

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
BOARD OF GOVERNORS' 443rd REGULAR MEETING
PUBLIC SESSION AGENDA
NOVEMBER 9, 2011**

DATE: November 9, 2011
TIME: 6:00 p.m.

PLACE: Whitby Campus

1. CALL TO ORDER
2. INTRODUCTION OF GUESTS – Chris Rocha, Director of Financial Aid and Awards; Amy LaRue, President, Student Association.
3. ADDITIONS/DELETIONS TO THE AGENDA
4. CONFLICT OF INTEREST DECLARATIONS
5. PRESENTATIONS
 - 5.1 Amy LaRue, President, Student Association
 - 5.2 Student Services/Financial Aid - Chris Rocha, Director of Financial Aid and Awards*

CONSENT AGENDA

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

Item Number 6.1 9.1 10.1.1 10.2.1 10.2.2 10.3.1 12.1.1 12.2.1 12.2.2 12.2.3 13.1

6. APPROVAL OF PREVIOUS MINUTES
 - 6.1 Approval of the Minutes of the 442nd Regular Meeting (Public Session)
- September 14, 2011*
7. ACTION ARISING FROM PREVIOUS MINUTES
8. CHAIR'S REPORT
9. PRESIDENT'S REPORT
 - 9.1 President's Report * (for information)
10. COMMITTEE REPORTS
 - 10.1. AUDIT AND FINANCE COMMITTEE (M. SIMPSON)
 - 10.1.1 Audit and Finance Committee Report #2 of November 1, 2011 *
 - 10.2. EXECUTIVE COMMITTEE (D. SEWELL)
 - 10.2.1 Executive Committee Report #1 of September 26, 2011*
 - 10.2.2 Executive Committee Report #2 of October 30, 2011*
 - 10.3. GOVERNANCE REVIEW COMMITTEE (G. CUBITT)
 - 10.3.1 Governance Review Committee Report #1 of September 20, 2011*
 - 10.4. NOMINATING COMMITTEE (M. NEWELL)
11. CONTINUING BUSINESS

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
BOARD OF GOVERNORS' 443rd REGULAR MEETING
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NOVEMBER 9, 2011

- 12. NEW BUSINESS
 - 12.1 New Programs– Judy Robinson/Vidal Chavannes*
 - 12.1.1 – Durham College Certificate
 - 12.2 Board Policy Updates - Governor Cubitt (for approval)
 - 12.2.1 Principles of Governance *
 - 12.2.2 Committee Principles*
 - 12.2.3 President's Job Description *
 - 12.3 Process for Key Performance Indicators 2011-12 (verbal) – Judy Robinson (for information)
 - 13. OTHER BUSINESS
 - 13.1 Program Advisory Committee Minutes - * (for information)
 - 14. INQUIRIES AND COMMUNICATIONS
 - 15. UPCOMING EVENTS
 - 15.1 Convocation – Campus Wellness and Recreation Centre, Thursday, November 17, 2011
 - 15.2 Colleges Ontario – New Governor Orientation – November 26, 2011
 - 15.3 Annual Appreciation Event - Wednesday, December 14, 2011
 - 16. MOVE TO IN-CAMERA SESSION
 - 17. ADJOURNMENT
- * Documentation attached

Board of Governor's Presentation November 9, 2011

Overview

- ▶ Meet Your SA
- ▶ Services & Businesses
- ▶ My Election Goals
- ▶ Advocacy
- ▶ SA/SC Merger Update
- ▶ Spaces
- ▶ Website
- ▶ Campus Life

Meet Your SA



Meet Your SA



- ▶ 3 Pillars:
 - ▶ Advocacy
 - ▶ Services
 - ▶ Support

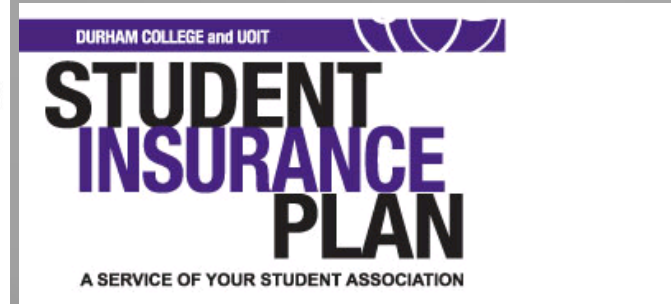
- ▶ 5 Ends:
 - ▶ Students will have a voice.
 - ▶ Students will develop leadership and intellectual skills, in addition to moral consciousness.
 - ▶ Students will have social interaction.
 - ▶ Students will have good information, assistance, and support regarding services and rights.
 - ▶ Students will have physical, emotional, and financial safety.

Meet Your SA



- ▶ Fast Facts:
 - ▶ Approximately 17,000 college/university student members;
 - ▶ 3 campuses;
 - ▶ \$3.2 million operating budget
 - ▶ 5 Full-time Executives (President + VPs)
 - ▶ 12 Full-time staff;
 - ▶ Over 70 Campus Clubs;
 - ▶ Up to 14 Societies;
 - ▶ A dozen services.

Member Services



Outreach Services

Women's
CENTRE

A SERVICE OF YOUR SA

Campus
FOOD
CENTRE

Durham College and UOIT



SHRC
A SERVICE OF YOUR STUDENT ASSOCIATION

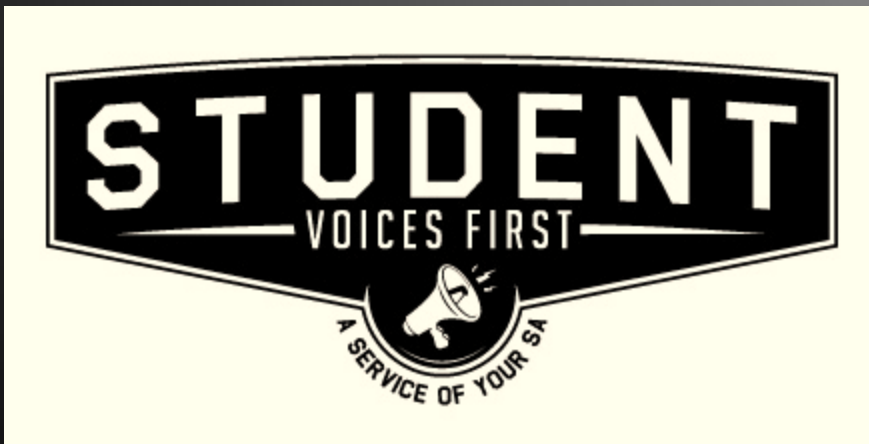
Businesses



New Service



- ▶ Student Voices First
- ▶ Monthly events to meet Your SA Executives



- ▶ Email: sasvf@dc-uoit.ca
- ▶ Ask questions, give feedback!

Prioritize Student Voice/ Keep Students Aware

- ▶ Student Voices First Service
- ▶ Ask the President/Governor Sessions (DC)
- ▶ Monthly Presidential Reports
- ▶ Social Network on Website
- ▶ Communication with Clubs and Societies

Keep Students Aware

- ▶ 7 UOIT and 7 Durham College Societies
- ▶ Most UOIT Societies are well established
 - e.g. Engineering Society
- ▶ Program Representative recruitment has led to creation of 5 Societies to date
 - Creating processes and Executive structure
 - Plans for fundraisers, galas of student work

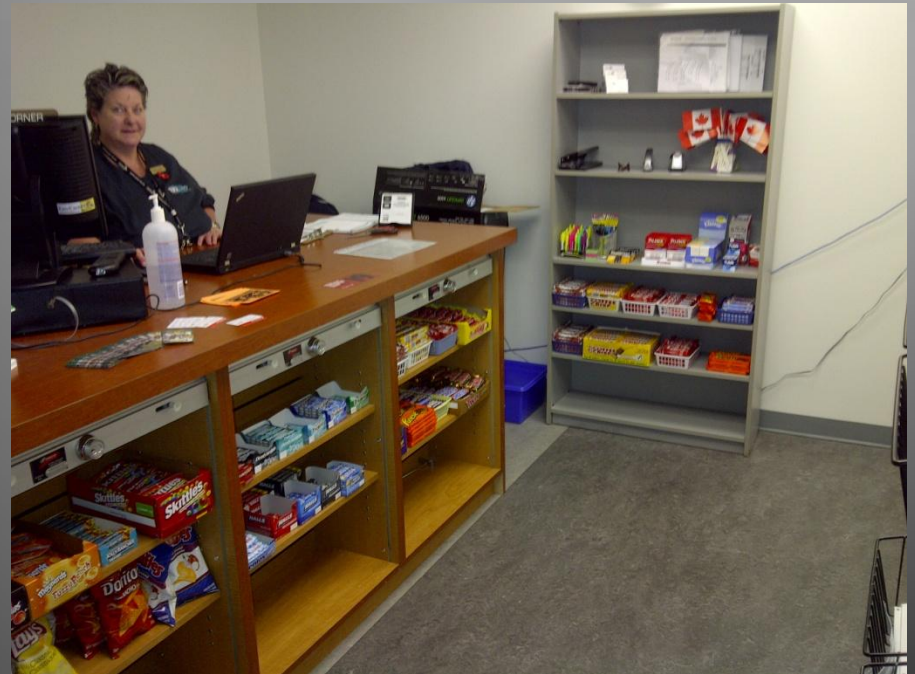
Three Campuses



- ▶ 8 hrs/week by VP College/University Affairs
- ▶ 8 hrs/week by Associate VP College/University Affairs
- ▶ Bi-weekly 3 hr visits from President & VP Campus Life

Three Campuses

- ▶ Services available:
 - Insurance Plan support, Outreach Services, Legal Aid
- ▶ CampusFest & WinterFest events
- ▶ At least one event per month at each campus



Advocate on Housing By-law

- ▶ Plan to meet with City of Oshawa Committees and Council
- ▶ Collaborate with other school SAs who have city by-laws
- ▶ Continue to support students right to live in surrounding areas of north campus
- ▶ Licensing holds landlords accountable
- ▶ Advocate to expand by-law across the city, so all residents held to equal standard



Provincial Advocacy



- ▶ College Student Alliance members
- ▶ Two representatives from Durham/UOIT on their Board
- ▶ Contribute to proposing policy changes
- ▶ Represented when meeting with political party representatives

Local Advocacy

Support Staff Strike

- ▶ Present at DC administration meetings
- ▶ Ensured Contingency Plan was in place
- ▶ Communicated messages to students

Elections

- ▶ Federal
 - Appeared on Rogers TV “Talk Durham”
- ▶ Provincial
 - Hosted candidate debate in Gym
 - Advance Poll in residence
- ▶ Through CSA, met with all parties

Community Relations

- ▶ UOIT's 1st Annual Welcome Wagon
- ▶ Community BBQ in Niagara Park
- ▶ To come:
 - Community Clean-ups
 - Town and Gown Committee
 - BBQ in 2nd Semester
 - Growing Service!



Durham Region Transit

- ▶ Participating in U-Pass Agreement negotiations with DRT
- ▶ 420 Bus Service to Oshawa GO/Via Rail
 - Extended to every half hour, all day
 - Began September 2011
- ▶ Highway 2 BRT service to come



Athletics

- ▶ Identified need for outdoor recreation space
- ▶ Proposing a fee increase to allow for the construction of an astroturf field
- ▶ Allow for increased varsity, extramural, and intramural sports
- ▶ Space for students to have pick up games, and club/Society events

SA/SC Merger

- ▶ Analysis of Student Association and Student Centre
 - Completed in January 2011
 - Proposed a merger of the two organizations
- ▶ Approved by the SA Board of Directors
- ▶ Operational merger took effect May 2011
- ▶ Will be completed with approval of financial reports of last year (SA AGM & SCMB)
 - Expected completion November 2011

We're Growing!

- ▶ FIRST General Manager
- ▶ Grant Humes
 - Retired as VP of Toronto Board of Trade
 - Experience in Management, Finance, Advocacy, Politics, and Food and Beverage
- ▶ Full-time VP University/College Affairs
- ▶ Associate VP University/College Affairs
- ▶ VP Campus Clubs
- ▶ In-house Graphic Designer

Spaces

- ▶ Student Centre
 - E.P. Taylor's
 - Tuck Shop
 - Student Lounge
- ▶ Library Den
- ▶ Club/Study Portable
- ▶ Tuck Shops
 - Whitby
 - Regent Theatre



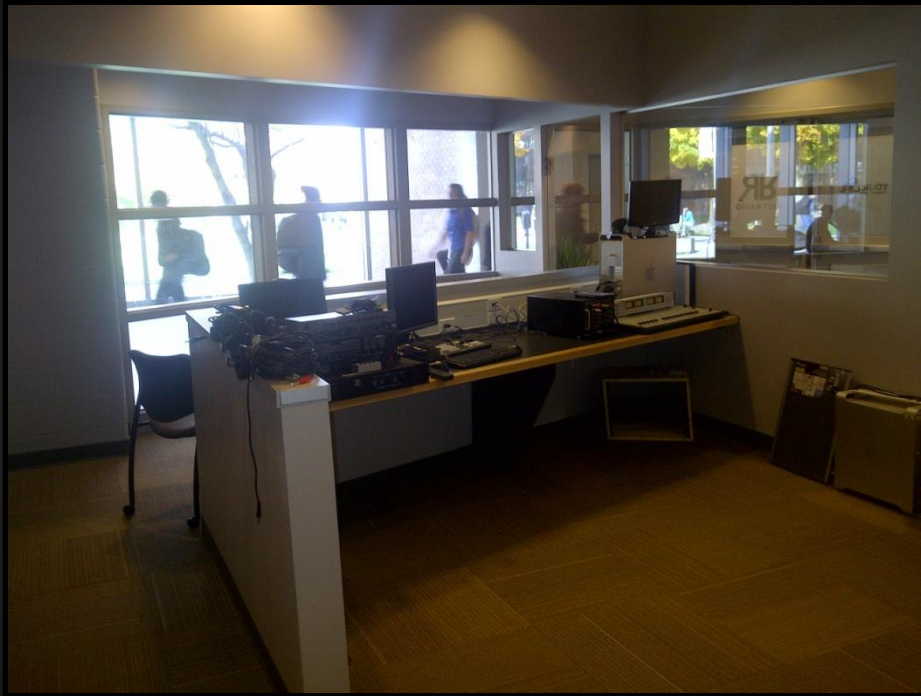
New Spaces – Whitby Lounge

- ▶ Near cafeteria
- ▶ 3 offices
- ▶ Lounge space
- ▶ Study space



- ▶ Home of: Associate VP College Affairs

New Spaces – Riot Radio



- ▶ Gordon Willey Building
- ▶ Studio and Office
- ▶ Home of: Station Coordinator
- ▶ Visual-radio station launching November 2011
- ▶ Integrating DC & UOIT programs and clubs
- ▶ First independent visual-radio station in North America

New Spaces – Outreach Services

- ▶ Student Services Building (SSB)
- ▶ Women's Centre
- ▶ LGBTQ Centre
- ▶ Food Bank
- ▶ Home of: Outreach Services Coordinator



New Spaces – DT Office

- ▶ 502 Bordessa Hall
- ▶ Office for drop in hours
- ▶ Schedule posted DT
- ▶ Home of: Associate VP University Affairs



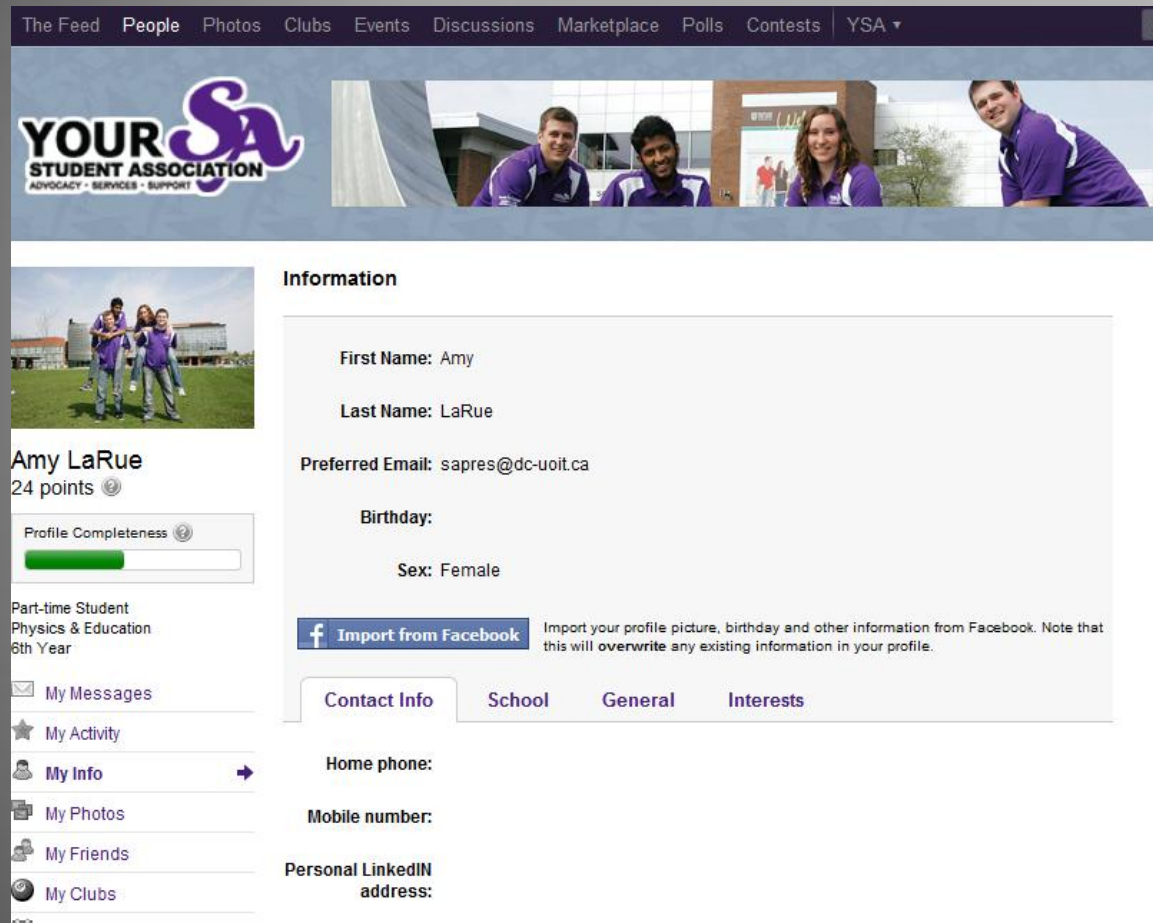
New Spaces – Campus Clubs

- ▶ Gordon Willey Building
- ▶ Two offices
- ▶ Board room
- ▶ Study and Lounge space
- ▶ Home to be:
VP Campus Clubs



Website

- ▶ Revamped September 2011
- ▶ Access to all SA information and services
- ▶ Own DC/UOIT Social Network
 - Events, Discussions, Photos, Marketplace



Campus Life – CampusFest

- ▶ Two week long festival!
- ▶ Daily night events
- ▶ Welcome Event to all campuses
- ▶ 4 Service Fairs
- ▶ Campus Cup Pep Rally
- ▶ CampusFest Concert



Campus Life

- ▶ Events to come!
 - Movember
 - Remembrance Day
 - Snow Ball
 - OUCH
 - WinterFest



Questions?





FINANCIAL AID & STUDENT AWARDS



How am I going to pay for college?
Can I apply for student loans? How do I know if I'm eligible?
Are there other ways of funding my college education?





Financial Aid

- OSAP
- Scholarships
- Bursaries



Money Matters

- Budget counseling
- Debt management/repayment
- Emergency funding



On Campus Employment

- Ontario Work Study Program
- Summer Employment Program



Year	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
Apps	2588	2819	2950	3446	3940
OSAP	\$15,048,051	\$16,535,584	\$16,763,418	\$19,067,973	\$24,252,681

2010 Durham College OSAP default rate sits below the provincial average at 10.3%



2010

- In-course Scholarships 176
- \$130,000

2010

- QE11 A4T Scholarships 106
- \$235,510

2010

- Donor Award Recipients 199*
- \$217,000



2010

First Year Bursaries

\$180,173

2010

Upper Year Bursaries

\$924,758

2010

Student Access
Guarantee

\$77,560

2010

Durham College
First Generation

\$16,000



2010 Work Study Jobs = 109
\$ 298,000



2010 Summer Employment Jobs = 73
\$415,221





Initiatives 2011-2012

Develop policies and procedures that support Ministry recommendations and provide opportunities for customer service improvements.

Develop and implement Financial Aid Service Standards that support the new Student Service Model and support Customer Service excellence

Develop and implement Financial Literacy Program to support development and improve student retention.

Develop and implement Orientation Training program for Summer Employment Program to support student development and engagement as Durham College Employees.



Provincial Initiatives 2011-2013

Co-Chair OASFAA (Ontario Association of Student Financial Aid Administrators)

Work with Colleges Ontario in consultation with MTCU to make recommendations to the implementation and delivery of the 30% tuition grant program commencing January 2012

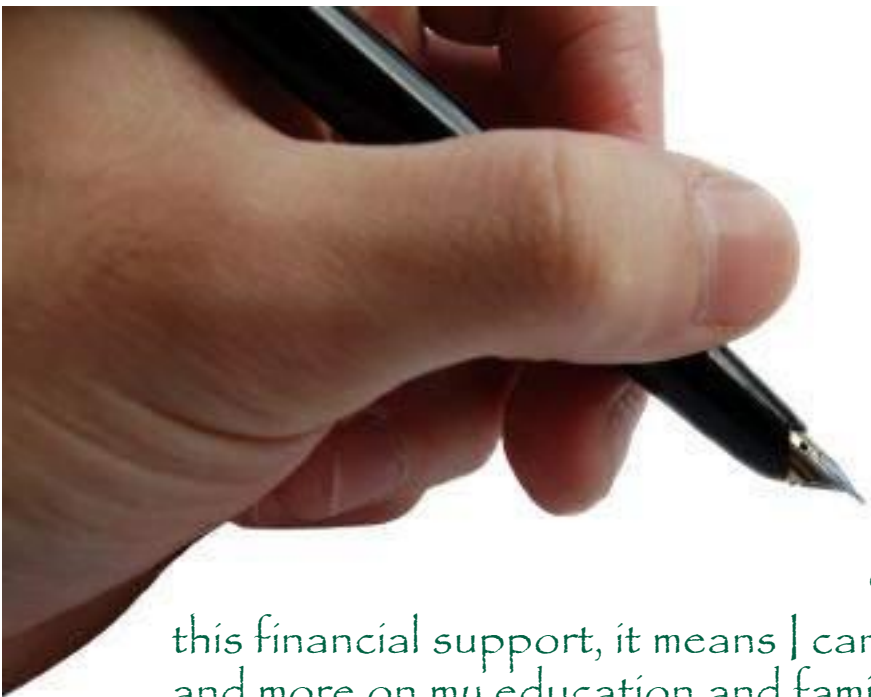
Implement new MTCU security and authentication processes for Financial Aid Administrators Fall 2011

Work with MTCU to develop and implement Master Student Funding Agreement (MSFA) eliminating the need for annual funding certificates March 2012

Develop and implement systems to facilitate electronic confirmation of enrollment to MTCU Sept 2012

Develop and implement electronic funds transfer process for OSAP loan and grant funding Sept 2012

Develop and implement internal IT systems to support new OSAP program requirements 2012-2013



“Every semester is very stressful and with this financial support, it means I can focus less on finances and more on my education and family, it makes me want to do even better just so others know I appreciate their help.

Above all, Durham College has some very amazing support staff that really cares about you and wants you to succeed; they take the time to listen to you and help you”.



**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 442ND REGULAR MEETING (PUBLIC SESSION)
OF THE BOARD OF GOVERNORS
SEPTEMBER 14, 2011**

Date: September 14, 2011
Time: 6:00 p.m.

Place: Community Room
Oshawa Campus

IN ATTEANDANCE

GOVERNORS: Darrell Sewell, Chair
Ron Chatterton
Thomas Coughlan
Garry Cubitt
Kevin Dougherty
Zach Eastman
Carlee Fraser
Doug McKay
Michael Newell
Darrell Sewell
Jackie Simkin
Judy Spring
Pierre Tremblay
Franklin Wu, Vice-Chair

REGRETS: Mary Simpson
Rhonda Christian

PRESIDENT: Don Lovisa

SECRETARY: Leigh Doughty

SENIOR STAFF: Nevzat Gurmen
Ken Robb
Judy Robinson
Margaret Greenley
Donna McFarlane
David Chambers
Tony Doyle

CALL TO ORDER

The meeting was called to order at 6:00 p.m.

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 442ND REGULAR MEETING (PUBLIC SESSION)
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SEPTEMBER 14, 2011**

INTRODUCTION OF GUESTS

Donna McFarlane, Vice-President of External Communications and Marketing, introduced Tim McTiernan, President UOIT, Debbie McKee Demczyk Director, Office of Research Services and Innovation; David Chambers, President, Durham College Foundation; Deb Rautins and Sheila Bell, faculty union representatives; and Kristin Calis from This Week (Metroland).

ADDITIONS/DELETIONS TO THE AGENDA

None noted.

CONFLICT OF INTEREST

None noted.

PRESENTATIONS

President Lovisa introduced Tim McTiernan, incoming President of UOIT, to the Durham College Board. President McTiernan shared his enthusiasm with the Board regarding the excellent opportunities for Durham College and UOIT to continue their collaboration. UOIT shares a history, a campus and strong partnership with Durham College. Tim is familiar with such partnerships from his time at Canadore College with Nipissing University. Tim is interested in strengthening the pathways with Durham College ensuring they are two way pathways, so we may build and offer a broad array of education opportunities within our region, while also gathering some of the GTA market. He looks forward to areas of complimentary planning, such as degree granting. We also will continue to look for synergies between the two institutions through joint shared services.

President McTiernan left the meeting at 6:12 p.m.

Tony Doyle, Assistant to the President, made a presentation regarding the political party platform for the upcoming Provincial Election touching on the key points pertaining to education. He focused on three parties - Conservative, Liberal and NDP. Tony highlighted possible messaging for governors as the election moves forward, specifically Phase 3 Whitby, apprenticeship advancements, deferred maintenance, mid-size college funding equity and financial support.

Board members asked historically what parties have been the most supportive to colleges? During the last eight years the Liberal party has provided significant advancements to the education sector; however, the Conservative party is also offering some interesting initiatives to colleges. It appears advocacy at the provincial and federal levels through Colleges Ontario and the Association of Canadian Community Colleges. The return on investment for college graduates is very good and colleges continue to play an important role in the economy.

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
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CONSENT AGENDA

The Chair presented the consent agenda.

Items 9.1 and 13.1 were separated from the consent agenda.

Items 6.1, 10.1.1, 12.1, 12.2, 12.3, 12.4 and 12.5 were included as part of the consent agenda.

Moved by Governor Spring

Seconded by Governor Simkin

That items 6.1, 10.1.1, 12.1, 12.2, 12.3, 12.4 and 12.5 be approved as part of the consent agenda.

CARRIED

Debbie McKee Demczyk left the meeting at 6:42 p.m.

APPROVAL OF PREVIOUS MEETINGS

Moved by Governor Spring

Seconded by Governor Simkin

“That the minutes of the 441st regular meeting of the Durham College Board of Governors, held June 8, 2011, be approved.”

CARRIED

ACTION ARISING FROM PREVIOUS MINUTES

None noted.

CHAIR’S REPORT

The Chair officially welcomed current and new Board members, staff and members of the public. He expressed sincere thanks to the Durham College staff who have continued to work to keep the College open during this support staff strike. We look forward to having our full staff back and working together soon.

The Chair highlighted goals for the coming year including continued strong working relationships; ensuring focus on the College strategic mission, vision and values; degree granting at Durham College; exploring new and exciting opportunities to attract international students; continuing to expand our applied research portfolio; further development of academic pathways with our partnership institutions; DCLT succession planning; continued development of key performance indicators (KPI’s) and infrastructure; and continuing to grow and expand our services and facilities to support an exceptional student experience at Durham College.

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 442ND REGULAR MEETING (PUBLIC SESSION)
OF THE BOARD OF GOVERNORS
SEPTEMBER 14, 2011**

PRESIDENT'S REPORT

Governor Dougherty remarked on the recent vice-president academic kick-off day, which was a terrific event that prepared faculty and staff for the coming year.

The report was received for information.

COMMITTEE REPORTS

Moved by Governor Spring

Seconded by Governor Simkin

That Audit and Finance Committee Report #1 of September 7, 2011 be approved.

CARRIED

CONTINUING BUSINESS

Nothing noted.

NEW BUSINESS

2011/2012 Work Plan

Moved by Governor Spring

Seconded by Governor Simkin

That the Durham College Board of Governors approves the 2011/12 work plan.

CARRIED

Multi-Year Accountability Assessment (MYAA)

Moved by Governor Spring

Seconded by Governor Simkin

That the Board of Governors approves the MYAA Report Back 2010-11.

CARRIED

2010/11 Accessibility Plan

Moved by Governor Spring

Seconded by Governor Simkin

That the Durham College Board of Governors endorse the 2011/12 Accessibility Plan.

CARRIED

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
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SEPTEMBER 14, 2011**

Executive Expense Directive

Moved by Governor Spring

Seconded by Governor Simkin

That the Durham College Board of Governors approve this report on the executive expense reduction; and further,

That the President be directed to submit a compliance report to the Ministry on behalf of Durham College.

CARRIED

Perquisites Directive

Moved by Governor Spring

Seconded by Governor Simkin

That the Board of Governors accepts this report on the Durham College policy regarding perquisites and further;

That the Board of Governors approves the perquisites policy.

CARRIED

OTHER BUSINESS

Program Advisory Committee Minutes

Board members asked how staff is progressing to recruit external members to the various program advisory boards and asked if future minutes would clarify who is and external or internal member to the committee. Staff confirmed the importance of external members to the committee and indicated we continue to work to recruit members. Board members asked if there is a specific ratio of internal to external members on program advisory committees. Staff advised there is a ratio, as contained in Durham College By-law #2, the ratio should include up to three internal faculty members with the remaining to include students, former students and external members.

Moved by Governor Dougherty

Seconded by Governor Simkin

That the Program Advisory Committee minutes be received.

CARRIED

UPCOMING EVENTS

The Chair advised that further information regarding fall convocation is forthcoming and governors should continue to check the Board portal for updates.

The annual Board retreat will be held October 28 to 30, 2011.

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 442ND REGULAR MEETING (PUBLIC SESSION)
OF THE BOARD OF GOVERNORS
SEPTEMBER 14, 2011**

MOVE TO IN-CAMERA SESSION

Moved by Governor Newell

Seconded by Governor Simkin

That the Durham College Board of Governors go into an in-camera session to discuss eight items of corporate business respecting human resources, litigation or contractual matters; one item of business respecting Durham College By-law No. 1(11-001) Section 25 Conflict of Interest contractual matters; and one item respecting the Freedom of Information and Protection of Privacy Act, section 18(1) Information with respect to closed meetings and one item respecting the Freedom of Information and Protection of Privacy Act, section 21 Personal Privacy.

CARRIED

The public session recessed at 6:48 p.m.

The Board returned to public session at 8:14 p.m.

ADJOURNMENT

Moved by Governor Simkin

Seconded by Governor Cubitt

That this meeting of the Board of Governors of Durham College adjourn at 8:14 p.m.

CARRIED

Darrell Sewell
Chair of the Board

Leigh Doughty
Board Secretary

BOARD REPORT/EXECUTIVE SUMMARY

Action Required:

Public: ☒
In-Committee: ☐

Discussion ☒
Decision ☐

DATE: November 9, 2011

FROM: Don Lovisa, President

SUBJECT: **President's Report – November 2011**

Our Students:

Durham student medals in Rick Hansen relay

- A Durham College contingent was out to cheer on first-year Culinary Skills Student Niko Herold last week as he took part in the 25th Anniversary Rick Hansen Relay. Niko is one of 7,000 medal bearers of all abilities, who were chosen to walk, wheel or run in this nine-month, 12,000-kilometre celebration of progress made in accessibility and inclusivity. Participants were selected in communities across the country for acting as champions for positive change, empowering youth and promoting health and medical progress.

Students put presidents and governor to the test

- I was pleased to host two student sessions recently with Student Association President Amy LaRue and Student Governor Zach Eastman. The occasional Ask the Presidents and Governor sessions are designed to have students bring questions and issues of importance directly to the three of us. We set up in high-traffic areas at both campuses and spoke with dozens of students over a three-hour period. It's a wonderful opportunity to connect with students.

Culinary students reopen Bistro Max

- Following up on a very successful first year of operations, students in Durham College's Hospitality Management and Culinary Skills program have once again opened up their restaurant, Bistro Max, and are inviting the public to stop by for an excellent three-course meal at a low price. This valuable living lab for students operates at Maxwell Heights Secondary School in north Oshawa until December and then again from February to April. To make a reservation, call 905.721.2000 ext. 2488 or e-mail bistro.max@durhamcollege.ca.

