environment. As each of these performance metrics is analyzed and investigated in-depth, it is further supplemented by rigorous benchmarks embedded in the Program Health Matrix document.

C. Financial/Human Resource Implications

Not applicable.

D. Implications for UOIT (if applicable)

None anticipated.

E. Recommendation(s)

That the Board of Governors receives for information this report outlining an example of a program performance dashboard as used in the Program Review and Renewal process.

The following table presents the key parameters on which the program performance is assessed. Various performance parameters are measured for the current year and benchmarked against a number of provincial, longitudinal and other comparator college markers.

Summary Table: Program Performance Parameters	
Parameter	**Performance Indicator**
Applications	Total Applications
	First Choice Applications
	Application Demographics: Age, Gender, Non-direct
	Application Catchment analysis
	Applications - Market Share
Admissions	Applicant to Enrolment - Offers, Confirmations, Paid analysis
Enrolment	First Semester Enrolment
	Total Enrolment - All Years
	Retention
Students	Student Satisfaction - Overall
	Student Satisfaction - Knowledge and Skills for the Future
	Student Satisfaction - Quality of Learning Experience
	Student Satisfaction - Teachers' knowledge of their subjects
	Student Satisfaction -Teachers' presentation of the subject materials
	Student Engagement
	Student Time Commitments
Graduates	Graduation rate
	Graduate Satisfaction
	Graduate Employment Rate
	Further Education
Employers	Employer Satisfaction
Economic Environment	Labour Market Report
Other	Student Focus Group
	External Focus Group/ External Site Visit

BOARD REPORT/EXECUTIVE SUMMARY

Public: ☒
In-Committee: ☐

Action Required:
Discussion ☐
Decision ☒

DATE: February 8, 2012

FROM: Don Lovisa, President

SUBJECT: Approval of New Postsecondary Programs of Instruction

A. Purpose

To obtain approval from the Board of Governors for the following postsecondary program of instruction for the September 2012 intake:

1. *Information Systems Security – Computer & Network*
    - Duration: 2 semesters
    - Credential: Ontario college graduate certificate
    - School: Business, IT & Management

B. Background

A key deliverable of the Durham College Business Plan is a dynamic Strategic Enrolment Management plan that includes increased enrolment. The goal of 10,000 domestic students by 2015 will be achieved, in large part, through new program development. This report identifies one proposed new program that will contribute to enrolment growth, meet the labour market needs of our community, and provide meaningful opportunities to new students.

As per Minister's Binding Policy Directive 3.0 Programs, Framework for Programs of Instruction, a board of governors is responsible for approving programs of instruction a college will offer.

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

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

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

C. Discussion/Options

1. Information Systems Security – Computer & Network

The Information Systems Security – Computer & Network post graduate program prepares students for careers involving the development, evaluation, and support of IT security solutions. Building on previous educational experience, students learn to create cost effective and secure computing environments. Graduates are able to categorize, design, implement, and integrate technical and managerial safeguards to ensure the security of networked computer systems. As well, graduates acquire the skills to formulate, propose, and organize security policies and procedures to protect corporate information assets including legal, regulatory and governance issues. Students will also learn to detect various hacking and penetration attacks and will learn how to mitigate them in real time.

Forensics in computing is an important part of this course. Students will learn different forensic methods on how to mine data and preserve the chain of evidence in accordance to the laws of the land. This course will help prepare the students to undertake the CISSP (Certified Information Systems Security Professional) certification.

Career opportunities will be available in both public and private sector organizations. Graduates will gain employment as network and systems administrators or technicians, with a focus on providing generalized systems support services formulated toward network and systems security. Typical job titles include Data Security Analyst, Information Security Administrator, Police Security and Forensics Investigator and Computer Security Consultant.

ICT has better weathered the economic storm compared to a number of other sectors and remained strong despite the downturn. According to a 2008 report by the Information and Communication Technology Council (ICTC), the entire ICT industry has grown rapidly over the past 10 years. Further growth is anticipated going forward as Canadian employers aim to fill between 126,000 and 180,000 ICT jobs between 2008 and 2015.

A proposal for the Information Systems Security – Computer & Network program was developed and submitted to the CVS. On February 2, 2012 the proposal received validation and the program was assigned the Approved Program Sequence (APS) number DURH 01216.

The full submission for this program is attached to this board report.

Upon receiving approval from the board for this program, funding approval will be sought from the Ministry of Training, Colleges and Universities to offer the program as of September 2012.

D. Financial/Human Resource Implications

The projected enrolment of the above program will provide increased revenue to Durham College in accordance with the college's target net contribution ratio.

A new faculty hire will be necessary in the third year of operation, to ensure an appropriate ratio of students to full-time faculty. Details of this faculty hire are provided in the attachments.

E. Implications for UOIT (if applicable)

None anticipated.

F. Recommendation(s)

That the Durham College Board of Governors approves the postsecondary program of instruction for Information Systems Security – Computer & Network.

Submission for Board Approval: New Postsecondary Program

Ontario College Graduate Certificate in Information Systems Security – Computer & Network					
MTCU Code:	73002				
Funding Unit:	0.9				
Weight:	1.0				
Name of dean submitting the request:	Judith Spring				
Proposed date of implementation:	September 2012				
Date of review by committee:	January 18, 2012				
Year 1 enrolment:	25				
Number of faculty required:	1 FT faculty member in the 3rd year of the program.				
Space requirements:	Regular classroom space (already existing)				
Capital costs:	$25,000				
Budget Projections					
Proposed Tuition	**$3,013**				
Net Contribution - % of Gross Revenue	**29.9%**	**54.7%**	**37.5%**	**39.7%**	**41.6%**
TARGET Net Contribution	**n/a**	**Breakeven**	**40.0%**	**40.0%**	**40.0%**

1.0 APPROVAL STAGES:

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

PROGRAM INFORMATION

2.0 PROGRAM OVERVIEW:

Description

- The Information Systems Security - Computer & Network post graduate program prepares students for careers involving the development, evaluation, and support of IT security solutions. Building on previous educational experience, students learn to create cost effective and secure computing environments. Graduates are able to categorize, design, implement, and integrate technical and managerial safeguards to ensure the security of networked computer systems. As well, graduates acquire the skills to formulate, propose, and organize security policies and procedures to protect corporate information assets including legal, regulatory and governance issues. Students will also learn to detect various hacking and penetration attacks and will learn how to mitigate them in real time. Forensics in computing is an important part of this course. Students will learn different forensic methods on how to mine data and preserve the chain of evidence in accordance to the laws of the land. This course will help prepare the students to undertake the CISSP (Certified Information Systems Security Professional) certification.

- The need for organizations to generate secure network and information systems has created demand for skilled computer and network systems security specialists. Chief Information Officers and Information Technology Managers charged with the need to plan and implement security controls and infrastructure to protect corporate information systems will increasingly require the skills of security specialists.

- Career opportunities will be available in both public and private sector organizations. Graduates will gain employment as network and systems administrators or technicians, with a focus on providing generalized systems support services formulated toward network and systems security. Typical job titles include Data Security Analyst, Information Security Administrator, Police Security and Forensics Investigator and Computer Security Consultant.

Vocational Program Learning Outcomes:

The graduate has reliably demonstrated the ability to:

1. Apply knowledge of computer operating systems, networking, and various applications to the simulation of business processes
2. Develop best practices to protect business resources through the application of knowledge of vulnerabilities and exploits
3. Develop security strategies for the deployment of security procedures and protective devices
4. Integrate information technology strategies that support business functions by employing knowledge of best practices of business processes and systems
5. Develop security plans and strategies to include acceptable use of business information and systems by internal employees, contractors, consultants, business partners and customers
6. Develop security plans and strategies to ensure the integrity of information in compliance with best practices, relevant policies, standards, and regulations

7. Apply project management principles in the deployment of security policies and strategies
8. Perform security audits to ensure compliance with security plans, policies, standards, regulations and best practices
9. Develop and deliver a corporate training program to communicate both orally and in writing the security requirements for compliance with security policies
10. Prepare security documentation for approval by senior management and present results of security audits

Admission Requirements

Program Eligibility:

- A three year community college advanced diploma or college/university degree in a Computer Science, IT or Business related field. Applicants with significant industry experience will be considered.

- A working knowledge of the TCP/IP protocols, basic Networking concepts (both wired and wireless), working knowledge of the Microsoft and Linux server platforms, and basic understanding of Computer Hardware are required for this course.

- Applicants with International transcripts must provide proof of a TOEFLiBT score with at least a total score of 90, with the following minimum section requirements: Reading 21; Listening 20; Speaking 27; Writing 22.

3.0 PROGRAM OF STUDY:

Semester	Course Title (and brief course description)
1	**Information Security** This course will focus on concepts of information security. It will examine the role of Hackers with an insight in cybercrime through vulnerabilities in operating systems, networks & the human element. This course will also focus on vulnerabilities caused by physical designs & Logical implementations of the Security models.
1	**Network Systems & Components** This course will focus on Transport & Security Protocols. It will provide an in-depth study on network vulnerabilities both from design and selection/operation of various hardware devices used in the business world.
1	**O/S Applications Security** This course will focus on vulnerabilities in Windows & Linux operating systems. It will also examine vulnerabilities in various E-Commerce sites, applications and the Browsers to reach them.

