

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BOARD OF GOVERNORS REGULAR MEETING

PUBLIC SESSION AGENDA

Date: Wednesday, September 11, 2013
 Time: 6:00 pm
 Location: Community Room
 Gordon Willey Building, A144

Dinner will be provided.

Pages

1. **CALL TO ORDER**
2. **INTRODUCTION OF GUESTS - S. Blakey (verbal)**
3. **ADDITIONS/DELETIONS TO THE AGENDA**
4. **CONFLICT OF INTEREST DECLARATIONS**
5. **PRESENTATIONS**
 - 5.1 Policing Symposium – Maria Iannuzziello and Stephanie Ball (Our Students) 3 - 17
 - 5.2 International Initiatives - Paul Brennan, ACCC (Our Students) 18 - 18
6. **CONSENT AGENDA**

The following items will be addressed through the Consent Agenda unless specifically removed for separate attention, by request. Item numbers:

7.1, 11, 12.2, 13.1
7. **APPROVAL OF PREVIOUS MINUTES (Our Business)**
 - 7.1 Minutes of the Board of Governors Meeting of June 12, 2013 19 - 24
8. **ACTIONS ARISING FROM PREVIOUS MINUTES**
9. **CHAIR`S REPORT - R. Chatterton (verbal)** 25 - 25
10. **CO-POPULOUS GOVERNORS' REPORT - P. Tremblay (verbal) (Our Community)**
11. **PRESIDENT`S REPORT - D. Lovisa (Our Students, People, Business and Community)** 26 - 29
12. **COMMITTEE REPORTS**
 - 12.1 AUDIT AND FINANCE COMMITTEE (M. Simpson)
 - 12.2 EXECUTIVE COMMITTEE Report 1 of August 14, 2013 - R. 30 - 30

Chatterton (Our Business)

12.3 GOVERNANCE REVIEW COMMITTEE (G. Cubitt)

12.4 NOMINATING COMMITTEE (D. Borowec)

13. CONTINUING BUSINESS

13.1 Program Advisory Committee Minutes (Our Students) 31 - 111

13.2 Centre for Food Update - D. Lovisa (verbal) (Our Business)

14. NEW BUSINESS

14.1 New Program - Media Fundamentals - J. Robinson (Our Students) 112 - 123

14.2 Suspension of Program - Pre Media - J. Robinson (Our Students) 124 - 126

14.3 Annual Report on Accessibility - M.K. Oliver (Our Students and Our Community) 127 - 157

14.4 2013-2014 Enrolment Report - M.K. Oliver and N. Gurmen (Our Students) 158 - 164

14.5 2013-2014 Board Goals - R. Chatterton 165 - 165

14.6 2013-2014 Board Work Plan - D. Lovisa 166 - 173

15. OTHER BUSINESS

16. INQUIRIES AND COMMUNICATIONS

17. UPCOMING EVENTS

DC - UOIT Joint Meeting of the Boards - October 9, 6:00 - 8:30 p.m.

Our Community

Centre for Food Opening - October 17, 4:00 - 6:00 p.m.

Our Community

Board Retreat - October 25-27

Our Business

Fall Convocation - November 1, 6:00 p.m. for a 7:00 p.m. start

Our Students

Our Community

18. MOVE TO IN-CAMERA SESSION

19. ADJOURNMENT

Maria Iannuzziello
Professor
School of Justice and Emergency Services

Maria Iannuzziello was Durham Regional Police Service's first female cadet, hired right out of high school at 18 years of age. She had a diverse career for 18 years, ultimately finding a niche working in victim services, specializing in situations of domestic violence. During this time she completed her Bachelor of Science in Psychology.

During the last two years of her career with DRPS Maria was seconded to Durham College to teach in the police foundations program. She loved it so much, she decided to compete for a full-time faculty position. Nine years later, Maria absolutely loves her job, and is now the co-ordinator of the program, implementing some innovative opportunities for students in the community. During this time she has been working on, and has almost completed, her Masters of Arts in Education through CMU.

Maria has two children, one who recently enrolled at the University at Carleton. In her spare time, she enjoys fitness activities and participates in triathlons.