Our People:

Durham retains its lofty standing in employers' ranking

- For the second consecutive year, Durham College has been named one of the Greater Toronto Area's top employers. Each year, Canada's Top Employers publishes – through the Globe and Mail – top employer listings in provinces across the country. There are a number of criteria considered in making the selections, including the physical environment, work atmosphere, health and family benefits, skills development opportunities and community involvement. Given our demonstrated leadership in many of these areas over the years, we were very pleased to learn that we have once again been recognized.

Staff appreciation another chance to say thank you

- It is always so wonderful to put the spotlight on our staff and the amazing difference they make each day. That's exactly what happened at our recent annual staff appreciation event, honouring our colleagues in general, but more specifically those marking five, 10, 15, 20, 25, 30 and 35 years of service to Durham College. This year Rick Nemisz was piped in to the event in recognition of his 35 years, the most among anyone being honoured in 2011. It was also a bittersweet night as we learned our friend and vice-president of Human Resources, Ken Robb, was MCing his last staff appreciation event. It was very appropriate that we announced Ken's planned retirement at this event, as he puts so much time and effort into making it the success it is. Many of our colleagues also remarked how nice it was to have Board Vice-Chair Franklin Wu on hand to offer congratulations.

Our Business:

Enrolment surpasses 8,400

- We were very pleased to learn in September that we had exceeded our fall enrolment target of 8,400 full-time post-secondary students. That number includes full-time domestic, international, Second Career and collaborative nursing students. It is also confirmation that we remain on target for our strategic goal of 10,000 students by 2015.

College presidents learn about Durham's student services model

- I was very proud to be on hand as Associate Registrar Angie Paisley and Nicky Patel, manager of the Student Academic Learning Services, made a presentation at the annual Committee of Presidents retreat, held last month in Niagara. Following a call for topics illustrating system excellence, Nicky and Angie were selected to lead a session on our unique student services model. They were very engaging and effective at demonstrating how the model and Student Services building are setting the standard for post-secondary service delivery.

Green sustainability committee

- Following formal commitments in our Business Plan, informal requests across campus and a personal desire to take action, I was pleased to be part of the inaugural meeting of our new Green Sustainability Committee. This group is made up of representatives from departments and offices across campus, and is committed to helping the college become more environmentally conscious and friendly. Our first meeting included Sara MacArthur from Red River College, who shared significant details about their work in the area of sustainability.

Our Community:

Durham College gets a charge out of partnership

- We were very pleased to be the host site last week for the launch of the multi-partner electric vehicle project led by the Durham Strategic Energy Alliance. The partners include: Camion; Durham College; Intellimeter Canada; LCD Tomorrow Fund; Ontario Power Generation; Oshawa PUC Networks Inc.; Siemens; Veridian; Wardrop Engineering Inc.; Whitby Hydro; WireIE; and UOIT. All partners are committed to furthering research and information sharing as it relates to electric vehicles, including Durham College's purchase of a Chevrolet Volt and charging stations for its Oshawa and Whitby campuses. The college is closely monitoring the Volt's usage, reaction to different driving conditions and energy consumption, while also using it as a high-profile marketing tool for the project and our involvement.

New opportunities with Memorandums of Understanding (MOUs)

- Durham College recently completed two new MOUs, the first with Yunnan Land and Resources Vocational College in China. Six administrators visited our campus last month, where they learned more about our programs, services and operations, in addition to signing the agreement, which captures a desire to co-operate in regards to vocational and higher education plans. The college then signed an MOU with Sudo Electric Technical High School in Korea. It will allow for the exploration of international students and educational experiences in Canada for Korean students.

Students investigate job options at career fair

- More than 50 organizations were welcomed to campus by hundreds of students last month, for the annual Career and Education Fair. Representatives from the organizations answered questions about employment opportunities and discussed career and employment options, providing invaluable first-hand information to our students.

Representing Durham College at:

- The Terry Fox Run in Whitby;
- The Whitby Mayor's gala, which is in support of a Whitby performing arts centre;
- The Association of Canadian Community Colleges' Youth & Violence: The Role of Education Conference;
- Ajax-Pickering Board of Trade's Business Person and Business Excellence awards evening;
- Habitat for Humanity Harvest Dance;
- Canadian Hospitality Foundation fundraising ball;
- Durham District School Board fundraising event for secondary students' Vimy Ridge trip;
- Port Perry Rotary Club dinner;
- Scugog Mayor's Gala; and
- Lakeridge Health Foundation Fall gala.

PUBLIC AUDIT AND FINANCE COMMITTEE REPORT NO. 2
MEETING OF NOVEMBER 1, 2011
TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION
AT ITS PUBLIC MEETING
HELD NOVEMBER 9, 2011

THE AUDIT AND FINANCE COMMITTEE, AS A RESULT OF ITS MEETING
HELD ON NOVEMBER 1, 2011 RECOMMENDS AS FOLLOWS:

1. International Update

Nevzat Gurmen presented the international strategy for 2012. The core principles include: internationalization of the campus and curriculum; decisions and actions reflecting institutional values; prudence in financial investment; tight control over stakeholder communications; and financial contributions continue to be the focus. In 2011, we had 140 full time equivalent and 24 English for Academic Purposes students registered. We continue to receive international target reports and project 170 students for intake in January 2012.

Nevzat advised that colleges that are currently successful in their recruitment completed their building phase for international students six or seven years ago. International markets require a lot of interaction and investment, with significant trust building and persistence. Degree granting and graduate certificate programs will be important for our international recruitment as well.

Durham College offers a safe and secure environment, excellent facilities, student residence, a location in the GTA offering a high quality education, opportunity for off campus work and affordable tuition fees. We have potential for growth, good facilities, laboratories and equipment.

The Audit and Finance Committee asked that the following presentation slides be included in the report:

International strategy 2012



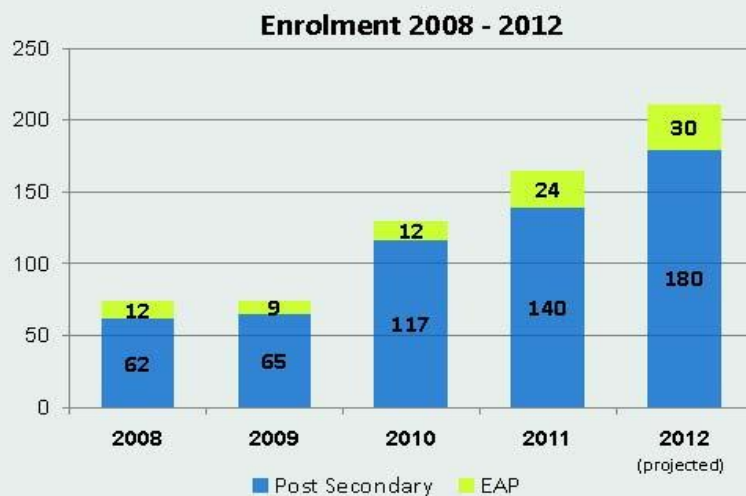
International education core principles:

- Internationalization of the campus and curriculum
- Decisions and actions reflecting institutional values
- Prudence in financial investment
- Tight control over stakeholder communications
- Financial contribution

- 500 international students by 2015
- Gradual growth to 10% of domestic students

PUBLIC AUDIT AND FINANCE COMMITTEE REPORT NO. 2
MEETING OF NOVEMBER 1, 2011
TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION
AT ITS PUBLIC MEETING
HELD NOVEMBER 9, 2011

International strategy 2012



In fall 2011 international enrolment grew by 20% compared to the previous year but it is behind the targeted 220 students

3

International strategy 2012



Business plan initiative:

Internationalize Durham College faculty and staff through three professional development training sessions for the academic and student services areas

Three cultural training sessions will be conducted for the faculty and staff

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PUBLIC AUDIT AND FINANCE COMMITTEE REPORT NO. 2
MEETING OF NOVEMBER 1, 2011
TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION
AT ITS PUBLIC MEETING
HELD NOVEMBER 9, 2011

2. Request for Proposal (RFP) for Audit Services

Staff advised this is the last year of the contract for the current auditor. We would like to issue an RFP during February and March 2012. This will require Committee review and feedback and forms part of the terms of reference for the Audit and Finance Committee. It was suggested that staff issue the RFP, interview and short-list the candidates, then arrange for presentation to the Audit and Finance Committee.

ACTION: Staff will bring an overview report of the RFP process to the December Audit and Finance meeting for discussion. The Audit and Finance Committee will submit a recommendation to the Board once the RFP process is complete.

All of which is respectfully submitted,

Mary Simpson, Chair
Audit and Finance Committee
November 1, 2011

PUBLIC REPORT OF EXECUTIVE COMMITTEE
REPORT NO. 1 OF MEETING OF SEPTEMBER 26, 2011
TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION
AT ITS PUBLIC MEETING HELD NOVEMBER 9, 2011

THE EXECUTIVE COMMITTEE, AS A RESULT OF ITS MEETING HELD ON
SEPTEMBER 26, 2011 RECOMMENDS AS FOLLOWS:

1. Expense Reports

The expense report was presented to the Committee under the authority of By-law 1, section 31.1 subsections (f) To review and approve the expense accounts of the President; and is a regular reporting procedure of the committee. These were budgeted expenses and in line with College policy.

2. Retreat Agenda for October 2011

The retreat agenda for the Board retreat for October 28, 29 and 30, 2011 was reviewed. The DCLT team is preparing their portion of the agenda items for retreat. There will be 40 short articles for pre-reading. Agendas will be issued in the near future.

All of which is respectfully submitted,

Darrell Sewell, Chair
Executive Committee
September 26, 2011

PUBLIC REPORT OF EXECUTIVE COMMITTEE
REPORT NO. 2 OF MEETING OF OCTOBER 30, 2011
TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION
AT ITS PUBLIC MEETING HELD NOVEMBER 9, 2011

THE EXECUTIVE COMMITTEE, AS A RESULT OF ITS MEETING HELD ON OCTOBER 30, 2011 RECOMMENDS AS FOLLOWS:

1. Expense Reports

The expense report was presented to the Committee under the authority of By-law 1, section 31.1 subsections (f) To review and approve the expense accounts of the President; and is a regular reporting procedure of the committee. These were budgeted expenses and in line with College policy.

2. Board Goals 2011/12

The Committee reviewed and discussed the Board goals for 2011/12. They directed that the goals be revised to communicate performance and engagement. A revised report will be provided to the Executive Committee at their November 20, 2011 meeting.

All of which is respectfully submitted,

Darrell Sewell, Chair
Executive Committee
October 30, 2011

**PUBLIC REPORT OF GOVERNANCE REVIEW COMMITTEE
REPORT NO. 1 OF MEETING OF SEPTEMBER 20, 2011
TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION
AT ITS PUBLIC MEETING HELD NOVEMBER 9, 2011**

THE EXECUTIVE COMMITTEE, AS A RESULT OF ITS MEETING HELD ON SEPTEMBER 20, 2011 RECOMMENDS AS FOLLOWS:

1. Board Policy Updates

The Committee discussed proposed amendments to the following policies:

- Committee principles
- Principles of governance
- President's job description

Some minor changes in grammatical nature were recommended. The Chair and the President provided some background information regarding the evolution of the current high-level policy structure.

2. External Recruitment Process

Staff provided an update to the Committee regarding the external recruitment process. As this process is still in development and it has been noted that any change in government could amend the process, we are reluctant to document the recruitment process until January 2012. We will make submission by December 15, 2011 for LGIC appointments and will at that time start to develop a policy based on the process and procedures during the fall 2011.

3. Annual Work Plan

The Committee reviewed items identified for discussion as part of the 2011-12 Governance Review Committee. The Committee asked if there are any policies that we should consider that are not currently part of our structure. Staff advised that we are one of few colleges in Ontario that utilize a policy structure. During the past year the Board of Governors has also approved several operational policies as a result of Ministry directives that involve both employees and Board members. If any member of the Board considers there is an area of policy that we do not have we would be pleased to complete the research and bring to the Governance Review Committee.

ACTION: The Committee suggested we survey the Board to ask if there are any other Board level policies they wish for us to consider.

4. Minister's Binding Policy Directive (MBPD) – Strategic Plan and Annual Report

Committee discussed new changes required as a result of the revised MBPD to the strategic plan and annual report. They are minor changes to report formatting, etc. Staff will ensure these changes are incorporated into the documents for 2012.

5. Online Resources and Professional Development Opportunities for 2011/12

As a continuation from the previous year the Committee discussed possible online resources and professional development needs/opportunities for the coming year. The final items on the work plan from 2010/2011 included "develop strategies to assist new governors" and "checklist of best practices". New resources will be placed on the Board portal as they become available. .

PUBLIC REPORT OF GOVERNANCE REVIEW COMMITTEE
REPORT NO. 1 OF MEETING OF SEPTEMBER 20, 2011
TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION
AT ITS PUBLIC MEETING HELD NOVEMBER 9, 2011

Committee members advised it is difficult for Board members to find additional time during the month for professional development as well as regular Board and Committee duties. It would be best to incorporate a professional development session as part of the regular Board meeting. It was decided to consult the full Board on the matter.

ACTION: Staff will post a portal survey for Board members to complete regarding professional development. Committee members asked that the “20 Questions Directors of Non-Profit Organizations Should Ask About Governance” booklet be circulated as part of the Board retreat documents.

All of which is respectfully submitted,

Garry Cubitt, Chair
Governance Review Committee
September 20, 2011

BOARD REPORT/EXECUTIVE SUMMARY

Public: ☒
In-Committee: ☐

Action Required:
Discussion ☐
Decision ☒

DATE: November 9, 2011

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. College Teaching

- Duration: 5 courses
- Credential: Durham College Certificate
- School: Centre for Academic and Faculty Enrichment (C.A.F.E.)

B. Background

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; and are with accepted college system principles.

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

C. Discussion/Options

1. Durham College Certificate in College Teaching

Durham has had a two-year faculty development program, requiring new full time faculty to begin a program leading to a credential in education within five years of their employment. In addition, Durham College has a long-standing certificate program in Teaching and Training Adults, offered through Continuing Education. A recent review of this program revealed a divided focus between college teaching and corporate training. While these

two fields certainly share some foundational principles, there are significant areas of difference as well.

The ability of our faculty to demonstrate committed professionalism and a high degree of competence in teaching has made Durham College what it is today. The importance of a highly skilled and knowledgeable faculty cannot be overstated. Through our Academic Plan, we have stated our commitment to excellence and quality in teaching. A mandatory and consistent program of teacher preparation is a natural next step in our development in this area.

The proposed is an in-house program of credit courses that will provide new faculty with the teaching skills and abilities for quality curriculum development, delivery and evaluation of student learning in the college setting. All new full-time Durham College faculty hires will be required to complete the three mandatory courses that make up a portion of the certificate and will have the opportunity to complete the two remaining courses to be awarded the certificate. The requirement to complete the first three mandatory courses in the proposed certificate program is outlined in each new full-time faculty member's letter of offer of employment as of September 2011.

The full submission for *Durham College Certificate in College Teaching* is attached to this board report.

D. Financial/Human Resource Implications

All five courses in the program will be offered tuition-free. Thus, the costs of delivery (staff time and incidental resources) will be covered via the Centre for Academic and Faculty Enrichment (C.A.F.E.) budget. No Ministry funding will be sought for this program at this time. By making the first three courses of the program mandatory for new faculty and allowing time on their Standard Workload Formula (SWF), Durham College is investing in-kind in all new faculty.

E. Implications for UOIT (if applicable)

None anticipated.

F. Recommendation(s)

That the Durham College Board of Governors approves the postsecondary "Durham College Certificate in College Teaching" program of instruction.



Durham College Certificate in College Teaching

Background

Like most Ontario colleges, Durham has had a well-developed and effective two-year faculty development program for some time. Durham has also had a practice of requiring that new full time faculty begin a program leading to a credential in education within five years of their employment. In addition, Durham College has a long-standing certificate program in Teaching and Training Adults, offered through Continuing Education. A recent review of this program revealed a divided focus between college teaching and corporate training. While these two fields certainly share some foundational principles, there are significant areas of difference as well.

Rationale and Overview

While the requirement for a credential in education has been articulated in previous letters of offer, the tracking of the completion of such a credential by new faculty has been difficult and inconsistent. In addition, many options are available for the fulfillment of the requirement, resulting in a patchwork of experience and abilities. Few of the available options are focussed specifically on college education, and many are not taught by faculty with experience in the college system.

The ability of our faculty to demonstrate committed professionalism and a high degree of competence in teaching has made Durham College what it is today. The importance of a highly skilled and knowledgeable faculty cannot be overstated. Through our Academic Plan, we have stated our commitment to excellence and quality in teaching. We have articulated a set of faculty teaching skills and abilities and seek to internalize them as part of our available professional development and our new faculty orientation program. We seek ways to assist all faculty members with lifelong learning by providing them with opportunities to grow, capture their growth in their portfolios, and share their knowledge informally or formally through applied research and mentoring programs. A mandatory and consistent program of teacher preparation is a natural next step in our development in this area.

Accordingly, we have developed an in-house program of credit courses that will meet the requirement for a credential in education, and have determined that a portion of this program will become mandatory for all new full-time Durham College faculty hires as of September 2011. The requirement to complete the first three mandatory courses in the proposed certificate program is outlined in each new full-time faculty member's letter of offer of employment. Faculty will be scheduled and assigned three of the five credit courses in the program in their first year of full-time employment, and may elect to complete the remaining two credit courses in their second year in order to obtain a Certificate. An opportunity to apply for Prior Learning Assessment and Recognition (PLAR) for these courses is available. We are seeking the Board of Governor's (BOG) approval of the full five-course program as a Durham College certificate.

Benefits

Having an in-house program has the following benefits:

- 1) Control over consistency, quality, and college focus of the program, and skills of graduates.
- 2) Simplified tracking and record-keeping for Human Resources purposes.
- 3) Support for development of a community of practice among new faculty.
- 4) Opportunity to encourage and support desired college culture among new faculty.
- 5) The program replaces some of the current aspects of the two-year full time faculty development program (Teaching Circles, etc.) thus combining several requirements and reducing the pressure on probationary faculty in their early years.

Program Outcomes

Upon successful completion of the certificate program, the graduate will have reliably demonstrated the ability to:

- 1) Design effective curriculum according to current college standards.
- 2) Respect and accommodate the diversity of learning styles and needs of the learners by integrating Universal Design for Learning strategies.
- 3) Engage and motivate learners in active and collaborative learning to support student success.
- 4) Incorporate effective assessment strategies that align to course and program outcomes.
- 5) Effectively use educational technology to engage students in learning and support teaching/learning and evaluation strategies.
- 6) Engage in reflective practice and plan for ongoing faculty development opportunities to support continuous growth.

Essential Employability Skills

Upon successful completion of the certificate program, the graduate will have reliably demonstrated the ability to:

- 1) Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
- 2) Respond to written, spoken, or visual messages in a manner that ensures effective communication.
- 3) Apply a systematic approach to solve problems.
- 4) Use a variety of thinking skills to anticipate and solve problems.
- 5) Locate, select, organize, and document information using appropriate technology and information systems.
- 6) Analyze, evaluate, and apply relevant information from a variety of sources
- 7) Show respect for the diverse opinions, values, belief systems, and contributions of others.
- 8) Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
- 9) Manage the use of time and other resources to complete project(s).
- 10) Take responsibility for one's own actions, decisions, and consequences.

Program of Study

Courses and Hours in the Program

Teaching Methodologies	42 hours	mandatory
Curriculum Design and Development	42 hours	mandatory
Assessment and Evaluation	42 hours	mandatory
Diversity in Teaching and Learning	42 hours	optional but required for certificate
Professionalism and Scholarly Practice	42 hours	optional but required for certificate

All full-time faculty hires will complete the three mandatory courses, typically within their first year of full-time employment. Faculty may elect to complete the two optional courses to receive the Durham College Certificate in College Teaching.

Course Descriptions

Teaching Methodologies

This course represents the first of the three required courses in the *Durham College Teaching Certificate* program. In this course, teachers will develop a repertoire of teaching approaches, strategies, and specific tools that will support student learning in diverse settings. These strategies will be embedded in a Universal Design for Learning approach and make use of a Durham College lesson planning template. The effective use of educational technology to support student learning will be examined throughout the course.

Curriculum Design and Development

This course represents the second of the three required courses in the *Durham College Teaching Certificate* program. In this course, teachers will develop an understanding of the principles and processes used to develop and maintain college curriculum and an awareness of the context and factors that affect college curriculum in Ontario.

Assessment and Evaluation

This course represents the third of the three required courses in the *Durham College Teaching Certificate* program. In this course, teachers will develop a repertoire of assessment and evaluation approaches, strategies, and specific tools that will support student learning in diverse settings. These strategies will be embedded in a Universal Design for Learning approach. The effective use of educational technology to support student learning will be examined throughout the course.

Diversity in Teaching and Learning

This fourth course in the *Durham College Teaching Certificate* offers an opportunity to expand and deepen the professor's understanding of the many ways in which learners vary in their context, approach to learning, and support needs. Making use of the numerous student support mechanisms available at Durham College, the course will assist faculty members in customizing their teaching to better support student success.

Professionalism and Scholarly Practice

This final course in the *Durham College Teaching Certificate* provides a chance to reflect on the development of an individual teaching philosophy, refine the Teaching Portfolio, and consider the scholarly opportunities inherent in college teaching. As well, participants will develop a continuous learning plan, and discuss professional development opportunities.

*All five courses in the program are tuition-free for faculty, and will be delivered by existing or seconded staff from within the Centre for Academic and Faculty Enrichment (C.A.F.E.). Participants will be asked to purchase a small number of textbooks and supplemental materials.

Impact on Durham College

Existing Programming

The existing Teaching and Training Adults Certificate delivered via the School of Continuing Education has, in the past, been taken by those seeking to obtain full-time faculty employment at Durham College, and by full-time faculty completing the requirement for a credential in adult education. It is expected that the availability of the new certificate would have a small impact upon enrolment in the existing program, but will also allow the existing certificate to focus more on corporate training, rather than dividing its focus as has been the case to date.

Capital Needs

There are no capital requirements.

Administration

Centre for Academic and Faculty Enrichment (C.A.F.E.) staff will instruct the courses. The courses will be scheduled through Central Scheduling using existing classroom resources and registration will be handled by the Registrar's office. No new business processes have to be created.

Funding Implications and Budget

All five courses in the program will be offered tuition-free. Thus, the costs of delivery (staff time and incidental resources) will be covered via the Centre for Academic and Faculty Enrichment (C.A.F.E.) budget. No Ministry funding will be sought for this program at this time. By making the first three courses of the program mandatory for new faculty and allowing time on their Standard Workload Formula (SWF), Durham College is investing in-kind in all new faculty.

Future Development

It is anticipated that additional courses may be added to the program of study in future in order to qualify it for *Ontario College Graduate Certificate* status. At that time, Ministry approval and funding will be sought.

BOARD REPORT/EXECUTIVE SUMMARY

Public: ☒
In-Committee: ☐

Action Required:
Discussion ☐
Decision ☒

DATE: November 9, 2011

FROM: Garry Cubitt, Chair; Governance Review Committee

SUBJECT: Board Policy Revisions – November 2011

A. Purpose

To recommend the approval of newly revised Board policies: Principles of Governance; Committee Principles; and President's Job Description.

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 three 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.

The recommended policies reflect applicable legislation, best practises and work to streamline the Board governance process. Details of each policy are attached in draft and final form in order to clearly note the changes.

D. Financial/Human Resource Implications

None noted.

E. Implications for UOIT (if applicable)

None.

F. Recommendation(s)

That the following Board of Governors policies be approved:

- a) Committee Principles
- b) Principles of Governance
- c) President's Job Description

BOARD POLICIES

POLICY TYPE: Governance Process

POLICY TITLE: Committee Principles

BACKGROUND

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

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

POLICY

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

1. Board committees may not speak or act for the Board except when formally given such authority. Such authority will be carefully stated in order not to conflict with authority delegated to the Chair of the Board of Governors.
2. Board committees will assist the Board in its role by preparing decision-making recommendations and options for Board deliberation.
3. Board committees have no authority over staff and operations. Members have only the authority delegated to them by the Board.
4. Committees will be used effectively and in moderation.
5. Committee structure will consist of Board members only, no external members shall be appointed.

TERM

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

MONITORING

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

BOARD POLICIES

POLICY TYPE: Governance Process

POLICY TITLE: Committee Principles

BACKGROUND

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

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

POLICY

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

1. Board committees may not speak or act for the Board except when formally given such authority. Such authority will be carefully stated in order not to conflict with authority delegated to the Chair of the Board of Governors ~~and the President~~.
2. Board committees ~~will are to~~ assist the Board **in its role** ~~doing its job~~ by preparing decision-making **recommendations** ~~alternatives~~ and options for Board deliberation. ~~while reinforcing the wholeness of the Board.~~
3. Board committees **have no** ~~cannot exercise~~ authority over staff and operations. **Members have only the authority delegated to them by the Board.**
4. Committees will be used effectively and in moderation.
5. **Committee structure will consist of Board members only, no external members shall be appointed.**

TERM

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

MONITORING:

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

BOARD POLICIES

POLICY TYPE: Governance Process

POLICY TITLE: Principles of Governance

BACKGROUND

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

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

POLICY STATEMENT

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

1. Through establishment of policies, processes and structures based on the College's vision, mission and values, the Board of Governors will direct, control and inspire the fulfilment of the College's mandate.
2. In its deliberations, through a diversity of viewpoints, the Board of Governors will balance outward vision with internal potential, mindful of the past, but oriented toward the future.
3. The Board of Governors is accountable to the students of Durham College of Applied Arts and Technology, their employers, the government of Ontario and the communities the College serves by ensuring that the College is effectively and appropriately managed to achieve its established mandate and to provide needed services.
4. Each member of the Board of Governors will develop an understanding of the College's scope, mandate and policy governance approach of the College along with the education and service needs of the population it serves.
5. The Board of Governors will meet regularly and its meetings will be conducted in accordance with the by-laws of Durham College of Applied Arts and Technology.

MONITORING

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

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

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

EFFECTIVE DATE: November 9, 2011

REVIEW DATE: January 1, 2015

BOARD POLICIES

POLICY TYPE: Governance Process

POLICY TITLE: Principles of Governance

BACKGROUND

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

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

POLICY STATEMENT

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

1. Through establishment of policies, processes and structures based on the College's vision, mission and values, the Board of Governors will direct, control and inspire the fulfilment of the College's mandate.
2. In its deliberations, through a diversity of viewpoints, the Board of Governors will balance outward vision with internal potential, mindful of the past, but oriented toward the future.
3. The Board of Governors is accountable to the students of Durham College of Applied Arts and Technology, their employers, the government of Ontario and the communities the College serves by ensuring that the College is effectively and appropriately managed to achieve its established mandate and to provide needed services.
4. Each member of the Board of Governors will develop an understanding of the College's scope, mandate and policy governance approach of the College along with the education and service needs of the population it serves. ~~and enforce upon itself whatever discipline is needed to~~ **shall govern with excellence.**
5. The Board of Governors will meet regularly ~~as required by law~~ and its meetings will be conducted in accordance with the by-laws of Durham College of Applied Arts and Technology. ~~as the same may be amended from time to time.~~

MONITORING

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

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

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

EFFECTIVE DATE: November 9, 2011

REVIEW DATE: January 1, 2015

BOARD POLICIES

POLICY TYPE: Board-President Relationship

POLICY TITLE: President's Job Description

BACKGROUND

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

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

POLICY STATEMENT

The responsibilities of the President are defined as:

1. Accomplishing throughout the institution the Board's outcomes policies regarding "Mission, Vision and Values"; and "Priorities for Action".
2. Operating within the boundaries of prudence and ethics, established through Board policies on Executive Limitations, the President is authorized to establish, monitor and amend College operational policies and practices within the Executive Limitations policies.
3. Operating within established boundaries and in consultation with the Board, the President will address mutually agreed upon professional development goals and other responsibilities as directed by the Board or pursuant to legislation.

MONITORING

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

EFFECTIVE DATE: November 9, 2011

REVIEW DATE: January 1, 2015

BOARD POLICIES

POLICY TYPE: Board-President Relationship

POLICY TITLE: President's Job Description

BACKGROUND

The President is the Chief Executive Officer of the College, the single official link to the Board, and is responsible for the overall leadership and management of the College. The President is accountable directly to the Board. ~~acting as a body.~~ The Board delegates total accountability for organizational performance to the President and defines the nature and limits of that accountability through "Outcomes" and "Executive Limitations" policies. Consequently, the President's performance will be considered to be synonymous with the degree to which these outcomes and executive limitations are met. This policy outlines specific responsibilities assigned to the President and aligns with the Ministers Binding Policy Directive 1.0: Governance and Accountability, Board-President Relations.

POLICY STATEMENT

The responsibilities of the President are defined as:

1. Accomplishing Board "**Outcome**" policies regarding "~~Outcomes~~— Mission, Vision and Values"; and "~~Outcomes~~ – Priorities for Action".
2. The President is authorized to establish, monitor and amend ~~(as necessary)~~ College operational policies and practices within ~~reasonable interpretation of Board policies~~ the **Executive Limitations policies**, while operating within the boundaries of prudence and ethics, established through Board policies on Executive Limitations.
3. Operating within established boundaries and in consultation with the Board, The President will address mutually agreed upon professional development goals **and other responsibilities as directed by the Board or pursuant to legislation.**

MONITORING

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

EFFECTIVE DATE: **November 9, 2011**

REVIEW DATE: **January 1, 2015**

BOARD REPORT/EXECUTIVE SUMMARY

Public: ☒
In-Committee: ☐

Action Required:
Discussion ☐
Decision ☒

DATE: November 9, 2011

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.

Advisory Committee Membership List

Name		Title	Organization
Committee Position:		Committee Chair	
Sheila Stevenson		Program Manager	Ministry of Health and Long Term Care
Committee Position		External Committee Members	
Donna McAlister		Executive Director	DREN
Lisa Koivula		Educational Assistant	Ajax High School
Marion Smith		Teacher (ME Program)	Henry Street High School
Cathy Windfeld		Employment Support Specialist	ODSP
Cindy McCullagh		Parent of Graduate	
Lynn Connaty		Parent of Graduate	
Leslie Yeates		Vice President	Hobb & Company
Dave Sutherland		Principal	Harmony Heights PS
Earle Bass			Harmony Heights PS
Sharon Burgess			Community Living APW
Greg Booth		Facilities Manager	Town of Ajax
Don Oliver		General Manager	Staples
Committee Position		Student Representatives	
Stephen Johnson		Graduate	
Brad Sexton		Current Student	
Committee Position		Staff & Faculty Representatives	
Name		Title	Department
Karen Anderson		Program Liaison/Field Placement Office	Durham College
Kevin Baker		Dean	Durham College
Liz Campbell		Field Placement Officer/LF	Durham College
Ann Conroy		Admin Coordinator	Durham College
Heidi Milovick		Learning Facilitator	Durham College
Bev Neblett		Associate Dean	Durham College
Guests in Attendance			

REPORT PREPARED BY: Ann Conroy

DATE: May 5, 2011

MINUTES REVIEWED BY CHAIR: Sheila Stevenson

DATE: October 3, 2011

Present: Karen Anderson, Liz Campbell, Bev Neblett, Heidi Milovick; Lynn Connaty, Ann Conroy, Stephen Johnson, Cindy McCullagh, Leslie Yeats, Lisa Koivula, Sheila Stevenson, Cathy Windfled, Greg Booth, Earle Bass

Regret(s): Brad Sexton, David Sutherland, Marion Smith, Sharon Burgess, Donna McAllister

Guest(s): N/A

1. Welcome and Introductions

S. Stevenson co-chaired the meeting with B. Neblett. Committee members introduced themselves.

S. Stevenson gave an overview of the annual Chairs and Board of Directors meeting held at the College in January.

B. Neblett introduced Kevin Baker, the new dean, School of Interdisciplinary Studies & Employment Services.

2. Additions to the Agenda

No additions were made to the agenda.

3. Acceptance of the Agenda

The Agenda was approved as presented

4. Approval of Minutes

The Minutes of November 8, 2010 were reviewed and approved as presented.

Proposed by: K Anderson

5. Business/Actions Arising from Previous Minutes

None.

6. Discussion Items

6.1 External Membership Information Sharing

A parent of a graduate student, spoke of their child's experience at the college while in the program and their employment experience after graduating from the program.

6.2 College/School Update and Program Update

College Updates

Enrollment Numbers

The College has an enrollment projection of 10,000 students by 2015. As of September 2nd, the College's enrollment numbers were 7,287. Durham will be launching 12 new programs this coming September.

New Associate VPA position

Mary Blanchard has assumed the role of Associate Vice President of Academics, Academic Planning on April 4th.

New Student Services Building

Student Services Building opened for business on the January 3rd and had its Grand Opening March 18th, which featured a 40-person flash mob of Durham College students and employees 'spontaneously' dancing to Katy Perry's hit Fireworks during the ceremonies. The link to watch the flash mob segment: <http://www.youtube.com/watch?v=dTtNsya4UJl>.

College Construction

All space vacated by various Student Services are now being renovated into classrooms, faculty office space, and student learning space.

Convocation

Spring Convocation for our School is June 16th at 2 pm.

College Open House

Saturday March 26th from 11 am – 2 pm, DC held its Spring Open House. Faculty and students were on hand to speak with potential students who have been given offers to our programs.