1	**Business Processes & Security Policies** This course will focus on establishing the balance between business use and safeguard policies. It will concentrate on preparation of Security policies, implementing them and testing them. It will also extend to cover the Law governing breach of Security policies and various response mechanisms.
1	**Business Continuity Management** This course will cover disaster recovery options from manmade disasters to acts of god and cyber-terrorism. It will extend to computing financial costs related to downtime and various mitigation techniques. It will cover costs associated with data recovery and the use of SAN's, NAS's & Offline Storage.
1	**Securing Wireless Networks** This course will focus on best practices in establishing security in a wireless network. It will examine various different types of attacks and vulnerabilities in a wireless network and corresponding mitigation methods.
2	**Access Controls** This course will focus on various methods of controlling access to the network and production servers. It will also deal with controlling access to Virtual servers and servers located in a DMZ zone. The Access controls will include the concept of AAA (Authentication, Authorization & Accounting). VPN access and Logging functions will also be covered.
2	**Hacking & Exploits** This course will examine various hacking tools used to exploit networks & sites. It will teach students to examine the patterns of an attack and how to respond in the event of an attack. It will also examine tools used to mitigate and monitor attack patterns including various logging functions.
2	**Network Monitoring & Penetration Testing** This course will focus on the concept of Monitoring. It will look at establishing baselines for network traffic and reasons for pattern deviations. It will also cover the various tools used for penetration testing and examine patterns of such attacks.
2	**Security Auditing & Governance** This course will focus on best business practices for auditing, governance, internal controls & standards. It will look at processes to evaluate risks (Risk assessment) and best industry practices for mitigating the same.
2	**Legal & Ethical Components in a Forensic Investigation** This course will focus on rules governing Forensic investigations. It will focus on rules of the Law and the correct procedure for preserving the chain of evidence from contamination. . It will examine different Case studies involving Cyber-crime and their ramifications to the businesses concerned. It will extend to understand the operations of E-Commerce sites and their

	vulnerabilities.
2	**Computer Forensics & Data Mining** This course will focus on Computer forensics. It will examine different tools for data mining and recovery. It will focus on forensic investigation methods and tools. It will look at best industry practices for evidence collection in the event of it fraud through computer forensics.

4.0 STRATEGIC ALIGNMENT:

Strategic Fit

- The program complements existing programs offered by the School of Business, IT & Management.
- The program provides a pathway opportunity for students in our existing computer and IT programs, as well as the opportunity to grow our international enrolment.
- The School has the instructional expertise to develop and deliver the program.

Fit with Existing Programs

Programs that could feed into the proposed program	**Program Name** **Other complementary programs within School**	**Advanced programs which graduates of this program may consider**
▪ Computer Programmer Analyst ▪ Computer Systems Technology	▪ Human Resources Management ▪ International Business Management (proposed)	▪ N/A

Benefits to be Stressed

- This program is expected to attract both a domestic and international audience.
- The program offers graduates transferrable skills in a variety of solid industries.
- The program offers pathway opportunities to graduates of Durham's advanced diploma computer and IT programs.

5.0 LABOUR DEMAND:

- ICT has better weathered the economic storm compared to a number of other sectors and remained strong despite the downturn. According to a 2008 report by the Information and Communication Technology Council (ICTC), the entire ICT industry has grown rapidly over the past 10 years. Further growth is anticipated going forward as Canadian employers aim to fill between 126,000 and 180,000 ICT jobs between 2008 and 2015.

- Interest in and adoption of managed security services continues to expand across a range of different areas, primarily driven by the benefits of improved protection. Security specialists, who are competent in systems, networks and programming, are increasingly in demand.

- In a joint study by TELUS and Rotman, findings showed that application security practices are not keeping up with evolving threats in Canada.

- Please see *Appendix A* for the full labour market analysis.

6.0 STUDENT INTEREST:

- Domestic interest does not appear to be able to sustain this program. Both of the colleges approved to offer the program attract international students to bolster enrolment.

- International interest in Information Systems Security has grown in strength since 2009. 73.7% of all students enrolled in the program in Ontario in 2011 are international students.

- Please see *Appendix B* for the OCAS report.

7.0 ANALYSIS OF COMPETITION:

- Two colleges are approved to offer the program across the system.

- Based on analysis of the applicant data, particularly international applicant data, Durham College is expected to be successful in attracting a sufficient applicant pool for this program.

8.0 TARGET MARKET:

- The target markets for this program include graduates of advanced diploma computer and IT programs from Durham as well as other colleges across the system. The largest target market, however, is expected to be the international pool.

9.0 MONITORING AND EVALUATION DURING THE FIRST YEAR OF OPERATION:

Year 1		
	Expected Enrolment:	25 students
	KPI Student Satisfaction Rate:	Meets or exceeds the college average
	Financial:	On budget (based on international interest)

10.0 OPERATING REVENUE AND EXPENSES – 5-YEAR PROJECTION:

- Based on domestic tuition, the proposed program is expected to fall just short of the college's target net contribution ratio in years 3 and 4, based on an initial enrolment of 25 first-year students and growing to 30 first-year students by the third year of operation. Contribution amounts do fall within an acceptable range. With five international students out of the total twenty-five students enrolled, however, the program can meet and exceed the contribution targets in years 3 and 4. The contribution target in year 5 is exceeded even without international enrolment.

- Please see *Appendix C* for the detailed 5-year budget projection.

Appendix A – Information Systems Security – Computer & Network Labour Market Analysis

NATIONAL LABOUR OUTLOOK

Security technologies control access to data and applications and secure data when it is in transmission. An internal security system protects all of a company's information resources, while observing technical constraints such as confidentiality, integrity, availability and reliability. As the technology infrastructure continues to evolve and create new avenues of data accessibility, cyber criminals and hackers are becoming increasingly more adept at software virus development, phishing, creating and distributing malware and spyware, and more recently, digital identity theft. Such trends have pressured businesses and other organizations to rethink their approach to information security and establish and implement processes to ensure their data is secure. Moreover, this shift has fuelled employers to hire professionals who are adept in this area.

In a 2009 report by Forrester, analyst Jonathan Penn indicates that “even during challenging economic conditions, IT security remains an integral part of business operations as firms look to maintain their current environment as well as plans for the implementation of new initiatives." Companies are increasingly employing preventative measures to protect data and prevent possible attacks. Penn says, “security is getting a bigger slice of the IT pie, with the focus less on reactive vulnerability defences and more on looking at what's necessary to protect the business.” In a joint study by TELUS and Rotman, findings showed that application security practices are not keeping up with evolving threats in Canada. A lack of staffing resources has often impeded deploying and using much needed technologies. The burden often falls on general IT staff members who frequently do not have a background in security processes.

According to Martin Dion, cofounder of Above Security, “barely 20% of Canadian companies are on the right track in terms of computer security” says Martin Dion, cofounder of Above Security. He says that public companies are investing more in information security; however, while most companies have firewalls and antivirus protection, there is no designated person in place to manage security and communicate expectations. According to Dion, roughly 10% of companies across Canada employ someone who can administrate a network security system and this is a trend that is rapidly changing. Interest in and adoption of managed security services continues to expand across a range of different areas, primarily driven by the benefits of improved protection. Security specialists, who are competent in systems, networks and programming, are increasingly in demand. In a 2010 article written by ITjob.ca, this need is further explored. It states that these specialists need to have an ability to detect badly designed networks, poorly installed systems and improperly coded applications. In addition, their technical expertise should be accompanied by interpersonal skills in order to fulfill their mediation (building awareness while helping users along the way) and training roles. Within the entire Information and Communication Technology (ICT) sector, there have been documented labour shortages due to a decline in graduates from the post-secondary system, a dearth of immigrants qualified for ICT jobs, and a lack of experience among graduating students. The need for IT security professionals is growing alongside an escalating reliance across the industry on e-business as well as mounting government concerns over privacy issues.

Within the information technology industry, there have been a number of skill shortages identified by the Information and Communication Technology Council (ICTC) including knowledge of IT security processes and encryption programming where requirements are continuously increasing. More and more, companies are ramping up their security requirements, which primarily affect information system analysts, programmers and system designers. ICTC recommends increased efforts on integrating internationally educated professionals who live in Canada, but who lack the specific skill set required of ICT employers, a renewed focus on strengthening the skills of current ICT professionals, and increased support for ICT graduates into the ICT working community.

ICTC states that "statutory requirements and increased concerns over liability have led to increased investment in security technologies and the articulation of technical standards (e.g., ISO/IEC 17799 and the standards developed by the Trusted Computing Group consortium)." The recent legal requirement for information technology security risk audits has driven employer demand for security professionals. The objective of these internal audits is to assess the adequacy of information technology (IT) security in order to safeguard the Privy Council Office's (PCO's) information assets. This demand is expected to continue over the next 5 to 6 years, according to a 2008 report from the ICTC.