Justice & Emergency Services Partnerships & Projects

OJEN

Village
Union Public
School

Canadian
Armed
Forces



Pilot Policing
Symposium
February 27,
2013



College

JUSTICE EDUCATION PROGRAM FOR HIGH SCHOOL YOUTH IN DURHAM REGION

- Approx 100 Students
- Focus on youth, police relationships and careers in policing

Cyber-Bullying and Sexting



The Role of Youth in Crime Stoppers Program



World of Forensics



OTHER ROLES

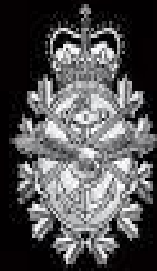


STUDENT VOLUNTEERS



Deputy Chief Paul Martin





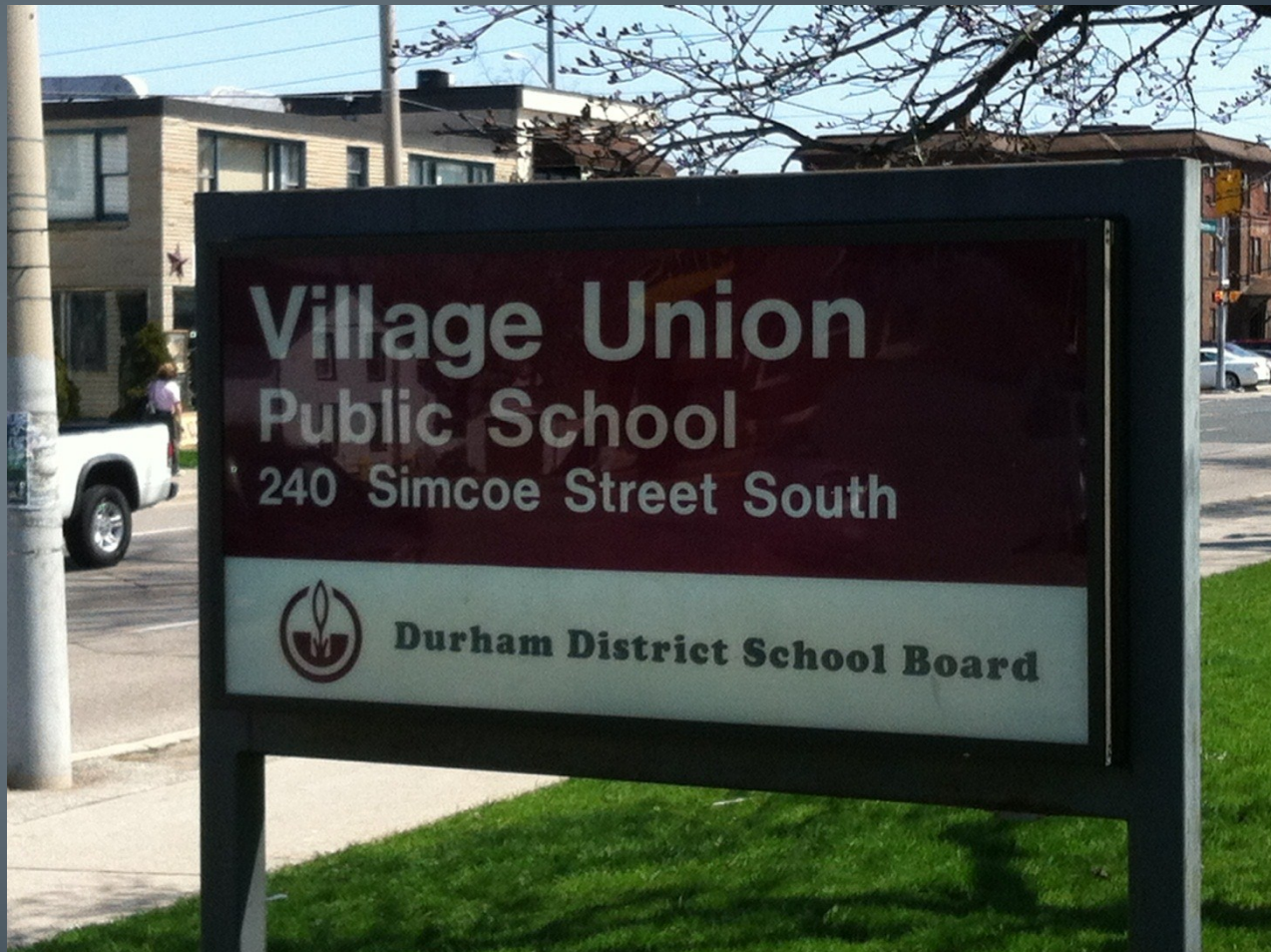
FORCES.CA
CANADIAN FORCES • FORCES CANADIENNES

Women's Influencer Event

March 2013



VILLAGE UNION PROJECT





School Report Cards *If it matters . . . measure it*

FI Rating



1.8/10

School Information

Gr 6 enrollment 35

ESL (%) 5.7

Special needs (%) 37.1

Parents' average income (\$) 34,200

Actual rating vs. predicted based on parents' avg. inc. -3.4

Academic Performance	2008	2009	2010	2011	2012	Trend
Gr 3 avg. level: Reading	2.0	2.3	2.1	2.1	2.1	—
Gr 3 avg. level: Writing	2.4	2.6	2.4	2.3	2.5	—
Gr 3 avg. level: Math	2.2	2.1	2.2	2.1	2.4	—
Gr 6 avg. level: Reading	2.3	2.4	2.4	2.4	2.4	—
Gr 6 avg. level: Writing	2.5	2.3	2.5	2.4	2.6	—
Gr 6 avg. level: Math	2.0	1.7	2.2	1.7	1.7	—
Gender gap (level): Reading	F 0.3	F 0.3	n/a	M 0.5	n/a	n/a
Gender gap (level): Math	E	F 0.3	n/a	M 0.6	n/a	n/a
Tests below standard (%)	67.7	65.6	55.7	67.9	60.9	—
Tests not written (%)	2.2	6.9	3.0	4.9	13.8	—
Overall rating out of 10	2.3	1.8	2.2	0.8	1.8	—





PAUL BRENNAN

BRIEF CAREER RÉSUMÉ

Paul Brennan currently holds the position of Vice-President, International Partnerships, at the ACCC. The ACCC is the national association and voice for the 130 public colleges, cégeps and institutes of technology in Canada who collectively reach 1.5 million learners per year in over 1,000 Canadian communities.

He is responsible for the development and administration of all of ACCC's international institutional partnership programs for its members, such as the Education for Employment Programs in Africa, Latin America and the Caribbean region, and the Asian Development Bank funded projects to help countries in Asia such as Vietnam and Bangladesh design and set up networks of colleges. He also leads ACCC's initiatives to support colleges in their international student recruitment efforts, as well as to convince and support more Canadian students to study and intern abroad.