Key Performance Indicators (KPI)

Provincial College 2010 KPIs were released April 2011. Program results are not yet available, but will be shared at the next meeting. Durham College's results are as follows:

- Student Satisfaction KPI - 72.5%
- Graduate Satisfaction KPI - 76.3%
- Employer Satisfaction KPI - 89.5%
- Graduate Employment KPI - 83.2%
- Graduation Rate KPI - 66.8%

School Updates**Dean**

Kevin Baker joined the School April 4th, as Dean.

Program Updates**Enrollment Projections**

The program enrollment projection for September 2011 is 20 students. As of April 28, 2011, there are 20 confirmed applicants for the CICE program. The next important date in the application process is payment which will be due by July 4th.

Program Review

19 students successfully graduated from the program this year.

The Learning Facilitators have been very active in the community marketing the program by making school visits and presentations. More colleges are developing a CICE program, but this has not impacted the registration for our program this year. This year 20 students have been accepted to start in September. They will be meeting with their Learning Facilitator's to select their courses in a program of their choice.

All of the Learning Facilitators will be participating in a professional development exercise focused on interview skills. This will help them to ensure that everyone is doing their best for the student and to be consistent. HR department will be involved in the process throughout the year. This will be a topic item at the conference at Humber College this year.

The team hosted a faculty & staff appreciation again this year as well as an employer appreciations. Both events were well attended.

In April, the CICE program hosted a transition evening where twenty organizations made presentations to parents and graduates allowing them an opportunity to network and get information.

Work is being done to increase the employer pool for student placement. A recommendation was made that everyone should be actively recruiting employers for our students. It was suggested that an information package be prepared to answer employer questions and address what they need to do to support the student on placement. If anyone knows an employer who may be interested in taking a student , they can contact the year 1 placement officer.

The program has been identified to go under program review in the 2015/16 academic year.

6.3 Continuing Education Updates

NA

6.4 Student Voice

A graduate from the program gave an update of their employment experience. They have recently been given more responsibilities in are now assisting in a supervisory position.

7. Other Business

Membership Review

Membership was reviewed to ensure proper representation as outlined in our Terms of Reference.

8. Decision/Recommendations (action items)

Identify year 1 and year 2 CICE students from 2011-2012 academic years to become members of committee. (CICE team)

Written feedback will be elicited from PAC members, at the close of meetings, allowing participants to give their feedback regarding the PAC meeting. (all members)

Employer names who are interested in taking a field placement student to be forwarded to field placement contact. (all members)

9. Future Meeting Date

Thursday, October 13, 2011 at 6 p.m.

Location SW216 Boardroom

10. Adjournment

Proposed by: Heidi Milovick
Seconded: Cathy Windfeld

Advisory Committee Membership List

Name	Title	Organization
Committee Chair Tom Bradbury	Director of Production Eng.	CTV
External Committee Member		
Name	Title	Organization
Greg Eaton	Principal	Computer Room Services Corp.
Matthew Eaton		Computer Room Services Corp.
Leah Franklin	Teacher	Durham District School Board
John Herd	Instructor, Control Maintenance	Ontario Power Generation
Richard Haze	Instrumentation Technologist	St Mary's Cement
Pierre Hinse	Development & Instrumentation Eng.	UOIT
Will MacAlpine	Instrumentation & Control Technician	Whitby Cogeneration
Greg Maynard		Wolf Industrial Systems
Craig McLaren		Wolf Industrial Systems
David Murray	General Manager & Chief Engineer	Schneider Electric
Andrew Phillips	Nuclear Operator	Ontario Power Generation
Dennis Poort	Control Maintenance Train Technician	Ontario Power Generation
Dean Rudd	Territory Manager	Alpha Controls & Instrumentation
Theo Selles	President	Integrity Works
Raj Singh	Director, Research & Development	Intellimeter
Scott Stewardson	Director, Technological Maint/Support	CBC
Michael Thiabeault	Senior Mgr. Maintenance Staffing	Darlington Nuclear Generation
Brad Titchener	Facility Manager	Sanope Pastor
Paul Vilayil		Computer Room Services Corp.
Theo Welter	Technical Sales	A tech Instruments
Kevin Whitehead	Director, Engineering	Whitby Hydro
Elected Student/Alumni Representatives		
Name	Year/Program/Alumni	
Dan Alayon	Year 3, Electronics Eng. Technology	
Hanna Warner	Alumni	

**Elected Faculty/Staff
Representatives**

Name	Title	
Gail Brooks	Program Officer	Durham College
Pravin Patel	Coordinator/Professor	Durham College
Susan Todd	Dean	Durham College
Tony van Schyndel	Professor	Durham College

Guests/Unelected Faculty/Staff

Name	Title	Organization
Arlene Allen	Program Assistant	Durham College
Louis Bertrand	Professor	Durham College
Linda Dillon	Administrative Coordinator	Durham College
Peter Forint	Project Manager/Industry Liaison	Durham College
Lauren Fuentes	Professor	Durham College
Rao Gorantla	Professor	Durham College
Dave Schuett	Professor	Durham College

REPORT PREPARED BY: Linda Dillon
MINUTES REVIEWED BY: Tom Bradbury

DATE: September 23, 2011
DATE: October 4, 2011

Present: D. Alayon, L. Bertrand, G. Brooks, *T. Bradbury, L. Dillon, *R. Haze, *J. Herd, *W. MacAlpine, P. Patel, *A. Phillips, *S. Stewardson, *B. Titchener, T. van Schyndel

Regret(s): G. Eaton, M. Eaton, L. Franklin, P. Hinse, G. Maynard, C. McLaren, D. Murray, D. Poort, D. Rudd, P. Sacharczuk, T. Selles, R. Singh, M. Thibeault, S. Todd, P. Vilayil, H. Warner, T. Welter, K. Whitehead

Guest(s): A. Allen, P. Forint, L. Fuentes, R. Gorantla, D. Schuett

1. Welcome and Introductions

Members were welcomed to the meeting. Members gave a brief introduction of their background and the industry they represented.

2. Additions to the Agenda

7.2 Electronics Diploma into a Degree

7.3 Program Advisory Assessment Form

3. Acceptance of Agenda

Accepted.

4. Approval of Minutes

The minutes of October 27, 2011 were approved.

5. Business/ Actions Arising from Previous Minutes

The Action Log from Oct. 27, 2011 was reviewed and updated.

Field Placement – Safety Regulations will be taught the first two Fridays in September to year 3 students. This will include safety aspects in the workplace.

6. Discussion Items

6.1 External Membership Information Sharing

Industry Trends

Committee members provided the following feedback:

- The fundamentals are still important
- Everything is digital now and employees knowledge and skills must be kept up-to-date
- Employees must be able to understand things from a system approach
- Industry wants graduates who have knowledge and expectations for marketability
- Industrial contacts are important

6. Discussion Items

6.2.1 Field Placement

The requirement for graduation is that students have to complete 100 hours of Field Placement. Field placement models were discussed. T. Bradbury felt that a block time of Field Placement was more beneficial for his company. D. Alayon, the student representative mentioned that with placement scheduled on Fridays during a semester, it means that all classes are scheduled into 4 days and this is hard on students with the amount of work that is required in a 4 day week vs having classes scheduled over 5 days. The 1-2 week block placement on Fridays in a compressed format will be investigated. The question was asked "Can final tests be scheduled in week 14 (last week of the semester) and could week 15 (exam week) be used for Field Placement?" P. Patel suggested that the college policy would have to be reviewed as it might be in violation of program hours.

6.2.2 College/School Update and Program Update

Fall 2011 Enrolment

The following enrolment update was provided:

Electronics Technician

Year 1 – 25 (29 seats are available)

Electronics Technology

Year 1 – 29 (40 seats are available)

It was mentioned that the numbers are slightly lower than last year at this time, but the trend has been that enrolment numbers typically go up in August.

A brief discussion was held regarding students that had applied to the Electronics programs and had not confirmed their program as yet. L. Fuentes noted that she has made contact with students through a video which links students to her contact information. The Electronics program has grades 7/8 and grades 11/12 students in the labs working on projects which are good exposure to a college atmosphere and programs. T. van Schyndel mentioned that he has been working at a high school with grade 12 students and Durham College is mentioned in the opening announcements at this school. The Continuing Education representative noted that younger people get exposure to the college setting by coming into the college during the summer.

6.2.3 New Courses to be Developed

The 2011-2012 Program of Studies was distributed. It was noted that some courses have changed in year 3 over the past few years. Foundational courses such as mathematics, physics, electricity and communications are still covered. The Ministry Program Standards have to be met and are reviewed every 5-7 years. Courses are looked at and tweaked with industry input. The Ministry includes what skills they would like to see in a graduate for the Electronic Technician and the Electronic Technologist program. Industry members felt that for the Electronic Technicians, industry wants to maintain a generalist with specialization where people can adapt to using new products with minimum training and have someone that can troubleshoot that has attention to detail. There was a brief discussion on Calculus. P. Patel noted that students need Calculus to help understand how advanced electronics works in Telecommunications and Process Controls. To increase the awareness of the Advisory Committees with students, it was suggested to have classroom visits in year 1, 2 and 3 or field trips. P. Patel agreed to keep in touch with advisory members through email dialogue for input on courses/programs and field trips. A visit to CTV will be arranged for the faculty.

Instrumentation Controls I and II – P. Patel distributed the draft objectives for these 2 courses. It was noted that these 2 courses will be taught to both the Electronic Technology and Electro-mechanical Technology programs starting in September 2012. Instrumentation Control 1 will be taught in 5th semester and Instrumentation Control II will be in 6th semester. The course objectives were reviewed. The Electronics program will need further assistance from our industry partners to help define the objectives with respect to depth and commonly utilized industry components. It was felt that students needed to learn to calibrate, do analysis and loops. B. Titchener offered to provide quotes from Lakeside and obtain quotes from Siemens on trainers. P. Patel mentioned that the lab content has already been written and course outlines will be prepared in the future. It was felt that students needed to know the principles and learn on the job.

6.2.4 New Courses to be Developed

Computers and Networking

D. Schuett provided the following update:

- The course will consist of 2 hours lecture and 1 hour lab.
- There are not enough hours in the course to get to a certification level.
- The course could be offered to the Electronic Technologists (data transfer, data communications) and also the Biomedical students (wireless devices, data for wires, patient area network).
- The data networking and computer courses are to be combined to one Computer and Networking course (COMP4131).
- The course is designed to recognise that many activities to set up a workstation and small network are “out-of-the-box” and plug and play type of skills.
- There is a need for any Electronics technician or technologist to be able to perform basic installation, maintenance and upgrades to workstations (fibre optic cables need to be included).
- It is also reasonable to expect a technician/technologist to understand and implement a small office network with networked printers and other devices. This should be done securely with wired or wireless systems. Basic security awareness is important (work with ITBS).
- In support of these activities, a technician/technologist should understand and be able to implement back-up on a basic RAID system and understand Storage Area Networks.

Further information on the Computers and Networking course will be discussed with the committee in the fall 2011 meeting.

6.2.5 Board of Governors Update

It was noted that the Advisory Chairs had met with the Board of Governors on January 26, 2011 to discuss the value of advisory meetings, future trends, strengths of graduates, strengthening our programs for students etc. A summary document was distributed to the advisory members for review.

6.3 Continuing Education Update

G. Brooks provided an update on courses noting that the AutoCAD course fills every session that it is offered at night school and to obtain a certificate at least 6 AutoCAD courses are needed. Industry members suggested the following courses be looked at through the Continuing Education Department:

- Power Electronics (at an advanced level)
- Computers and Networking
- Energy course
- Specialty courses and offered as graduate courses/certificate

D. Schuett noted that he is looking at an on-line course with a Saturday lab.

6.4 Student Voice

D. Alayon provided the following feedback for program improvement:

- Integration – Faculty need to provide students with more examples for learning.
- Tests - It would be helpful if professors could liaise with fellow professors to discuss the scheduling of tests so that several tests all not held all in 1 week.
- Labs - The amount of labs required for submission by students in AutoCAD and Industrial Controls is only worth 1 or 2 percent.
- Jobs – Students are made aware of job opportunities at Ontario Power Generation but students need to be told about other job opportunities as well.
- Integration Examples – Students would like more examples of how faculty can integrate things by providing students with additional examples.

J. Herd noted that Fire Alarms are a “hot” industry and great place to start to open up doors to other industries.

7.1 Applied Research Update

P. Forint from the Applied Research Office provided the following update:

- Funding is available for small to medium sized companies.
- College professors and students are available to work with businesses on commercialization projects with funding support from the provincial or federal government.
- Under the Federal Economic Development Agency for Southern Ontario (a pilot initiative aimed at addressing the gap between research and commercialization in Southern Ontario) project, Applied Research and Commercialization Initiative, participating colleges can match 2:1 project contributions to a maximum of \$50,000:\$25,000. The contribution can be a cash investment or in-kind.
- Eligible program costs include labour, materials, supplies and non-capital equipment. Work can take place at Durham College or on-site at the business.
- In the areas of research, projects such as a dual axis tracker for solar panels, pool skimmer and a test for a controller to save energy have been completed.
- In the area of Biomedical, a biomedical knowledge portal focused on an integrated approach to biomedical device maintenance management to standardize the process in collaboration with supply chain stakeholders will ensure that all biomedical devices are universally coded and identified using the new nomenclature system. This system will be technology agnostic and integrate into existing HL7 and IHE compliant hospital IT systems.

If members have an idea for a new project, please contact the Applied Research Office.

7.2 Electronics Program into a Degree

P. Patel provided the following update:

There have been discussions with the University of Ontario Institute of Technology (UOIT). Any graduate from a 3 year Chemical Engineering, Computer, Electronics Technology, Electro-mechanical Technology or Mechanical Technology program that completes a summer bridge of 5 subjects (Fluid Mechanics, Thermodynamics, Physics, Foundations for Engineering and additional Mathematics) can go to UOIT for a Bachelor of Sciences in Nuclear Power. It was noted that the timelines did not match up with the semester ending at college this year as students would have had to apply to UOIT a few weeks earlier and did not have their final grades as yet.

7.3 Program Advisory Committee Assessment Form

The Program Advisory Committee form was distributed to members and members were asked to complete this form for feedback on advisory meetings.

8. Decisions/Recommendations (action items)

a) Investigate the 1-2 week block of Field Placement on Fridays in a compressed format.

Action By: P. Patel, May

b) Review the College Policy relating to week 14 (final week of the semester) to see if tests could be held in week 14 and use week 15 (exam week) for Field Placement. **Action By:** S. Todd, ASAP

c) Increase the awareness of Advisory Committees with students through classroom visits or field trips.

Action By: Faculty, On-going

d) Have more dialogue with advisory members through email in addition to the 2 scheduled meetings per year on the program/courses/field trips. **Action By:** P. Patel, On-going

e) Keep in touch with Advisory Committees more regularly through email and coordinate a visit with CTV and the faculty in spring 2011. **Action By:** P. Patel, ASAP

f) Industry members to assist with defining the objectives to depth and commonly utilized industry components in Instrumentation Controls I and II. **Action By:** P. Patel/Committee Members/Fall 2011

g) Obtain quotes from Lakeside and Siemens on trainers. **Action By:** B. Titchener

h) Include the Computer and Networking course as an agenda item for the fall 2011 meeting.

Action By: L. Dillon, Fall 2011

8. Decisions/Recommendations (action items)

i) Review the student input for program improvement on integration, scheduling of tests, lab percent assigned for AutoCAD and Industrial Controls, integration examples and more job opportunities for students in the electronics field.

Action By: S. Todd/P. Patel, Faculty, ASAP

9. Future Meeting Date

October 19, 2011, 6:00 p.m.

10. Adjournment – 9:00 p.m.

Electronics Program Advisory Committee Action Log

NEW Action Items from May 11, 2011 Meeting				
	Action Items	Date	Responsible	Outcome
1.	Investigate the 1-2 week block of Field Placement on Fridays in a compressed format.	May	P. Patel	
2.	Review the College Policy relating to week 14 (final week of the semester) to see if final tests could be held in week 14 and use week 15 (currently exam week) for Field Placement.	ASAP	S. Todd	
3.	Increase the awareness of Advisory Committees with students through classroom visits or field trips.	Faculty	On-going	
4.	Have more dialogue with advisory members through email on the program/courses/field trips.	On-going	P. Patel	
5.	Coordinate a visit to CTV with the program faculty.	Spring 2011	P. Patel	
6.	Industry members to assist with defining the objectives to depth and commonly utilized industry components in Instrumentation Controls I and II.	On-going	P. Patel/ Industry Partners	
7.	Obtain Quotes from Lakeside and Siemens on trainers.	ASAP	B. Titchener	
8.	Include the Computer and Networking course as an agenda item for the fall 2011 meeting.	Fall 2011	L. Dillon	
9.	Review student feedback for program improvement relating to providing more examples relating to integration, scheduling of tests, field placement as noted under Student Voice, item 6.4 in the minutes.	ASAP	S. Todd P. Patel/ Faculty	
10.				
Action Items from October 27, 2010 Meeting				
1.	Include new skills in the curriculum that are noted in the minutes under 6.1 Industry Trends.	ASAP	S. Todd/ Electronics Faculty	Completed

Electronics Program Advisory Committee Action Log

2.	Advise S. Todd of professional development opportunities for faculty to go into industry or have employers come to Durham College for training (susan.todd@durhamcollege.ca).	ASAP	Advisory Members	On-going
3.	Look at implementing the Biomedical field placement 5-week model for Electronics Technology.	ASAP	S. Todd/ P. Patel	Completed
4.	Provide G. Brooks with ideas on courses or new certificate ideas that can be run through Continuing Education (gail.brooks@durhamcollege.ca).	ASAP	Advisory Members	Completed
5.				
Action Items				
1.				
2.				
3.				
4.				

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Ron Subden	Executive Chef	Oshawa Golf Club
Kelly O'Brien (Co-Chair)	Clubhouse Manager	Oshawa Golf & Curling Club
External Committee Member		
Don Andrews	Owner/Operator	Tin Mill Restaurant
Kevin Anyan	General Manager/Owner	Kings Court Catering
Bob Brown	Program Facilitator SCWI/SHSM	Durham Board of Education
Sharon Doyle	Manager	Taunton Mills LTC Facility
Penny Johansen	Owner/Manager	Chatterpaul's
Georg Krohn	Hospitality Consultant	
Faybian Palmer	Director of Food Services	Aramark Food Services
Stacey Ritchie	OYAP and Pathways Coordinator	Durham Catholic District School Board
Mary Solomon	Production and Retail Manager	Ontario Shores Centre for Mental Health Sciences
Kevin Thomson	Hospitality Educator	Durham District School Board
Elected Student/Alumni Representatives		
Megan McCrorie	Year 1 Student	Hospitality Management
Elected Faculty/Staff Representatives		
Jackie Bathe	Associate Dean	School of Business, IT & Management
Dave Hawey	Professor	Culinary Skills
Val Gilham	Program Officer	Continuing Education
Robert Grieve	Professor	Hospitality Management
Peter Lee	Professor/Culinary Lab Technician	Culinary Skills and Hospitality Management
Guests/Unelected Faculty/Staff		
Lisa Burt	Administrative Coordinator	School of Business, IT & Management
Emma Cronin	Admissions & Recruitment Officer	Admissions, Durham College
Judy Spring	Dean	School of Business, IT & Management

REPORT PREPARED BY: Lisa Burt

DATE: May 16, 2011

MINUTES REVIEWED BY CHAIR

DATE:

Present: Don Andrews, Bob Brown, Robert Grieve, Dave Hawey, Georg Krohn, Peter Lee, Kelly O'Brien, Stacey Ritchie, Mary Solomon, Judy Spring, Kevin Thomson

Regret(s): Kevin Anyan, Jackie Bathe, Val Gilham, Penny Johansen, Megan McCrorie, Faybian Palmer, Ron Subden

Guest(s): Emma Cronin

1. Welcome and Introductions

- Kelly O'Brien chaired the meeting and facilitated introductions.
- Welcome to Kevin Thomson from Central Collegiate, Oshawa.

2. Additions to the Agenda

- There were no additions to the agenda.

3. Acceptance of the Agenda

- The agenda was approved with no additions.

4. Approval of Minutes from November 15, 2010

- The minutes were approved with no changes.

5. Discussion Items

5.1. Industry Trends

Changes in Labour Market

- Some employers reported an increase in hires needed.
- PPM 150 - this Healthy Eating Campaign limits the amount of fat served in schools. This new policy may affect baking program in the highschools. The fat levels don't differentiate good fats from bad fats – just overall levels. You can't bake without fats. If students don't get baking experience at the highschool level, students entering our program may not have the same level of experience.

Employer Satisfaction with Placement Students

- P. Lee reported on feedback from employers regarding field placement. Overall, feedback was positive. Some employers reported that punctuation and attitude could use improvement.
- Students may be surprised by what the job really entails at the entry-level. (evenings, weekends, lots of hard work). Students sometimes have unrealistic expectation.
- Students need to realize that they are on an unpaid placement but must perform at a paid position level or they can loose their placement. Faculty are available to work with student and employer to ensure a good experience for both parties.
- R. Grieve mentioned that developing a formal process for the hiring of placement students will ensure that expectations are spelled out for both the students and employers on tasks to be completed during placement and work environment expectations. Students take a package of information to employers including a survey and a feedback form for the employer to fill out. The students submit a journal of what the student accomplished during the placement.
- About 30% of the students on placement were hired by their employers.
- It would be interesting to collect statistics on how many students would have been hired by their field placement employer if the employer was in the position to hire.

5.2 Enrolment Targets and Projections

- Emma Cronin reported that we will most likely meet our enrolment maximum this year. We will have a few international students taking Hospitality Management.

Program Quality Progress Report

- This is the first year that the Culinary Skills and Hospitality Management programs have been offered. The program team will be completing a program quality review over the spring and we will report to the committee in the fall.

KPI Status, Annual Curriculum Renewal

- Key Performance Indicator Student Satisfaction surveys were conducted in class in February 2011. The results of that survey will be released to faculty and a review will be conducted to ensure any areas of concern are addressed. Results and any subsequent improvement plans will be shared with the members at the fall meeting.
- The program of studies has been reviewed and minor changes have been made. One change made was to move the baking course to the fall semester to take better advantage of seasonal local produce. Other changes included eliminating similar subject codes used by the two programs to reduce redundancy and to better align the programs for the possibility of multiple credentials. Students may opt to take both Culinary and Hospitality for a well-rounded background and won't have to repeat common courses in doing so.

•

Opportunities for Faculty PD in the field

- Durham College faculty now have the opportunity to go back to work in an unpaid placement. This new initiative may interest those that have been teaching for a number of years and want refresh their skills in the industry.
- We currently don't have any faculty taking this initiative this year.

Employment Statistics

- Hired Career Services collect graduation statistics from our graduates six months after they graduate. This year, Culinary Skills will have a pool of graduates to be surveyed. Hospitality Management will be surveyed in 2012.
 - P. Lee reported that feedback from the students during field placement seminars indicate that many are getting jobs.
 - Members that have vacancies can post positions through our Hired Career Services and can also follow up with the program team for referrals.
-

5.3 College Program and School Updates

2010 -11 Review:

- D. Hawey reported on experiences offered to students through multiple events students participated in over the academic year. The powerpoint presentation shown will be forwarded to the committee for those not in attendance.
- The students participated in the Culinary Golf Classic at Angus Glen Golf Club. This event raised money for scholarships for both Culinary and Hospitality Management students.
- The students ran a "sold-out" restaurant at Maxwell Heights – Bistro Max. Students cycled through 4 stations to give them experience in all the areas of the restaurant. Bistro Max had very good reviews. A liquor license wasn't obtained so no alcoholic drinks were available. The students practiced some of their beverage techniques by serving mocktails. The menus were updated each week and were designed to increase the complexity for the students as the semester progressed.
- J. Spring thanked the Durham District School Board regarding their accommodation for Bistro Max.
- We received press coverage in the newspaper and television for Bistro Max. We received a reservation from someone from Toronto who saw the coverage on CHEX TV.
- Students also participated in Annina's Bakery fundraiser for Children's Wish Foundation, Oshawa Hospital Gala serving 400 guests and catered the Alger Press Opening Gala (a new UOIT space in the refurbished Alger Press building downtown Oshawa).
- Students participated in various field trips as part of their program. Students visited Annina's Bakery, Fun Guy Mushroom Farm, Richter's Herbs and Willow Spring's Winery.
- Jenna Thompson represented Durham College at Skills Ontario. She didn't place but performed very well.
- We need a capstone project where students can look after an event. The goal is to offer three different events for students to run. Golf courses are closed over the winter so special events can be accommodated during the winter months. Faculty are sensitive to finding events that benefit our students in possible experience and fundraising if possible.

Future Plans & Other General Updates:

- 2011-12 events were described;. New this year: Hospitality students will also participate at the Culinary Golf Classic at Angus Glen and will assist with Bistro Max. An event is planned for the Newcastle Horticultural Society Brunch.
- A new building is planned to house the Culinary and Hospitality programs at the Whitby Campus with a tentative completion date targeted for fall 2012.
- We are planning for a 70 seat restaurant in the new building where Hospitality Students and Culinary students can gain practical work experience.
- We are limited to 48 students due to current lab space.
- We have negotiated to use kitchen facilities at Father Leo Austin Secondary School in Whitby for additional kitchen space.
- Hospitality Management will have a January intake starting 2012 with curriculum adjusted to ensure that kitchen facilities are available to all students.
- Approval has been received for Culinary Management two-year program to be started in the fall 2012. Because Culinary Skills flows into Culinary Management, we are able to offer year two starting in 2012 as well as year one.
- For students in this year's Culinary Skills graduating class, Fleming College will accept graduates who would like to return for second year in the fall of 2011.
- Recreation & Leisure Services program is another new program that our school will be responsible for beginning 2012.
- The college budget has been approved and is a balanced budget.
- The new Student Centre is now open. This centre provide one –stop shopping for student services. This building houses Registration, Admissions, Financial Aid & Awards, Student Academic Learning Services and Hired Career Services.
- Phase II is now complete at Whitby Campus.
- Discussions are taking place with Fleming College and the Ministry of Colleges and Universities regarding the transition to Durham College offering OYAP training at two local highschools. We are hoping to receive approvals by end of June with first offerings in Feb 2012.
- We will be hiring a full-time faculty member for Hospitality Management.
- In partnership with the Ministry of Education, we are offering dual credits to highschool students. Students can take courses either at a highschool or college campus and have the credit for that course applied to both their highschool transcript and their college transcript. This program is designed to encourage students to continue their education by providing a glimpse of college programming that can be used towards a diploma. Robert Grieve taught a Customer Service class this past year to students at Maxwell Heights Secondary School.

5.4 Continuing Education Updates

- Many course in the Business/Business Administration curriculum are available through Continuing Education. There are plans for equivalencies to be offered once we have our own kitchen facilities.

5.5. Research Initiatives

- The college is getting involved in research initiatives. Since we are a new program in the development stages, we currently don't have any plans for research initiatives.

6. Other Business

6.1 Membership Review (spring)

- This is our first year of the committee. We will add new student representation for the fall meeting.
- R. Grieve will be sending out a survey for members to complete prior to our next meeting. The results of this survey will be used to compile agenda items.

6.2 PAC Assessment Form (spring)

- Members are asked to complete the assessment form and return to Lisa Burt. The information will help us improve the quality of our meetings.

6.3 Participation in Program review and Focus Group

- Students participated in focus group. Student focus groups are an essential tool to gauge our students' satisfaction in new programs.
- Students had some feedback on minor improvements, but unanimously students from both groups said that they would recommend the programs. Some areas of concern were business law being too general and a suggestion that the course "Nutrition & Menu Planning" should be split into two separate courses. We are looking at shifting the law course to second year in Hospitality.
- Energy saving was mentioned as a topic that would benefit the students. This is an issue that is important to many businesses. There are plans to incorporate that topic into the curriculum. D. Hawey will be researching this topic in the spring. Peak saving programs are in place in the region and appliances are always improving on energy usage.

7. Decisions/Recommendations (action items) – see Action Log

8. Future Meeting Date

Next meeting at Bistro Max November 16, 2011 5:00 p.m. – dinner to follow meeting.

9. Adjournment

Program Advisory Committee Action Log

NEW Action Items from November 15, 2010 Meeting

	Action Item	Date	Responsible	Outcome
1.	Participants who are interested in hiring a field placement student should contact Robert Grieve – by email robert.grieve@durhamcollege.ca or by phone 905-721-2000 ext. 2309. This planning for this academic year's placement is underway. If you are interested in a placement for this year, please contact us no later than November 30, 2010. We will always welcome calls for future placements after that date.	ASAP – no later than November 30, 2010	All external committee members	Contacts received but ongoing updates are always appreciated.

NEW Action Items from May 16, 2011 Meeting

	Action Item	Date	Responsible	Outcome
1.	Results on Key Performance Indicators and Quality Progress Reports reviews will be shared with the committee at the fall meeting.	November 16, 2011	Program team	
2.	Faculty are asking for ideas for events for capstone projects. If you have any ideas for events, please contact Robert Grieve by email robert.grieve@durhamcollege.ca or by phone 905-721-2000 ext. 2309.	ASAP.	All external committee members	
3.	Assessment and Meeting Survey	Prior to November 16, 2011	To be sent by Durham College staff and completed by all external committee members	

Advisory Committee Membership List

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

REPORT PREPARED BY: Lisa Burt

DATE: May 18, 2011

MINUTES REVIEWED BY CHAIR

DATE: (Date)

Present: Jackie Bathe, Colin Deans, Dave Fletcher, Val Gilham, Jackie Shemko, Michelle Shurland-Jadoo, Meaghan Snow, Amy Wilkins

Regret(s): Brent Coros, Paul Gallagher, Tim Hogenbirk, Rashmi Maharaj, Christina Munro, Chris Schnitzler, Troy Woudwyk

Guest(s):

1. Welcome and Introductions

- Neil Harris chaired the meeting and facilitated introductions.

2. Additions to the Agenda

- There were no additions to the agenda

3. Acceptance of the Agenda

- The agenda was accepted without changes.

4. Approval of Minutes

- The minutes from the previous meeting were approved with no changes.

5. Business/Actions Arising from Previous Minutes

- A discussion took place regarding distance education offerings. V. Gilham, Program Officer for Continuing education reported that year three courses aren't usually offered due to low enrolments.
- Changes to computer courses include reducing the time spent on Microsoft Powerpoint. The course was reduced to two hours. The curriculum will be reviewed annually.

6. Discussion Items

6.1. External Membership Information Sharing

- Some reported that contracts are returning that were previously outsourced internationally. Price of fuel may have an impact on outsourcing. Purchasing also has to occur earlier when transporting from other countries which may be encouraging local business.
- Discussion took place regarding carbon footprints and whether green initiatives are affecting local manufacturing. The customers are still seeing price as first priority. Public sector is going green. One example is the use of returnable totes which are being to reduce packaging required for shipments in some areas.
- Border crossings are delayed due to border security checks adding to costs of exports. More attention is being paid to customs regulations with an increase in training being seen. Brokerage firms are cheaper but if they make errors, the company is still responsible. The new Transportation & Logistics course was offered for the first time this year in the program and was well received by students and plans for improvements to the course are already underway.
- Purchasing practices in the public sector have become more complex.
- The group discussed whether there are public sector differences that should be covered by the program. The curriculum could spend more time on non-manufacturing ordering planning. More customizing of SAP is required to meet the needs.

- The group discussed SAP systems. Systems throughout the industry differ, but the fundamentals are similar. Many use SAP, many reported that companies are moving towards SAP. Due to the license costs, other software will remain in the field. Specific training on SAP would benefit graduates as it is most recognizable.
- Computer Application in Operations II COMP 3204 will be teaching SAP.
- Basic MRP programs are available online for smaller businesses. Source Forge offers free software.
- The group discussed dual source. Recent events in Japan has highlighted the dependence on outsourced goods. Some companies are unable to meet deliveries as parts for their products are no longer available. Sole sourcing in the public sector now has very strict procedures as a result of the E-Health scandal. The strict policies create challenges and delays due to required quotes and paper trails required.
- The members discussed employment rates. Ontario Power Generation are expecting some downsizing in some areas and growth in others. Some suppliers are downsizing. Public sector seems to be growing. Those in manufacturing are seeing some evidence of improvements. Opportunities seem to be around the west end of Toronto – closer to the boarder and airport.
- Supply chain jobs in service areas are increasing – possibly because supply chain and logistics wasn't a valued service in this sector previously.