These audits have been a by-product of Sarbanes-Oxley legislation in the United States, which was enacted as a response to major corporate and accounting scandals such as Enron, Adelphia and WorldCom. Administered by the Securities and Exchange Commission (SEC), the act sets targets and deadlines for compliance and defines which records should be stored and for how long. IT departments thus, must uphold certain standards for storing and maintaining electronic records and messages. IT Security professionals are increasingly faced with the challenge of creating and maintaining a corporate records archive in the most efficient and cost-effective way possible.

Canada has caught up with the U.S. in terms of security investment, and this has been driven by requirements to comply with Canadian regulations such as PCI and PIPEDA (Personal Information and Privacy of Electronic Documents Act). There are nonetheless, lower tendencies to measure security performance, communications related to risk and security, and attitudes towards accountability. On May 25, 2010, the Government of Canada reintroduced anti-spam legislation, entitled the *Fighting Internet and Wireless Spam Act* (FISA). The intent of the proposed legislation is to deter the most damaging and deceptive forms of spam, such as identity theft, phishing and spyware, from occurring in Canada and to help to drive out spammers.

In a 2007 report by ICTC, they emphasize some of the ongoing priorities of businesses including disaster recovery, security and compliance. In a survey of 715 IT decision-makers at North American firms, 56% pointed to purchasing or upgrading their disaster recovery capabilities and significantly upgrading their security environment, while 54% highlighted support for regulatory compliance like Sarbanes-Oxley and consolidating IT infrastructure as other high-priority IT themes. Another 22% said that data retention and archiving is the most important storage concern for their businesses.

With mounting initiatives and governmental policy to control and limit access to data and information, there is a corresponding growth in the demand for development, evaluation, and support of IT security solutions. Current IT professionals will be required to expand their skills and learn to create cost effective and secure computing environments. Many will look toward on-line or night courses to expand their knowledge in these areas, while still maintaining their existing professions. The costs to employers of hiring specialists in this area will be minimal compared to the consequences of potential security breaches. Therefore, decision-makers will progressively look to create a strong IT security infrastructure

in order to secure their vital information, which positions this market as a lucrative career opportunity for ICT professionals over the next ten years.

REGIONAL LABOUR OUTLOOK

Information, Communication and Technology has its greatest presence in Ontario with about half of the sector located within the province and the province having an approximately 40% share of overall employment. Three labour-shortage occupations within Ontario were identified by ICTC including computer and information systems managers, information systems analysts and consultants and software engineers and designers. The province also continues to be a preference for internationally educated professionals who have been well-infused into the ICT sector.

ICTC estimates that Ontario will recruit between 61,000 and 86,000 ICT workers between 2008 and 2015 with a need to employ between 7,000 and 11,000 workers per year. The sector is projected to grow roughly 1-2% per year. The current challenge cited by employers is hiring individuals with the right skill mix.

Mirroring the country, skill shortages will also be an issue across the province with more and more employers looking for workers that have knowledge in security technologies. The need for specialized skills to develop and support proprietary technologies is a primary feature of the Ontario labour market for IT security professionals. Employers want workers with multidisciplinary, leading edge and niche skills, particularly information systems analysts, which is the fastest growing ICT core occupation. Many companies are reluctant to hire recent graduates, but rather prefer to hire someone who has already been trained in a variety of areas (e.g. security systems). ICTC suggests that "improving opportunities for continuing professional development to ensure an ongoing supply of leading edge and niche skills and to assists technically qualified professionals into systems and business needs analysis" is an important area that will require industry and government attention over the next five years.

The Greater Toronto Area (GTA), which is distinguished as the third largest centre for ICT activity in North America Toronto and the GTA will see the most job growth given that this region is the home of major information and communication technology sector and ICT user companies. The ICT sector in the Toronto Region includes 148,000 workers at 3,300 firms. Employment can be found in the following subsectors:

- Telecommunications – 64,000
- Software and systems development – 48,000
- Electronic Component Manufacturers – 28,000
- Other Services – 8,000

In addition about 40,000 ICT specialists work in user sectors such as Finance and Insurance, and Healthcare.

The Information and Communication Technology Cluster Development Strategy (2006) for the Toronto Region calls for a coordinated effort to make Toronto one of the world's five most innovative and productive locations for ICT research, education and business investment by 2011. The strategy aims to:

- Increase collaboration among ICT stakeholders

- Increase the profile of the sector within Canada and abroad
- Increase the competitiveness of the sector
- Retain and attract ICT business in the region

Employment opportunities will be abundant for ICT professionals within Ontario and particularly within the GTA area. Those who have specialized knowledge in information security will be at an advantage as employers increasingly hire professionals with leading edge and niche skills.

Table 1 displays the related employment numbers based on Census 2006 data.

Table 1: Occupations in IT Security Industry (2006 Census)			
Occupation (NOC Code)	**Toronto CMA**	**Oshawa CMA**	**Total**
C070 Computer and information systems occupations	124,075	5,095	129,170
A122 Information systems and data processing managers	13,105	770	13,875

Table 2 displays employment growth comparing census data from 1996 and 2006.

Table 2: Occupational Growth in IT Security Industry (1996 to 2006 Census)			
Occupation (NOC Code)	**Toronto CMA**	**Oshawa CMA**	**Total**
C070 Computer and information systems occupations	115.3%	101.8%	114.7%
A122 Information systems and data processing managers	142.5%	258.1%	146.9%

EMPLOYMENT PROJECTIONS

ICT has better weathered the economic storm compared to a number of other sectors and remained strong despite the downturn. The entire ICT industry has grown rapidly over the past 10 years. Further growth is anticipated going forward as Canadian employers aim to fill between 126,000 and 180,000 ICT jobs between 2008 and 2015, according to a 2008 report by the Information and Communication Technology Council (ICTC). Between 16,000 and 22,000 jobs are expected to be created annually with 30% of workers requiring college-level training.

Job titles and descriptions relevant to IT Security were culled from Durham College placement reports and various labour market reports. Based on the titles and descriptions, 6 key 4-digit NOCs were identified. Since the NOC provides a standardized framework for organizing the labour force in a coherent system, the occupations in 0213, 2171, 2172, 2281, 2282, and 2283 across industries focusing on various occupations in the IT Security sector.

These 6 codes are: 0213 (Computer and Information Systems Managers), 2171 (Information Systems Analysts and Consultants), 2172 (Database Analysts and Data Administrators), 2281 (Computer Network Technicians), 2282 (User Support Technicians), and 2283 (Systems Testing Technicians).

Table 3 displays provincial wage and employment information for the above NOC codes along with National, Provincial and Local outlooks (where available). The general national outlook for this sector is expected to be “good” or “fair” until year 2014, depending on the occupation. Data was not available for all of the NOC codes selected. The national-level projections take into account the rate of projected employment growth and how it compares to projected employment growth for all occupations in Canada, anticipated number of job opening until 2014 due to anticipated retirement and reports by

employers on difficulties in finding qualified workers to fill vacant positions and/or employer recruiting activities outside Canada.

Table 4 provides a 10-year national level outlook for the same NOC codes. It presents estimated employment, anticipated growth rate and labour market imbalances for the 3-digit related NOC codes. Since the 3-digit NOC codes are at occupational-group level and encompass a wide range of jobs and skill levels, caution is urged when extrapolating any conclusions.

0213 Computer and Information Systems Managers

EDP (Electronic Data Processing) Manager
Computer Systems Manager
Data Centre Manager
Data Processing Director
Information Systems Manager
Manager, Data Processing And Systems Analysis
Manager, Management Information System (MIS)
Manager, Software Engineering
Software Development Manager
Systems Development Manager

2171 Information Systems Analysts and Consultants

IT (Information Technology) Consultant
Computer Consultant
Computer Systems Analyst
Informatics Consultant
Informatics Security Analyst
Information Systems Business Analyst
Information Systems Quality Assurance Analyst
Management Information Systems (MIS) Analyst
Systems Auditor
Systems Consultant
Systems Security Analyst

2172 Database Analysts and Data Administrators

Data Administrator
Data Custodian
Data Dictionary Administrator
Data Warehouse Analyst
Database Administrator (DBA)
Database Analyst
Database Architect
Technical Architect – Database

2281 Computer Network Technicians

Internet Web Site Technician
LAN (Local Area Network) Administrator
LAN (Local Area Network) Technician
Web Technician
Computer Network Technician
Computer Network Technician Supervisor
Data Centre Operator
Network Administrator
Network Support Technician
Supervisor, Computer Network Technician
System Administrator