Paul Brennan has a Bachelor's and a Master's degree specializing in modern Asian and African history and a Master's degree of Management at McGill University focusing on Leadership of National Not-for-profit Associations. He is fluent in French (mother tongue), English and Mandarin Chinese and speaks some Spanish and Portuguese. He has also studied, lived and worked in China, Indonesia and Zimbabwe during his career.

Public Session - BOARD OF GOVERNORS MEETING MINUTES

Date: June 12, 2013

Time: 6:00 pm

Location: Community Room Gordon Willey Building, A144

Members Present: Franklin Wu, Chair
Ron Chatterton, Vice-Chair
Garry Cubitt
Kevin Dougherty
Carlee Fraser
President Lovisa
Doug McKay
Michael Newell
Mary Simpson
Judith Spring
Pierre Tremblay
Joanne Dykeman
Donna Raetsen-Kemp
Dan Borowec
Darren Fisher
Jennifer Clark, Board Secretary

Members Absent: Thomas Coughlan
Sanjay Surendran

Staff Present: Scott Blakey
David Chambers
Tony Doyle
Margaret Greenley
Nevzat Gurmen
Donna McFarlane
Judy Robinson

1. CALL TO ORDER

With quorum present, the meeting was called to order at 6:02 p.m.

2. INTRODUCTION OF GUESTS

Donna McFarlane, Vice-President of External Communications and Marketing introduced guests in attendance:

Greg Murphy, Dean of the School of Media, Arts and Design and his research partner, Jean Bridge, Associate Professor in the Department of Visual Arts and the Centre for Digital Humanities at Brock University

Janse Tolmie, Chief Information Officer

Rob Wilkes, BDO Canada, external auditor

And a delegation of college executives from China:

Wei Wenfang, President, Shiyan Technical Institute

Fu Ligang, Chair of College Council, Shanxi Architectural College

Zuo Guangcheng, Vice President, Liaoning Vocational College

Song Yuanwen, Vice President, Lanzhou Resources Environment Vocational-

Tech College
Liu Yanhong, Vice President, Qinhuangdao Institute of Technology
Zhao Ye, Interpreter, China Education Association For International Exchange

3. ADDITIONS/DELETIONS TO THE AGENDA

The Policing Symposium presentation, item 5.2, was postponed to a later meeting, due to the full agenda.