6.2. College/School Update and Program Update

- J. Shemko reported on enrolment. We have had an increase in students in year two Operations. We will be offering a second section in year two in the fall 2011 with target enrolment of 70. The program review has brought some changes to the curriculum that may have attracted the students.
- The third year of the revised curriculum will be offered for the first time this fall.
- The Operations Management faculty team will be attending a training session on SAP in June 2011 as preparation for the winter offering where SAP will be delivered to students.
- We have three students taking internships this year. There were two summer internships that were just recently offered. One of the internships were located out of the region.
- The first year of Business Administration has been adjusted to include a general education course. Social Media will become an embedded general education course in the curriculum.
- The number of students wanting to get involved in extra-curricular "clubs" has increased this past year. Tours, speakers and other activities are designed for students to get together outside of class time.
- J. Bathe updated the committee on construction on site. The new student services building has been completed. Registration, Accounting, SALS and Hired Career Services have been located in this new building to provide a one-stop-shopping experience for students. The space previously used by these services in the main building is under construction for increased faculty office and classroom space.
- Culinary & Hospitality Management was offered for the first time this year. We met our enrolment target and were waitlisted.
- A new building for hospitality programs is planned for 2012 at the Whitby Campus. We are leasing kitchen facilities at Maxwell Heights Secondary School in Oshawa. This year we will also be leasing kitchen facilities at Father Leo Austin Secondary School in Whitby to accommodate the increase kitchen hours required.
- A new Recreation & Leisure program has been approved with a proposed start date of fall 2012. There has been an increased need for those with recreation & leisure training due to the increase in leisure services and senior housing in the area.
- A new January intake of Human Resource Management Graduate Certificate was offered this year. We are planning to offer new January intakes in Sports Administration and Hospitality Management.
- Enrolment increase is planned for the next 2 years – 10,000. Increase in the number of international students. Business is a popular choice for international students.
- Other colleges are reporting a decrease in operations management programs.

6.3. Continuing Education Update

- V. Gilham reported that enrolment has declined in PMAC courses. Online offerings have been put in place.
- SAP will be offered in the future. There are contract limitations around advertising SAP courses.

6.4. Student Voice

- M. Shurland-Jadoo reported on her experience in the program this year. She would have selected a different general education elective. Project Management would have been a course that she would have preferred. PMAC vs APICS was discussed. Employers will list one but will often accept the other.

7. Additional Agenda Items

7.1. Project Management Course Outline Review

- A course outline for an existing project management course was distributed to the committee. Faculty asked the committee for their opinions on changes to the course.
- Should the course be a broad theory approach or a Microsoft Office Project-based course? Is the theory more important than the software? The committee felt that the theory was very important for decision-making strategies but some introduction to software is a benefit. A combination of the two would be the best option with a weight on theory. The course would be an introduction and not leading to certification through any associations.
- V. Gilham suggested that faculty meet with Silvie Edwards who is the coordinator of the program offered through Continuing Education.

7.2. Student memberships discussions – APICS vs PMAC

- Student auxiliary fees are collected for membership fees in second year. The faculty asked the committee if there is a preference in the marketplace as most students wouldn't have enough knowledge to make that decision at the start of their second year.
- PMAC requires a university degree and courses are more expensive. There are some concerns about aligning with a choice that requires a credential that we aren't preparing them for.
- Some companies may list one accreditation but may accept the other.
- It was decided that APICS would be the better option but students should be aware of the other accreditations available.
- Canadian Supply Chain Sector Council was mentioned as a good option to pursue.

7.3. Review of 2012/2013 Program of Studies

- Changes to the program of studies will be due in October. The faculty will discuss possible changes in the spring and will distribute ideas to the committee via email for discussion.

8. Decision/Recommendations (See Action Log Attached)

9. Future Meeting Date – Tuesday November 1, 2011

10. Adjournment

Program Advisory Committee Action Log

NEW Action Items from May 18, 2011 Meeting

	Action Item	Date	Responsible	Outcome
1.	Program of Studies Changes to be reviewed and sent to Advisory Committee for review.	Fall 2011	Faculty	
2.	Arrangements to have student activity fees paid by students to purchase membership in APEX in year two.	Fall 2011	J. Bathe	
3.	Investigate accreditation of the Operations Management program by the Canadian Supply Chain Sector Council (CSCSC).	2011-12	Faculty	
4.				
5.				
6.				

Advisory Committee Membership List

Name	Title	Organization
Committee Co-chairs		
Alicia Jones	Legal Assistant	Blaney McMurtry LLP
Seana Depaepe	Legal Assistant	ThorntonGroutFinnigan LLP
External Committee Member		
Rosa Pedretti	Legal Assistant	Osler, Hoskin & Harcourt LLP
Laura Johnson	Legal Assistant	Aird and Berlis LLP
Julie Hakkesteegt	Legal Assistant	Templeman Menninga LLP
Jennifer Senior	Legal Assistant	Osler, Hoskin & Harcourt LLP
Michelle Wagg	Secretarial Services Team Leader	McMillan LLP
Veni Tacconelli	Manager, Legal Assistant Services	McCarthy Tétrault LLP
Susan Madden	Legal Assistant	Osler, Hoskin & Harcourt LLP
Roz Chasler	Assistant Director / Administrative Support Services	Ogilvy Renault LLP
Lindsay Ortega	Recruitment Specialist	Miller Thomson LLP
Anne Weber	Operations Manager	Durham Region Crown Attorney's Office
Gidget Hunter	Legal Assistant	Aird and Berlis LLP
Trena Mumby	Supervisor, Legal Secretarial Services	Osler, Hoskin & Harcourt LLP
Carolyn Clark	Legal Assistant	Osler, Hoskin & Harcourt LLP
Heather Redwood	Human Resources Supervisor	Miller Thomson LLP
Lesley Wray	Human Resources Generalist	Blaney McMurtry LLP
Cynthia Kelly	Human Resources Generalist	Aird and Berlis LLP
Elected Student/Alumni Representatives		
Name	Yr/Program/Alumni	
Carolyn Lucifora	OFLG – Year 2	
Carol Ann Factor	OFLG – Year 2	

**Elected Faculty/Staff
Representatives**

Name	Title
Joanne Arbour	Professor
Harpreet Kochhar	Program Coordinator
Jennifer Mark	Part-time Faculty
Audra Hawkins	Part-time Faculty

Guests/Unelected Faculty/Staff

Name	Title	Organization
Shannon Madill	Student – OFLG – Year 2	

REPORT PREPARED BY: Ann Conroy

DATE: May 19, 2011

MINUTES REVIEWED BY: 
(in absence of chair)

DATE: August 31, 2011

Minutes of May 19, 2011

Present: Audra Hawkins, Carolyn Lucifora, Rosa Pedretti, Joanne Arbour Jennifer Mark, Kevin Baker, Ann Conroy Harpreet Kochhar

Regret(s): Alicia Jones, Seana Depaepe, Julie Hakkesteegt, Michelle Wagg, Veni Tacconelli, Susan Madden, Roz Chasler, Lindsay Ortega, Anne Weber, Trena Mumby, Lesley Wray, Cynthia Kelly Gidget Hunter, Laura Johnson, Carolyn Clarke, Carol Ann Factor, Shannon Madill, Jennifer Senior,

Guest(s): None

1. Welcome and Introductions

J. Arbour welcomed the group and the members introduced themselves.

2. Additions to the Agenda

Software was added as an agenda item.

3. Acceptance of the Agenda

A. Hawkins moved to accept the agenda,
Seconded by: B. Neblett

4. Approval of Minutes

Minutes were reviewed
J. Mark moved to accept the minutes
Seconded by: B. Neblett

5. Business/ Actions Arising from Previous Minutes

None

6. Discussion Items

6.1 External Membership Information Sharing

No reports available to be shared.

6.2 College/School Update and Program Update

Enrollment Projections

Program enrollment projections for Sept. 2011 are 35 students

As of May 12, 2011, there are 11 confirmed applicants for the OFLG program. Faculty have completed a call campaign to applicants offered acceptance to the program, in order to answer any questions that they may have had about the program and help in their decision to accept Durham's offer. The next important date in the application process when enrollment numbers will be more definitive is when tuition payment is due which will be due by July 4th.

Program Review

The program will be going under program review in the 2012/13 academic year. The program mapping session will occur June 8th and 9th. The purpose of program mapping is to look at curriculum sequencing, and gaps/overlaps in addressing the program vocational outcomes.

School Update

Our new Dean, Kevin Baker joined the school April 4, 2011

College Updates**Enrollment Numbers**

The college has an enrollment

The college has an enrollment projection of 10,000 students by 2015. As of September 2nd, the College's enrollment numbers were 7,287. Durham will be launching 12 new programs this coming September.

The School of Interdisciplinary Studies and Employment Services has been approved to deliver the Library Information Technician Diploma program starting September 2012.

New Associate VPA position

Mary Blanchard has assumed the role of Associate Vice President of Academics, Academic Planning on April 4, 2011.

New Student Services Building

Student Services Building opened for business on January 3, 2011 and had its Grand Opening on March 18th featuring a 40-person flash mob of Durham College students and employees 'spontaneously dancing to Katy Perry's hit Fireworks during the ceremonies.

College Construction

All space vacated by various Student Services are now being renovated into classrooms, faculty office space, and student learning space.

Convocation

Spring Convocation for our School is June 16 at 2 p.m.

College Open House

Saturday, March 26th from 11 a.m. to 2 p.m. Durham College held its Spring Open House. Faculty and students were on hand to speak with potential students who have been given offers to our programs.

Key Performance Indicators (KPI)

Provincial College 2010 KPI's were released April 2011. Program results are as follows:

Student Satisfaction KPI – 72.5%

Graduate Satisfaction KPI – 76.3%

Employer Satisfaction KPI – 89.5%

Graduate Employment KPI – 83.2%

Graduation Rate KPI – 66.8%

6.3 Continuing Education Update

There was no representation from Continuous Learning.

The Legal Administration program is being offered through Continuing Education. Ontario Learn has a 12 month on-line program for Office Administration Legal.

6.4 Student Voice

At consolidation approximately 50% of the students felt they did not need transcription. The transcription book was changed between first and second year. They felt the litigation material was helpful.

6.5 PAC Membership Review

PAC membership and terms of committee members will be brought forward to the next meeting.

7. Additional Agenda Items

Software

The college is introducing Office 2010 for September. PowerPoint is changing significantly; this is taught in first year and is not necessary in second year. More focus should be put on teaching Outlook and legal documents. Presy is new software that students should be familiar with, it allows for easier manipulation of documents than PDF's. Office machinery should also be focused on.

8. Decisions/Recommendations (action items)

Terms of Reference with new membership

To get feedback from members who are unable to attend the meetings we should send questionnaires to them for feedback, try telephone-conferencing the meetings, change the meeting time to the afternoon or move the location to downtown Toronto.

Action:

B. Neblett will ask S. Domokos to book the College Ontario meeting room on October 20, 2011 at 6.30 p.m.

9. Future Meeting Date

October 20, 2011.

10. Adjournment

The meeting adjourned at 8:00 p.m.

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Dan Quinn	Managing Director	NFL Canada
External Committee Member		
Name	Title	Organization
Randy Low	Credit Specialist, Consultant	RL Ticketing
Ken Allen	Sr. VP, Strategy & Business Dev	Vision Co.
Dave Breech	President and Co-owner	Eagle Beaver Sports
Sandy Black	Program Supervisor	City of Oshawa
Kevin Boston	Director, Marketing & Events	OMHA
Laura Iantomasi	Program Coordinator	Legends Center
Gary Oswald	Executive Director	Skate Canada – Central Ontario
Caroline Wright	Director of Fan Loyalty	MLSE
Jason Hickman	Manager, Ticket Sales	Oshawa Generals
Jodi Clare	Sr. Manager, Client services CTV	Canada's Olympic Broadcast Consortium
Bill Hargrave	Canadian National Sales Manager	Ash City Worldwide
Doug Gellatly	Executive Director	OFSAA
Jennifer Bennett	Senior Policy Advisor	Pan American Games Secretariat

Elected Student/Alumni Representatives

Name	Yr/Program/Alumni
Lindsay Harrison	Graduate Certificate, Sport Business Management
Cassandra Britton	Year 1, Sports Admin. / Sport Mgmt
Brad Massia	Year 2, Sports Admin. / Sport Mgmt
Luke Snyder	Year 3, Sport Management

Elected Faculty/Staff Representatives

Name	Title
Matt Akler	Professor, Program Coordinator
Jan Robinson	Professor

Paul de Souza	Professor
Kate Houze	Professor
Ken Babcock	Director of Athletics

Guests/Unelected Faculty/Staff

Name	Title	Organization
Ernie Rainbow	Professor	Durham College
Jackie Bathe	Associate Dean	Durham College
Jessica Leckie	Program Supervisor	City of Oshawa

REPORT PREPARED BY: Amy Serrano

DATE: August 31, 2011

MINUTES REVIEWED BY CHAIR

DATE:

Present: Dan Quinn, Dave Breech, Robin McDonnell (City of Oshawa Designate), Jennifer Bennett, Matt Akler, Kate Houze, Paul De Souza, Jeff Zakoor, Barry Read, Don Frazer (drop-in)

Regret(s): Ken Allen, Ken Babcock, Kevin Boston, Jodi Clare, Bill Hargrave, Jason Hickman, Randy Low, Gary Oswald, Caroline Wright, Cassandra Britton, Brad Massia, Luke Snyder, Lindsay Harrison, Janice Robinson, Pat Rogin

Guest(s): Jackie Bathe

1. Welcome and Introductions

- Jackie Bathe welcomed members and discussed new agenda.

2. Additions to the Agenda

- No additions made.

3. Acceptance of the Agenda

- Agenda accepted by members.

4. Approval of Minutes

- Previous minutes accepted by members.

5. Business/ Actions Arising from Previous Minutes

- Dan Quinn accepted position of Committee Chair.

6. Discussion Items

6.1 Industry Trends

- Sporting Goods Industry is unchanged for the moment

6.2 Broadcast Industry—Facts from D. Quinn regarding the growth of sport TV broadcasting in Canada

- Currently 27 sport stations with more on the way
- Job opportunities exist on the business side of the industry i.e., sales (TSN employs 20 in sales)
- Our graduates need to know and understand the business side of the broadcasting business and with that understanding, our grads would have a leg up on the competition
- Several metro based programs exist catering to broadcasting i.e., Centennial and a private school/program delivering Sports Media training
- Suggestion that we include broadcast content in sales, promo/pr/mr
- Suggestion of a stand-alone Sport & Technology/Media course along with Social Media content
- The feeling is that there would be a high student interest in these topics
- D. Quinn offered to put us in touch with key industry insiders

6.3 High School Programs

- Several high schools offer sport focused programs: Bill Crothers (Markham), Birchmount & Downsview are others
- These schools may prove to be pipelines to potential students
- We could offer workshops for students, dual credit possibilities

- D. Breech cautioned that elite athletes are unlikely candidates (scholarship bound and primarily US motivated) but “intramural”

6.4 Application Numbers

- K. Houze reviewed program application confirmation numbers to date. Year 1 is up to 103 compared to 63 one year ago
- Group discussed impact of the new Humber program (they intake huge numbers 240?)

6.5 Program Mapping/Program Review

- J. Bathe discussed the Program Mapping & Program Review process & cycle
- Faculty will review curriculum, identify overlap and gaps
- Recent findings of Program Review note that Sport Management is in good shape and received very positive reviews
- J. Bathe mentioned that DC Research Department can assist with environmental scans, student and external focus groups, SWOT analysis, competition programs, grad stats, applicant profiles, trends, retention, etc.
- M. Akler will serve as primary lead in consultation with CAFÉ staff

6.6 Sport Management Program and Mission & Values

- K. Houze circulated and reviewed revised Mission & Values document
- Suggestions by D. Quinn/J. Bennett—can the document be scaled down? Reduce the number of values
- M. Akler – the document can be circulated to students
- D. Quinn – support/reinforce the document with constant visual references (posted in a number of places and ways and referred to)
- M. Akler proposed a student award be created for student who best represents the program values

6.1. KPI's

- J. Bathe reviewed the process—Action Plan to be completed to address three key areas of weakness

6.2. Student Voice

- Our students were unable to attend the meeting but K. Houze read the letters from each which gave the student experience positive reviews:
- Luke Snyder, year 3 student: There are more opportunities out there than most students realize. It's a good program that gives people the basic skills and knowledge to be able to start a career in sport management. Once you get to the internship though, it's up to you to keep learning from there on out in order to build your skill set and make yourself employable for the future.
- Cassandra Britton, year 1 student: Found the transition into college smooth and enjoyable. Teachers are friendly, approachable, and organized. Greatly enjoyed the level of involvement students play in the learning process rather than just sitting through lectures. Found the skills learned throughout first year already applicable in other aspects of life including presentation skills and communication skills.

6.3 Advisory Committee Membership Review

- J. Bennett suggested that we invite sport association representatives
- Create sub-groups of sport industry sectors
- Propose new members to replace non-attendees

7. Additional Agenda Items

- None noted

8. Decisions/Recommendations (Action Items)

- Alumni networking/culture ideas: D. Quinn proposed creating an alumni network directory (alumni bible of contacts)
- K. Houze to contact L. Connor in the Alumni Office
- D. Fraser encouraged faculty to get more involved with associations working to build alliances

- J. Bennett suggested the program utilize broadcast/social media be made more prominent in our materials to help differentiate us with potential students
- Future meeting times—late afternoons preferred (5-5:30 starts)
- Proposed a breakfast meeting prior to the Sport Management conference on Tuesday, November 22.

9. Future Meeting Date

10. Adjournment

Advisory Committee Membership List

Name	Title	Organization
Committee Chair	Susan Todd	Durham College
External Committee Member		
Name	Title	Organization
Ravi Anand	Area Service Manager.	Siemens Canada Ltd.
John Beaton		MKHM
Brett Christensen	Director of Operations	Aramark Healthcare
Bill Clyne	Director of Service	GE Healthcare Serv.
Neal Dardaine	National Service Manager	Coviden
Adam DeMeester	Infratech Administrator	HHSC
Trevor Fougere	Field Service Engineer	Philips Healthcare Canada
Gabe Gasparotto	Regional Support/Technical Acct. Mgr.	North York General Hospital.
Bill Gentles	Infratech Administrator	BT Medical Technology Consult.
Mike Goddard	Manager, Facility Operations	South Lake Regional Health Ctr.
Mike Goulding	Service Manager.	Philips Medical Systems Canada
Earl Langridge	TLP Program & Lean Serv. Leader	General Electric
Keith Laycock	Director, Biomedical Engineering	Sunnybrook Health Science Ctr.
David Malgi	Region Service Mgr.	Philips Healthcare Canada
Aaron Nurse		Aramark Healthcare
Ron Rivard	Manager, National Serv. Ctr.	General Electric
Michele Roberts	Field Service Engineer	Philips Healthcare Canada
Ryan Wallis		Philips Healthcare Canada
Michael Wiemer	Director of Service	Draeger Medical Systems
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Justine Prescott	Year 3 - Student	

**Elected Faculty/Staff
Representatives**

Name	Title	
Sandra Kudla	Professor	Durham College
Pravin Patel	Coordinator/Professor	Durham College
Sue Todd	Dean	Durham College

Guests/Unelected Faculty/Staff

Name	Title	Organization
Linda Dillon	Administrative Coordinator	Durham College
Dion Comsdon	Year 3 - Student	Durham College
Andrea Grawert	Year 3 – Student	Durham College
June MacDonald-Jenkins	Manager/Industry Liaison	Durham College
Rick Tidman	Professor	Durham College

REPORT PREPARED BY: Linda Dillon
MINUTES REVIEWED BY: Sue Todd/Pravin Patel

DATE: September 26, 2011
DATE: October 4, 2011

Present: L. Dillon, *M. Goddard, *D. Leclerc, S. Kudla, P. Patel, J. Prescott, *R. Rivard, S. Todd

Regret(s): R. Anand, J. Beaton, B. Christensen, B. Clyne, N. Dardaine, A. DeMeester, T. Fougere, G. Gasparotto, B. Gentles, M. Goulding, E. Langridge, K. Laycock, D. Malgi, A. Nurse, R. Tidman, M. Tucker, R. Wallis, M. Wiemer, M. Wood

Guest(s): D. Comsdon, A. Grawert, J. MacDonald-Jenkins

1. Welcome and Introductions

Members were welcomed to the Advisory Committee meeting. The dean for the School of Science and Engineering Technology acted as chair for this meeting. Due to the low attendance from industry for the meeting, it was suggested that video conferencing be investigated for the November 2011 meeting and schedule it for a 4:00-6:00 p.m. timeslot.

2. Additions to the Agenda

7.5 Students' Placement Experience

7.6 Link to UOIT and Pathways

7.7 Degree – R. Tidman

3. Acceptance of the Agenda

Accepted.

4. Approval of Minutes

The minutes were approved.

5. Business/ Actions Arising from Previous Minutes

The Action Log from October 27, 2011 was updated.

6. Discussion Items

6.1 External Membership Information Sharing

6.1.1 Industry Trends/Role of Biomedical Person

The following was mentioned:

- Service is becoming prominent
- Outsourcing is a trend and contracting out may be the future
- Swop programs are growing in the devices area
- Good trouble shooting is still valuable but it has to be decided when trouble shooting is necessary (it's not just repairs anymore or the need to swop the equipment out)
- Training internally for high end equipment is good
- Nurses need to become more skilled in reporting equipment failures
- The Biomedical role needs to be less technical and more consultative services in the future
- Clinical resource for hospitals is working closer with the I.T. department

6.1.1 Industry Trends/Role of Biomedical Person (Cont'd)

- Project Management, Sigman and processes is needed
- It is difficult at times to get access to hospital labs to find devices

Students at the meeting made the following comments relating to troubleshooting and their field placement experience:

- An incubator at one hospital was down and since the student had done some troubleshooting in their program, the incubator was looked at and the board was sent out.
- Another student had done some prior troubleshooting and this was an advantage as most calls received were user error where staff did not know how to use the equipment.

6.1.2 College/School/Program Update Program of Studies 2011-2012

The Program of Studies was distributed to committee members. P. Patel noted that Dialysis II has been added and will run over two semesters starting next year. Troubleshooting has been embedded into another course. It was mentioned that Circuit Analysis and troubleshooting were discussed in the Biomedical program review and it was suggested that additional newer equipment be put in the labs. Lab devices and run faults with schematics are important. It was recommended that the labs in Digital Circuits I, II and III, and Electronic Circuits be reviewed in September so that troubleshooting can be included. Soldering fundamentals should be added into the Electricity I course. This feedback will be taken back to the Electronics program team.

6.1.3 Key Performance Indicators (KPIs)

The data has just been received for the KPIs. It will be reviewed and an action plan will be developed in areas where the data was low. The target is 3% improvement for next year. It was noted that the KPI results showed that employers and graduates are satisfied. KPIs were rated lower in the area of services (food service, parking, space etc.) and this will be reviewed for further improvement.

6.1.4 Feedback from Board of Governors Meeting

Advisory Chairs had met with the Board of Governors on January 26, 2011 to discuss the value of advisory meetings, future trends, strengths of graduates, strengthening programs for students etc. The feedback from the Board of Governor meeting was distributed to advisory members. It was noted that soft and technical skills are still important to employers.

6.2 Continuing Education Update

S. Kudla noted that she has spoken with G. Brooks about offering a course in Anatomy and Physiology through Continuing Education. It was suggested that an awareness course be offered to nurses in Biomedical and Safety. S. Kudla will follow-up with the hospitals on the awareness course idea. It was noted that professional development could be offered by the college to the local hospitals in the form of a mini course to work toward a certificate in assessing equipment failure.

6.3 Student Voice

Students noted the following for continuous improvement:

- Lectures and labs should be scheduled separately and there should be free lab time scheduled in a project room for Biomedical and Electronics students which would include some basic equipment. S. Todd noted that scheduling lectures and labs was requested specifically by the Biomedical faculty and that this would be a challenge for September 2011 due to increased enrolment and money needed for new facilities.
- One student identified parking as challenging as they had to wait a year to get a parking spot; therefore, having to pay \$10/day to park and this was very costly as a student.

7. Additional Agenda Items

7.1. Applied Research Update

J. MacDonald-Jenkins from the Office of Research and Innovation reported the following:

The Biomedical knowledge portal project, which is supported by both provincial and federal monies is a project that is focused on an integrated approach to biomedical device maintenance management. The goal is to standardize the processes in collaboration with the GMDN, GS1 and other supply chain stakeholders to ensure that all biomedical devices are universally coded and identified using the new nomenclature system. The system will be technology agnostic and integrate into existing HL7 and IHE compliant hospital IT systems. For information regarding the Biomedical Knowledge Portal, contact Richard Tidman or June MacDonald-Jenkins.

7.2 Biomedical Program Review Update

A Biomedical Program Review was held recently. This review occurs every 4-5 years. The review team consisted of student focus groups, faculty and the manager of program development. Two external reviewers also reviewed curriculum, lecture/lab facilities and interviewed students. A SWOT (strengths, weaknesses, opportunities and threats) analysis was completed. Recommendations from the Program Review will be looked at and an action plan will be put in place for program improvement.

7.3 Program Advisory Committee Assessment Form

Members were asked to complete this form and return it back to S. Todd.

7.4 Selection of Advisory Chair

There was low attendance from industry for this meeting. A chair will be elected at the next scheduled meeting in November 2011.

7.5 Student Placement/Presentations

A. Grawert, D. Comsdon and D. Leclerc did a presentation on the highlights of their Field Placement experiences in a hospital setting. Feedback such as Field Placement could be done in year 2 as well as year 3 is possible. The Customer Service course is good in year 3, oscilloscopes and soldering are necessary, it was good to work in a team environment, students learned how to communicate and understand where other people are now coming from.

The students mentioned that is hard to do Field Placement in 4 weeks in April. An option for placement could be to do 2 weeks placement in year 2 and 2 weeks placement in year 3, or 5 weeks placement in the April-May period. Health and Safety should be looked at as well. P. Patel to review placement options with the faculty.

7.6 Link to UOIT and Pathways

P. Patel noted that UOIT has approved programs towards a university degree and this is inclusive of the Biomedical program. Graduates can work towards a Bachelor of Allied Health Sciences degree (on-line, flexible-based degree over a couple of years). The degree can be done part-time and will take a couple of years to complete. This should be promoted to the Biomedical graduates.

7. Additional Agenda Items (Cont'd)

7.7 Degree – R. Tidman

R. Tidman is working on a degree with the focus being on a research intensive environment with some business. Other college programs can lead into this degree as well.

8. Decisions/Recommendations/Action items

- a) Look at putting additional newer equipment in the labs. **Action By:** S. Todd/P. Patel, On-going.
- b) Digital Circuits I, II and III and Electronic Circuits should be reviewed to include troubleshooting and add soldering fundamentals into Electricity I. **Action By:** P. Patel/Faculty, Sept. 2011
- c) Complete the Key Performance Action plan. **Action By:** P. Patel/Faculty ASAP
- d) It was suggested that an awareness course be offered to nurses in Biomedical and Safety in the hospitals. **Action By:** S. Kudla, ASAP
- e) Look at scheduling lectures and labs separately for the next academic year and look at creating a project room for Biomedical and Electronics students to include some basic equipment.
Action By: S. Todd/P. Patel, ASAP
- f) Recommendations from the Program Review will be looked at and an action plan will be put in place for program improvement. **Action By:** S. Todd, Faculty, ASAP
- g) Complete the Advisory Assessment form and return it to S. Todd. **Action By:** Advisory Members, ASAP
- h) Elect an Advisory Chair at the next meeting. **Action By:** Committee Members, Nov. 2011
- i) Review Field Placement options as noted in the minutes under item 7.5.
Action By: P. Patel/Faculty, ASAP
- j) Promote the UOIT Bachelor of Allied Health Sciences degree to the Biomedical students.
Action By: P. Patel, On-going

9. Future Meeting Date

November 8, 2011, 4:00 p.m.

10. Adjournment

2:30 p.m.

Biomedical Program Advisory Committee Action Log

NEW Action Items from May 25, 2011 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Look at putting newer additional equipment in the labs.	On-going	S. Todd P. Patel	
2.	Review Digital Circuits I, II and III and Electronic Circuits to include troubleshooting and add soldering fundamentals into Electricity I.	Sept. 2011	P. Patel Faculty	
3.	Complete the Key Performance Action plan.	ASAP	P. Patel Faculty	
4.	Investigate an awareness course to be offered to nurses in Biomedical and Safety in the hospitals.	ASAP	S. Kudla	
5.	Look at scheduling lectures and labs separately for the next academic year and look at creating a project room for Biomedical and Electronics students to include some basic equipment.	ASAP	S. Todd P. Patel	
6.	Look at recommendations from the Program Review and an action plan will be put in place for program improvement.	ASAP	S. Todd Faculty	
7.	Complete the Advisory Assessment form and return it to S. Todd.	ASAP	Advisory Members	
8.	Elect an Advisory Committee Chair at the next scheduled meeting.	Nov. 2011	Advisory Members	
9.	Review Field Placement options as noted in the minutes under item 7.5.	ASAP	P. Patel Faculty	
10.	Promote the UOIT Bachelor of Allied Health Sciences degree to the Biomedical students	On-going	P. Patel	
Action Items from October 27, 2010 Meeting				
1.	Review KPI data and Quality Progress reports in further detail.	ASAP	Committee Members	On-going
2.	See about a new General Education course with M. Blanchard for AODA, Harassment in the Workplace, WHMIS, and Health and Safety.	ASAP	S. Todd	Completed
3.	Submit Professional Development ideas to S. Todd relating to industry to come into the college or faculty to go into industry.	On-going	Committee Members	On-going

Biomedical Program Advisory Committee Action Log

4.	Pursue partnerships with anesthesia equipment companies.	ASAP	P. Patel	On-going
5.	Provide course ideas or certificate ideas to Gail Brooks in Continuing Education.	ASAP	Committee Members	completed
6.	Follow-up with Kim Greemot for participation in Program Review	Jan. 2011	S. Kudla	Completed
Action Items				
1.				
2.				

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
External Committee Member		
Name	Title	Organization
Ryan Beatty	Program Manager	Messier Dowty
Dave Collings	Systems Manager	EXCO Engineering
Jeff Dayman	President	Dayman Design Inc.
David Domanski	Business Unit Manager	ABB Inc.
Marnie Ham	Professor	UOIT
Simon Fridlyand	President	Safe Engineering Inc.
Christopher Howes	Programs Facilitator	Durham District School Board
Michael Kube	Production Floor Supervisor	Cameco Fuel Manufacturing
Michelle Lang	Trim/Assemble/Packager	Ridge Quality Plastics
Ross MacMaster	President	Autodyne
Terry Parrott	Nuclear Operator	Ontario Power Generation
Ian Stillman	Nuclear Operator	Ontario Power Generation
Jason Sommer	Mechanical Designer	AECOM Canada Ltd.

Elected Student/Alumni Representatives

Name	Yr/Program/Alumni
Dan Daigle	Year 2, Mechanical Technology

Elected Faculty/Staff Representatives

Name	Title	Organization
Terry Dragomatz	Professor	Durham College
Sue Todd	Dean	Durham College
Katy Zaidman	Coordinator/Professor	Durham College

Guests/Unelected Faculty/Staff

Name	Title	Organization
Chris Gillis	Manager, Incubator Centre	Durham College
Linda Dillon	Administrative Coordinator	Durham College
Don Dragomatz	Professor	Durham College
Denis Grenier	Professor	Durham College
Alan Agnew	Professor	Durham College

REPORT PREPARED BY: Linda Dillon

DATE: September 28, 2011

MINUTES REVIEWED BY: Dave Collings

DATE: October 4, 2011

Present: *D. Collings, D. Daigle, L. Dillon, D. Dragomatz, *R. MacMaster, K. Zaidman, *C. Howes, S. Todd

Regret(s): R. Beatty, J. Dayman, J. Dean, D. Domanski, T. Dragomatz, S. Fridlyand, D. Grenier, M. Ham, M. Lang, T. Parrott, I. Stillman, J. Sommer

Guest(s): C. Gillis

1. Welcome and Introductions

Members were welcomed to the meeting by the Advisory Chair. C. Howes from the Durham District School Board and Dan Daigle a year 2 Mechanical Technology student were welcomed as new members on the committee.

2. Additions to the Agenda

The following topics were added:

7.3 Measurement Update

7.4 Hiring Students

7.5 Review Advisory Membership List

3. Acceptance of the Agenda

Accepted.

4. Approval of Minutes

The minutes of November 10 were approved with the following clarification:

5.2 Enrolment - It was mentioned that there have been more Mechanical Technician withdrawals and it is not as strong a program as the Mechanical Technology program.

5.3.2 Software -The dean has been working with I.T. on software. Unigraphics is a less expensive software. AutoCAD 2010 is used in the first year lab in the 2010 school year and AutoCAD software will continue to be updated for year 1 students as resources are available. Unigraphics is the software that will be used for year 2 and 3 students.

5. Review Action Log from November 8, 2010 meeting.

The Action Log was reviewed and updated.