2282 User Support Technicians

Call Centre Agent – Technical Support
Client Support Representative – Systems

Computer Help Desk Representative – Systems
Computer Help Desk Supervisor
Hardware Installation Technician
Hardware Technical Support Analyst
Help Desk Technician
Software Installation Technician
Software Technical Support Analyst
Systems Support Representative
Technical Support Analyst – Systems
Technical Support Supervisor
User Support Technician

2283 Systems Testing Technicians

Application Tester
Application Testing Technician
Software Test Coordinator
Software Tester
Systems Tester
Systems Testing Technician
User Acceptance Tester

Table 3: Wages, Employment Rate and Employment Outlook for 2009								
	Provincial Level - Ontario					Outlook		
Occupation (NOC Code)	Average Salary	Self-Employment	Males	Females	Part-Time	National	Provincial	Local
0213 Computer and Information Systems Managers	$43.90	4%	81%	19%	1%	Good	Good	Good
2171 Information Systems Analysts and Consultants	$35.50	19%	73%	27%	4%	Fair	Good	Fair
2172 Database Analysts and Data Administrators	$33.10	8%	48%	52%	6%	Fair	Fair	Fair
2281 Computer Network Technicians	$24.70	3%	76%	24%	5%	Fair	Fair	Fair
2282 User Support Technicians	$22.30	3%	72%	28%	6%	Fair	Good	Fair
2283 Systems Testing Technicians	$23.40	13%	68%	32%	N/A	N/A	Good	N/A

Table 4: Ten Year (2006-2015) National Employment Outlook – 3-Digit NOC					
Occupation (3-Digit NOC Code)	Estimated Employment 2015 (000s)	Average Annual Growth Rate	Retirement Rate	NFLMS	Labour Market Imbalance
021 Managers in engineering, architecture, science and information systems	66.2	1.3%	2.3%	1.2	30%
217 Computer and information systems professionals	369.5	2.0%	1.0%	-3.8	-47%
228 Technical occupations in computer and information systems	123.9	1.6%	0.9%	0.2	8%

RELEVANT ASSOCIATIONS

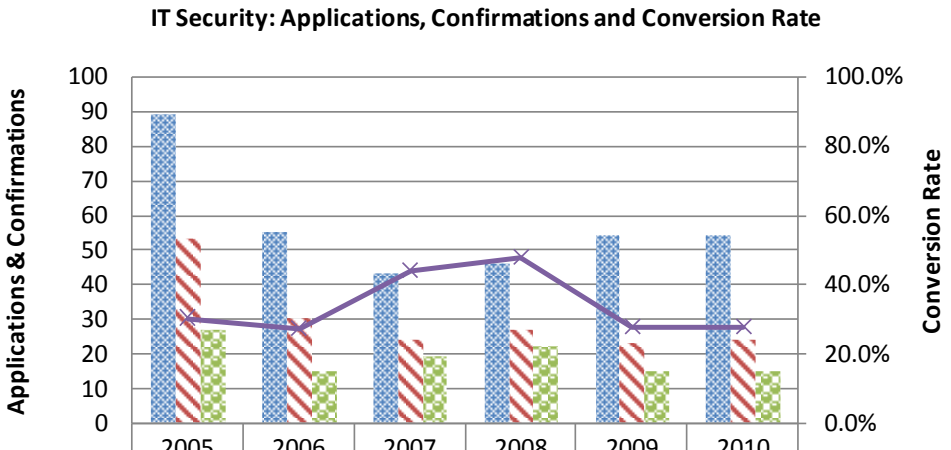
Canadian Information Processing Society (Ontario Chapter) (http://cipsontario.ca/)
Canadian Information Processing Society of Ontario (http://on.cips.ca)
Canadian Security Magazine (www.canadiansecuritymag.com)
Contact Centre Canada (www.contactcentrecanada.ca)
Information & Communication Technology Council (ICTC) (www.ictc-ctic.ca)
Information Resource Management Association of Canada (www.irmac.ca)
Information Systems Audit and Control Association (ISACA) (www.isaca.org)
Information Technology Association of Canada (ITAC) (www.itac.ca)
Institute for Certification of Computing Professionals (www.iccp.org)
International Association for Management of Technology (www.iamot.org)
International Game Developers Association (IGDA) (www.igda.org)
Urban and Regional Information Systems Association (www.urisa.org)

Appendix B – Information Systems Security – Computer & Network
OCAS Report

As of September, 2011, the following Ontario colleges are approved to offer Information Systems Security (73002):

College	Approval Date
Fanshawe	2009-09-01
Georgian	1999-08-01

The following graph summarizes total system applications, confirmations and conversion rates for the Information Systems Security program (73002).



	2005	2006	2007	2008	2009	2010
Total Applications	89	55	43	46	54	54
1st Choice Applications	53	30	24	27	23	24
Confirmations	27	15	19	22	15	15
Conversion Rate	30.3%	27.3%	44.2%	47.8%	27.8%	27.8%

The following chart presents international enrolment in Information Systems Security programs across the system since 2008.

Type of Enrolment	2008	2009	2010	2011
All	24	26	56	61
International	3	10	31	45

Appendix C – Information Systems Security – Computer & Network
5-Year Budget Projection

DURHAM COLLEGE	MTCU Code 73002	weight	1.0	F.U.	0.9	# Yrs
Projected Budget	Program: Information Systems Security - Computer &	Per Year	0.900	Grant / WFU	$4,160	1
BUDGET YRS 2012-17						

		2012-13 Projection	2013-14 Projection	2014-15 Projection	2015-16 Projection	2016-17 Projection
Student Enrolment - Nov. 1						
	Year 1-Domestic	25	25	30	30	30
	Total	25	25	30	30	30
REVENUE						
	Tuition Fees - per academic year	$3,013	$3,113	$3,213	$3,313	$3,413
	Set-Aside Fee Removed	$316	$327	$337	$348	$358
	Tuition Fee realized by college	$2,697	$2,786	$2,876	$2,965	$3,055
	Total Tuition Fees	67,416	69,653	86,269	88,954	91,639
	Other Revenue - Contract Training	0	0	0	0	0
	Total Other Revenue	0	0	0	0	0
	Program Wtd Funding Unit (Wt X FU / Dur)	0.90	0.90	0.90	0.90	0.90
	Grant - MTCU Operating (assume $4160/wfu)	$0	$46,800	$93,600	$102,960	$112,320
TOTAL REVENUE		$67,416	$116,453	$179,869	$191,914	$203,959
EXPENDITURES						
	Salaries - Faculty (FT)	0	0	80,000	82,400	84,872
	Salaries - Co-ordinator Allowance	0	0	0	0	0
	Salaries - PT Teaching	0	0	0	0	0
	Salaries - PL Teaching	0	0	0	0	0
	Salaries - Sessional Teaching	0	0	0	0	0
	Contract Teaching	40,000	45,000	12,000	12,360	12,731
	Total Teaching Salaries	40,000	45,000	92,000	94,760	97,603
	Salaries - Admin ($100/st)	0	0	0	0	0
	Support Staff	0	0	0	0	0
	Total Academic Support Costs	0	0	0	0	0
	Benefits - Faculty - FT 20%	0	0	16,000	16,480	16,974
	Benefits - Faculty - PT 10.0%	4,000	4,500	1,200	1,236	1,273
	Benefits - Admin 21%	0	0	0	0	0
	Benefits - SS (FT) 26%	0	0	0	0	0
	Total Employee Benefits	4,000	4,500	17,200	17,716	18,247
	Total Labour	44,000	49,500	109,200	112,476	115,850
	Instructional Supplies	1,000	1,010	1,020	1,030	1,040
	Instructional Other Costs	0	0	0	0	0
	Field Work	0	0	0	0	0
	Membership & Dues	0	0	0	0	0
	Professional Development	1,000	1,000	1,000	1,000	1,000
	Travel/accommodation/meals	250	250	250	250	250
	Promotion/Public relations	500	500	500	500	500
	Maintenance- Equipment	0	0	0	0	0
	Telecommunications	0	0	0	0	0
	Software Costs	0	0	0	0	0
	Office supplies/Other Expenses	500	500	500	500	500
	Rental	0	0	0	0	0
	Total Other Expenditure	3,250	3,260	3,270	3,280	3,290
TOTAL DIRECT PROGRAM EXPENSES		47,250	52,760	112,470	115,756	119,140
TOTAL REVENUE FOR PROGRAM		67,416	116,453	179,869	191,914	203,959
Net Contribution $		20,166	63,693	67,399	76,158	84,819
Net Accumulated Contribution / (Deficit)		20,166	83,859	151,258	227,416	312,235
Net Contribution - % of Gross Revenue		29.9%	54.7%	37.5%	39.7%	41.6%
TARGET Net Contribution		n/a	Breakeven	40.0%	40.0%	40.0%
Capital Requirement		25,000	0	0	0	0

BOARD REPORT/EXECUTIVE SUMMARY

Public: ☒
In-Committee: ☐

Action Required:
Discussion ☐
Decision ☒

DATE: February 8, 2012

FROM: Don Lovisa, President

SUBJECT: Program Advisory Committee Minutes

A. Purpose

A report to inform the Board of Governors of the activities of the various Program Advisory Committee meetings of Durham College.