4. CONFLICT OF INTEREST DECLARATIONS

None declared.

5. PRESENTATIONS

5.1. Strategic Plan 2013-2016

President Lovisa thanked the Board for their leadership and guidance in developing the strategic plan for 2013-2016. The plan was launched at a Town Hall meeting attended in person or via Internet by 500 faculty and staff in June. The launch video, with the theme of “in the next three years” was screened and paper copies of the plan distributed. Attendees were asked to submit statements about what they would be doing “in the next three years”; the volume of responses and their optimism was outstanding. Copies of the plan were distributed and the video screened for the Board.

5.2. Policing Symposium

Postponed to a later meeting.

5.3. College-University Pathways in the Field of Games

Jean Bridge and Greg Murphy shared the research they had presented at the Ontario Council on Articulation and Transfer conference in February. Programs at colleges and universities relating to games and interactive media are very diverse; it is difficult to know what knowledge and skills students in one program would have compared to students in another, and what bridging courses they might need as preparation for entry into a subsequent college/university program. The matrix developed by Bridge and Murphy provides a graphic comparison of programs that identifies overlaps and gaps between programs and natural points of transfer. The matrix approach can be applied to other multidisciplinary programs.

5.4. Information Technology at Durham College

J. Tomie provided an overview of Durham College's 5-year plan for information technology services. He noted the importance of developing a joint DC-UOIT IT planning committee and strategic plan; cautioned about the risks of early-adoption of new information technologies; confirmed we currently have a solid infrastructure; and identified disaster recovery planning, improved reporting/analytics tools, new

organizational structure and optimization of existing enterprise application as immediate needs. In response to questions, he noted that we are in a solid position to address these immediate needs.

5.5. Advanced Good Governance Certificate Presentations

Chairman Wu presented governors Chatterton and Fisher with the College Centre of Board Excellence's Advanced Good Governance certificates.

6. CONSENT AGENDA

Item 11.0, President's Report, was pulled from the Consent Agenda.

Moved By Governor Tremblay

Seconded By Governor Newell

THAT the balance of the consent agenda be approved.

CARRIED.

7. APPROVAL OF PREVIOUS MINUTES

Approved under the Consent Agenda.

8. ACTIONS ARISING FROM PREVIOUS MINUTES

There were no actions arising from previous minutes.

9. CHAIR'S REPORT

Chairman Wu noted that this is the last meeting of the Board for this year, and the last meeting for retiring governors Fraser, McKay, Newell and himself, and vice-presidents Greenley and MacFarlane. He thanked everyone for a good year.

Vice-Chairman Chatterton thanked Chairman Wu for his leadership and the help provided for the Vice-Chair's transition to Chair.

10. CO-POPULOUS GOVERNORS' REPORT

There was no meeting of the UOIT Board of Governors on which to report. Governor Tremblay informed the Board that Governor Cubitt received an honorary doctor of laws at the recent UOIT convocation. The Board congratulated Governor Cubitt on this well-deserved honour.

11. PRESIDENT'S REPORT

In response to questions, President Lovisa confirmed that the college presidents had a wide-ranging discussion with Premier Wynne. She was well versed in the current issues facing the sector and spent more time with them than anticipated.

President Lovisa noted the impending retirements of vice-presidents Greeley and MacFarlane, the significant positive impacts each has had on the college, and thanked them for their years of service.

12. COMMITTEE REPORTS

12.1. Audit and Finance Committee Report No. 9 of May 30, 2013

Received under the Consent Agenda.

12.2. Governance Review Committee Report No. 3 of May 14, 2013

Received and approved under the Consent Agenda.

12.3. Nominating Committee Report No. 4 of May 13, 2013

Received under the Consent Agenda.

13. CONTINUING BUSINESS

13.1. Program Advisory Committee Minutes

Received under the Consent Agenda.

14. NEW BUSINESS

14.1. Program Quality Assurance Process Audit (PQAPA) Results

J. Robinson presented the results of the PQAPA. The College met all six of the criteria assessed, and received special commendations for its Integrated Student Services Centre and its exemplary faculty development processes. The Audit Panel made a few recommendations, many of which had already been identified by the College; plans are in place or in development to act on these recommendations. Next steps include a response to the Panel's draft final report, prepare to participate as an "early adopter" in the upcoming accreditation process, and, celebrate our success.