6. Discussion Items

6.1 External Membership Information Sharing

Industry Trends

The following points were noted from industry members:

- there are 20-30% less people doing 20-30% more work with tighter margins
- good products need to be built with tighter deadlines
- customers are unsure as to what they want and expect more
- full-time hiring freezes are more prominent in some companies
- more consideration is going into purchasing large equipment items
- the future is high-tech (fancier machines that do more) from recent vendor visits
- B. Brooks is working on PLC's for the next 2 years
- PLC programming is needed and more suitable to market trends
- Mechanical and Electro-mechanical hiring is needed for the future

6. Discussion Items (Cont'd)

6.1 External Membership Information Sharing

Industry Trends

- Hiring students is looking more promising for the future
- The college has hired 25 new faculty and 9 new support staff this year

One industry representative asked if it was possible to add more control-topics into the Mechanical program. The Mechanical program coordinator noted that the basics in Fluid Power were taught to both the Mechanical and Electro-mechanical students, and that the mechanical students fell behind. Electrical Control Fundamentals has been added into the Mechanical program of studies now. A representative from industry cautioned not to go too far with controls, but to line up different skill sets and be familiar with vocabulary to communicate between Mechanical and Electro-mechanical students. Diversity needs to be built into each discipline with a balance of multitasking. It was suggested that the Mechanical Technology students design a simple circuit in a mechanical project. Joint projects with Mechanical Technology, Electro-mechanical and the research office should be looked at. The program coordinator noted that one difference between the college and the university is that the college has practical engineering where the university does simulation. It was also mentioned that a combination student could be created with a combination of electrical and mechanical engineering with the electronics program with electives in year 3. Diversity needs to be created with the Mechanical Technology and Electro-Mechanical students. Students need to understand without giving up program hours. Circuits need to be added to the Mechanical Technology project. C. Gillis from the Research Office noted that he is working with UOIT on a multitask team to work with students in UOIT, Oshawa and the Whitby Campus.

6.2 College/School Update and Program Update

6.2.1 Fall Enrolment Update

Enrolment was reported as being on target. 29 Mechanical Technicians and 51 Mechanical Technologists have confirmed for September 2011.

The dean reported that a dual credit in Mathematics was offered as a pilot with 5 students from high school for students coming into Mechanical or the Non-destructive program in fall 2011.

6.2.2 Program of Studies for 2011-2012

The following courses have been added in for 2012-2013:

Electrical Control Fundamentals - year 1, semester 2

Engineering Materials - year 2, semester 3

Materials for the Environment - year 2, semester 4

6.2.3 Annual Curriculum Review/Key Performance Indicators

The Mechanical team is working on a report card that will include ideas for improvement in the weak areas identified in the Key Performance Indicators. An update will be presented at the next advisory meeting in November.

6.2.4 Pathways/Bridge with UOIT

- The Mechanical program coordinator reported that there is a strong relationship with UOIT.
- There is an agreement with Thompson River University. Mechanical Technology could do a degree on-line.
- The electrical/electronics knowledge was lacking in Mechanical Technologists; therefore, a Basic Electrical Controls course was added.
- A process control trainer is being purchased for hands-on experience for Mechanical Technology.

6.2.5 Green Technology

K. Zaidman noted that the college and university are offering green programs as every program and engineer needs to be green for the future. In Mechanical Technology, the first step is to teach more about materials than plastics and properties and what materials are used. A new textbook has been ordered with tutorials with self study and properties that will help. In semester II, construction of properties and materials and the environment will be covered with more thermal contraction and expansion which will address green technology which will reflect the future.

6.2.6 Feedback from the Board of Governor Meeting

A meeting was held in January 2011 with the Board of Governors and the Advisory Chairs. Employers reported that graduates have good time management. Students could benefit from additional soft skills. These soft skills could be covered by layering courses in the program of studies.

6.3 Student Voice

The student representative noted the following:

Electrical Course – The addition of the electrical course is a positive addition to the program of studies.

A project near the end would benefit students also.

Bridging - For a Bachelor of Mechanical Engineering, students have to go to Lakehead University.

Students are required to attend a preparation program at Lakehead and then go directly into third year.

It would benefit the students if UOIT could offer a program similar to Lakehead. They have the option to be BASc-Nuclear but not engineering at UOIT.

7. Additional Agenda Items

7.1 Applied Research Update

C. Gillis from the Office of Research and Innovation gave an overview of the projects that were being worked on and completed in the Research Office. Students are hired as part of the research team for soft skills, knowledge and experience in the real world for project-based learning. Projects such as a pool skimmer, prototype for a rapid prototype machine, hydraulics for a solar tracking system, and an incubator have been completed. The biomedical knowledge portal project, which is supported by both provincial and federal monies, is a project that is focused on an integrated approach to biomedical device maintenance management. The goal is to standardize the processes in collaboration with the GMDN, GS1 and other supply chain stakeholders to ensure that all biomedical devices are universally codes and identified using the new nomenclature system. The system will be technology agnostic and integrate into existing HL7 and IHE compliant hospital IT systems. For information regarding the biomedical knowledge portal, contact Richard Tidman or June MacDonald-Jenkins.

It was suggested that advisory members be invited to the awards ceremony that is held by the Research and Innovation Office each spring. D. Dragomatz suggested that research relating to projects should be promoted to students. Orientation would be an ideal time to mention this to the year 1 students.

7.2 Program Committee Assessment Form

This form was distributed to advisory members to complete.

7.3 Measurement Update

D. Dragomatz provided the following update to the Measurement courses:

- Reference materials and lab hand out sheets have been obtained.
- On-line is being investigated.
- Equipment is starting to be updated, requests for some capital initiated, hand tools have been purchased and repairs to some equipment are complete.
- Lab activities will be looked at going forward.
- The Measurement hours are different in the Program of Studies for the Mechanical Technician-Non-destructive students. The Mechanical Technologists have a broader scope of things relating to measurement and have to know all types of measurement. One member mentioned that the Mechanical Technologists look at the reports whereas the Mechanical Technician operators do not. D. Dragomatz noted that he will be speaking with people from industry about precision measurement and the comparison to the design stream and quality processes.
- D. Collings mentioned that he can provide a contact name if needed for measurement. If software is needed, please contact C. Gillis from the Research and Innovation office.

7.4 Hiring Students

A discussion was held on hiring students and who to contact from the college relating to job placements. One industry representative noted that supply and demand is an issue with jobs. In the past, there had been a one on one relationship with 3 past Mechanical faculty who were the school contacts. It was mentioned that a contact name from the college be given to industry members, as smaller companies do not know who the college contact is. This would also give smaller manufacturing companies an opportunity to work with the college relating to jobs for students. It was noted that it is quicker to call a company as opposed to finding the college website, obtain a number to register and get a login. The dean will look at the Career Services school contact link. This hiring link could be included in the "thank you" letter that M. Green sends out to employers relating to Field Placement. It was noted that LinkedIn is a professional site and it is a good tool to stay in touch with students.

7.5 Review Advisory Membership List

The advisory membership list was reviewed. D. Grenier, M. Ham and M. Kube will be removed from the membership list.

8. Decisions/Recommendations (action items)

- a) Look at suggestions under 6.1 in the minutes such as adding in diversity into the disciplines with multitasking, look at having students design a simple circuit in a mechanical project and have joint projects with Mechanical Technology, Electro-mechanical and the Research Office, create a combination student of electrical and mechanical engineering with electronic electives in year 3.
Action By: K. Zaidman/Faculty, ASAP
- b) Complete the Key Performance Indicator Report card and provide an update at the meeting in November 2011. **Action By:** K. Zaidman/S. Todd, Nov. 2011
- c) Invite Advisory Members to the Research and Innovation Awards Ceremony in 2012.
Action By: J. MacDonald-Jenkins, Spring 2012
- d) Promote projects that the Research and Innovation Office are working on to students.
Action By: Faculty, On-going
- e) Complete the Advisory Committee Assessment form. **Action By:** Advisory Members, ASAP
- f) Visit companies and discuss precision measurement and the comparison to the design stream and quality processes. **Action By:** D. Dragomatz, Spring 2011
- g) Contact C. Gillis if software is needed. **Action by:** K. Zaidman/Faculty, On-going
- h) Review the Hired Career Services school contact website link. **Action By:** S. Todd, ASAP
- i) Remove D. Grenier, M. Ham and M. Kube from the advisory list. **Action By:** L. Dillon, June 2011

9. Future Meeting Date

Tuesday, November 1, 2011, 5:00 p.m.

10 Adjournment

8:00 p.m.

Advisory Committee Membership List

Name	Title	Organization
Committee Position: Committee Chair		
Tina Powers	Student Placement Coordinator and Administrative Assistant to the Director, Research, Knowledge Translation & Academic Development.	Ontario Shores
Committee Position External Committee Members		
Christy Petherick	Medical Assistant	Medical office of Dr. Mike Mitchell-Gill
Ralda Pearce	Information Technology	Lakeridge Health Oshawa
Marilyn Van Eyk	Administrator	Oshawa Clinic
Sue Vandermeer	Medical Assistant	Doctor's office
Gina Loucks		Lakeridge Health Oshawa
Cathy Houthuys		Lakeridge Health Port Perry
Tracy Chancey	HR	Lakeridge Health Oshawa
Committee Position Student Representatives		
Sarah Birch	Year 2, Medical Office Administration	
Committee Position Staff & Faculty Representatives		
Daphne Brussee	Professor	OFMD
Harpreet Kochhar	Program Coordinator	Office Admin
Fran Jeffery	Professor	OFMD
Bev Neblett	Associate Dean	School of Interdisciplinary Studies and Employment Services
Guests in Attendance		
Name	Title	Organization
Donna Boyd	Program Officer	Continuing Education

REPORT PREPARED BY: Daphne Brussee DATE: June 7, 2011

MINUTES REVIEWED BY CHAIR: Tina Powers DATE:

Present: Bev Neblett, Tina Powers, Harpreet Kochhar, Fran Jeffery, Daphne Brussée,
Sarah Birch

Regret(s): Christy Petherick, Ralda Pearce, Sue Vandermeer, Gina Loucks, Cathy Houthuys, Tracy
Chancey, Marilyn Van Eyk

Guest(s): Donna Boyd

1. Welcome and Introductions

Tina opened the meeting and welcomed everyone. Introductions were made around the table.

2. Additions to the Agenda

Terms of Reference

3. Acceptance of the Agenda –

Deferred due to lack of quorum

4. Approval of Minutes

November 2010 minutes will be deferred to next meeting due to lack of quorum.

5. Business/Action Arising from Previous Minutes

No business was carried forward from the previous meeting.

6. Discussion Items

Attendance at Advisory Board meeting has been low overall, quorum was not met for this meeting. A suggestion was made to send a set of questions to members for their feedback on how to improve attendance. It was also suggested to ask members to have an alternate who could attend the meeting in their absence. Terms of Reference regarding attendance needs to be reviewed with absent members.

Suggestion made that students who graduate through Continuing Education should be invited to be a member of the committee, either as past graduate or external member. T. Powers will investigate recruiting from this group for committee membership.

A discussion was held about Meditech software. Meditech does not have the capacity for scheduling; offices are using Microsoft Office for this function.

Difficulties that program has been having with Yorkmed software were discussed. Presently, due to the inconsistent operation of the software, faculty have been demonstrating the software to students, but students do need the hands-on experience in order to effectively develop skill set needed for the field. Research was done to see what software other colleges were using. Mohawk College is using Yorkmed. Sault College is reviewing their options. Fleming College was using Yorkmed but was experiencing many problems, and as a result is now using Meditech.

Another software, Ablemed, which is set up the same way as Yorkmed has been investigated as an alternative option. While the software package appears to offer the students the learning experience that they need, the drawback is the cost of the software at \$27,000, the fact that no other provincial college has any experience with it that we can ask for their feedback on.

6.1 External Membership Information Sharing

Ontario Shores has hired more staff this year than in previous years. Students should be advised to visit the Ontario Shores website www.ontarioshores.ca on a weekly basis for employment opportunities. They are anticipating a number of retirees. Executive students will be able to access these positions as well. The Ministry of Health and Long Term Care will be in the same position.

Lakeridge Health has just hired three graduates. Lakeridge Health posts their vacancy positions on their website and students must apply on-line.

6.2 College/School Update and Program Update

Program Updates

Enrollment Projections

Program enrollment projections for Sept. 2011 are 35 OFMD.

As of June 2, 2011, there are 69 confirmed applicants for the OFMD program. The next important date in the application process when enrollment numbers will be more definitive is when tuition payment is due which will be due by July 4th.

Students will be using Office 2010 as of September 2011. Faculty are being trained through Centre for Academic Faculty Enrichment (C.A.F.E.) during the Spring semester and will be supported by IT should they encounter technical difficulties.

School Updates

Dean

Kevin Baker, new Dean for the School, joined the college April 4th.

College Updates

Enrollment Numbers

The College has an enrollment projection of 10,000 students by 2015. As of September 2nd, the College's enrollment numbers were 7,287. Durham will be launching 12 new programs this coming September.

New Associate VPA position

Mary Blanchard has assumed the role of Associate Vice President of Academics, Academic Planning April 4th.

New Student Services Building

Student Services Building opened for business in the January 3rd and had its Grand Opening March 18th, which featured a 40-person flash mob of Durham College students and employees 'spontaneously' dancing to Katy Perry's hit Fireworks during the ceremonies. The link to watch the flash mob segment: <http://www.youtube.com/watch?v=dTtNsya4UJI>

College Construction

All space vacated by various Student Services are now being renovated into classrooms, faculty office space, and student learning space.

Convocation

Spring Convocation for our School is June 16th at 2 pm.

College Open House

Saturday March 26th from 11 am – 2 pm, DC held its Spring Open House. Faculty and students were on hand to speak with potential students who have been given offers to our programs.

Key Performance Indicators (KPI)

Provincial College 2010 KPIs were released April 2011. Program results are as follows:

Student Satisfaction KPI - 79.4%

Graduate Satisfaction KPI - 84.0%

Employer Satisfaction KPI - 75.0%

Graduate Employment KPI - 68.0%

Graduation Rate KPI - 82.6%

Student Voice

Student committee member has now graduated from the program and is actively seeking full-time employment in the field. Job opportunities that have been sought are asking for coding. A code identifies every illness and every piece of equipment for billing to the government. It is felt that students are missing out on job opportunities because they don't have coding. Suggested that program curriculum be reviewed to see if it is a course that could be offered within the OFMD program. Further discussion continued about other opportunities available to receive this specific training. UOIT has a four year program that is a very extensive, and there could be a possibility of developing a post-graduate certificate around this. There is also a Hospital Information Management certificate program, but one must be working in a hospital for a one year before they can enroll in the program.

Student work placement experience was discussed. Work placement is currently three weeks at the end of the fourth semester. The college would like to increase the placement to six weeks. Students may have more opportunity for in depth projects in the workplace if they are with the same company for a six week placement. It was recognized that this may not be possible in a unionized facility.

Students felt that it would be more beneficial to their learning if Medical Science and Hospital Information were be longer by an extra hour of teaching per week. Trillium has lowered their speed requirement from 60 to 45 to match Durham College requirements.

The academic integrity of the speed drills needs to be closely monitored to ensure student times recorded are actually of the student.

Night School Update

A concern was raised that there is no technical support available for night school as there is for day school, which has impacted on the student learning experience.

7. Other Business**Membership Review**

Membership needs to be reviewed to ensure the representation as outlined in our Terms of Reference is met.

Decisions/Recommendations

- a. Recruiting Continuing Education students for committee membership. (T. Powers)
- b. Review of program courses to see if coding content can be added to curriculum. (D. Brussee)
- c. Research training opportunities available for students to get coding education. (F. Jeffery)

Future Meeting Date

The next meeting will be held on October 18, 2011 and April 17 2012, from 6 to 8 p.m.

Adjournment

The meeting adjourned at 7.45 p.m.

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Shannon LeBel	Sales Coordinator	McGraw-Hill Ryerson
External Committee Member		
Name	Title	Organization
Karin Anstee	Market Centre Administrator	Keller Williams Energy Real Estate Brokerage
Ernie Davies	Manager, Office of Energy Management Program	City of Oshawa
Melissa Duke	Pricing Manager	Gerdau Ameristeel
Christine Flannigan	Customer Relations Manager	Xerox Canada Ltd.
Cindy Fleming		Municipality of Clarington
Anne Greentree	Deputy Clerk	Municipality of Clarington
Allan Hewitt	Manager of Administration	Health Dept., Region of Durham
Karen Hunt	Admin. Assistant	Economic Development & Tourism, Region of Durham
Shannon LeBel	Sales Coordinator	McGraw-Hill Ryerson
Krista McCreary	Admin	Kelly Services
April McRae	Exec. Admin Assistant, Engineering Director	Darlington Nuclear, OPG
Kim Murray	Manager	Manpower Temporary Services
Debbie Nickerson	Manager of Administration	Recreation & Culture, Town of Ajax
Felicea Nobile	Corporate Administrator	Canadian Mental Health Association
Kelly Noyes	Supply Chain & Logistics, Cost Control Clerk	Yellow Pages
Christine Radford	Constituency Assistant for Councilor Ashton	City of Toronto
Catherine Scoleri	Division Director	Office Team – Toronto
MaryJo Sitter	Supervisor, HR	Town of Whitby
CarolAnn Walker	Executive Director	Business Advisory Centre, Durham

Elected Student/Alumni Representatives

Name	Yr/Program/Alumni	
Kinga Koscielska	Alumni	Ministry of Revenue
Melissa Picard	Alumni	UOIT
Lacey Judges	Yr2 OFEX	Current student

Elected Faculty/Staff Representatives

Name	Title	
Sue Dickinson	Professor	Interdisciplinary Studies & Employment Services
Harpreet Kochhar	Professor	Interdisciplinary Studies & Employment Services
Michelle Rivers	Professor	Interdisciplinary Studies & Employment Services

Guests/Unelected Faculty/Staff

Name	Title	Organization
Jenny Dalrymple	Professor/Alumni	Interdisciplinary Studies & Employment Services
Val Gillham	Program Officer	Continuing Education

REPORT PREPARED BY: Ann Conroy

DATE: June 9, 2011

MINUTES REVIEWED BY CHAIR: Shannon LeBel

DATE: September 28, 2011

Present: Sue Dickinson, Bev Neblett, Cindy Fleming for Anne Greentree, Ann Conroy, Shannon LeBel,
Lacey Judges

Regret(s): Catherine Scoleri, Melissa Picard April McRae, Harpreet Kochhar, Kim Murray, Kinga Koscielska, Ernie
Davis, Karen Hunt Melissa Duke, Allan Hewitt

Guest(s): Val Gilham, Jenny Dalrymple

1. Welcome and Introductions

Chair welcomed committee members. Members introduced themselves.

2. Additions to the Agenda

Terms of Reference, item 7.1

3. Acceptance of the Agenda

The Agenda was accept as presented

4. Approval of Minutes

Quorum was not met for the meeting, no decisions will be passed

Approval of minutes from November 4, 2010 were not approved due to not having quorum

5. Business/ Actions Arising from Previous Minutes

6. Discussion Items

6.1 External Membership Information Sharing

There are no new hires at the Municipality of Clarington. There will be no summer hires in any departments in the municipalities this year.

There is one position that will be posted in the By-law office, who needs someone to input the by-laws on laser fiche. This will be used for by-law indexing for research – retrieval system. The skill set is for a librarian.

6.2 School/College and Program Update

Program Updates

Enrollment Projections

There will be two intakes in the 2011-2012 academic year. In September, 35 students will be accepted and in February, and an additional 35 students will be accepted.

As of May 12, 2011, there are 16 confirmed applicants for the OFEX program. Faculty have completed a call campaign to applicants offered acceptance to the program, in order to answer any questions that they may have about the program and help in their decision to accept Durham's offer. The next important date in the application process when enrollment numbers will be more definitive is when tuition payment is due which will be July 4, 2011.

Program

This year, the program initiated changing the field placement from three to six weeks. The feedback from employers on this change has been very positive. The additional three weeks allowed employers to assign students a project to work on for their placement. An employer shared their experience with taking a student for placement for the six weeks. They also felt that it was worthwhile as they got to know the student and their specific skills and strengths which allowed for the student to be assigned to work on and complete two projects.

Students reported that the additional weeks allowed them a fuller understanding of office work, although some students felt the six weeks was too long to work without pay. The program will continue with the six-week placement and elicit feedback from students and employers.

As part of the students' final exit from placement, employers are expected to conduct an exit interview with the students and give them some feedback on their placement. There have been some queries as to what employers should be discussing. Faculty will review the summary and make some suggestions for the employers as on what to discuss with the student.

Placement opportunities for students within the local area was discussed as past data is showing that students of the program prefer to work within the region and don't want to travel into the city. Recently Ernst & Young had internship opportunities in their Toronto office, but no students applied. It was suggested that students may need to be taken on field trips to the city in order to see some companies who can provide placement/employment opportunities to the students. It was suggested that anyone who knows the names of companies who may be interested in taking a placement student, forward the information to the program placement lead.

Employers are still raising concerns regarding the resumes they are receiving from students. Presently students don't address the resume until the 3rd semester of the program in their communication course. There was discussion around introducing resume writing earlier in the student's course of study, probably their Computerized Document Production II course, to show students how to critique and format their resume. It was also suggested that a guest speaker be invited to the class to talk about the different resume styles.

School Updates

Kevin Baker joined the School on April 4, 2011.

The School has been approved to deliver the Library Information Technician Diploma program starting September 2012.

College Updates

Enrollment Numbers

The college has an enrollment projection of 10,000 students by 2015. As of September 2nd, the College's enrollment numbers were 7,287. Durham will be launching 12 new programs this coming September.

New Associate VPA position

Mary Blanchard has assumed the role of Associate Vice President of Academics, Academic Planning on April 4, 2011.

New Student Services Building

Student Services Building opened for business on January 3, 2011 and had its Grand Opening on March 18th featuring a 40-person flash mob of Durham College students and employees ' spontaneously dancing to Katy Perry's hit Fireworks during the ceremonies.

College Construction

All space vacated by various Student Services is now being renovated into classrooms, faculty office space, and student learning space.

Convocation

Spring Convocation for our School is June 16 at 2 p.m.

College Open House

Saturday, March 26th from 11 a.m. to 2 p.m. Durham College held its Spring Open House. Faculty and students were on hand to speak with potential students who have been given offers to our programs.

Key Performance Indicators (KPI)

Provincial College 2010 KPI's were released April 2011. Program results are as follows:

Student Satisfaction KPI – 77.4%

Graduate Satisfaction KP – 66.7%

Employer Satisfaction KPI – 100%

Graduate Employment KPI – 52.9%

Graduation Rate KPI – 84.2%

6.3 Continuing Education Update

Courses of the Office Technology certificate delivered through CE will be looked to see if there are some equivalents to the Office Administration – Executive courses, which will give students some flexibility on picking up courses that they may have missed through the day program cycle.

6.4 Student Voice

Students shared their placement experiences and felt that the six weeks was worthwhile in formalizing the classroom learning.

Students would like an opportunity to update their resume after the placement and add the skills they have learned. S. Dickinson will look at booking a computer lab and inviting students to come back to work on their resumes. It was suggested that students be made aware of Hired Career Services being available for students one year after graduation. They should also be invited to visit the first and second year classes to let students know of their services.

7. Additional Agenda Items

7.1 Terms of Reference

At the Fall meeting, Terms of Reference will be reviewed to look at external membership. A current student for the year 2 cohort needs to be identified for the next academic year.

A recommendation was made to move the time of the Spring meeting to April, in order to give faculty an opportunity to incorporate any meeting decisions/recommendations into course outlines that are revised for the following academic year in the May/June period.

Decisions/Recommendations (action items)

Employer names who are interested in taking a field placement student to be forwarded to field placement contact. (all members)

Identify year 2 OFEX student from 2011-2012 academic year to be a member of committee. (OFEX faculty team)

Future Meeting Date

October 27, 2011, 6.00 p.m.

Adjournment

The meeting adjourned.

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Roger Chiasson	Director of Animation	Yowza Animation
Heather Walker	Head of Business Development	Yowza Animation
External Committee Member		
Clement Chan	Freelance Animator	9 Story Entertainment
Andrew Farrell	Animator	Mr. X Studio
Scott Heatherley	Animator	Toon Box Entertainment
Jason McKenzie	Animator	Starz Animation/Arc Productions
Andrew Parnell	Animator	Pipeline Studios
Elected Student/Alumni Representatives		
Vincent Bui	3 rd Yr. Animation	Durham College
Jessica Gibbons	2 nd Yr. Animation	Durham College
Angelina Mazzocchi	Alumni, Animation	Durham College
Melissa Wang	3 rd Yr. Animation	Durham College
Elected Faculty/Staff Representatives		
Gary Chapple	Professor	School of Media, Art & Design
Chris Gould	Coordinator	School of Media, Art & Design
Greg Murphy	Dean	School of Media, Art & Design
Guests/Unelected Faculty/Staff		
Isabelle Beaudoin	Professor	School of Media, Art & Design
Peter Hudecki	Professor	School of Media, Art & Design
Edin Ibric	Professor	School of Media, Art & Design
Jeremiah Seiden	Professor	School of Media, Art & Design

REPORT PREPARED BY: Alanna Desaillier

DATE: June 9, 2011

MINUTES REVIEWED BY CHAIR: Heather Walker

DATE: June 16, 2011

Present: Vincent Bui, Gary Chapple, Roger Chiasson, Andrew Farrell, Jessica Gibbons, Chris Gould, Peter Hudecki, Angelina, Mazzocchi, Heather Walker, Melissa Wang

Regret(s): Isabelle Beaudoin, Clement Chan, Edin Ibric, Sandra Meader, Greg Murphy, Andrew Parnell, Jeremiah Seiden

1. Welcome and Introductions

- H. Walker welcomed members of the committee and had a round table introduction.

2. Additions to the Agenda

- Program moving towards a 2 + 1 model.
- How to better prepare our 3rd year students for industry.
- Marketing and Advertising of the Program.
- Screening

3. Acceptance of the Agenda

- The agenda was accepted with the noted additions. C. Gould accepted; H. Walker seconded.

4. Approval of Minutes

- The October 25, 2010 minutes were approved. C. Gould accepted the minutes and H. Walker seconded.

5. Business/ Actions Arising from Previous Minutes

- I. Beaudoin has been tasked with finding 3D models to be used within the program.
- Life drawing has been implemented by the creation of Concept Art in year three. Students also have the option of running an extracurricular life drawing class outside of regular class time. J. Seiden and R. Pace have met to discuss the drawing components of the curriculum.
- Pipeline should be introduced in year three. This means animation pipeline and is a valuable part of preparing the students for immediate industry work.

6. Discussion Items

6.1 External Membership Information Sharing

- There was a discussion on the number of portfolios presented and the appropriateness of the venue for the end-of-year screening. It was suggested that students develop a handout to give to externals. A "calling card" could be created in the Presentation Techniques course. The screening time of 5 p.m. was difficult for industry members to attend. A start time of 6:30 or later would be better, with a Toronto location.
- It was suggested that the marketing of the program be reviewed. Editorial is free publicity, mainstream and industry specific. Issue press releases to industry publications such as TBI, C21, Kidscreen, AWN, World Screen, and Toon Boom – There is a need to explore policies around supplying releases to industry publications.
- Mipcom world's largest TV market, Toon Boom will be at this festival and Toon Boom has a quarterly publication that is distributed. The Animation program could be included in this publication. We should be linked to Toon Boom's website.
- Marketing and Publicity need to be defined. H. Walker has offered her assistance in editorial publicity.
- Where do our students come from? The majority are from Durham Region catchment. Strong editorial could extend this into international industry.
- Needs to be a greater focus on 2D and 3D Animation

- Strive for the ability to compete internationally. There needs to be more focus on graduating “designers”. Creating a third year with a design focus needs to be explored.
- Animation is coming back even stronger, animation curriculum can be too broad and needs to focus on what fits the project and client.
- One of the most important points – stress that the students mingle more with the external members at the screening. They need to sell themselves more.
- Invite more industry people out to the College for tours and class visits to extend the local visibility.
- There is an issue with work ethic, attitude, and problems with work hours among our graduates. Not enough sharing of information with the students. Team work needs to be emphasized more. The idea of “pipeline production” also needs to be emphasized more.
- A Mentor character rig that can define DC needs to be explored. Creates an Identity for DC.

6.2 College/School Update and Program Update

- Enrollment numbers are higher this year than last; but still lower than where they should be.
- Substituting projects between modeling and animation will be introduced this year in the curriculum.
- First cohort will graduate this year with the 2-year diploma and a 3 year diploma.
- VFX program will start in September 2011; this will help students who wish to explore more digital effects.
- Some of our graduates have gone on to work in the gaming industry. The curriculum allows for a general overview.
- A discussion around post-graduate course ensued. Working outside Canada is not possible with only a 2-year diploma, unable to get a work visa. The importance of a three-year program was stressed. The idea of specialization was also stressed.
- The idea of being competitive with Sheridan and their degree program needs to be explored.
- A discussion around adding a year to the POS, making it a 4-year program, introducing production would be an asset. A proposal to make a business course a Gen Ed should be explored.

6.3 Continuing Education Update

- K. Doyle-Brownell our student Liaison has worked with our Continuing Education Officer, S. Meader to offer classes this spring who were not successful. These courses will allow these students to go on into the next year.
- A. Mazzocchi spoke about the work she is undertaking with the Summer Shorts program.

6.4 Student Voice

- C. Gould asked the students if adding a life drawing class in semester six would be beneficial. This would mean taking away hours from another semester. This will be discussed at the program level at the Program of Studies meeting in late June.
- The students felt that having life drawing only once a week is not enough, they would like to see more introduced. Not enough variation in models was noted. R. Chiasson suggested having the models dress in costume would allow more gesture drawing, which is the most critical. This is also stressed for CGI.
- Introduction of more hyper-realism animation should be explored.
- The idea of exiting after 2 years is not recommended as there should be an introduction of the year three curriculum in year two.
- More 2D animation in year two. This was seconded by the external members.
- More 2D could be introduced in year two in the performance or Illustration class.
- Specializing before year three was noted as important to the students.
- V. Bui asked the external members if they would prefer a theatre type setting for the screening. This was very well received. Explore using TIFF for the screening.
- Melissa asked what will be happening with the lack of lab space when VFX starts in September.

7. Decisions/Recommendations (action items)

- Look at Lab Space, and scheduling. **ACTION BY: Dean and Program Team**
- Recommend increasing the quality of our marketing strategies. **ACTION BY: G. Murphy and program team.**

- Recommend an evaluation of third year. **ACTION BY: Program Team**

8. Future Meeting Date

- October 27, 2011

9. Adjournment

- 3:00 p.m.

Advisory Committee Membership List

Name	Title	Organization
Committee Chair Bhamini Chiekrie	Branch Manager, Materials & Testing	Acuren Group Inc.

External Committee Member

Name	Title	Organization
Jean Beharrell	Human Resources Manager.	Ontario Power Generation
Alex Iorgu	NDT Inspector	Toronto Transit Commission (TTC)
Dave Mennie	Residential Inspector	Bruce Power
Steve Simpson	NDE Manager	Intech International Inc.
Clair Sigus	Field Technician	Intech International Inc.

Elected Student/Alumni Representatives

Name	Year/Program/Alumni
Shawn Axhorn	Year 2/Non-destructive

Elected Faculty/Staff Representatives

Name	Title	
Sue Todd	Dean	Durham College
Katy Zaidman	Coordinator/Professor	Durham College
John Zirnheldt	Professor	Durham College
Mike Trelinski	Senior Technical Expert	Ontario Power Generation

Guests/Unelected Faculty/Staff

Name	Title	Organization
Linda Dillon	Administrative Coordinator	Durham College

REPORT PREPARED BY: Linda Dillon

DATE: October 17, 2011

MINUTES REVIEWED BY: Susan Todd

DATE: October 25, 2011

Present: S. Axhorn, C. Sigus, S. Simpson, S. Todd, K. Zaidman

Regret(s): J. Beharrell, B. Chiekrie, A. Iorgu, D. Mennie, M. Trelinski, J. Zirnhelt

Guest(s): L. Dillon

1. Welcome and Introductions

K. Zaidman welcomed members to the meeting.

2. Additions to the Agenda

None.

3. Acceptance of the Agenda

Accepted.

4. Approval of Minutes

The minutes of September 30, 2011 were approved.

5. Business/ Actions Arising from Previous Minutes

The following update was provided:

Internship – Since the new format of Internship has been introduced into the Non-destructive program, the market has turned over in a more positive direction.

Key Performance Indicators – The data on students not receiving feedback on time from professors is being investigated further to see exactly what the student feedback meant in relation to part of the KPI improvement action plan.

Communication Courses – Some courses are being revamped to assist students better with resumes and job interviews.

Action List – The list was updated to reflect completed outcomes.

6. Discussion Items

6.1 External Membership Information Sharing

N.A.

6.2 College/School Update and Program Update

CINDE - K. Zaidman announced that she is the new treasurer for the Canadian Institute for Non-destructive Evaluation (CINDE) - Ontario chapter.

Program of Studies – Electrical Control Fundamentals has been added with AC/DC in motor controls.

Internship has been implemented to replace the previous Co-op semesters.

6. Discussion Items (Cont'd)

College/School Update and Program Update

Co-op – The co-op semester has been eliminated due to the higher numbers of students who went out on co-op in the January semester. K. Zaidman noted that not as many co-op positions were available to students due to companies subcontracting less with lower outages. Co-op has been replaced with Internship for a 4 month term or for an entire academic year.

Degrees – K. Zaidman mentioned that 2 universities offer minor degrees in Non-destructive Evaluation. One industry member thought that the school should continue to investigate degree opportunities. It was noted that quorum for meetings is needed to move forward with any suggested degree ideas.