B. Background

Under the system of Minister's Binding Policy Directive– 3.0 Programs – Framework for Programs of Instruction, Section C: Advisory Committees: The Board of Governors is to ensure that an advisory committee for each program of instruction or cluster of related programs offered at the college is established and is 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 #2, a By-law regarding Advisory Committees for Programs of Instruction, sets out in section 3.5 in part that "…The Board of Governors will acknowledge receipt of minutes for resolution."

C. Discussion/Options

Attached are the Program Advisory Committee minutes for consideration.

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 receive the Program Advisory Committee minutes for information.

Paramedic/Advanced Care Paramedic Program Advisory Committee
School of Justice & Emergency Services
Minutes of December 15, 2011

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Dr. Rudy Vandersluis, MD, CCFP(EM), FRCPC*	Chair, Medical Advisory Board	Central East Prehospital Care Program
External Committee Member		
Name	Title	Organization
Jim Moir	Superintendent, Operations	Durham Region Emergency Medical Services
David Mokedanz*	Superintendent, Quality and Development	Durham Region Emergency Medical Services
Keith Kirkpatrick	Chief	City of Kawartha Lakes Emergency Medical Services
Andrew Benson*	Education Manager	Central East Prehospital Care Program
Bradley Hickman	Superintendent, Professional Standards	York Region Emergency Medical Services 520 Cane Pkwy, Newmarket, ON, L3Y 8T5
Jim Harris	CQI Manager	Central East Prehospital Care Program
Carl Bowker	Superintendent, Quality and Development	Hastings-Quite Emergency Medical Services
Dr. Pansy Goodman	Academic Liaison and Interim Director of Research	Lakeridge Health
Elected Student/Alumni Representatives		
Name	Yr/Program/Alumni	
Robert Morra	Alumni (Advanced Care Paramedic Program)	
Andrew Bright*	Alumni (Paramedic Program)	
Elected Faculty/Staff Representatives		
Name	Title	
Ralph Hofmann*	Coordinator	
Stephanie Ball*	Dean	
Kevin Griffin*	Faculty	
Steve Bazak*	Faculty	

REPORT PREPARED BY: M. Bartosik/M. Hammond DATE: December 16, 2011

MINUTES REVIEWED BY CHAIR DATE: January 11, 2012

Paramedic Programs Advisory Committee
School of Justice & Emergency Services
Minutes of December 15, 2011

Present: Stephanie Ball, Steve Bazak, Andrew Benson, Andrew Bright, Kevin Griffin, Ralph Hofmann, Dave Mokedanz, Rudy Vandersluis

Regret(s): Carl Bowker, Dr. Pansy Goodman, James Harris, Keith Kirkpatrick, Jim Moir, Robert Morra, Susan Wood

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1. Welcome and Introductions

The Chair welcomed all the members to the fall meeting. Introductions were made around the table.

2. Additions to the Agenda

There were no additions to the agenda.

3. Acceptance of the Agenda

The members accepted the agenda as presented.

4. Approval of Minutes from June 6, 2011

Several amendments were made: K. Kirkpatrick's title to be changed to Chief; A. Brighton was not present at the last meeting.
The minutes were approved by the members as amended.
Motioned by: D. Mok
Seconded by: R. Hofmann CARRIED

5. **Business/Actions Arising from Previous Minutes**

- As a follow-up to the action item from the previous minutes::students are currently writing exams and, therefore, there is no student representative available for the meeting.
- R. Hofmann contacted various other colleges regarding testing for acceptance into the Paramedic program and found that very few are doing any testing or are doing it but with very little success.

6. Discussion Items

6.1 External Membership Information Sharing

- It was reported that the group of GTA employers is being disbanded, thereby, no centralized process.
- Information on the written exam scheduled for February 3, 2012 will be posted on the website.
- Postings for part time positions will be posted on the website in January.
- Part time and full time positions are posted internally with a separate process for each.
- Positions available in Toronto are for full time only and do not hire part time.
- There is a change in leadership at the Base Hospital with the new person who is not based in the EMS.
- It was reported that there are complications with the Paramedic students to perform medical acts in their perceptorships and will resolve this quickly.
- A revised CTAS has been released with an implementation date of spring 2013, however, no training package is associated with it.
- The Ministry is not taking ownership of any instructor materials because they felt it was not required.

6.2 College/School Update and Program Update

College/School

- The college and schools are starting to track the applications for the next year with approximately 200 for the Paramedic program.
- Two new programs were introduced this year: a Victimology graduate certificate and the Emergency Services Fundamentals certificate program.
- The Emergency Services Fundamental program attracts students who were not able to get into the Firefighter, Police or Paramedic program and provides them with credits that may be transferred as well as assist those who need to update their marks in courses such as Biology and Chemistry in order to get into their chosen program.
- This year we accepted 50 students and plan to increase it intake next year.
- In September 2012 we are offering two more new programs: a two-year Fire & Life Safety Systems Technician diploma program and Legal Research and Information Management.
- We are trying to restart the Emergency Management graduate certificate program which is designed in a compressed delivery format of hybrid, evening and weekend delivery.

Program

- There are currently 30 students in the first year of the program with fourteen who are graduates of our program.
- The enrolment is consistent with the number of registrations in previous years.
- The number of students has decreased slightly due to the January Start offering of the Advanced program.
- The program will follow the newly released Ministry standards which will make all Paramedic programs the same.
- There is a lot of work involved for the PLS patients to be compliant.
- The Canadian C spine rules are being reviewed for implementation in the near future.
- The ACP On-Line program has been purchased by Algonquin College with the monies being used to purchase equipment or supplies for the program such as the Comptracker.
- R. Hofmann distributed a summary report on the activities in the Paramedic and Advanced programs.

7. Additional Agenda Items

7.1 DriveWise Simulator

- The simulator will be delivered and fully operational by the end of March.
- The Paramedic students will get a condensed course in its operation and the use of the simulator will be integrated into the curriculum for next year.
- The location for the equipment has yet to be determined.

7.2 Comptracker

- The comptracker is a fully on-line tracking platform for access student competencies which will be introduced in April.
- The device provides real time access to a student's performance of a skill and allows us control in formatting of what is being tracked as well as adding fields, set criteria.
- The logistic hurdle is on-line access for students with perceptorships.

8. Decisions/Recommendations (action items)

- The DriveWise simulator will be fully operational by spring**. ACTION BY: The faculty will provide the advisory members with a demonstration at the spring meeting.**
- The new version of CTAS will be implemented by spring 2013**. ACTION BY: R. Hofmann will forward the instructor materials to the advisory members.**

9. Future Meeting Date

The next meeting will be called by the Chair and Coordinator for spring 2012.

10. Adjournment

2:00 pm.

Pharmaceutical and Food Science Advisory Program Advisory Committee
Science and Engineering Technology
Minutes of November 30, 2011

Advisory Committee Membership List

Name	Title	Organization
Committee Chair Kevin Kelly	Professor	Durham College
External Committee Member		
Name	Title	Organization
Lisa Aunger	Guidance Council, Science Teacher	O'Neil C.V. I.
Eric Davidson	Senior Mgr. R & D	Pepsi Canada Snack Foods
Diana Kirkaldy	AQ & R & D Manager	Derlea Brand Foods Inc.
Jamie McKee	Production Mgr.	Purdue Pharma
Dave Jagdeo	.V.P.-Operations	Griffith Laboratories
Rob Kowal	President	Kriscor and Associates
Lisa Nicholas-Ash	Sales Associate	Quadra Chemicals
Angela Miller	QC Manager	Flavor Chem
Simone Porter	QC Manager	Maple Leaf Foods
Tamas Szederkenyi	Director, QC Labs	Teva Canada
Walter Knecht	President	Hermann Laue Spice Company.
Reza Mecklai	President	Sultan of Salmosas
Simonne Porter	QC Manager	Maple Leaf foods
Jeanette Vanerheyden	Mass Resource Planner	Estee Lauder
Margaret VanDeGevel	Sensory Manager	Griffith Laboratories
Marlene Werry		Region of Durham
Cecilia Williamson		Patheon Whitby Inc.

Elected Student/Alumni Representatives	
Name	Yr/Program/Alumni
Carley Risebrough	Alumnus

Elected Faculty/Staff Representatives	
Name	Title
Maureen Calhoun	Associate Dean
Iraj Mehrnia	Professor
Wendy Smith	Professor
Susan Todd	Dean

Guests/Unelected Faculty/Staff

Name	Title	Organization
NA		

REPORT PREPARED BY: Linda Dillon DATE: December 21, 2011

MINUTES REVIEWED BY: Wendy Smith/Susan Todd DATE: January 27, 2012

Pharmaceutical and Food Science Technology
Program Advisory Committee
Science and Engineering Technology
Minutes of November 30, 2011

Present: M. Calhoun, K. Kelly, *R. Kowal, *D. Kirkaldy, *W. Knecht, I. Mehrnia, *L. Nicholas-Ash, S. Porter, W. Smith, S. Todd, J. Vanerheyden, M. Werry

Regret(s): Lisa Aunger, E. Davidson, D. Jagdeo, J. KeKee, R. Mecklai, A. Miller, S. Porter, C. Risebrough, T. Szederkenyi, M. VanDeGevel, C. Williamson

Guest(s): L. Dillon

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1. Welcome and Introductions

M. Calhoun welcomed members to the meeting. Each member gave a brief introduction of themselves and the company they represented.