14.2. Audited Financial Statements 2012-2013

Rob Wilkes reminded the Board that this is BDO's first year as external auditors for Durham College. As such, they were very detailed in their review, and are pleased to note that they are very favourably impressed with the work of the College's finance team. BDO is providing an unqualified opinion.

Moved By Governor Simpson

Seconded by Governor McKay

THAT the Durham College Board of Governors approves the 2012-2013 Audited Financial Statements.

CARRIED.

14.3. Annual Report 2012-2013

President Lovisa thanked those who prepared the 2012-2013 Annual Report.

Moved By Governor Newell

Seconded by Governor Borowec

THAT the Durham College Board of Governors approves the 2012-2013 Annual Report.

CARRIED.

14.4. Program Advisory Committee Compliance Report

Received under the Consent Agenda.

14.5. Annual President's Compliance Report to the Board

Received under the Consent Agenda.

14.6. New Academic Program - Journalism-Electronic Media

J. Robinson summarized the new program, which has been designed to meet the changing needs in broadcast journalism.

Moved By Governor Fisher

Seconded By Governor Raetsen-Kemp

THAT the Durham College Board of Governors approves the postsecondary programs of instruction for the Journalism – Broadcast and Electronic Media program.

CARRIED.

15. OTHER BUSINESS

15.1. Highlights of Association of Canadian Community Colleges Conference

Chairman Wu noted that seven members of the Board participated in an intensive three-day conference providing orientation, a wide variety of learning opportunities and visions for the future of post-secondary education. Participants shared highlights, which included learning about: international college education needs and partnership opportunities, the movement to embedded essential skills development across the curriculum, the challenges facing the apprenticeship programs and Durham College's leadership role in championing change, and the impact of recent budget cuts on the Alberta college system.

16. INQUIRIES AND COMMUNICATIONS

There were none to address.

17. BOARD CORRESPONDENCE

There was none to address.

18. UPCOMING EVENTS

The Chair encouraged Board members' participation in the Hail and Farewell celebration, June 19 and Convocation, June 20 and 21.

19. MOVE TO IN-CAMERA SESSION

Durham College By-law No. 1 provides for the Board of Governors to address, in-camera, items of corporate business respecting human resources or litigation matters, confidential items covered under the Freedom of Information and Protection of Privacy Act and, items that the Board deems to be confidential to the College. Chairman Wu noted that we have 14 items to discuss in-camera.

Moved By Governor Cubitt

Seconded By Governor Tremblay

THAT the Durham College Board of Governors recess the public session of the meeting and move in-camera.

CARRIED.

The public session recessed at 7:48 p.m.

The Board returned to public session at 8:27 p.m.

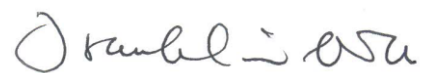
19. ADJOURNMENT

Moved by Governor Dougherty

Seconded by Governor Chatterton

THAT the June 12, 2013 meeting of the Board of Governors adjourn.

The meeting of the Board of Governors adjourned at 8:27 p.m.



Franklin Wu
Chair



Jennifer Clark
Secretary

Board of Governors Standing Committee Membership 2013-2014

EXECUTIVE COMMITTEE – the chair of the Board of Governors, who will also be the chair of the Executive Committee, the vice-chair of the Board of Governors, the president, a minimum of three other external governors, the board secretary (non-voting). Traditionally, the chairs of each standing committee comprise the executive committee membership.

External governor **Ron Chatterton**, chair (ex-officio)
 External governor **Pierre Tremblay**, vice-chair (ex-officio)
 External governor **Dan Borowec**, committee chair, Nominating Committee
 External governor **Garry Cubitt**, committee chair, Governance Review Committee
 Internal governor **Don Lovisa**, president (ex-officio)
 External governor **Mary Simpson**, committee chair, Finance and Audit Committee
 Jennifer Clark, board secretary (ex-officio, non-voting)

AUDIT and FINANCE COMMITTEE – the chair of the Board, the president, a minimum of four other governors, the chief financial officer (non-voting), the board secretary (non-voting).