Enrolment – K. Zaidman reported that 36 seats are available for students starting in fall 2011. 22 students have applied to date. Numbers are a little soft at the moment. Numbers could be lower due to the change in co-op positions. It was mentioned that this will be the first cohort that will not have a spring/summer semester of classes due to the elimination of the co-op semester. It was noted that we should be looking at the program and marketing it differently to bring in more students. K. Zaidman will obtain a list of applicants for fall 2011 from the Admissions Office and follow-up by phone and email.

Key Performance Indicator Information

This Key Performance Improvement Plan is being worked on now and will be ready for fall 2011. An update will be provided at the fall 2011 meeting.

6.3 Continuing Education Update

NA.

6.4 Student Voice

The student representative noted the following:

Textbooks - The cost of textbooks is a big issue for students. S. Simpson noted that he will email K. Zaidman a list of recommended textbooks for the Library.

Compressed Semester - Students feel rushed with the compressed semester.

AutoCAD - Students are wondering why they do not take an AutoCAD course. It was noted that the Non-destructive learning outcomes may not include AutoCAD. AutoCAD modules are offered to students through the Continuous Learning Department at night and could enhance a NDE diploma.

Equipment - There is a shortage of equipment in the Non-destructive lab (6 machines to 20 students), Eddy Current has sufficient equipment for students.

Additional Lab Time - More lab time availability would benefit students to allow them to do review and practice. K. Zaidman noted that a set of instruments and probes is available to students before any NDE exam. The process is that students email K. Zaidman prior to needing equipment.

S. Simpson noted that he has offered workshops as well before examinations. K. Zaidman reported that additional lab time could be looked at with a possible technician presence in the lab.

Non-destructive Tests - It is expensive to write the non-destructive tests outside the college.

7. Additional Agenda Items

7.1 Applied Research Update

Funding is available for small to medium sized companies. Projects such as a two-axis solar tracking system, pool debris skimmer, rapid prototyping, testing process on circuit boards have been completed. A Biomedical knowledge portal project is also underway. This project is supported by both provincial and federal monies and is a project that is focused on an integrated approach to biomedical device maintenance management. The goal is to standardize the processes in collaboration with the GMDN, GS1 and other supply chain stakeholders to ensure that all biomedical devices are universally coded and identified using the new nomenclature system. For information regarding the Biomedical Knowledge Portal, contact Richard Tidman (richard.tidman@durhamcollege.ca) or June MacDonald-Jenkins (june.macdonald-jenkins@durhamcollege.ca).

On representative from industry mentioned that there is nothing available in the area of Non-destructive Evaluation. S. Simpson raised a concern about I.P. A meeting will be set up with June MacDonald-Jenkins relating to projects and funding through the Research and Innovation Office in fall 2011.

7.2 Advisory Committee Assessment Form

This was distributed to members to complete.

8. Decisions/Recommendations (action items)

1. S. Simpson to email K. Zaidman a list of recommended textbooks for the College Library reference section. **Action By:** S. Simpson, ASAP
2. K. Zaidman to obtain a list of applicants from the Admissions Office and follow-up by phone and email to the students. **Action By:** K. Zaidman, June 2011
3. Provide an update on the Key Performance Indicator Action Plan in the fall 2011 meeting.
Action By: K. Zaidman, Fall 2011
4. Look at additional lab usage time for students which might include a possible technician presence.
Action By: K. Zaidman, ASAP
5. Invite J. MacDonald-Jenkins to the fall 2011 advisory meeting to discuss projects and funding through the Research and Innovation office. **Action By:** L. Dillon, Fall 2011

9. Future Meeting Date

December 6, 2011, 4:00 p.m.

10. Adjournment

4:40 p.m.

Advisory Committee Membership List

Name	Title	Organization
Committee Position: Committee Chair		
Drew Phillips	Supervisor – Operational Excellence	IESO
Committee Position External Committee Members		
Todd Brillinger	COE	Eastern Power Limited (EPL)
Deb Carey		Power Workers Union (PWU)
Lori Cater	HR Specialist	Cameco
Peter Collins		OPG
Greg Cornett	Manager	OPG
John Gore		OPG
Dennis Petras		OPG
Leon Simeon	Instructional Technologist	OPG
Jeff Wodzak	Field SOS	OPG
Rob Templeton	SECT Manager Training	OPG
Committee Position Student Representatives		
Sarah Dennis	Year 2, Power Engineering Technician	
Committee Position Staff & Faculty Representatives		
David Beals	Program Coordinator	Power Engineering Technician
Darrin Caron	Principal/Dean	School of Skilled Trades, Apprenticeship and Renewable Technology
Sue Moore	Manager, Academic Operations	School of Skilled Trades, Apprenticeship and Renewable Technology
Guests in Attendance		
Name	Title	Organization
Jana Forsyth	Employment Advisor	Durham College
Mike Gambier	Faculty	Durham College

REPORT PREPARED BY: Mary Pearce

DATE: July 7, 2011

MINUTES REVIEWED BY Drew Phillips

DATE: September 21, 2011

Present: David Beals, Todd Brillinger, Drew Phillips, Rob Templeton, Jeff Wodzak, Sue Moore, Norm Fenton, Sarah Dennis

Regret(s): Deb Carey, Dennis Petras, Peter Collins, John Gore, Lori Cater, Greg Cornett, Donna Grylls,

Guest(s): Jana Forsyth, Mike Gambier

1. Welcome and Introductions

Welcome to Sarah Dennis, second year Power Engineering student

2. Additions to the Agenda

No additions noted

3. Acceptance of the Agenda

Agenda accepted by members

4. Approval of Minutes from May 2010

Minutes approved by members

5. Business/Actions Arising from Previous Minutes

- 5.1. Formal request for an OPG tour – Norm Fenton – Tour completed June 27th, 2011
- 5.2. Distribute program of study to PAC Members – complete January 2011
- 5.3. All employer advisory committee representatives should be invited to come to address students regarding employment expectations – to be addressed in the fall semester
- 5.4. Contact the members to invite as guest speakers – IESO and OPG addressed students
- 5.5. Set up tours for Cameco and Eastern – IESO tour took place in Spring 2011

6. Discussion Items

6.1. External Membership Information Sharing

- Drew Phillips – coop available – timing not in sync with DC semesters – still hiring to control room
 - 6.1..1. Drew to check with his HR to see about the coop
- Todd Brillinger – some eligible to retire but not replacing at the same rate
 - 6.1..1. Looking for 15 operators for the new facility, 16-18 months from now
- Rob – OPG Darlington – Durham interns at course FLM – impressed with DC interns' communication skills successful at writing FT tests
- Jeff Wodzak – OPG Pickering – 20 internship interviews of the 80 from DC – impressed with DC interns – internship offers greater opportunity for permanent hire – internships also available for Electrical and Mechanical Technician – Maintenance & Control

6.2. College, Program and School Updates

- Phase 2 completed – HVAC and carpentry lab
- Phase 3 – horticulture and culinary in the new building of phase 3
- Full service campus – student services, Centre for Students with Disabilities, etc.
- New equipment – bits and pieces for boiler, generator, obstacle for boiler – hire an engineer to meet TSSA requirements

6.3. Continuing Education Updates

No updates to report

6.4. Student Voice

Sarah is a first year Power Engineering student, with a degree in Psychology from University of Guelph. Sarah worked at Bruce over the summers which created interest in power engineering. She felt the program was what she expected although felt that a guest speaker in the fall would help to meet the timeline for summer employment opportunities and show students other companies (outside of OPG) where students can gain employment.

7. Additional Agenda Items

7.1. Research Update

- ORSI unable to attend
- Norm Fenton gave a brief description of what the research projects are – a place for people to develop their ideas

7.2. Strategy Discussion for PAC

- Search for new chair – Drew Phillips retiring in a year
- Eastern needs licensed operators with steam time
- Georgian and St. Clair students are getting summer jobs even if it is non-paid (volunteer)
- DC students have trouble getting jobs offering steam time due to lack of DC Accreditation with TSSA
- In order to pursue employment in areas other than OPG our students need steam time which requires a dedicated boiler

7.3. Dave Beals and Mike Gambier discussed the recent program mapping and future plans

- Start reworking the whole program - title to match the content,

7.4. Future meeting times

- Evening meeting times not preferred due to personal schedules of industry members
- All want status quo

7.5. Industry participants

- Dave Beals to connect with current members to get new PAC members

8. Decision/Recommendations (action items)

- 8.1. The purchase of a program dedicated boiler as recommended by Eastern Power, IESO, and OPG - vote on boiler unanimous

9. Future Meeting Date

- Early November 2011

10. Adjournment

- Meeting adjourned at 1:40 pm

Power Engineering Technician Program Advisory Committee Action Log

NEW Action Items from June 9, 2011 Meeting

	Action Item	Date	Responsible	Outcome
1.	Boiler as recommended by Eastern Power, IESO, and OPG			
2.				
3.				
4.				
5.				

Action Items from October 20, 2010 Meeting

	Action Item	Date	Responsible	Outcome
1.	Formal request for a tour directly to Rob Templeton (OPG)	January 2011	Norm Fenton	Requested - not yet scheduled
2.	Send out program of study	January 2011	Mary Pearce	Sent January 11, 2011 with minutes
3.	All employer advisory committee representatives should be invited to come to address students regarding employment expectations	April 2011	Dave Beals	OPG addressed 2 nd year students. Cameco invited – not able to schedule time. No current employment opportunities with Eastern Power IESO spoke to students when in as a guest speaker.
4.	Contact the members to invite as guest speakers	April 2011	Dave Beals	Drew Phillips (IESO) addressed the students Kirk Gowdy (OPG) addressed 2 nd year students Cameco contacted unable to schedule for winter semester
5.	Set up tours for Cameco and Eastern	April 2011	Jana Forsyth	Tour of IESO conducted in lieu of Cameco

Advisory Committee Membership List

Name	Title	Organization
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Committee Chair

William Hineman	Service Tech, Installation Eng.	FANUC Robotics Canada
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External Committee Member

Name	Title	Organization
Kevin Austin	Senior Controls Designer	General Conveyor Company
Jason Brown		Westburne Ruddy Electric
Luke Carson	Plant Engineering	Lear
Richard Dilane	District Supervisor Plant Info	Regional Municipality of Durham
Lynne Everson	Regional Automation Mgr.	Westburne Ruddy Electric
Willy Forstner	Regional Manager	FESTO
Darren Galbraith	Controls Engineer	Belden Cables
Enrico Grisafi	PLC System Analyst	LCBO
Eric Guertin	Controls Integration	Autodyne Machinery Inc.
William Hineman	Service Techn./Engineer	Fanuc Robotics Canada Ltd.
George Jorjani	Project Engineer	Gerdau Ameristeel
Shawn MacDonald	Account Manager	Rockwell Automation
Mike Mokros	Power/Control Area Mgr.	Rockwell Automation
Jna Ploszaj	Electrical Eng. Manager	Howard Marten Company
John Quarrie	VP-General Manager	General Conveyor Company
Steve Szuhai		Synergex Control Automation
Bob van den Berg	Product Manager	Wainbee Canada Ltd.
Stephen Webster	Electrical Eng. Manager	Howard Marten Company

Elected Student/Alumni Representatives

Name	Year/Program/Alumni	
Doug Butterfield	Year 1, Electro-Mechanical	School of Science & Engineering Technology
Clinton Dorssers	Year 3, Electro-Mechanical	School of Science & Engineering Technology

Elected Faculty/Staff Representatives

Name	Title	
Brent Brooks	Professor	School of Science & Engineering Technology
Beau James	Professor	School of Science & Engineering Technology
Pravin Patel	Professor	School of Science & Engineering Technology
Sue Todd	Dean	School of Science & Engineering Technology

Guests/Unelected Faculty/Staff

Name	Title	Organization
Linda Dillon	Admin. Coordinator	School of Science & Engineering Technology

REPORT PREPARED BY: Linda Dillon

DATE: October 17, 2011

MINUTES REVIEWED BY: William Hineman

DATE: October 26, 2011

Present: B. Brooks, D. Buttefield, C. Dorssers, S. Webster, W. Hineman, B. James,
P. Patel, S. Todd, B. van den Berg, S. Webster

Regret(s): K. Austin, J. Bowen, L. Carson, R. Dilane, E. Guertin, L. Everson, W. Forstner, D. Galbraith,
E. Grisafi, G. Jorjani, M. Mokros, J. Ploszaj, J. Quarrie, S. MacDonald, S. Szuhai

Guest(s): L. Dillon

1. Welcome and Introductions

W. Hineman welcomed members to the meeting.

2. Additions to the Agenda

The following item was added under 7.2:

7.2 Key Performance Indicator Report (KPI)

3. Acceptance of the Agenda

Accepted.

4. Approval of Minutes

The minutes of March 10, 2011 were approved by S. Todd and seconded by B. James.

5. Business/Actions Arising from Previous Minutes

5. Further discussion needs to take place with the faculty group on C Programming, Microprocessors. Dynamics of Machines and Manufacturing Sciences courses. S. Todd will speak with R. Eustace regarding the Manufacturing Sciences (regarding teaching basic tools) course so that the curriculum issues can be finalized.

It was suggested that the Electro-mechanical faculty start with a mini program mapping exercise with the Mechanical faculty in the fall of 2011. S. Todd recommended that an audit with the program standards be completed, then meet with the Mechanical faculty and complete the required changes to curriculum. The history of Fluid Mechanics was discussed. It was noted that Fluid Mechanics is not included in the Program of Studies for 2011-2012.

Manufacturing Processes – S. Todd noted that an engineer has been hired to teach this course for September 2011 to be more valuable to all students. The revised Manufacturing Processes course outline was distributed.

Industrial Controls I and II – Look at including wiring. S. Todd and B. Brooks will look at this and review costing. The following was suggested:

- Do a wiring panel for wiring (intellectual property) in Industrial Controls
- Design a power circuit

Pathways

It was mentioned that there is a good relationship that exists with Lakehead University. A bridge is being created for the Electro-mechanical program for an Electrical degree at Lakehead. This would enable year 3 Electronic Technology graduates to bridge into year 3 at Lakehead. In the Electro-Mechanical program, graduates would get credit for year 1 only. S. Todd will check the Lakehead agreement and contact the dean at Lakehead for further discussion.

6. Discussion Items

6.1 Applied Research Update

S. Todd noted that the Office of Research and Innovation partners with small to medium sized companies and helps with the commercialization of real business partners. Different funding models are available through CONII, FEDDEV and NSERC. B. Brooks and B. James have been involved in research projects for students, giving some students an opportunity to do a Field Placement, and this has been a strong focus for the college. Projects such as a two-axis solar tracking system, pool debris skimmer, rapid prototyping, testing process on circuit boards have been completed. In the area of Biomedical, a Biomedical knowledge portal project, which is supported by both provincial and federal monies is a project that is focused on an integrated approach to biomedical device maintenance management. For further information, please contact June MacDonald-Jenkins (june.macdonald-jenkins@durhamcollege.ca).

6.2 External Membership Information Sharing

S. Todd noted that there are changes in regulations in credentials. Information will be provided to advisory members through email. Certified Engineering Technicians and Technologists (CET's) and credentials are more important, and we have to prove that students are not getting jobs without with a CET designation. One student representative noted that 90% of the students saw no reason to become a CET and mentioned that employers will have to insist on getting CET designation before people will get it. Two industry members noted that if a program is accredited internationally, it gives people an opportunity for international work. D. Butterfield suggested that students need to be informed through the association he has created. It was mentioned that students are told about the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) tests when the school is informed of the dates from OACETT.

6.3 College/School/Program Update

Pathways

It was mentioned that there is a good relationship that exists with Lakehead University. A bridge is being created for the Electro-mechanical program for an Electrical degree at Lakehead. This would enable year 3 Electronic Technology graduates to bridge into year 3 at Lakehead. In the Electro-Mechanical program, graduates would get credit for year 1 only. S. Todd will check the Lakehead Agreement and contact the dean at Lakehead for further discussion.

Instrumentation Controls I and II

B. Brooks and B. James distributed a handout and provided the following update:

- There are gaps in the Calculus course and students need to do additional calculus
- Thermodynamics and Physics (chemistry and chemical reactions, calibration and instrumentation)
- Process Controls is not included in the Ministry standards for Electro-Mechanical, but it is included in the Electronics Ministry standards
- There is a space concern for the 5 trainers
- Chemical, Mechanical and the Water Quality programs can all use the trainers

6.3 College/School/Program Update

Instrumentation Controls I and II (Cont'd)

The following was suggested:

- Make a presentation to the Electronic Technology faculty in the fall and open it up to the school for an overview
- Do a Calculus presentation to year 3 students
- Invite R. Forest and someone from Ontario Power Generation to be on the Advisory Committee
- The service equipment and manpower is on board already
- S. Todd committed to more equipment to support the program

Fluid Power I and II Update

It was mentioned that M. Jelavic is adding design content and a lab report to Fluid Power. S. Todd will discuss this with M. Jelavic. The following was suggested:

- Obtain 5 units and possibly create a temperature module
- Lab View – Controls can be added to a new piece of equipment
- A design and troubleshooting component has already been requested

Feedback from the Board of Governor/Advisory Chair Meeting

This document was distributed to committee members for review.

6.4 Student Voice

- Regulations and Credentials – 90% of the students saw no reason to become a Certified Engineering Technician/Technologist (CET) and mentioned that employers will have to insist on getting CET designation before people will get it. Refer to number 6.2 for other comments.
- Students struggled and did not take advantage of tutorials, tests reviews etc. for extra help.
- D. Butterfield has created a new Electro-mechanical Association for students who will assist with open houses, guest speakers etc.

7. Additional Agenda Items

7.1 Program Advisory Assessment Form

This form was distributed to members to complete.

7.2 Key Performance Indicators (KPIs)

P. Patel noted that this survey is mandated by the Ministry and went over the survey results. He noted that results are sent to the college usually in May of each year on student, graduate and employer satisfaction. The Electro-mechanical program is above the system average in student and graduate satisfaction. A Key Performance Action Plan will be completed in the Employer satisfaction area for continuous program improvement. Members will be updated on the KPI Action Plan in the January 2012 meeting.

B. James noted that he is working with the Admissions Office on new student recruitment strategies such as more dynamic, real world program pictures that include program links.

Electro-Mechanical-Mechtronics Program Advisory Committee
School of Science and Engineering Technology
Minutes of June 14, 2011

8. Decisions/Recommendations (action items)

1. The Electro-mechanical faculty need to complete a mini mapping exercise and then meet with the Mechanical faculty and implement required curriculum changes to programs.
Action By: Electro-mechanical/Mechanical Faculty, ASAP
2. S. Todd to discuss adding design content and a lab report to Fluid Power with M. Jelavic.
Action By: S. Todd, ASAP
3. Look at including wiring in Industrial Controls I and II and complete costing.
Action By: B. Brooks/S. Todd, ASAP
4. S. Todd to provide changes in regulations in credentials to advisory members through email.
Action By: S. Todd, ASAP
5. S. Todd to check the Lakehead University Agreement and contact the dean at Lakehead for further discussion on the Electro-mechanical graduates obtaining credit for year 1 at Lakehead.
Action By: S. Todd, ASAP
6. Do a presentation to the Electronic Technology faculty on Instrumentation I and II and open it up to the school faculty for an overview. **Action By:** P. Patel, ASAP
7. Do a presentation on Calculus to year 3 students. **Action By:** P. Patel, ASAP
8. Invite R. Forest and a representative from Ontario Power Generation to sit on the Electro-mechanical Advisory Committee. **Action By:** S. Todd/P. Patel, ASAP
9. Discuss the Key Performance action plan in the winter 2012 Advisory Meeting.
Action By: P. Patel, Jan. 2012.

9. Future Meeting Date

Tuesday, January 24, 2012

10. Adjournment

9:00 p.m.

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Carol Smith	Veterinary Technician	East Oshawa Animal Hospital
External Committee Member		
Morgan Jarvis	Owner/Operator	Super Dog Central Inc.
Carol Smith	Vet Technician	East Oshawa Animal Hospital
Anna Lambert		Country Lane Pet Resort and graduate
Leah Spiering	Vet Technician	Veterinary Emergency Clinic South
Dawn Piels Markovich	Clinical Product Specialist	Benson Medical
Megan Koressis	Vet Technician Manager	Yorkwood Veterinary Clinic
Lori Martel	Sales Representative	BorderLink Veterinary Supplies
Dawn Erikson	Reg. Vet. Technician	Midtown Animal Hospital
Elected Student/Alumni Representatives		
Stefanie Bond	Student 1 st year.	
Kaitlin Lazelle	Student 1 st year.	
Trisha Boyer	Student 1 st year	
Elected Faculty/Staff Representatives		
Kevin Baker	Dean	
Bev Neblett	Associate Dean	
Robin Voisey	Faculty	
Vicki Heenan	Faculty	
Guests/Unelected Faculty/Staff		
Ann Conroy	Admin. Coordinator	

REPORT PREPARED BY:

Bev Neblett

DATE: June 28, 2011

MINUTES REVIEWED BY CHAIR:

Carol Smith

DATE:

Present: Robin Voisey, Keri Semenko, Leah Spiering, Lori Martel, Bev Neblett, Carol Smith, Anna Lambert, Dawn Piels Markovich, Megan Koressis, Dawn Erikson

Regret(s): Morgan Jarvis, Vicki Heenan, Ann Conroy, Kevin Baker

Guest(s):

1. Welcome and Introductions

Bev Neblett welcomed everyone to the second Advisory Board meeting. Introductions were made around the table.

2. Additions to the Agenda

Terms of Reference

3. Acceptance of the Agenda

Proposed by: K. Semenko

Seconded by: B. Neblett

4. Approval of Minutes

Correction to 6.4, third paragraph should read. Equine massage therapy would be interesting. There are opportunities for canine and equine massage in Canada.

Correction and approval of minutes was approved.

Proposed by: B. Neblett

Seconded by: A. Lambert

5. Business/ Actions Arising from Previous Minutes

- V. Heenan was not in attendance to give an update on the creation of a booklet of student resumes that could be used when potential employers are calling to recruit graduates. This will be brought forward at the next meeting.
- Six additional external members have joined the committee. There are still a few more to be recruited and will join the committee at the fall committee.
- To address the competition for field placement opportunities with high school students, field placement will now occur over a 4 week span at the end of the 2nd semester. Students are expected to complete 2 weeks. More marketing needs to be done to increase awareness to employers within the college catchment area to take our students for field placement.

6. Discussion Items

6.1 External Membership Information Sharing

- Field Placement – while it is not compulsory to have this component in a certificate program, it is felt to be an important component of the program. As there are three other colleges that also offer a one year Animal Certificate program certificate program and have access to a full working veterinary hospital due to them also having a Veterinary Technician program, it was felt that a field placement in the program is necessary in order to stay competitive with these other programs. Committee

members were in agreement that a field placement component is an added value to the program as it allows for students to apply their theoretical academic learning. Discussion around an oversaturation issue that occurred this past year and how to address for future years. For the 2011/2012 year, students will stagger their two week 50 hour placement over a one month period at the end of their 2nd academic semester.

- Discussion around the program name being changed to its Ministry approved name of Animal Care in order to project the scope of this entry level certificate program, and also align for the development of other new programs within the field of animal sciences. Committee will consider this further and respond back with their thoughts and rationale.
- Discussed ways to how students could enhance and document their skills development. Implementation of a Skills Portfolio was suggested by as a means to do this. Students would complete a portfolio while participating in volunteer hours in a variety of facilities over their two semesters of studies. Two to three key skills could be captured from each course, and applied to the list of skills required. Committee members have samples of such portfolios that their placement students have used while at their organizations. It was suggested that they bring some to the next meeting for review and further discussion.
- On-line veterinary computer software was suggested as being added to the curriculum. Discussion revolved around this being a specialized component specific to veterinary clinics and not all students of the program go into a veterinary setting. As the program outcomes are broadly related to the field of basic animal care, it was suggested that we look at a more generalized means to address this and also wait to see what comes out of the program review later this year.
- Industry representatives were called on for their expertise and invited to come to the classroom to demonstrate the use and maintenance of equipment such as the autoclave, anesthetic machines, intravenous pumps, etc.

6.2 College/School Update and Program Update

Program Update

40 students were enrolled in the program. 38 students have completed all program requirements to graduate at the Convocation ceremonies June 16, 2011. This year's class had more students with some post secondary education as well as university graduates.

The program is going under program review in the 2011/12 academic year. The program mapping process that looked at our curriculum sequencing, and gaps/overlaps in addressing the program vocational outcomes was completed Spring 2010. An external focus group as well as a student focus group will occur in the fall. The program team will complete a SWOT analysis based on the findings of the focus groups and curriculum mapping exercise and then make recommendations for future program/curriculum development.

Enrollment Projections

Program enrollment projections for Sept. 2011 are 40 and for Feb. 2012 are 25.

As of June 9, 2011, there are 40 confirmed applicants for the program. The next important date in the application process, when enrollment numbers will be more definitive, is when tuition payment is due which will be due by July 4th.

School Updates

New Dean, Kevin Baker, joined the School April 4th.

College Updates

Enrollment Numbers

The College has an enrollment projection of 10,000 students by 2015. As of September 2nd, the College's enrollment numbers were 7,287. Durham will be launching 12 new programs this coming September.

The School of Interdisciplinary Studies & Employment Services has been approved to deliver the Library Information Technician Diploma program starting September 2012.

New Associate VPA position

Mary Blanchard has assumed the role of Associate Vice President of Academics, Academic Planning April 4th.

New Student Services Building

Student Services Building opened for business January 3rd and had its Grand Opening March 18th, which featured a 40-person flash mob of Durham College students and employees 'spontaneously' dancing to Katy Perry's hit Fireworks during the ceremonies. The link to watch the flash mob segment is as follows: <http://www.youtube.com/watch?v=dTtNsya4UJI>.

College Construction

All space vacated by various Student Services are now being renovated into classrooms, faculty office space, and student learning space.

Convocation

Spring Convocation for our School is June 16th at 2 pm.

College Open House

Saturday March 26th from 11 am – 2 pm, DC held its Spring Open House. Faculty and students were on hand to speak with potential students who have been given offers to our programs.

Key Performance Indicators (KPI)

Provincial College 2010 KPIs were released April 2011. Program results are not yet available, but will be shared at the next meeting. Durham College's results are as follows:

- Student Satisfaction KPI – 89.0%
- Graduate Satisfaction KPI – 85.0%
- Employer Satisfaction KPI – 100.0%
- Graduate Employment KPI – 87.5%
- Graduation Rate KPI – 88.0%

6.3 Continuing Education Update

Not applicable

6.4 Student Voice

Student committee members were not in attendance

7. Additional Agenda Items

7.1. Membership Review

Membership will continually be reviewed to ensure proper representation as outlined in our Terms of Reference. Action: Continued recruitment for members as the program builds.

8. Decisions/Recommendations (action items)

- Recruitment for external committee members – committee members
- Recruitment for student membership (current student and graduate) – Bev Neblett and Robin Voisey
- Consideration to program name change to Animal Care, which is MTCU program approved name. Committee members will provide feedback. Bev will also seek feedback from community employers.
- Providing of sample skills portfolios used by placement students at the organizations of external stakeholders – committee members

9. Future Meeting Date

October 25th, 2011 at 6 pm.

10. Adjournment

Meeting adjourned at 7:55 pm

Carol Smith, Chair

Date

Electro-Mechanical-Mechtronics Program Advisory Committee Action Log

NEW Action Items from June 14, 2011 Meeting				
	Action Item	Date	Responsible	Outcome
1.	The Electro-mechanical faculty need to complete a mini mapping exercise and then meet with the Mechanical faculty and implement required curriculum changes to programs.	ASAP	Electro-Mechanical/ Mechanical Faculty	
2.	Look at including wiring in Industrial Controls I and II and complete costing.	ASAP	B. Brooks/ S. Todd	
3.	S. Todd to provide changes to regulations in credentials to Advisory Members via email.	ASAP	S. Todd	
4.	Check the Lakehead agreement and contact the dean at Lakehead University for further discussion on Electro-mechanical graduates obtaining credit for year 1 at Lakehead.	ASAP	S. Todd	
5.	Do a presentation to the Electronic Technology faculty on Instrumentation I and II and open it up to the school faculty for an overview.	P. Patel	ASAP	
6.	Do a presentation on Calculus to year 3 students.	P. Patel	ASAP	
7.	Invite R. Forest and a representative from Ontario Power Generation to sit on the Electro-mechanical Advisory Committee.	ASAP	S. Todd/ P. Patel	
8.	Discuss the Key Performance Action Plan in the January 2012 meeting.	Jan. 2012	P. Patel	
Action Items from March 10, 2011 Meeting				
1.	Advise on what courses were removed from the previous Program of Studies with the addition of Instrumentation & Control I and II being added.	ASAP	. Brooks	
2.	Review Instrumentation & Control I and II and provide feedback on topics that still need to be included in these courses.	Feb. 7, 2011	Advisory Members	
3.	Automation Controls I and the Automation loop – Look at required topics and where these should be included.	Feb. 7, 2011	Advisory Members	
4.	June MacDonald Jenkins to be invited to the next advisory meeting.	Feb. 7, 2011	L. Dillon	
5.				

Electro-Mechanical-Mechtronics Program Advisory Committee Action Log

Action Items				
1.				
2.				