Meeting Format – Items 1-7 will be discussed generically for all program advisory groups. Each program will then split off into their own "break out" session to discuss agenda items specific to each program advisory.

Iraj Mehrnia was introduced as a new full-time faculty member in the program.

2. Additions to the Agenda

None.

3. Acceptance of the Agenda

Accepted.

4. **Approval of Minutes from January 27, 2011 meeting**

The minutes of January 27, 2011 were approved by R. Kowal and seconded by B. Trieselmann.

Referring to the meeting of June 23, 2011 due to lack of quorum the meeting was cancelled. Corresponding action plans were updated and brought forward to the November 30, 2011 meeting.

5. **Business/Actions Arising from Action Log from Previous Minutes**

Action Logs from each program advisory committee will be reviewed in each break out session and updated. If there are commonalities on action items between the program groups, it will be noted.

6. **Key Performance Indicator Report (KPI)**

The Key Performance Indicator summary for the Sciences programs was distributed. It was noted that program results are compared from one year to the next and strategies are implemented for continuous program improvement. Areas of concern shown in the survey results were computer skills, professor feedback and Communications (grammar, writing, presentations, videotaping). M. Calhoun noted that program groups are welcome to provide feedback on the Key Performance Indicators. This feedback can be sent to maureen.calhoun@durhamcollege.ca.

7. College/School/Program Update

Student Services Building – The new Student Services Building is operational now and provides one stop shopping to students in areas such as admissions, registration, financial aid, career services etc. The front line staff working in the building have been trained to be knowledgeable to answer questions in all areas.

Whitby Campus, Phase 3 – It will consist of 36,000 square feet with completion in December 2012 and opening in the fall of 2013.

Chemical Lab Technician Program CLBT – This program started in January 2011 and had a September 2011 intake and will have another January intake for year 1 students in 2012. This program will support a school retention plan and meet the need for our International office.

International Students – There has been an increase in international students, mostly from India. It was noted that the majority of these students go into Pharmaceutical and Food Science Fast Track program and Chemical Lab Technician -2012

New Programs - Two new 2-year Technician programs will be starting in September 2012 – Artisan Agriculture and Horticulture.

Alumni Night – It was noted that the turnout was outstanding with good feedback for students. There was low turnout by current students though. M. Calhoun asked advisors to send her an email if they are interested in attending a future alumni night (maureen.calhoun@durhamcollege.ca).

Career Night – This event will be held on February 29, 2012. This is an opportunity for employers to come to Durham College and tell us what they are looking for in technical and soft skills from students. A presentation can also be given on employers' companies. This item will be discussed further in the breakout sessions.

Hired Career Services – Advisory members received a handout on Career Services at Durham College. Services such as on-campus recruiting opportunities, posting jobs on the career portal, interviewing students on campus and internship opportunities are available.
Statistics show that 83% of graduates found employment within six months of graduation and 89.5% of employers were satisfied with hiring a Durham College graduate.

8. Discussion Items

8.1 Food and Pharmaceutical Program and Name

A discussion was held on the advantages and disadvantages of splitting Pharmaceutical away from the Food Science program.

Advantages	Disadvantages
There are only a certain number of hours for the program; Graduates have done well in both Pharmaceutical and Food Science in the past program; Pharm. does not quite fit with Food; Crossover with nutraceuticals (if you have a Food background, it helps); Instrumentation – when competing against a bachelor degree, HPLC can give graduates an advantage in the job market; It doesn't limit people in pharmaceutics or quality assurance; Pharmaceutical training will be needed for the future as regulations are implemented.	Lower enrolment numbers; Pharmaceutical skills might not be utilized; Some course(s) would have to be eliminated; Instrumentation is not used in 90% of companies; Where would cosmetics fit? Nutraceuticals is regulated, but needed in the program; Pharm. Technologists train mostly in Instrumentation and Pharmaceuticals; Pharmaceutics is not focused on production; Students need an overview of IOS; HASAC and Food Safety – students are trained on this but do not have real food experience; Centennial has a 2 year Food Science and Technology program with no pharmaceutical included in it; Niagara College – offer wine, beer and are looking into the research of food; Conestoga College – Has a new Food Technology Centre with the focus on production.

Action: It was decided that Durham College should keep the Pharmaceutical and Food Science program with a more **product development** focus. It was suggested that the faculty program team ask current students and alumni what attracted them to the current program. It was noted that if Pharmaceutical and Food Science, Biotechnology and Chemical students had production, employers may hire the graduates. Retailers could be contacted also to work with them. D. Kirkaldy to provide names of retailers to S. Todd.

The program team should prepare a draft Program of Studies for 2013-2014 and concentrate on adding just two new courses i.e. Quality Assurance and Food Analysis. One way to do that would be examine the hours of micro and instrumentation.

8.2 Industry Input - Trends in Technology

- Quality Systems
- Quality Assurance
- Quality Control
- Instrumentation
- Allergens
- Familiarity with changes in food regulations or certification
- Baking technology, artisan baking are popular
- Research development is misleading but product development is good
- Food Safety and Health and Safety
- Continue Product Development with less on the R & D side

8.3 Program of Studies (POS) – Proposed addition of new courses and impact

I. Mehrnia gave an overview of a draft Program of Studies. Communications and General Education have to be included. The weaknesses in Communications need to be strengthened. There was a discussion on courses in the Programs of Studies. It would be beneficial to have retailers as part of the advisory committee. D. Kirkaldy will send S. Todd a couple of names to approach for the Advisory.

Draft Program of Studies

- Semester 1 - Introduction to Food Technology (2 lecture, 2 lab)
- Semester 2 - Oils, Herbs, and Spices (Oil Technology) (2 lecture 0 lab); Food Regulations and Food Safety (3 lecture, 0 lab) and Sugar and Confectionary (1 lecture 2 lab)
- Semester 3 - Food Chemistry and Biochemistry I (3 lecture 3 lab), Cereal Technology (2 lecture 0 lab)
- Semester 4 – Yogurt, Cheese, Food Fermentation & Dairy Technology (2 lecture, 3 lab); Caning Technology (2 lecture 0 lab); Unit Operation in the Food Industry (2 lecture, 3 lab)
- Semester 5 – Nutrition and Food Components (2 lecture 0 lab); Food Packaging and Storage Technology (2 lecture 0 lab); Food Analysis and Quality Assurance (3 lecture 3 lab); Food Processing 1 (2 lecture 2 lab)
- Semester 6 – International Foods (2 lecture 2 lab); Sensory Evaluation of Foods (1 lecture 2 lab); Meat Science and Technology (2 lecture 2 lab); Food Processing 2 (2 lecture 2 lab)

Discussion on Courses

- Chromatography and Spectroscopy - Should it be 1 semester of each course, or put the courses together in 1 semester, or split off in year 3 as specialized courses? If it is broken out, we would have to keep with the Centennial College benchmark.
- Statistics is required for Quality Control or embed it into Quality Control "Basics of Statistics"
- Microbiology – Can some courses be combined as there are 4 Microbiology courses (yeast and mold stereo combine a lot of the Microbiology courses). Review the Artisan Micro courses first.
- Look at removing Organic Chemistry II (it is needed for Food)
- Electronics cannot be included because it does not fall within the Ministry Program Standards
- Auditing is important
- Keep Analytical Chemistry II (focus more on the food side)
- Keep the Microbiology, Pharmaceutics and Analytical Instrumentation balance
- Focus more on the Food and Pharmaceuticals (keep the Pharmaceutical side)
- Has the University of Guelph or Ryerson's Food Science program been looked at? Investigate with Ryerson and the University of Guelph.
- A pathway between UOIT and the University of Guelph already exists (3 years Pharm. and Food Science + 2 years UOIT). The 3 plus 3 model at UOIT has not shown a lot of interest to students. Invite UOIT to a meeting with year 3 Pharmaceutical and Food Science students.
- 4 years Durham College and UOIT Food Technology Management (there is a gap with the Food Technologists with a sales role)
- It was suggested that changes be compared to the Ministry Standards, and then send the changes to the Advisory Committee.

9. Student Voice

NA

10. Employers' Expectations

- Error free resumes
- Punctuality for interviews

W. Knecht agreed to visit the students to speak about communications and resumes.

11. Career Night

February 29, 2012

R. Kowal and W. Smith noted that they will attend Career Night.

12. Advisory Committee Chair

Wendy Smith has agreed to be the new Chair of the Advisory Committee.