External governor **Mary Simpson**, chair
 Internal (faculty) governor **Kevin Dougherty**, vice-chair
 External governor **Doug Allingham**
 External governor **Ron Chatterton** (ex-officio)
 External governor **Joanne Dykeman**
 Internal governor **Don Lovisa**, president (ex-officio)
 External governor - **Vacant**
 Jennifer Clark, board secretary (ex-officio, non-voting)
 Nevzat Gurmen, chief financial officer (ex-officio, non-voting)

GOVERNANCE REVIEW COMMITTEE - the chair of the Board, the president, a minimum of four other governors, the board secretary (non-voting)

External governor **Garry Cubitt**, chair
 External governor **Thomas Coughlan**, vice-chair
 External governor **Ron Chatterton** (ex-officio)
 External governor **Renate Ilse**
 Internal governor **Don Lovisa**, president (ex-officio)
 External governor **Donna Raetsen-Kemp**
 External governor **Pierre Tremblay**
 Jennifer Clark, board secretary (ex-officio, non-voting)

NOMINATING COMMITTEE – the chair of the Board, the president, a minimum of four other governors, the board secretary (non-voting)

External governor **Dan Borowec**, chair
 Internal (support staff) governor **Darren Fisher**, vice-chair
 External governor **Ron Chatterton** (ex-officio)
 Internal governor **Don Lovisa**, president (ex-officio)
 External governor **Paul Macklin**
 Internal (student) governor **Zain Shafique**
 Internal (administrative staff) governor **Judy Spring**
 Jennifer Clark, board secretary (ex-officio, non-voting)

Durham College – UOIT Co-populous Governors

Co-populous governors must be external governors of both Durham College and UOIT.

Garry Cubitt
Pierre Tremblay
 3rd co-populous governor - **vacant**

Our Students

Centre for Success Completion Ceremony June 17, 2013



The Centre for Success Program, through the School College Work Initiative, celebrated the academic achievements of approximately 150 Durham Region secondary school students. This program hosted on campus helps students graduate from secondary school by engaging them in a college environment and enrolling them in college courses they gain the confidence and belief in themselves that they can be successful in post-secondary studies.

This year's event marked the seventh successful year of the educational initiative. The project has grown significantly over the years from the first pilot project in 2006 with 14 students to the current program that will see almost 300 students enrolled between September and June at both the Oshawa and Whitby campuses.

Convocation Ceremonies June 20 and 21, 2013



Over 2,500 new graduates crossed the stage to receive their diplomas and certificates at this year's convocation ceremonies.

In addition to celebrating this year's graduates, the college also presented its fourth Honorary Credential, to Linda Franklin, president and chief executive officer, Colleges Ontario, in the category of Public Relations.



Enrolment and Orientation Activities September 2013

Our enrolment for September 2013 has grown to over 10,400 students, including more than 5,000 first-year students. To welcome back both new and returning students, Durham College Orientation Week featured several events that provided students with the opportunity to learn about program expectations, student clubs and societies while making new friends. Activities included program orientation, a mature student social, DC first-year fun fair, welcome barbecue, opening prayer and smudge, movie-on-the-lawn, campus cup pep rally and soccer game, campus fest concert, part-time job fair.



SEPT.
04 MOVIE-ON-THE-LAWN



SEPT.
06 PART-TIME JOB FAIR

Our People

Durham College Founders' Appreciation Event June 18, 2013



The Durham College Retirees Association hosted almost 100 founding faculty, staff and alumni at a Founders' Appreciation Event. Positive energy filled the room as old friends were reunited and stories and memories were shared by those who were there when the foundation of the college was established.

Durham College Social Committee Golf Tournament June 27, 2013

This annual event welcomes golfers of all skill levels for an afternoon of camaraderie and laughter. The afternoon is followed by dinner with prizes and awards for the best and worst golfers of the day. This event provides an opportunity for staff and faculty to enjoy time together off campus, and celebrate the beginning of summer.

Vice-President, Academic Day welcomes faculty back to campus August 27, 2013



Faculty were welcomed back for another academic year recently during the annual VPA Day. The keynote speaker for the morning was Dan Carter, whose presentation was about the importance that one person can make in the lives of many. A highlight was the important role a teacher can have in inspiring people to be their best and making them believe they can achieve their goals.

Durham College Faculty featured in Tech Talk



Anna Rodrigues, a professor in the Journalism Print and Broadcast program, and Cesar Juarez, a faculty member with the School of Media, Art, & Design, were featured in Tech Talk and the Virtual Research On Call team.