Program Advisory Committee Action Log

Action Items from June 21, 2011 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Recruit 1 st and 2 nd year student representative for PAC	Sept 2011	Al Martin and faculty with Jackie	
2.	Approve distribution of action items from PAC minutes to students	Fall 2011	Darrin Caron	
3.	Gail Lawlor to copy minutes from Durham Region Energy Strategy meetings	Fall 2011	Gail Lawlor	
4.	Recommend sub-committee to focus on issues of splitting ENAT and RET	Fall 2011	Jackie Coffey and Al Martin	
5.	Create a stronger link between PAC and college by inviting members to additional College activities	On going	Durham College Reps	
Action Items from April 19, 2011 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Program feedback from PAC – Al to determine what program changes can be implemented based on feedback from PAC	June 2011	Al Martin	In progress
2.	Con Ed to provide recommendations on workshops related to the FIT program		Joy Lavergne	Greg Moran presented suggested topics on behalf of Joy Lavergne
3.	Open house for students	Fall 2011	Al Martin	In progress
4.	Provide feedback to PAC on items identified by Frank Lopez (Student Voice)	Fall 2011	Al Martin	In progress
5.	E3 symposium – determine Durham College's participation in future event	Fall 2011	Al Martin	In progress
6.	Commercial and industrial audit practical experience for students – Al and Gail Lawlor to determine if there is an opportunity for students to participate in commercial and industrial audits underway through Durham Sustainability	Fall 2011	Al Martin/Gail Lawlor	In progress
7.	Tour of new campus area at the next PAC	June 2011	Sue Moore	Completed June 21, 2011 by Norm Fenton
NEW Action Items from November 30 th , 2010 Meeting				

Program Advisory Committee Action Log

	Action Item	Date	Responsible	Outcome
1.	Recap on the students who have completed the program and employment in the field to be presented at next PAC meeting	Spring 2011	Jana Forsyth	In progress stats come out in the fall
2.	Program guides to committee members for course description review	January 2011	Mary Pearce	Complete – attached to minutes
3.	PAC to provide feedback on program objectives to accelerate program changes	Spring 2011	PAC Membership	Discussed at Spring PAC to be continued
4.	Home NRG to provide baseline audit to Durham ECO House which will be utilized to assist students	Spring 2011	Doug Clark	Complete - Base audit conducted by Don Murdock
5.	Al Martin to liaise with Bill Hamm to determine the possibility of students doing energy audits on the ECO House	January 2011	Al Martin Don Murdock	Complete
6.	Al Martin to work with appropriate departments to analyze the empirical data on the averages in the courses that are posing problems (i.e. math, physics) to determine appropriate pre-requisites for the course and bring to next meeting	Spring 2011	Al Martin	In progress
7.	PAC Members to contact Don Murdock if work experience opportunities exists for the students	Spring 2011	PAC Membership	In progress



**Energy Audit Technician & Renewable Energy Technician Program
Advisory Committee
School of Skilled Trades, Apprenticeship and Renewable
Technology
Minutes of June 21, 2011**

Advisory Committee Membership List

Name	Title	Organization
Jackie Coffey	Vice President	SolarGreen Inc.
External Committee Member		
David Asling-Snee		North Wind Solutions
Doug Bisset	Owner	Bissett Engineering
Doug Clarke	Owner	Home NRG Savers Inc.
John Di Vizio	High School Tech Teacher	Durham Catholic District School Board
Victor Fiume	President	Canadian Home Builders Association
Gail Lawlor	Owner	Energy Matters
Bill Hamm	Executive Director	Durham Eco House
Rick Lea	Executive Director	Durham Region Local Training Board
Mike Muzyczka	Ontario Strategic Initiatives Manager	Westburne
Peter Reynolds		Energy Star
Judy Torrie-Smith	Executive President	Go Green Together Inc.
Jonathan Wheatle	Business Development Officer	Durham Strategic Energy Alliance
Elected Student/Alumni Representatives		
Frank Lopez	Year 2 student	Renewable Technology Program
Elected Faculty/Staff Representatives		
Darrin Caron	Principal/Dean	School of Skilled Trades, Apprenticeship, and Renewable Technology
Allan Martin	Program Coordinator	ENAT/RET Programs
Greg Moran	Program Coordinator	ENAT/RET Programs
Sue Moore	Manager, Academic Operations	School of Skilled Trades, Apprenticeship, and Renewable Technology
Guests/Unelected Faculty/Staff		
Jana Forsyth	Employment Officer	Hired Career Services, Durham College
Joy Lavergne	Program Officer	Continuous Education Durham College
Ross Stevenson	Faculty	Durham College
Nathalie Stutt	Recruitment Officer	Admissions and Recruitment, Durham College

REPORT PREPARED BY: Mary Pearce

DATE: July 11, 2011

MINUTES REVIEWED BY CHAIR: Jackie Coffey

DATE: September 28, 2011

Present: Allan Martin, Bill Hamm, Darrin Caron, Frank Lopez, Greg Moran, Jackie Coffey, Jonathan Wheatle, Gail Lawlor, Doug Clark, David Asling-Snee, John Di Vizio, Mike Muzyczka, Ross Stevenson

Regret(s): Judy Smith Torrie, Victor Fiume, Peter Reynolds, Sue Moore

Guest(s): Jana Forsyth, Nathalie Stutt

1. Welcome and Introductions

Welcome to Darrin Caron

2. Additions to the Agenda

- No additions to the agenda

3. Acceptance of the Agenda

- Bill Hamm moved to accept the agenda seconded by Gail Lawlor

4. Approval of Minutes

- Remove hired from Hired Career Services going forward
- Bill Hamm moved to accept the minutes, Jonathan Wheatle seconded

5. Business/ Actions Arising from Previous Minutes

- Program changes feedback from PAC
 - Wording for program guide to be reviewed for Fall 2011- revised course descriptions as well as outlines
 - Physics is not required for admission – Durham College programs list physics as recommended only
 - Electricity courses have been revamped for the fall
 - Major program changes will be implemented for the fall 2012 – content can be modified but more structural changes may require re-application to Credential Validation Service branch of the ministry
 - More time required in program in order to include the building code to the program
 - Separate Energy Audit Techniques and Renewable Energy Technician – under discussion with Darrin Caron recommend sub-committee to focus more on the issues of splitting the two programs
 - Title changes require Ministry approval to discuss in sub-committee
 - Toronto Region Conservation Authority (TRCA) – TRCA conducts small commercial audits and there may be an opportunity for Durham College to partner with them to provide students with field experience

6. Discussion Items

6.1 External Membership Information Sharing

- North American Board of Certified Energy Practitioners (NABCEP) standards for Solar – what are the qualifications of a solar installation technician – <http://www.nabcep.org/certification/solar-thermal-installer-certification>
- Gail Lawlor to confirm is she would be able to copy minutes from Durham Region meetings for the benefit of the PAC
- Al Martin to meet with Gail Lawlor regarding trade show opportunities for the college/students

6.2 College/School Update and Program Update

- Enrolment target tracking well overall at DC – ENAT soft and Energy Management Sustainable Building suspended for fall 2011
- Phase 3 – field to fork concept
- Research Projects – Faculty, students, and technologists working together

- Room 2-36 to be turned into true solar lab – PV panels to gather in solar energy
- Room 2-38, Trombe wall area to be turned into a wind turbine monitoring station complete with wind tunnel
- Student forums to come together Open house still the plan for the fall 2011, targeting potential students for 2012 Fall Semester
- Email to confirmed students, with videos, clips, testimonials, inviting them to contact for more information on the program to persuade payment
- Potential for PAC members to be invited to other activities happening at the college in order to create more interaction between student, college, and PAC
- ENAT – not to cancel totally – resurrect if industry shows a need

6.3 Continuing Education Update

- Workshops being considered 2 – 3hour information sessions – understanding your gas bill, FIT program, dispelling smart meter myths – Meet with Jonathan Wheatle to collaborate, Gail Lawlor offered to assist

6.4 Student Voice – Frank Lopez

- Students would like a co-op in the program or at very least site visits – such as the geothermal site visit offered by Cid Negri Groundheat Systems Inc.
- Field experience throughout the program with the assistance of the industry members on the PAC would be beneficial
- Economic Development people – student work for free for the experiences
- Living lab – many ideas to bring forward to improve
- Business plan course – in addition to Canadian Business Fundamentals
- Communication course – to be discussed on June 22
- Portfolio – incorporate into all of the courses – end up with a full portfolio at the end of semester 4 – start the portfolio day one 1st year students start in semester 1, returning students continue in semester 3
- Fall arrest training was available - 30 students took advantage in spring – to be offered in the fall through CTS
- Guest speakers would benefit the program
- Older students harder to find a job in management where as the younger students can take entry level and are more mobile – Energy Auditors being recruited
- Jana Forsyth to come into the class to discuss resume assignment
- The OPA will pay 80% of an Energy Manager's wage for one year as long as specified minimum power reductions are met.
- All corporate energy assessments must either be performed by a Certified Energy Manager or a P.Eng.
- As of today, the designation of CEM is not offered in Canada and must be certified in the US by the AEE (Association of Energy Engineers)
- Can we distribute action items to the students?

7. Additional Agenda Items

- Tour of new areas before meeting at 2:30pm – conducted by Norm Fenton

8. Decisions/Recommendations (action items)

- Recruit a 1st and 2nd year student to the PAC
- Distribute action items to the students if possible
- Gail Lawlor to copy minutes from Durham Region Strategy meetings if possible
- Recommended sub-committee workshop to focus on the issues of splitting the two programs
- Create more of link between the PAC and the college activities

9. Future Meeting Date

Early November after the sub-committee workshop

10. Adjournment

Motion to adjourn was moved by Gail Lawlor and seconded by Bill Hamm at 5:00pm.

Advisory Committee Membership List

Name	Title	Organization
Committee Position: Committee Chair		
Theresa Fergusson*	Financial Services Law Clerk	Stikeman Elliott LLP
Committee Position External Committee Members		
Adriana Carnevale*	Lawyer	Carnevale Law Office
Lindsey Creen*	Litigation Law Clerk	Gowling Lafleur Henderson LLP
Susanne Currell*	Corporate Law Clerk	McMillan LLP
April Gross*	Property Inspector	Municipal Property Assessment Corporation
Lynn Gaudet	Lawyer	Franklin Hall LLP
Nancy Johnstone	Estate Law clerk	Dickson MacGregor Appel LLP
Cynthia Kelly	HR Generalist	Aird & Berlis LLP
Amber Marshall*	Sales Representative	New Vision Real Estate Inc.
Jody Parsons	Prosecutor	Town of Markham
Melinda Shiers	Law Clerk	Ernst & Young Electronic Publisher Services
Kari Pringle*	Law Clerk	Norton Rose OR LLP
Committee Position Student Representatives		
Ashleigh Graham	2 nd Year	
Committee Position Staff & Faculty Representatives		
Stephanie Ball*	Dean	
Virginia Harwood	Faculty	
Drew Dowling*	Faculty	
Lesley Wagner*	Faculty	
Guests in Attendance		
Lorie Blundon	Field Placement/CJIS Coordinator	

REPORT PREPARED BY: Mary Bartosik

DATE: October 5, 2011

MINUTES REVIEWED BY CHAIR: T. Fergusson

DATE: October 12, 2011

Present: Stephanie Ball, Adriana Carnevale, Lindsey Creen, Susanne Currell, Drew Dowling, Theresa Fergusson, April Gross, Amber Marshall, Kari Pringle, Lesley Wagner

Regret(s): Lynn Gaudet, Ashleigh Graham, Virginia Harwood, Nancy Johnstone, Cynthia Kelly, Jodi Parsons, Melinda Shiers

Guest: Lorie Blundon

1. Welcome and Introductions

T. Fergusson welcomed the committee members and introductions were made around the table.

2. Additions to the Agenda.

No additions were made to the agenda.

3. Acceptance of the Agenda

The agenda was accepted by the members.

4. Approval of Minutes of May 17, 2010

The committee members approved the minutes as presented.

Motion by: L. Wagner

Seconded by: S. Currell

CARRIED

5. Business/Actions Arising from Previous Minutes

5.1 Survey of PAC members

The survey is currently being created and will be forwarded to all the members for feedback on the proposed new program of study as well as any changes that would be value-added to the curriculum.

6. Discussion Items

6.1 External Membership Information Sharing

A. Gross stated that MPAC has a high turnover of employees and does hire our Legal Administration graduates. They also hire graduates on a contract basis who are also eligible to apply for internal full time positions. It was suggested that MPAC should post their positions through our Hired Career Services website.

A. Carnevale has also hired our graduates over the past few years with great success. The lawyers in Durham Region contact her looking for law clerks and how they are not aware of our placements. It was suggested that an email be sent out to all lawyers about our program and placement opportunities for them. A. Carnevale will forward the contact name to L. Wagner.

6.2 College/School Update and Program Update

6.2.1 Enrolment Numbers:

We currently have 89 first year; 64 second year; and 52 third year students registered in our program this year. These numbers are strong and consistent.

6.2.2 PQPR Update:

A handout listing the issues and actions derived from the Program Health Matrix, Annual Curriculum Renewal and KPI report was distributed and briefly reviewed. In the spring 2012 the program team will be involved in a mapping workshop in which each course will be reviewed with a view of identifying overlaps and areas for improvement as well as evaluating the assessment tools and ensuring each course meets the Ministry vocational learning outcomes. This past spring the faculty completed the review of the new drafted program standards and looked at changes to the program of studies.

6.2.3 Legal Reflections PAC Member Profiles:

V. Stewart is on sabbatical this year and D. Dowling is delegated with the task of creating the bi-annual Reflections newsletter sent out to our alumni. D. Dowling is seeking profiles from two members to be included in each newsletter. A. Carnevale volunteered to provide her profile by the deadline of November 1. Anyone else interested in submitting their profile should contact D. Dowling. L. Blundon will do a profile as a former employer and now Field Placement/CJIS Coordinator.

6.2.4 Fall Open House – Nov. 12:

It will be held on Saturday from 10:00 – 2:00 pm. It is an open invitation for all potential students and parents to come and visit the campus, view the campus services and provide the opportunity to speak to faculty about their program(s) of interest and see a brief presentation. It is a great forum in recruiting students to any one of our programs.

6.2.5 Program Standards Review Update:

Last year all law clerk programs were reviewed provincially. Several of our faculty and advisory committee members were involved and a draft program standard was created. The draft was reviewed but focused on two-year programs, whereas, we have a specialized three year program. Our program team submitted a report back to the standards committee on the differences in our program that were not reflected in the drafted standard. The standards committee agreed that further revisions to reflect the differences in our program vs. the two-year programs needed to be made; however, we are still waiting for a response. Standards are reviewed provincially to ensure vocational learning outcomes and program delivery actually reflects what goes on in the relevant professions.

6.2.6 Program of Studies Update:

The program of studies is reviewed every year for changes based on the current trends in the field. A chart was created which demonstrated few changes to the program of studies over the past 10 years with the most recent being introduced five years ago. A draft program of studies for next year was circulated and briefly reviewed. Some of the major changes included the introduction of several new courses including Succeeding in a Legal Environment, which will introduce the fundamentals of what a law clerk does in a legal office; Real Estate Fundamentals, which includes parts of Property I and Title Searching; Real Estate File Management which builds on the skills of Fundamentals; and two levels of Legal Research and Family Law. Wills & Estate Administration II was made a mandatory rather than an optional course. These courses will be mapped into the new program standards as part of the mapping process next spring to reflect a good balance of theoretical and practical courses and skills required in the field. The new program of studies will be introduced to the first year students in the fall of 2012.

6.2.7 KPI Information:

The KPI results with the largest variance report was distributed. It is an action plan based on the three areas having the largest on the largest variances: graduate employment; employer satisfaction and the ability to solve problems using math techniques. However, as Math is not taught in our program and lab/shop facilities and equipment and employer satisfaction is beyond our direct sphere of control, the faculty

chose to directly focus on developing the students' speaking skills; frequent feedback about student progress, and course materials. Overall, in comparison to the college average, the program KPIs were good. Letters are sent to graduates outlining the importance of giving their consent to have their employers surveyed, however, only a few graduates are willing to provide the consent. This has been attempted to bolster employer participation in the KPI process.

6.3 Continuing Education Update

6.3.7 Confirmation of no continuing education or distance education courses being offered by the program:

The offering of Legal Administration courses was discontinued a few years ago as the time to take all night school courses to complete the program would extend beyond the 10 year time line.

6.4 Student Voice

K. Pringle (recent graduate) found that the first six months of employment were overwhelming and found it helpful to have a connection with one person to share issues and concerns. The program did prepare her for her role as law clerk.

7. Additional Agenda Items:

7.1. CIJS Field Placement Coordinator

L. Blundon is the new CIJS/Field Placement Coordinator. Her main role is to provide workshops in justice-related training as well as coordinating field placements for students in a number of programs. She welcomes ideas for any type of training or workshops using video conferencing.

7.2. Employment Details for 2010 Graduates

The employment statistics for our 2010 graduates was distributed and briefly reviewed. All graduates are surveyed six months after graduation. Given the economic environment, our graduate rate is very good. A glossy version of the graduate information will be forthcoming soon.

8. Decision/Recommendations (action items)

- The members are asked to complete a survey for feedback on the proposed new program of study.
ACTION BY: S. Ball will forward the survey to all the members when it is ready for distribution.
- With the high turnover of employees, there may also be a potential for field placement opportunities.
ACTION BY: A. Gross will forward the contact name at MPAC to L. Blundon.
- Legal Reflections needs a profile from one of our external members to be included in one of the bi-annual newsletters.
ACTION BY: A profile by one of the advisory committee members is to be forwarded to D. Dowling.
- Hired Career Services will be distributing the 2010 employment statistics to all schools.
ACTION BY: M. Bartosik will forward a copy to all advisory committee members.

9. Future Meeting Date

- Tuesday, May 22, 2012 from 6:30-8:30 pm. in JW206

10. Adjournment

- 8:00 pm.

Advisory Committee Membership List

Name	Title	Organization
Committee Position: Committee Chair		
Corrie Stender	Professor	School of Science & Engineering Technology
Committee Position External Committee Members		
Gary Christian	Chief Maintenance Operator	The Regional Municipality of Durham
Jim Cunningham	Supervisor, Technical Support	The Regional Municipality of Durham
Rob Gamache	Water & Wastewater Technician	City of Kawartha Lakes
Jodi Glover	CEO	Real Tech Inc.
Lory Jackson	Sales & Applications Engineer	Secqua
Ian King	Inspector	York Region
Rebecca Pinsent	Operator, Duffin Creek WPCP	The Regional Municipality of Durham
Don Ross	Operations Manager, Kawartha Hub	Ontario Clean Water Agency
Brad Smith	Instructor	Durham District School Board
Alex Vukosavljevic	Plant Manager, Water Treatment	Toronto Water
Committee Position Student Representatives		
Presently no student representation.		
Committee Position Elected Faculty Representatives		
Teresa Sweetman	Professor	School of Science & Engineering Technology
Corrie Stender	Professor	School of Science & Engineering Technology
Committee Position Guests/Unelected Faculty/Staff		
Arlene Allen	Program Assistant, Con Education	School of Science & Engineering Technology
Maureen Calhoun	Associate Dean	School of Science & Engineering Technology
Remi Lantigne	Wastewater Operator	Halton Region
Ron Motum	Professor (contract)	School of Science & Engineering Technology
Joyce Myers	Program Coordinator	School of Science & Engineering Technology
Mary Smith	Administrative Assistant (Scribe)	School of Science & Engineering Technology
Susan Todd	Dean	School of Science & Engineering Technology
Miroslaw (Mirek) Szafirowski	Chief Maintenance Operator	The Regional Municipality of Durham

REPORT PREPARED BY: Mary Smith

DATE: October 12, 2011

MINUTES REVIEWED BY: Corrie Stender (Chair)
Lory Jackson (new Chair)

DATE: October 14, 2011
October 24, 2011

Present: Gary Christian*, Lory Jackson*, Rebecca Pinsent*, Don Ross*, Corrie Stender, Teresa Sweetman, A. Vukosavljevic*

Regret(s): Jim Cunningham*, Lou D'Alessandro*, Rob Gamache*, Jodi Glover*, Ian King*, Brad Smith*

Guest(s): Arlene Allen, Maureen Calhoun, Beau James, Remi Lantigne*, Ron Motum, Joyce Myers, Susan Todd, Mirosław (Mirek) Szafirowski*

1. Welcome and Introductions

- C. Stender welcomed the committee and introductions were made.

2. Additions to the Agenda

- L. Jackson* requested that "Student Voice" be added to agenda.

3. Acceptance of the Agenda

- The agenda was accepted by S. Todd seconded by C. Stender.

4. Approval of Minutes

- Action items from May 26th meeting were discussed and outcomes indicated on Action Log.
 - C. Stender reported that she would be mailing out the Water Quality Program Cards to Industry through the OWWA/OWWEA address booklet.
 - C. Stender will conduct on-site industry visits in the spring of 2012.
 - It was recommended that the Program Cards be used as advertising on the back cover of the OWWA/OWWEA booklet. A. Vukosavljevic * offered to look into the cost of doing this.
 - Process for offering Regulation & Enforcement On-line course has started.
 - C. Stender reported that the Ministry of the Environment is still using 2009 data for the Audit Certification; another study is required to bring data up to date.
 - C. Stender recommended that Placement Certificates be given to employers who have supported the program. To be presented at the next Mix & Mingle.
 - C. Stender confirmed that the next Mix & Mingle is scheduled for Thursday, February 16th, from 2 p.m. to 4 p.m, in the Dining Room, G213.
 - S. Todd provided an update on the tally conducted on faculty usage of WebCT. She indicated that there were different levels of usage, and that the intent is to encourage faculty to continue using WebCT as much as possible to communicate with the students.
 - S. Todd explained that faculty has been encouraged to shadow with employers during the spring semester timeframe. She indicated that one faculty member participated this spring and found it a valuable experience.
 - C. Stender commented that the Walkerton Student Workshop was very successful and recommended that more faculty get involved. The student experience was well received.
 - The Health & Safety component of the program was revised by Professor S. White. C. Stender provided a handout illustrating a Risk Assessment exercise. S. White requested feedback from the committee. C. Stender asked that they email her with their comments.
 - C. Stender elaborated on the usage of the students' CEU's towards their Level 2 license. There is a need to communicate this information to all students, past and present.
 - C. Stender to recruit present students to join committee.

- The minutes from the May 26th meeting were accepted by T. Sweetman and seconded by R. Pinsent*.

5. Discussion Items

5.1 Election of New Chair

- L. Jackson * was appointed as the new Chair, accepted by S. Todd and seconded by C. Stender. R. Pinsent * was appointed as the new Co Chair, accepted by S. Todd and seconded by C. Stender.

5.1. Industry Trends

Changes in Legislation

- No real movement.

Changes in Labour Market

- A. Vukosavljevic* announced that he was retiring. He also explained how the employment industry trend was going to single person shifts. Toronto Water has moved away from an on-call system.
- D. Ross* said there was no real movement in his area.
- R. Lantigne* indicated that there was some expansion in his area.
- S. Todd congratulated A. Vukosavljevic* on his retirement and also asked if he could assist in finding a replacement from Toronto Water to sit on the committee.

What is next? How can we diversify our current program?

- R. Motum provided a handout on the draft proposed Industrial Waste Treatment program. He summarized the background information as follows:
 - Based on comments from graduate students and with an employer during a reference check, it was noted that it would be worthwhile to have some training dealing with industrial wastes
 - From either working in an industrial waste treatment plant, dealing with the wastes into the collection system or as it is discharged into the wastewater plant
 - Ultimately this will have an effect on water quality and possibly your drinking water supply
 - Also related to Source Water Protection
 - The Ministry of Environment used to have a training course called Control of Industrial Wastes held at the old MOE Brampton training center to provide operators with some understanding of these types of wastes, ie., metal finishing, electroplating, food processing, etc.
 - Reviewed some training material and in particular the California State University training material for Industrial Wastes
 - In the water/wastewater industry, the California State University courses were well used and are Director approved
 - The draft proposed course was laid out with both lecture and lab component
 - There would still be significant amount of work to be prepared for such a course and could also be relevant to the Chemical and Environmental programs
 - Looking at the potential for a 3rd year addition as space in the current 2 year program may not accommodate the full course
 - It was a start and to at least look at responding to the comments made.
- G. Christian* saw the need for Automated Instrumentation (SCADA) to be included in the curriculum, to create more focus beyond current introduction. R. Pinsent* added that during her job search employers were looking for this skill. PAC team will need to consider these recommendations during their annual curriculum review meeting. J. Myers to lead.
- S. Todd suggested that a Focus group to consider the possibility of a post graduate certificate be developed and that it include members from different Advisory Committees. A. Vukosavljevic* offered to be part of the Focus group. M. Calhoun to lead.

Employer Satisfaction with Placement Students

- C. Stender reported that all placements were going well. Two areas that need some attention are resume writing and workplace etiquette.
- The Placement curriculum has been modified from 100 hours to 80-100 hours to allow more flexibility. 5 hours will be allotted to a workshop as follows:
 - Introduction to Placement – 1 hour
 - Introduction to Health & Safety – 1 hour
 - Resume/Cover Letter/Interviews – 3 hoursThis will all be related to Water Quality Employment and will also address workplace etiquette.

5.2. Enrollment Targets and Projections

Current Enrolment

- Year One – 26 full-time, 1 part-time students
 - * Board requested a controlled enrolment
- Year Two – 31 full-time, 2 part-time students - good retention
- Need to revisit marketing and admission strategies with regards to the high school generation entering the program, especially since 2nd career funding has been decreased
- R. Motum felt that the program was well defined and that the present students know what they are entering into and also noted that there seems to be several students whose parents are in the trade

Program Quality Progress Report (incl. Program Health Matrix Update)

- Students are now attending the new Whitby Campus all-purpose lab. M. Calhoun will monitor student feedback.
- Communication subject outline being revamped.
- KPI and Action Plan Reports to be attached to minutes.

5.3. College Program and School Updates

- School enrolment numbers are strong, approximately 995 students.
- 77 International students.
- First spring/summer teaching was successful.
- Two new programs for fall 2012 – Horticulture and Artisan Agriculture.
- Utilization of the Whitby Campus all-purpose lab by the Water Quality students running well; have new lab supplies – Fall Semester – 2nd year students attending 1 day/week; Winter Semester – all courses for 2nd year students will be held in Whitby; 1st year students will attend 1 day/week.

5.4. Continuing Education Updates

- It was announced that G. Brooks will be retiring before the next advisory meeting – summer 2012.
- The final Durham Region course – Systems Maintenance will be offered with a late spring completion.
- A new liaison needs to be in place before considering offering the program again.
- S. Todd to follow up with N. Martin, Con Ed, to see if the Water Quality Con Ed program will continue.
- It was recommended not to pursue other Municipalities until support from Con Ed is finalized.
- S. Todd added that a celebration is in order for G. Brook's accomplishment with this program and her retirement.
- C. Stender will look into advertising in the OWWA Booklet if program runs again.

5.5. Research Initiatives/Opportunities

- S. Todd inquired if the committee members had any research initiatives/opportunities for the students. She indicated that Durham College would review and fund. Email input to S. Todd.
- It was recommended that the program needed project-based learning. J. Myers to investigate this during the curriculum review mapping in the spring of 2012.

6. Other Business

6.1. PAC Assessment Form

- Completed forms were collected by M. Smith.

6.2 Additions to Agenda

Student Voice – L. Jackson * (former student now Industry rep), had input on the current curriculum. J. Myers asked that he email the information to her and it would be added to the agenda for the next meeting.

C. Stender informed the committee that there was parity on all licensing tests for Water & Wastewater for all the provinces other than Quebec.

7. Decision/Recommendations (action items)

- Mail Program Cards to Industry using OWWA/OWWEA address booklet. **ACTION BY: C. Stender, report at next meeting.**
- Industry on-site visits next Spring 2012. **ACTION BY: C. Stender, report at next meeting.**
- Cost of advertising with the Program Card on back of OWWA/OWWEA booklet. **ACTION BY: A. Vukosavljevic*** and will email information to S. Todd. **S. Todd to report at next meeting.**
- Provide Placement Certifications to employers who have supported program. **ACTION BY: C. Stender, report at next meeting.**
- Recruit present students for committee. **ACTION BY: C. Stender, report at next meeting.**
- Confirm and then communicate CEU information to all students. **ACTION BY: C. Stender, report at next meeting.**
- Industrial Waste Treatment Focus Group. PAC team to review at annual curriculum review meeting. **ACTION BY: M. Calhoun, report at next meeting.**
- Student feedback on the use of new all-purpose Whitby Campus lab. **ACTION BY: M. Calhoun, report at next meeting.**
- KPI and Action Plan Reports attach to minutes. **ACTION BY: M. Smith.**
- Follow-up with N. Martin, Con Ed, with regards to the continuation of the Water Quality Con Ed program. **ACTION: S. Todd, report at next meeting.**
- Celebration for G. Brook's accomplishment with the Con Ed program and also retirement. **ACTION BY: S. Todd.**
- If the Con Ed course runs again, advertising should be in OWWA/OWWEA Booklet. **ACTION BY: C. Stender, report at next meeting.**
- Research initiatives/opportunities input from industry members to be emailed to S. Todd. **ACTION BY: S. Todd, report at next meeting.**
- The need for project-based learning. **ACTION BY: J. Myers, report at next meeting.**
- Curriculum review. **ACTION BY: L. Jackson* and J. Myers, report at next meeting.**
- PAC Assessment Summary. **ACTION BY: S. Todd, report at next meeting.**

8. Future Meeting Date

- The next meeting is scheduled for **Tuesday, March 22nd, 2011, 4:00 p.m. to 6:00 p.m.** Room to be determined at a later date.

9. Adjournment

- C. Stender adjourned meeting at 6:10 p.m.

Program Advisory Committee Action Log

Action Items from October 18 th , 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Walkerton Clean Water Scholarship – need to determine who/when	May 2011	C. Stender	Completed
2.	Regulations & Enforcement course outline to be forwarded to Cindy Foley, CE	May 2011	S. Todd	Completed
3.	Level 1 & 2 Prep courses – OPG Update	May 2011	G. Brooks	Terminate
4.	Program Curriculum input to be emailed to C. Stender	May 2011	Committee	Ongoing
5.	Student Placement Updates & Fact Sheets to J. Glover/D. Ross/Contact Laura Benninger	May 2011	C. Stender	Completed
6.	Mix & Mingle Invitees and Update	May 2011	C. Stender	Meeting cancelled
7.	Pilot Plan Project Update	May 2011	S. Todd	Rejected
8.	Replacement Professor for REGS CE course	May 2011	G. Brooks	Completed
9.	Booths at Conferences Update	May 2011	C. Stender	Amended
10.	Recommended Maximum Course Attendance Numbers	May 2011	R. Motum	Completed
11.	Consult Moreen Tapper, Admissions with regards to an Interviewing Process being established	May 2011	S. Todd	Redundant
12.	Promote Career Hired Services at Mix & Mingle	May 2011	S. Todd	n/a
13.	Invite Ken Harris, Mitch Manley from Industry and a first-year W.Q. student to join Committee.	May 2011	C. Stender	Still Pending
Action Items from May 26 th , 2011 Meeting				
1.	More awareness of program with private industry sector.	Oct 2011	C. Stender	Ongoing
2.	Regulations & Enforcement On-line Course	Sept 2012	C. Foley/S.Todd	Ongoing
3.	Follow up with Conservation Authority re expand sampling/waste monitoring.	Oct 2011	C. Stender/J. Myers	Ongoing
4.	Audit certification trend.	Oct 2011	C. Stender	Completed
5.	Student training in Industrial Waste Control Management.	Oct 2011	C. Stender/R. Motum	Ongoing
6.	2 nd Year students to present Placement presentations to 1 st year students at Mix & Mingle	Oct 2011	C. Stender	Completed
7.	3% KPI increase next year.	Oct 2011	WQ Faculty/S. Todd	Completed

Program Advisory Committee Action Log

8.	Web CT should be the mandatory tool used this coming fall. Remind faculty.	Oct 2011	S. Todd	Completed
9.	Faculty to shadow with employers.	Oct 2011	S. Todd	Ongoing
10.	Name change – Basic Electrical Control to Electrical Control Fundamentals.	Oct 2011	S. Todd	Completed June 2011
11.	Program content changes for aging infrastructure.	Oct 2011	R. Gamache	Pending
12.	Add education for basic hand tools to program.	Oct 2011	S. Todd/D. Yacknowiec	Deferred/pending
13.	Review Health & Safety component of the program. Consult with Sarah White, Professor.	Oct 2011	C. Stender/D. Yacknowiec	Completed
14.	A resume/portfolio writing in Communications curriculum.	Oct 2011	S. Todd	Completed June 2011
15.	Diversify municipality representation at Advisory.	Oct 2011	C. Stender	Ongoing
16.	Target more municipalities/employers for WQ Continuous Education courses.	Oct 2011	G. Brooks/C. Stender	Deferred
17.	Status of registration for next Durham Regional Training C.E. Program.	Oct 2011	G. Brooks	Deferred
18.	CEU's – contact Brian Gildner.	Oct 2011	C. Stender	Ongoing
19.	PAC Assessment form to be sent to committee members.	Oct 2011	M. Smith	Completed
20.	New Chair appointment.	Oct 2011	C. Stender	On agenda

New Action Items From October 4th, 2011 Meeting

1.	Mail Program Cards to Industry	March 2012	C. Stender	Pending
2.	Industry on-site visits	March 2012	C. Stender	Pending
3.	Cost of advertising with Program Cards	March 2012	A. Vukosavljevic* S. Todd	Pending
4.	Employer Placement Certificates	March 2012	C. Stender	Pending
5.	Recruit present students to join committee	March 2012	C. Stender	Pending
6.	Confirm and then communicate CEU information to all students	March 2012	C. Stender	Pending
7.	Focus Group - Water	March 2012	M. Calhoun	Pending
8.	SCADA summary from annual curriculum review.	March 2012	J. Myers	Pending
9.	All purpose Whitby Campus lab student feedback	March 2012	M. Calhoun	Pending
10.	Continuation of Water Quality Con Ed Program	March 2012	S. Todd	Pending
11.	Advertise Con Ed program in OWWA/OWWEA booklet	March 2012	C. Stender	Pending
12.	Research initiatives/opportunities	March 2012	Committee S. Todd	Pending

Program Advisory Committee Action Log

13.	Project –based learning	March 2012	J. Myers	Pending
14.	Curriculum review	March 2012	L. Jackson*/J. Myers	Pending
15.	PAC Assessment Summary	March 2012	S. Todd	Pending

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Donna Raetsen- Kemp*	Executive Director	Station Gallery
External Committee Member		
David Aurandt	Retired Art Gallery Director	
Peter Blake*	President	Aftershock Creative Inc.
James Campbell	Executive Director	Visual Arts Centre, Bowmanville
Daniel Crosby	Commercial Illustrator	Freelance
Jeremy Dejardine*	High School Teacher	Bowmanville H.S.
Jessica Field	New Media Artist	
Gary Greenwood*	Artist, Retired Professor	
Linda Jansma*	Curator,RMG	The Robert McLaughlin Gallery
Deborah Nolan	Program Coordinator	Station Gallery
Margaret Rodgers*	Former Professor	Durham College
Ruth Rodgers*	Teaching & Learning Specialist	Durham College
Craig Wildman*	High School Teacher	O'Neill Collegiate & Vocational Institute
Olexander Wlasenko	Curator	Station Gallery
Elected Student/Alumni Representatives		
Michelle Vogrinec*	Graphic Design	
Molly Cross*	Foundations in Art & Design	
Elected Faculty/Staff Representatives		
Charlotte Hale*	Associate Dean	School of Media, Art & Design
Jo-Ann Jordan	Professor, FAD, MM, PRMD	School of Media, Art & Design
Herb Klassen*	Coordinator, FAD	School of Media, Art & Design
Sean McQuay*	Coordinator, FAD	School of Media, Art & Design
Greg Murphy*	Dean	School of Media, Art & Design
Guests/Unelected Faculty/Staff		
Joel Campbell	Part-time Faculty	Durham College
Joe Catalano*	Artist	
Steven Evans	Coordinator, Multimedia	Durham College
Geordie Lishman	Part-time Faculty	Durham College
Sandra Meader	Continuing Ed. Officer	Durham College
Todd Tremeer	Part-time Faculty	Durham College

REPORT PREPARED BY: Amy Derald

DATE: October 13, 2011

MINUTES REVIEWED BY CHAIR: Donna Raetsen-Kemp

DATE: October 20, 2011

Present: Peter Blake, Joe Catalano, Molly Cross, Jeremy DeJardine, Gary Greenwood, Charlotte Hale, Linda Jansma, Herb Klassen, Sean McQuay, Greg Murphy, Donna Raetsen-Kemp, Margaret Rodgers, Ruth Rodgers, Michelle Vogrinec, Craig Wildman,

Regret(s): David Aurandt, James Campbell, Joel Campbell, Daniel Crosby, Derek Chung, Steven Evans, Jessica Field, Jo-Ann Jordan, Geordie Lishman, Sandra Meader, Deborah Nolan, Todd Tremere, Olexander Wlasenko

1. Welcome and Introductions

- D. Raetsen-Kemp welcomed everyone and had the committee members introduce themselves.
- G. Murphy advised that there will now be two separate advisory meetings for Fine Arts and Foundations in Art & Design. Committee members were asked to indicate on their member profile which advisory they would prefer to attend.