13. Decisions/Recommendations (action items)

1. Review Action Items from each program advisory meeting to see if there are commonalities between the programs. **Action By:** M. Calhoun, ASAP
2. M. Calhoun asked advisors to send her an email if they are interested in attending a future alumni night (maureen.calhoun@durhamcollege.ca). **Action By:** Advisory Members, ASAP
3. D. Kirkaldy to provide names of retailers to S. Todd for the Advisory Committee.
   Action By: D. Kirkaldy, ASAP
4. Review input on courses and complete the Program of Studies.
   Action By: S. Todd/I. Mehrnia, ASAP
5. W. Knecht agreed to visit the students to speak about communications and resumes.

14. Future Meeting Date

May 2012

15. Adjournment

7:00 p.m.

Pharmaceutical Program Advisory Committee Action Log

NEW Action Items from November 30, 2011 Meeting				
	Action Item	Date	Responsible	Outcome
1.	M. Calhoun asked advisors to send her an email if they are interested in attending a future alumni night (maureen.calhoun@durhamcollege.ca)	ASAP	Advisory Members	
2.	D. Kirkaldy to provide names of retailers to S. Todd for the Advisory Committee.	ASAP	D. Kirkaldy	Completed
3.	Review all presented input on course changes and draft another Program of Studies for 2013.	ASAP	Program Team Lead – Iraj Mehrnia	
4.	W. Knecht to visit the students to speak about communications and resumes	ASAP	W. Knecht	Completed
5.	Faculty to ask students and alumni what attracted them to the program.	ASAP	J. Myers/ I. Mehrnia	
Action Items from June 23, 2011 Meeting				
1.	Computer Skills - Review curriculum to ensure necessary components of computer skill development are incorporated within other courses now that introductory computer has been removed from the Program of Studies. Use of formulae, creation of spreadsheets and graphs, data manipulation, macros and pivot tables should be applied in other courses. Members indicated these would be key computer skills students should have.	Spring 2011	Science Faculty	
2.	2 year Laboratory Technician Program – This is a new initiative. Member comments forwarded to the dean. Program approved – Enrolment numbers will be monitored.	June 16, 2011	M. Calhoun	Competed
3.	Communication Courses – Fundamental Skills -Key points to be forwarded to the dean and included in the spring curriculum review. Realignment of courses was discussed with follow-up meetings scheduled.	June 16, 2011	Science Faculty/ Dean	Completed
4.	Curriculum Review – Include more significant component on food additives and include culinary component. Revised curriculum was completed for review at the next meeting.	Winter 2011	Science Faculty	Completed
5.	Plan student alumni and/or career night for Nov. 10, 2011.	Jan. 2011	Advisory Members	Completed

Pharmaceutical Program Advisory Committee Action Log

Action Items from January 27, 2011 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Send industry trends information from the January 26, 2011 Board of Governors Meeting to advisory members.	ASAP	Sue Todd	
2.	Determine skills for graduates in the Pharm. and Food Sciences program.	M. Calhoun/ Advisory Members	ASAP	
3.	Review comments on the draft Food Science Technology Program of Studies and implement any changes identified. I. Mehrnia to contact the Innovation Centre to get assistance with course descriptors, then advise faculty and invite employers for final feedback on courses/descriptors.	S. Todd/ Faculty/ I. Mehrnia/ Advisory Members	ASAP	
4.	Provide feedback on placement models to M. Calhoun.	Advisory Members	ASAP	
5.	Provide feedback to M. Calhoun on the feasibility of an alumni or career night/luncheon to give students an opportunity to liaise with employers.	Advisory Members	ASAP	
6.				
Action Items				
1.				
2.				
3.				
4.				
5.				

Pharmaceutical Program Advisory Committee Action Log

Action Items				
1.				
2.				

Communicative Disorders Assistant Program Advisory Committee
School of Health & Community Services
Minutes of November 8, 2011

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Meredith Stratton*	Director	CDAAC (Communicative Disorders Assistant Association of Canada)
	CDA	Toronto Preschool Speech and Language Services
External Committee Member		
Bridget Lauricella	CDA	Bridgepoint Health
Carol Bock	Deputy Registrar	CASLPO (College of Audiologist and Speech-Language Pathologists of Ontario)
Chantal Kealey*	Director of Audiology and Supportive Personnel	CASLPA (Canadian Association of Speech-Language Pathologists and Audiologists)
Jill Clements-Baartman	Speech-Language Pathologist/Owner	Private Practice - Talking Language and Communication (TLC)
Karen Caranci	Speech-Language Pathologist	Lakeridge Health Oshawa
Margaret Jean DeSousa	Consultant	Connect Hearing Canada
Melanie Workentin*	Speech-Language Pathologist	Holland Bloorview Kids Rehabilitation Hospital
Sharon Woodcox*	Audiologist	Grandview Children's Centre
Wanda Ricci	Clinical Manager	Durham Preschool Speech and Language Program, Grandview Children's Centre
Donna Bateman*	CDA	Kawartha Pine Ridge District School Board
Elected Student/Alumni Representatives		
Natalie Famula*	Current student	CDA Program
Vibha Mistry	Alumni	CDA Program
Elected Faculty/Staff Representatives		
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
Sara Bingham	P/T Faculty	Communicative Disorders Assistant Program
Guests/Unelected Faculty/Staff		
Mary Noble	Employment Advisor/ Internship Coordinator	Durham College
Alix Chasse*	Senior Career Advisor	Durham College
Mary Sich*	Practicum Officer	Durham College

REPORT PREPARED BY: Sandra Thomson DATE: November 9, 2011

MINUTES REVIEWED BY: Meredith Stratton DATE: January 26, 2012

Communicative Disorders Assistant Program Advisory Committee
School of Health & Community Services
Minutes of November 8, 2011

Present: Meredith Stratton, Elizabeth Maga, Natalie Famula, Sharon Woodcox, Melanie Workentin, Donna Bateman, Susan Sproul, Mary Sich, Chantal Kealey (via Teleconference)

Regret(s): Carol Bock, Carol Burke, Karen Caranci, Margaret Jean DeSousa, Sara Bingham, Vibha Mistry, Bridget Lauricella, Jill Clements-Baartman, Wanda Ricci

Guest(s): Alix Chasse

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1. Welcome and Introductions

- Welcome and introductions were made around the table

2. Additions to the Agenda

- No additions to the Agenda

3. Acceptance of the Agenda

- Agenda accepted as presented by E. Maga

4. Approval of Minutes

- Minutes approval by D. Bateman

5. Business/ Actions Arising from Previous Minutes

- In S. Bingham's absence, Elizabeth presented on the clinical observation assignment discussion from Spring/Summer 2011. Sara had arranged observations ahead of time based on the discussion in the Spring of the current Fall 2011 clinical observations. Elizabeth and Sara to review in January. The Observation assignment was passed around for members to review. Natalie, current student in the CDA program felt it went well with the exception of assigned times.
- Elizabeth arranged to have Alix Chasse from Hired Career Services attend to discuss KPI Employer section. Will discuss under Agenda Item 7.1 CDA Graduate Statistics.
- Elizabeth presented on how CDA application packages are scored each February (scoring guide attached).
- Susan, Elizabeth and Meredith will review PAC membership length of terms in January. Sandra to set up a conference call to discuss or a meeting late in the day.

6. Discussion Items

6.1 External Membership Information Sharing

Report by: S. Woodcox – Grandview Children's Centre

- Grandview Children's Centre taking two students.

Report by: M. Workentin – Holland Bloorview Kids Rehabiliation Hospital

- M. Workentin and M. Ettore are the only SLPs on their team and they will be sharing one student. They are undergoing a huge reorganization currently at Holland Bloorview. They are not taking any Georgian students.

Report by: D. Bateman – Kawartha Pine Ridge District School Board

- Kawartha Pine Ridge will be taking one Durham College student. Donna's (and Brenda Leddy's) role is changing slightly at the board in that they have more software training so they can work with the students in schools as opposed to having IT involved.

Report by: C. Kealey - CASLPA

- Chantal reviewed staffing changes within CASLPA. Membership Survey received 1,500 replies. Lobbying and advocacy of what SLPs and Audiologists do. The Support Personnel Guidelines document is being revised to include scope of practice, adding competencies, etc. The upcoming 2012 CASLPA Conference is in Newfoundland this coming Spring. CASLPA is writing a position paper on early identification of speech and language disorders. The board is accepting nominations for the Support Personnel Representative.

Report by: M. Stratton – CDAAC and Toronto Preschool Speech and Language Services

- TPSLS East – CDA is on maternity leave and the position will remain vacant for one year due to funding. Waiting list for cases continues to grow – approximately a 6-12 month wait.
- Discussion currently at TPSLS is whether clients will have a 'Contact SLP' – suggestion for an assessment team came with mixed reviews.
- CDAAC Conference was at Georgian College this year at the new campus in Barrie on November 4-5th.
- Meredith commented on our students' experience in Boardmaker – Elizabeth explained what is taught and M. Workentin commented from their experience at Holland Bloorview students come to their placement very prepared.
- Membership survey – members were polled and the results are in the Newsletter. Some feel the job market is not good but on the other hand some reported there are new positions. Huge salary range. Overall positive info from survey. Currently CDAAC sees more postings in Audiology than speech and language.