Tech Talk is a video podcast series in Ontario that allows experts to present their stories of success to inspire students, and is designed to educate and expose people to possible career opportunities and the paths they may use to get there. It pertains mainly to the areas of science and technology, relating it to the environment and society.

Our Business

Ministry of Training Colleges and Universities (MTCU) Summer Roundtable Discussions

The MTCU hosted three roundtable discussions with college and university presidents, representatives from ONCAT, Colleges Ontario, and AUCC. The topics were as follows:

System Differentiation

July 10, 2013

The purpose of this discussion was to work with colleges and universities to establish principles to guide the development and implementation of a differentiation policy for Ontario. MTCU is proposing a balanced and collaborative approach to differentiation with government assuming an important stewardship role to provide strategic direction at the system level, with all institutions playing to their strengths, focusing on what they do best, and operating together as complementary parts of a whole. MTCU launched a \$44-million Productivity and Innovation Fund shortly after the session.



Online Learning

July 18, 2013

The purpose of the discussion was to receive specific, constructive input on the direction of online learning outlined by the Ministry, engage in problem-solving regarding the implementation of the online initiative, focus on structure and timelines, and work towards general agreement on what is required to move forward within the fiscal year. MTCU announced an investment of \$42 million to

advance an Online Centre of Excellence for online and blended learning.

Credit Transfer

August 7, 2013

The purpose of the discussion was to work with stakeholders to establish a more transparent, predictable, and automated credit transfer system for students. In the ideal credit transfer system, students would be granted the greatest amount of credit possible without compromising their ability to succeed and complete their studies. MTCU advised that there will be a \$14-million investment through ONCAT toward credit transfer.

New governors' orientation

August 26, 2013

New members of the Board of Governors were invited to attend a full-day orientation that provided an overview of the Durham College Leadership Team portfolios, governance, and current board issues. The new governors were also taken on a tour of the Oshawa campus.

Bistro '67 Name for Durham College's new restaurant



Bistro '67 will be the name of the new full-service restaurant at the Centre for Food. After a month-long naming contest, Bistro '67 was selected from more than 1,152 online submissions. The winning name was submitted by Gail McKenzie, from the School of Interdisciplinary Studies and Employment Services. As the winner, Gail will receive dinner for six at the chef's table, a Durham College prize pack including an iPad mini, and will be recognized at the Centre for Food grand opening. Bistro '67 is reflective of the proud and rich history of Durham College by paying tribute to the year the college opened its doors.

Our Community

Roger Anderson Charity Classic June 13, 2013



More than 240 golfers, sponsors, donors and volunteers participated in the 16th annual Durham Region Roger Anderson Charity Classic golf tournament. The event raised \$324,000, which will provide assistance to students at Durham College, UOIT, and the Ontario Shores Centre for Mental Health Sciences.

Ignite Finale Celebration June 25, 2013

This event at the Regent Theatre was a celebration of the growing community of entrepreneurs and cultural leaders in Durham Region. Highlights included hearing the latest successes of our finalists fresh out of start-up bootcamp and a keynote from international best-selling author, Tim Ferriss.



Centre for Food Landscaping Design External Stakeholder Presentation June 26, 2013



Centre for Food



Members of the local agricultural community were invited to the Oshawa Campus for a presentation by Janet Rosenberg & Associates. The presentation was designed to gather feedback from key stakeholders about our plans for the landscape component of the Centre for Food.

DC Riders Big Bike for Heart and Stroke June 26, 2013



Dozens of faculty and staff members from Durham College teamed up with colleagues from UOIT to hop aboard the Heart and Stroke Foundation's Big Bike. In addition to wheeling their way through downtown Oshawa, the teams raised over \$10,000 for the charity and provided another example of the tremendous community outreach our employees have become known for.

Public Executive Committee Report No. 1
To the Durham College Board of Governors for consideration at its
Public Meeting of September 11, 2013

THE EXECUTIVE COMMITTEE, AS A RESULT OF ITS IN-CAMERA MEETING HELD ON AUGUST 14, 2013 REPORTS AND RECOMMENDS AS FOLLOWS:

1. 2013-2014 Board Workplan and Changes to Meeting Agendas (Our Business)

The Committee reviewed a draft of the 2013-14 workplan and drafts of Board Meeting agendas, both of which now include the Strategic Plan pillars and Business Plan goals addressed by each item. This will provide context for the work of the Board. Once approved by the Board, the workplan will be made available on the Board Portal and the College's website.