2. Additions to the Agenda

- No additions to the agenda.

3. Acceptance of the Agenda

- The agenda was accepted with no additions. R. Rodgers approved and S. McQuay seconded.

4. Approval of Minutes

- The May 5, 2011 minutes were approved. L. Jansma approved and M. Vogrinec seconded.

5. Business/Actions Arising from Previous Minutes

- Requested that the KPI results be distributed.
- G. Murphy will have them distributed by email Friday October 14, 2011.

6. Discussion Items

6.1 External Membership Information Sharing

- It was suggested that a heritage home at the corner of Winchester Road and Simcoe Street be purchased to facilitate the Fine Arts program. After much discussion it was advised that moving the building and bringing it up to ministry standards would be very costly.
- Would like to seek ways to engage students more in the arts.
- Students require more networking/interaction. The committee would like to come back to this issue during the next program of studies of meeting.
- Entry-level artists need to be very well-rounded in their field. Employers have unrealistic expectations of graduates' qualifications. Encourage students to be the best they can be in all areas.
- Economy seems to be improving. Students should keep an eye on Marketing Magazine and the classifieds.
- Employers should foster an environment where each individual develops different skill sets as opposed to one person being asked to do everything.
- Possible way to entice students to Fine Art program as opposed to Foundations in Art & Design would be to give them an active role in their community.
- It was mentioned we should start articulating the impact student projects can have on politicians.
- Prince Edward County has taken on initiatives towards developing a cultural environment. Would like to see this in Oshawa.
- Art-History sub-committee looking at spaces for public art. There is a vision for Oshawa and the politicians support this committee.

- A great project for students would be to introduce a bike-a-thon where community members participate in toured bike rides to various art sites.
- The idea of students bringing laptops into the program was raised. Faculty are required to bring laptops.
- Technology will play a factor. A traditional portfolio is slowly become passé. General consensus is that students need both a traditional portfolio and a digital site. A link to the site would show employers a piece of their work and give them an idea of what they're capable of prior to an interview.
- Technology can come together and be complimentary. It will continue to evolve and without a doubt will play a role.
- Social media is an important aspect for students as it allows them to work on projects with someone across the world.
- It was mentioned that Social Media should be included in the program of studies. S. McQuay mentioned that it is available in the fourth semester of the Fine Arts Program.
- The School of Media, Art & Design is acquiring a Rapid Prototyper and 3D scanner for the art students. It will be the first college to have this technology available.
- It was asked if a music program would be initiated in the foreseeable future. The idea has been proposed however Durham College does not have the available facilities. The school is slowly getting there with the introduction of audio courses.
- The school should adopt all 3 pillars of the arts; visual, theatre, and music.

6.2 College/School Update and Program Update

- There was initially some trepidation on whether Fine Arts would get the studio and facilities required. Preparation space completed this week. 3D scanner and Rapid Prototyper space secured and almost completed.
- The School of Media, Art & Design launched 4 new programs this year. Hoping for 5 in 2012 and 3 in 2013.
- College has moved from being a service to the community to being a part of the community's culture.
- Students have the opportunity to use their creative skills and expertise to assist community partners.
- Currently in 10th year of Foundations in Art & Design program and Juried Art Show.
- Concern about the GNED course was mentioned. The time spent in this course leaves fewer hours for students to allocate towards drawing and painting.

6.3 Continuing Education Update

- Continuing Education representative unavailable.

6.4 Student Voice

- GNED course is a big stress point for students. Most don't see the relevancy of these courses (3 hours/week).
- It was mentioned that GNED courses are not necessary for Foundation in Art & Design program. The possibility of inserting the GNED later in the Fine Arts program was brought up.
- GNED's for art programs should be monitored about the selections available as they provide value to art culture.
- It was mentioned that a more relative mandatory GNED course be shifted into the first semester.
- The first year of Fine Arts would like to see more distinction between their program and Foundations in Art & Design (currently share the same first year program of studies).
- Student's felt it was beneficial to have digital courses. Maybe Fine Arts could have a specific course devoted to them and not shared with other programs.
- High school students who are entering into Fine Arts are more exploratory and want to be inspired. They need visuals of what they could accomplish if entering this program.
- O'Neill Collegiate & Vocational Institute offers an enriched and academic arts program. Students are together for one class in the first semester. Students in the enriched course want to have the shared class be separate and go beyond the academic course.

7. Additional Agenda Items

7.1. Creating a regional student membership to all public art galleries

- Students submitting work to the McLaughlin or Station Gallery must be members.
- A suggestion was made that the membership be included in the student art kits even if there is a small fee attached.
- H. Klassen to send details to D. Raetsen-Kemp.
- C. Hale to send any potential roadblocks to D. Raetsen-Kemp.
- D. Raetsen-Kemp to bring this issue back to the next meeting.

7.2. Suggestions for community-based art opportunities for involvement by both FAD and Fine Arts students

- Suggestions for community-based art opportunities should be emailed to H. Klassen as soon as possible.
- Individual (one-offs) can be included however we can't commit that the students will take advantage of them.
- A. Derdall to send a prompt email to the committee.

7.3. RMG and DC Satellite Gallery

- S. McQuay handed out a proposal for a Durham College Student public art gallery operated in alliance with the Robert McLaughlin Gallery.
- Currently have an alliance with the Whitby Station Gallery and the Juried Art Show.
- The idea of a floating gallery in the computer commons was expressed.
- Looking for a space with 100 running feet. Anything bigger is overwhelming for students.
- Will require space with a lock for security purposes.
- Students will be responsible for discussing their art with community members at shows.
- The CAFÉ walls were offered however it was determined there would not be enough space.
- C. Hale is working with the Internal Branding Committee to have student/faculty work posted around different areas of the campus.
- Members with any recommendations for dedicated gallery space should contact C. Hale.

8. Decisions/Recommendations (action items)

- Work on recommending dedicated gallery space. **ACTION BY: Program Team**
- Facilitate optional enrichment experience for Fine Arts students. **ACTION BY: Program Team**
- Move mandatory GNED to first year. **ACTION BY: H. Klassen**
- Distribute programs KPI's. **ACTION BY: A. Desaillier**

9. Future Meeting Date

- Thursday May 10, 2012 at 5:00 p.m.

10. Adjournment

- The meeting adjourned at 8:10 p.m.

Mechanical Program Advisory Committee Action Log

NEW Action Items from June 2, 1011 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Look at suggestions under 6.1 in the minutes such as adding diversity into the disciplines with multitasking, look at having students design a simple circuit in a mechanical project and have joint projects with Mechanical Technology, Electro-mechanical and the Research Office, create a combination student of electrical and mechanical engineering with electronic electives in year 3.	ASAP	K. Zaidman/ Faculty	
2.	Complete the Key Performance Indicator Report card and provide an update at the meeting in November 2011.	Nov. 2011	K. Zaidman/ Sue Todd	
3.	Invite Advisory Members to the Research and Innovation Awards Ceremony in spring 2012.	Spring 2012	J. MacDonald- Jenkins	
4.	Promote projects that the Research and Innovation Office are working on to students.	On-going	Faculty	
5	Complete the Advisory Committee Assessment form. Action By: Advisory Members	ASAP	Advisory Members	
6.	Visit companies and discuss precision measurement and the comparison to the design stream and quality processes.	Spring 2011	D. Dragomatz	
7.	Contact C. Gillis if software is needed.	On-going	K. Zaidman/ Faculty	
8.	Review the Hired Career Services school contact website link.	ASAP	S. Todd	
9.	Remove D. Grenier, M. Ham and M. Kube from the advisory list.	June 2011	L. Dillon	
10.				
11.				
12.				

Mechanical Program Advisory Committee Action Log

Action Items from November 8, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Advise of contact names from Waterloo for the Food and Biomedical sector. Obtain a high school representative to sit on the advisory committee.	ASAP	J. Dayman	Pending
2.	Review the Mechanical Technician identity (Is there still a labour market for a Mechanical Technician, who will hire them, and do employers separate Mechanical Technicians from Mechanical Technologists?)	ASAP	S. Todd	Completed
3.	Look at capping Mechanical Technology students at 60 and Mechanical Technicians at 24-36	ASAP	S. Todd	Completed
4.	Look at the new college Initiative where faculty are invited to go into industry to do professional development (advise Sue Todd at susan.todd@durhamcollege.ca)	Before spring 2011	Industry Members	Completed
5.	Review the I.T. issues identified in the minutes (AutoCAD 2011, Unigraphics version 7.5 or 8, AutoCAD on Windows in Computer Commons, 50 additional licenses).	ASAP & On-going	S. Todd	Completed
6.	Continue to explore linkages and pathways for Mechanical.	On-going	S. Todd/ K. Zaidman	Completed
7.	Employers are invited to join LinkedIn and the Durham College Mechanical Network.	On-going	Industry Members	Completed
8.	Create a survey for employers/faculty on any new courses, certificates or training that could be offered through Continuing Education.	ASAP	G. Brooks	Pending
9.	Review Vocational Learning Outcomes #2.	ASAP	K. Zaidman	Completed
10.	Invite J. Jenkins-MacDonald to the spring 2011 Advisory Meeting.	April 2011	L. Dillon	Completed
11.	Review the PAC Assessment form that advisory members completed in the Nov. 8 th meeting.	Spring 2011	Advisory Committee	Completed

Mechanical Program Advisory Committee Action Log

Action Items from May 11, 2010 Meeting				
1.	R. MacMaster to contact S. Todd regarding CAD/CAM software	Sept. 2010	R. MacMaster	Complete
2.	Remove Jim Johnstone from the Advisory Membership list	Sept. 2010	L. Dillon	Complete
3.	Review the 2011-2012 Program of Studies to see if 1 more course needs to be added in.	May 2011	Mechanical Team	Pending
4.	Review Measurement courses with suggestions from Advisory Members as noted in minutes.	June 2011	D. Dragomatz	Complete
5.	Invite June Jenkins-MacDonald to a future Advisory Meeting to speak about CONII.	Nov. 8, 2010	L. Dillon	Complete
6.				
7.				

Mechanical Technician Non-destructive Program Advisory Committee

Action Log

NEW Action Items from June 9, 2011 Meeting				
	Action Item	Date	Responsible	Outcome
1.	S. Simpson to email K. Zaidman a list of recommended textbooks for the College Library reference section.	ASAP	S. Simpson	
2.	K. Zaidman to obtain a list of applicants from the Admissions Department and follow-up by phone and email to the applicants.	June 2011	K. Zaidman	
3.	Provide an update on the Key Performance Indicator Action Plan in fall 2011.	Fall 2011	K. Zaidman	
4.	Look at additional lab usage time for students which might include a technician presence.	ASAP	K. Zaidman	
5.	Invite J. MacDonald-Jenkins to the fall 2011 advisory meeting to discuss projects and funding through the Research and Innovation office.	Nov. 2011	L. Dillon	
6.				
Action Items from September 30, 2011 Meeting				
1.	Complete the Key Performance Indicator Action Plan.	ASAP	K. Zaidman/ Faculty	Completed
2.	Advise G. Brooks of any courses or a certificate that could be offered through Continuing Education (gail.brooks@durhamcollege.ca)	ASAP	Advisory Members	On-going
3.	Invite June MacDonald-Jenkins to a spring meeting.	May 2011	L. Dillon	Completed
4.	Obtain a current Non-destructive student to sit on the Advisory Committee.	ASAP	K. Zaidman	Completed
5.	Complete the Program Advisory Committee (PAC) form.	June 2011	Advisory Members	Completed
6.	Provide employer feedback to M. Noble on student job interviews, employment attitudes and expectations as raised in the Sept. 30 meeting	ASAP	S. Todd	Completed
7.				
8.				

Mechanical Technician Non-destructive Program Advisory Committee

Action Log

Action Items				
1.				
2.				
3.				

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Cheryl Owen *	Clinical Practice Leader	Rouge Valley Health System
External Committee Member		
Diane Moore	Area Director	Bayshore Home Health
Jenny McKay	Director of Care	Hillsdale Terraces
Maureen Awalt		Hillsdale Terraces
Katherine Rautenburg *	PSW	Partners in Community Living
Theresa Henderson	Enterostomal Therapist	Partners in Community Living
Debra Churchill	Director of Professional Practice and Clinical Informatics	Ontario Shores Centre for Mental Health Services
Pamela Rowe	Manager of Nursing Practice	Region of Durham – Hillsdale Estates
Sherida Chambers	Director, Interprofessional Practice	Lakeridge Health
Melanie Kelly	Clinical Nurse Educator – Psychogeriatrics	Ontario Shores Centre for Mental Health Sciences
Brenda Robichaud *	Team leader CTO Nurse Case Manager	Canadian Mental Health Assoc.
Julie Clarke	Director Medicine Program, Interprofessional and Ethical Practice	Northumberland Hills Hospital
Kim Rutschmann	Manager of Nursing	Hillsdale Estates
Susan Grant *	Professional Practice Leader	Ross Memorial Hospital
Elected Student/Alumni Representatives		
Demarrah Brooks *	Year 2 Student	Practical Nursing
Parsia Hassannia *	Year 1 student	Personal Support Worker
Jennifer Cowan	Alumni	Personal Support Worker
Elected Faculty/Staff Representatives		
Susan Sproul *	Dean	School of Health & Community Services
Carol Burke *	Associate Dean	School of Health & Community Services
Debbie Morrison *	Faculty/Coordinator	Practical Nursing Program
Deborah Schuh	Faculty/Coordinator	Personal Support Worker Program
Donna Boyd *	Program Officer	Continuing Education
Guests/Unelected Faculty/Staff		
Mary Noble	Employment Advisor / Internship Coordinator	Durham College

Mary Sich

Practicum Officer

Durham College

REPORT PREPARED BY: Carol Connor

DATE: October 24th, 2011

MINUTES REVIEWED BY: Cheryl Owen

DATE: October 27th, 2011

Present: Cheryl Owen, Demarrach Brooks, Parsia Hassannia, Brenda Robichaud, Donna Boyd, Susan Sproul, Debra Morrison, Susan Grant (via teleconference)

Regret(s): Deborah Schuh, Diane Moore, Jenn Cowan, Julie Clarke, Mary Sich, Maureen Awalt, Melanie Kelly, Sherida Chambers, Pamela Rowe, Debra Churchill

Guest(s): N/A

1. Welcome and Introductions

- Welcome and introductions were made around the table
- It was noted that six external members who had originally indicated they would attend at the last minute had to send their regrets

2. Additions to the Agenda

- No additions to the agenda

3. Acceptance of the Agenda

- agenda accepted as presented

4. Approval of Minutes

- Minutes of June 1st, 2011 approved

5. Business/ Actions Arising from Previous Minutes

- The action items were reviewed and it was determined that they were all completed prior to the meeting with the exception of a new member from Markham Stouffville. We are waiting to hear if they are able to send a representative as they are already sitting on numerous committees in and around the area.

6. Discussion Items

6.1 External Membership Information Sharing

Report by: B. Robichaud

- Currently employ approximately 80 staff
- Numerous changes taking place including the hiring of more RPN's
- RPN's are being used in the community to provide injections to client

Report by: S. Grant

- Have increased the number of RPN's in emergency and ambulatory care
- RPN's now in the operating room
- RN's mixing limited IV meds
- RPN skills committee looking to expand the RPN's role in to central lines

Report by: K. Rautenberg

- Need for RPN's to do pediatric shifts

Report by: C. Owen

- RPN's now doing wound care (have a team consisting of 1 RN and 2RPN's)
- Spoke about "medication reconciliation" – this is an Accreditation Requirement of Practice; need to ensure that students are aware of this process.
- Information will be provided to D. Morrison from C. Owen regarding the process
- Small group of RPN's doing IV meds including central line flushing
- RPN's are also in the "cath lab" and in emergency

6.2 College/School Update and Program Update

Report by: S. Sproul

- Reviewed KPI employment stats in the absence of Alix Chasse
- Open House November 12th, 2011 at Durham College for potential students
- Budget process underway for our next academic year
- Developmental Services Worker program launched with Fall for our "school" with full enrollment target met
- Next Fall will be offering two new programs: Accessibility Coordination and Community Services and Child Studies
- Will be hiring two new PN full-time faculty; one is for increased enrollment and the other is to replace a faculty member who has decided to return to the hospital
- 8,400 full time students this academic year, making an increase of 7.3 % over last year
- 11 new programs were launched for the 2011-2012 academic year at Durham College
- Durham College has established a "green team" to help look at DC becoming "green"; working group will look at garbage disposal, recycling etc.
- Office moves took place over the summer seeing faculty housed closer to the "school" office as well as all support and administrative staff located together; this is working very well
- The Program Standard for the Practical Nursing Program is undergoing review at the ministry level. A focus group meeting has been scheduled for November 1st, 2011 at Centennial College. Debbie Morrison and Jean Jackson will be attending. Unfortunately no external stakeholders who were invited by our School are able to attend.

Report by: D. Schuh (presented by K. Rautenberg)

- PSW March 2011 intake will be graduating 22 students in November including 4 international students
- September 2011 intake consists of 39 students; there are 3 international students who are working through the paperwork requirements for practicum
- New edition of Mosby's PSW text publishing in Spring 2012
- Certificates offered in the PSW Program are:
 - St. Peter's Feeding Program of High Risk Feeders
 - Fundamentals of Hospice Palliative Care – Level 1
 - Me U First Dementia Care
 - Restorative Care/MDS
 - Gentle Persuasive Approaches (GPA) in Dementia Care

Report by: D. Morrison

- 124 students started in the Fall 2011, we remain oversubscribed with increasing diversity within the group.
- There are approximately 55 students consolidating in many agencies across the Durham Region and beyond [Ross Memorial / Northumberland Hills / Markham Stouffville] which will be complete by October 19, 2011. They will write their CNO exams in January but can graduate in November 2011.
- We have now been through all both year levels for the first time, all four semesters running this past January.
- Only have two semesters of our old program left to run, Semester III being in January 2012 and Semester IV in Summer 2012, our last graduating class of this program will finish consolidation in October 2012
- Our new program is based on the lifespan approach – wellness to health challenges

- We have run our first semester in the new program and are in the process of seeking placements for Semester II which is a combination of long term care and mother baby

6.3 Continuing Education Update

Report by: D.Boyd

- CE has seen a large increase in the number of students registering for the wound care course; may be considering moving this to a certificate program
- Mental Health certificate has been revamped and have numerous students moving through the program
- September 2011 was the last in-take for the PN (Certificate) to PN (Diploma) bridge – these students will be complete by June 2013.

6.4 Student Voice

Report by D. Brooks

- Loves the program and placements which challenge the students
- Workload is heavy but feels it is manageable
- Very exciting about the program

Report by P. Hassannia

- Excited to get out on placement
- Feels that the moving of Health Assessment to the first semester in the new program is a great idea and will benefit the students
- Really enjoyed the SIM lab experience that was done prior to clinical

7. Additional Agenda Items

7.1 Graduate Statistics reviewed by Alix Chasse (unable to attend but provided report below)

- Class of 2010 Program Statistics (graduate stats) for Practical Nursing Diploma
The Ministry of Training Colleges and Universities, (MTCU) utilizes Forum Research to conduct grad surveys six months after students have graduated from their programs. The survey is conducted for all of Ontario's colleges and this information is then used to create the program statistics outlining employment and further education rates, as well as salaries. Information is gathered during a one week reference point.
- The class of 2010 program statistics for Durham College's Practical Nursing Diploma provided the following information:
 - 7 - total number of grads
 - 44- available for employment (those who are actively seeking employment or currently working)
 - 7 - those who went on to further education (Centennial College, Trent University, UOIT)
 - 26- the number of grads whom Forum Research were not able to contact (19 attempts are made to contact grads)
 - 1- those grads who are not actively seeking work at the time
 - Ninety Five and one-half percent of the grads were employed with twenty-five working in full-time related positions; twelve in part-time related positions; three in full-time unrelated positions and two in part-time unrelated positions. Sixty-five percent of grads found employment within Durham region.
- The number of job leads advertised for Practical Nursing on the hired portal in 2010 was 34. Many factors play into recruitment for Practical Nursing such as hospitals often choosing to post opportunities on their own websites only or on the Health Force Ontario site. There are also health care recruitment fairs that take place within the Durham Region and the GTA.
- Employer Satisfaction Survey- How is the information gathered?
During the Graduate Satisfaction survey, Forum Research will ask graduates for permission to contact their employers if they have indicated that they are employed in their field of study. Forum Research does ensure to inform graduates that the information they seek from employers is not a performance evaluation of the graduate, but rather an evaluation of the training that they received from Durham College. Graduates may supply contact names and numbers for directors of departments and not the direct supervisor to whom they report. Therefore, the director may not be able to accurately comment on the information asked as they do not work with the grad on a day-to-day basis. As well, grads may be new to the organization and it may be too soon to get information

gathered in relation to core competencies, (oral communication skills, time management skills, computer skills).

- All of the information is gathered once again during a one week reference point and 19 attempts are made to contact the employer.
- 10 employers participated in the survey with a response rate of 90.9%

8. Decisions/Recommendations

- See attached "Action Log"

9. Future Meeting Date

- May 23rd, 2012, 3:30-5:30pm SW106

10. Adjournment

- Meeting adjourned at 4:45pm

Nursing & PSW Program Advisory Committee Action Log

NEW Action Items from October 19th, 2011 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Information to be provided to D. Morrison regarding “medication reconciliation” – this is an Accreditation Requirement of Practice; to ensure that students are aware of this process.	May 23 rd , 2012	C. Owen	
2.	Update regarding PN Program Standard Review	May 23 rd , 2012	D. Morrison/S. Sproul	
NEW Action Items from June 1st, 2011 Meeting				
	Action Item	Date	Responsible	Outcome
1.	PAC Membership – Recruit someone from Markham Stouffville Hospital	October 19 th 2011	D. Morrison	
2.	Investigate opening up the MH pediatric training to other agencies	October 19 th 2011	D. Boyd	COMPLETE
3.	Send out PSW job information to PSW faculty to inform students of job possibility	October 19 th 2011	C. Owen	COMPLETE
4.	Students needed for PAC membership	October 19 th 2011	D. Morrison	COMPLETE
5.	Invite Hired Career Services to Fall PAC meeting	October 19 th 2011	S. Sproul	COMPLETE
6.	KPI Action Plan to be discussed at Fall PAC meeting	October 19 th 2011	D. Morrison	COMPLETE
Action Items from October 27th, 2010 Meeting				
	Action Item	Date	Responsible	Outcome

Nursing & PSW Program Advisory Committee Action Log

1.	Meeting to take place to recruit new PAC membership.	June 1 st , 2011	S. Sproul C. Owens D. Morrison	COMPLETE
2.	Ask Cheryl Owen to accept the role as Chair of the PAC.	June 1 st , 2011	S. Sproul	COMPLETE
3.	Investigate opening up the MH pediatric training to other agencies	June 1 st , 2011	D. Boyd	Defer to next meeting
Action Items from May 26th, 2010				
1.	Elect new chair at spring Meeting	October 27 th , 2010	Membership	COMPLETE
2.	Lakeridge Health Oshawa representative will be sought	October 27 th , 2010	S. Sproul	COMPLETE

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Susan Knox*	Comm. Training Coordinator	Durham Regional Police Service
External Committee Member		
Name	Title	Organization
Diane Douglas*		Oshawa Fire
Arthur Graham*	Manager, Professional Standards	Toronto Emergency Medical Services
Kaitana Jeffers		Minacs
Brenda Jeffs*	Customer Care Manager	City of Oshawa
Nancy McCracken*	Coordinator of Training and Recruitment	Toronto Police Service
Joe Maiorano	Inspector, Communications	Durham Regional Police Service
Sharon Noble*	Communications Officer	Ajax Fire & Emergency Services
Dave Ralph	Manager, Community Safe Guard Services	Toronto Emergency Medical Services
Susan Sharp		Training Unit, Toronto Police Service
Barb Young*	Manager, Dispatch Operations	CAA South Central Ontario
Elected Student/Alumni Representatives		
Name	Yr/Program/Alumni	
John Ulakovic*	1st Year	
Jennifer Hoffman	Alumni	
Elected Faculty/Staff Representatives		
Name	Title	
Stephanie Ball*	Dean	
Margot Murray*	Faculty	
Annette Patrick*	Faculty	
Sandra Meader	Support	
Theresa Virgin	Faculty	

REPORT PREPARED BY: Mary Bartosik

DATE: October 26, 2011

MINUTES REVIEWED BY CHAIR

DATE: November 2, 2011

Present: Diane Douglas, Art Graham, Brenda Jeffs, Sue Knox, Nancy McCracken, Margot Murray, Sharon Noble, Annette Patrick, Bonnie St. George, Susan Sharp, John Ulakovic, Barbara Young

Regret(s): Jennifer Hoffman, Kaitana Jeffers, Joe Maiorano, Sandra Meader, Dave Ralph, Theresa Virgin

Guest: Kahl Wogar

1. Welcome and Introductions

S. Knox welcomed the committee members and introductions were made around the table.

2. Additions to the Agenda

The following item was added to the agenda: 7. 3 Field Placement

3. Acceptance of the Agenda

The agenda was accepted as amended by the members.

4. Approval of Minutes

The minutes of May 10, 2011 were approved by the members.

Motion by: A. Patrick

Seconded by: D. Douglas

CARRIED

5. Business/Actions Arising from Previous Minutes

- Action Item list has been updated (see attached).

6. Discussion Items

6.1 External Membership Information Sharing

- Many of the external employers agreed that the typing speed continues to be a problem for many who have been hired.. Toronto EMS measures applicants' keystrokes with a minimum of 3600 keystrokes per hour which tests applicants on the entire keyboard.
- Toronto Police Communications had reduced their minimum typing speed from 40 to 30 with applicants focusing on typing rather than speed and have since raised the standard back up to 40 wpm.
- Do agencies check juvenile records as well as the criminal records? Toronto EMS does not require a background check. Toronto Police Communications does not check their juvenile record, however, will follow up.
- DRPS does do an extensive background check (local, historical and relatives). There is no way to check juvenile records.
- CAA also performs background checks as well as credits checks.
- K. Wogar was invited by B. Young to attend to investigate the possibility of capturing our graduates for employment in the CAA general insurance sector. The requirement for hiring is call centre background experience, customer service, sales, keyboarding skills, data entry and telephone skills. In order to continue employment, the employees must work towards successfully completing the exam for a license and is a stepping stone to being a licensed agent representing CAA insurance. The license process requires 3 weeks of training followed by the exam.
- B. Jeffs stated the 2-3 years of experience in customer service or call centre is a minimum requirement but found that more breadth of experience is needed for the positions.

- The amalgamation of Ajax Fire and Emergency Services dispatch and Pickering Fire Services dispatch was an easy transition.

6.2 Program Update

- Students continue to struggle with keyboarding speed so a pilot project is being introduced using a new software, Key Vision. The January Start students are being asked to volunteer in a pilot project using the new application for 10 hours over a 3 week period. Advisory committee members are welcome to attend a demonstration of the software.
- Access and Excel has been introduced into the keyboarding courses this year.
- The program is the only 2 year program in the province and this past spring the faculty revised the vocational outcomes as circulated and went through a mapping exercise to ensure that the curriculum covers those outcomes.
- This year, the course, Security Guard, was introduced to the program of studies to be delivered in the second year. It was added to meet the needs of dispatchers who are required to have a security license to be employed.
- The Canadian version of the textbook for APCO Public Telecommunicator is now available which addresses our Canadian communication centre practices.

6.3 Continuing Education Update

- Fire Dispatch is now being offered on-line. There is more interest in taking courses on-line than in a classroom environment.
- M. Murray reported that nine students applied to go through the portfolio process for assessment with most of them only requiring 6 courses in order to attain the two-year diploma. The completion of the portfolio assessment would be considered as one of the six credits needed for the diploma. There are two who are only one credit short of completing the program.
- M. Murray distributed and briefly reviewed the Portfolio Development Course Outline for 2012 which starts in March with completion of the portfolio assessments by May. M. Murray was looking at marketing the program by developing a video and linking it to our school website.

6.4 Student Voice

- J. Ulakovic, on behalf of all the students, appreciated all the information distributed regarding jobs and volunteer positions as well as being able to attain additional credentials such as for Security Guard and Call Centre Strategies.
- Guest speakers particularly recent graduates were the most valuable as it gave relevance to the courses and their career path.
- Students would like to have more content on areas such as pre-employment testing practices, short term memory, multi-tasking and interviewing skills, and how to successfully attain a job.

7. Additional Agenda Items

7.1 Student Successes

- Three of our graduates were hired by CAA as a result of their placement.
- Two current students are in the hiring process with Toronto Police.

7.2 Hirings and the Screening/Hiring Process

- The external members agreed that keyboarding speed is paramount in successfully completing the first step of the interview process.
- Students need to tailor their cover letter directly towards the position they are applying for.
- Both field placement hosts and employers emphasize the fact that resumes must include not only the year but also the month when listing each previous position held.
- Each host agency handles resumes differently:
 - DRPS – resumes are vetted for completion and appropriate application for specified position as well as applicants sign a waiver form to view face book and email addresses
 - Toronto Communications Centre – resumes are submitted to a group mail box and then screened for selection and they are scored based on the information provided with respect to previous work position
 - City of Oshawa – applications submitted through their employment web page and each is critiqued for details such as month and year of each position worked

- The external members all agreed that there is no set style for resumes
- Hired Career Services provides students with a resume guide to assist students and an electronic copy will be sent to all the members.

7.3 Field Placement

- Field placement will again be scheduled for a three-week block in January 2012.
- There is a short turnaround time (Dec. 9) in determining who is eligible for placement as the requirement is the successful completion of all courses in the past 3 semesters.
- This year the students will be required to prepare a cover letter, resume and a 30-45 second video clip about themselves in preparing for field placement. They are to verbalize their strengths, provide a little history of themselves and why they would be a good candidate. This provides the students of a form of expressing themselves other than in a resume.
- The external members all agreed that they want to continue to interview each student chosen or selected to their agency. It will be their choice if they wish to have the students come for an interview at their agency or have interviews set up on campus and they select their choice of interested students.

8. Decisions/Recommendations (action items)

See attached Action Log.

9. Future Meeting Date

The next meeting is scheduled for Wednesday, May 2, 2012 from 3:00-5:00 pm. followed by the Field Placement Appreciation get-together.

10. Adjournment

2:35 pm.

Program Advisory Committee Action Log

NEW Action Items from May 10, 2011 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Faculty to stress with students the importance of thoroughly reading each job posting and that the resume should address and match each of the requirements of the position.	September 2011	A.Patrick	Ongoing
2.	The committee members will be advised of the confirmed date for the next meeting.	June 2011	A.Patrick	Completed
3.	Committee members are invited to attend a demo from Keyvision on teaching keyboarding techniques.	May 20, 2011	M. Murray/ A.Patrick	Deferred
4.	M. Murray will discuss the inclusion of the skill of researching and its application in job searches with the professor, N. Doyle.	May 2011	M. Murray N. Doyle A. Patrick	Completed
5.	J. Hoffman has volunteered to speak to the students on the importance of interpersonal and group dynamics and its relevancy in the workplace.	May 2011	M. Murray	Completed for Jan. Intake
6.	M. Murray will forward a package of information relating to the on-line diploma to N. McCracken for Toronto Police Service.	May 2011	M. Murray	Completed
7.	Committee members are to forward contact names of any customer service areas that would be interested in providing students with placement opportunities.	May/June 2011	Committee Members/ A.Patrick	Ongoing
8.	N. McCracken will follow up on a contact name for the 311 Call Centre.	May 2011	N. McCracken A.Patrick	Completed
9.	B. Young will follow-up on a contact name for the Insurance Branch of CAA.	May 2011	A.Patrick B. Young	Completed
10.	Committee members are to forward contact names of any employer/agency who might be interested in being a member of the committee.	June 2011	Committee Members/ A.Patrick	Ongoing
11.	D. Douglas will be asked to represent Oshawa Fire.	May 2011	A.Patrick	Completed
12.	M. Murray will contact T. Virgin regarding a representative from APCO Canada to be part of the committee.	May 2011	M. Murray	Completed

Program Advisory Committee Action Log

Action Items from October 25, 2011 Meeting				
1.	Toronto Police Communications does require criminal background checks and will investigate as to whether it also includes any juvenile records.	May 2012	N. McCracken	
2.	Advisory committee members will be notified and invited to view the keyboarding software, Key Vision, when a confirmed date has been set.	January 2012	A. Patrick	
3.	Contact Media Services regarding a video on our students' successes in the program to be linked to our school website.	January 2012	M. Murray	
4.	The resume guide produced by Hired Career Services will be electronically sent to all the committee members.	October 2012	A. Patrick	
Action Items from _____ Meeting				
1.				
2.				