6.2 College/School Update and Program Update

Report by: E. Maga

- In the late Spring we received a portable audiometer through capital funds at the College – our Audiologist was thrilled!
- In the summer we received $2,500.00 from the Harmonize for Speech fund in Toronto whereby we purchased a number of resources for our CDA classroom including a textbook for each student which is being used in the CHLD 1509 course (as suggested by the Harmonize for Speech Board of Trustees), an iPad with the Proloquo2go app for use in our AAC course, as well as many other resources for the classroom. This money also funds Deb Goshulak from the Speech and Stuttering Institute for her full day motor speech workshop that we host each fall which happens on Friday. We are currently organizing a cheque presentation ceremony as we do each year where we have a couple of local papers come. And of course, we will be submitting an application again in the Spring.
- We have 32 students enrolled in the program again this year – we have a wonderful keen class, as always! I have the 2011-12 year schedule for distribution. The only change is the two-week break after the 2nd placement, before students return for the 3rd semester. This break was initiated to put us in line with the other School of Health and CS programs for the 3rd semester start date.
- As usual we selected our student reps for the year earlier this fall – we have one CDAAC (Communicative Disorders Assistant Association of Canada) rep, one Advisory committee student rep (Natalie who is with us today), as well as or class president who also acts as the Student Association rep. So far the class has raised over $1000 from raffle tickets sales, etc., for Operation Smile.
- We have and will continue to have a number of wonderful guest speakers this fall from various community agencies and partners including CASLPO (College of Audiologists and Speech-language Pathologists of Ontario), CASLPA (Canadian Association of Speech-language Pathologists and

Audiologists), OSLA (Ontario Speech and Language Association), CDAAC, YDAC, Baycrest, John Draper, Durham Behaviour Management, DPSLP and TPSLS and the list goes on...

- We have three students volunteering for two Saturday screening clinics with Heaman Communication Services coming up later in November at CCAC in Whitby. We also have a number of volunteers who will be participating in a brief video of our CDA program which is being done by our Communications and Marketing dept at the College which will be shown at Grandview Children's Centre at a Board of Trustees meeting in the new year. It will also potentially be used for PR as well to highlight our CDA program. The board has suggested that one of the students doing their field placement at Grandview in the first rotation come back to a Board meeting on March 1st to present the video and do a brief presentation with her Supervisor(s) about their field placement experience at Grandview.
- E. Maga and S. Bingham and approximately 23 students from this year's class attended the annual CDAAC conference in Barrie this past Saturday. We take turns hosting the fall conference each year between Durham College and Georgian College. This year Georgian unveiled its new speech, language and hearing clinic at their new site Barrie – very nice! Meredith also presented a wonderful workshop on partnering with parents and caregivers in therapy. One of the highlights of the CDAAC conference for me was the presentation of the "Bridging Communication Gaps" Student Award for 2011. The award recognizes one student each year for outstanding contributions to the field of communication disorders. This year the recipient was a most deserving graduate of our program – Lucia Lorenzatti!
- On Saturday, November 12th our CDA program will be participating in the Durham College Open House at the main campus – we have 8 students volunteering to staff our CDA program display throughout the event, along with myself.
- November 17th is convocation for last year's class and is always an exciting and rewarding night!
- No placement update from me this time as Mary is here with us today!
- In terms of applications for our 2012-13 year, we already have some applications trickling in – the due date to apply to the program is February 1st and all supporting documentation is due to the College by February 6th (transcripts - if not submitted online through OCAS, letter of intent, resume and reference letter(s).) We will be having a cap again this coming year of 32 students as is always requested by myself and the School, due to limited placement availability and the job market. Our CDA Application Scoring Guide may be revised for the upcoming scoring "season", depending on our discussion at this meeting. One change to the application process for the new applicant group will be that reference letters must now be included in the students application package – each letter must be in an individual envelope which has been sealed and signed over the seal by their referee. It will be clear as well in the letter that is e-mailed to applicants once they have applied that reference letters are optional.

Report by: S. Sproul

- Open House November 12th, 2011 at Durham College for potential students
- Budget process underway for our next academic year; concern expressed by PAC that full time hiring of faculty needs to be increased
- Developmental Services Worker program launched in the Fall for our "school"
- Next Fall we will be offering two new programs: Accessibility Coordination and Community Services and Child Studies
- 8,400 full time students this academic year, making an increase of 7.3 % over last year
- Durham College has established a "green team" to help look at DC becoming "green"; working group will look at garbage disposal, recycling etc.
- Phase 3 at Whitby has started up.

6.3 Student Voice

Report by: N. Famula

- Natalie asked the class to contact her if anyone had any questions or concerns to bring to the Advisory meeting today. The following was reported to her.
- In the future maybe look at an option of students arranging their own placements. Students are nervous of when they will find out where their placement is going to be, etc.

- Make Boardmaker lab mandatory to ensure all student participate fully.
- Audiology Lab – smaller groups maybe or more detailed information on use of the various equipment.
- Unclear on textbook requirements, not all professors use the textbook in class each week, many group projects due in the same week towards the end of the semester, etc.
- Students really enjoy the clinical observations, daycare observations and guest speakers!!
- Hearing-screening clinic – just started – great!
- E. Maga suggested she meet N. Famula to discuss the questions and comments raised by students. Natalie also felt CDA students would be interested in seeing the Application Scoring Guide.

7. Additional Agenda Items

7.1 CDA Graduate Statistics

Report by: A. Chasse

- Provided everyone with a copy of the Class of 2010 Program Stats and reviewed the results (copy included with minutes attached).

7.2 CDA Placements

Report by: M. Sich

- It has been challenging to find placements due to three week support staff work stoppage, increase in Georgian students and Lambton's program is up and running again.
- 32 placements required for January still seeking 9. M. Stratton said they will be taking 1. Still need 8 placements for February as well.
- Once the majority of the placements have been confirmed, the students will be notified.
- Indicated that if the students were to arrange their own placements it may be a "nightmare" for the agencies with numerous students contacting the well-known agencies in the Durham Region and the GTA.
- Mary and Elizabeth are investigating the possibility of Out-of-Province placements – involves Risk Management/Insurance here at the College.

8. Decisions/Recommendations

- See attached "Action Log"

9. Future Meeting Date

- Tuesday, June 5th, 2012, 3:00 – 5:00 pm, SW106 Boardroom

10. Adjournment

- Meeting adjourned at 5:00 pm

Communicative Disorders Assistant Program Advisory Committee Action Log

NEW Action Items from November 8th, 2011

	Action Item	Date	Responsible	Outcome
1.	Investigate the possibility of out of province student placements.	June 5th, 2012	M. Sich and E. Maga	

Action Items from May 17th, 2011 Meeting

	Action Item	Date	Responsible	Outcome
1.	Volunteer Committee members to meet with S. Bingham to discuss the 5 hour clinical observations in Spring/Summer 2011	November 8th, 2011	S. Bingham and M. Stratton	COMPLETE
2.	E. Maga to speak with Hired Career Services regarding Employer and Graduate Satisfaction survey results due to low # of responses, etc, as reported in the KPI data presented	November 8th, 2011	E. Maga	COMPLETE
3.	E. Maga will present on how CDA application packages are scored each February with input/suggestions to be gathered from the Membership	November 8th, 2011	E. Maga	COMPLETE
5.	E. Maga, S. Sproul and M. Stratton to review PAC membership length of terms	Nov. 8th, 2011	S. Sproul, M. Stratton, E. Maga	
6.	Invite Hired Career Services to discuss KPI Employer section.	November 8th, 2011	S. Sproul	COMPLETE

Action Items from October 20th, 2010 Meeting

	Action Item	Date	Responsible	Outcome
1.	Recruit two new members for PAC (a CDA practicing within an Audiology practice & an SLP or CDA working within a school board setting)	May 17th, 2011	S. Sproul, E. Ludlow	COMPLETE – V. Mistry and D. Bateman recruited
2.	Mary Sich (Practicum Officer) to be advised of possible student placements with Connect Hearing Canada	May 17th, 2011	E. Ludlow	COMPLETE
3.	Review changing the process for the CDA 5 hour clinical observation arrangements.	May 17th, 2011	E. Ludlow, S. Bingham	COMPLETE

Action Items from May 19th, 2010

Communicative Disorders Assistant Program Advisory Committee Action Log

	Action Item	Date	Responsible	Outcome
1.	Strategic Plan for the School of Health & Community Services to be presented to membership.	October 20th, 2010	S. Sproul	COMPLETE
2.	New PAC membership and chair to be secured	October 20th, 2010	S. Sproul, E. Ludlow	COMPLETE

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