2. Colleges Ontario Board Orientation (Our Business)

All governors who have not attended the College Centre of Board Excellence's orientation and education session held in conjunction with the Higher Education Summit in Toronto, November 16 and 17 are strongly encouraged to attend.

All of which is respectfully submitted,



Ron Chatterton, Chair
Executive Committee
August 14, 2013

BOARD REPORT

Public: ☒
In-Committee: ☐

Action Required:
Discussion ☐
Decision ☒

DATE: September 11, 2013
FROM: Don Lovisa, President
SUBJECT: Program Advisory Committee Meeting Minutes

A. Purpose

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

B. Background

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

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

C. Discussion/Options

Minutes of recent PAC meetings are attached for your review.

D. Financial/Human Resource Implications

N/A

E. Implications for UOIT (if applicable)

N/A

F. Recommendation(s)

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

Accounting Membership List

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

Attendees May 6, 2013:

*External Members

Present: A. Mccann-Debono, *B. Arsenault, *B. Lynch, *C. Millar, C. Wilson, C. Foley, *D. Jones, J. Pidutti, *J. Roycroft, *K. Gibney, *P. VanKessel, V. Gilham, D. Cook, J. Bathe

Regret(s): *A. Fattori, *B. Dionne, C. Heath, *C. Kift, *C. Davies, *G. Gervais, J. Kaake, *L. Robbins, *S. Morrison

Guest(s): K. Graham

Recording Secretary: A. Serrano, Office Assistant

KEY POINTS OF DISCUSSION

1. Minutes of October 22, 2012 were approved.

Industry trends indicate: Governors' dinner – good dinner with great discussion around education/learning/environment we live in; how do we learn? And how will this affect the College? What soft skills do students need? What do graduates need? Field-placement employers are pleased with student skill sets; intro to case studies is extremely valuable; teamwork; practical excel exercises is valuable; forecasting; emphasis on writing skills – grammar/structure/punctuation; utilization of examples – use in case studies; excel course has been changed in second year since it was too much repeated from first year computers; Excel is used quite a bit; pivot tables; looking to continue education in excel; was asked about excel in job interview; recent graduates feel that they were prepared for the job market. Excel skills are extremely important. B. Lynch – spoke to third year class and attended CGA night. Spelling and grammar skills are very important. CMA – memo of understanding – going forward with combination of CMA and CA; the Euro is being watched right now.

CGA Ontario is not merging; CGA Canada has entered into talks; likes to see those that participate and get involved; presentation skills; what do you have above and beyond; accounting society gives students the opportunity to network, attain different skills; colleges can ask for funding - would need to see what the return on investment would look like;

Several different programs out there to test excel/word skills but some are flawed; there are 2-3 ways to come to the same conclusion.

2. **College/School Update and Program Update:** Growth mode; Accounting program confirmations 14 for Bus ACCT/Bus Admin 26/ACTU 27; college-wide 42% confirmations; ACTU program has increased in enrolment but has not increased in transferability to university; student enroll directly; ACTU - 2+2/3.5 average/rigorous curriculum. Centre for Food at Whitby campus – losing HMGT/CSK/GOLF – open August 15. There are two new grad certificates – Project Management/Information Systems Security; getting Library & Information Technician from ISES.

3. **Continuing Education Update:** Online – Accounting diploma/CGA transfer credits growing each semester. Night school-hybrid course with Bus. Computer Apps 1 and 2; MyITLab issues with accessing it from home; revisiting for fall.

Student Voice: Field placement was able to allow student to make sense of what she learned in class. Students are Impressed with themselves about skills she knew when asked at field placement; encouraging experience going through school and field placement; felt comfortable in all areas. Possibly look into offering a third-year excel course to keep students practicing. CGA has an event - "Bring the grads back".

4. **Additional Agenda Items: Field placement:** Two common themes – Communications and Excel were the two that students felt they needed more of. There was great feedback; one second year student came back through concurrent education specifically for field placement; many third-years reporting that they loved the real-world experience; at least five have been offered a temp job or encouraged to apply when full-time is posted; went very well; many students had their "a-ha" moments; students realized their potential and that they could grow; some liked two days/week but had to re-learn from the week before; many want field placement to be longer.

Accounting society: Went well; two events - November – networking seminar; March CMA/CGA info night with industry reps; good turn out; society interest fizzled out; around Christmas time told second year students that third year's would not be available; final year-end event did not happen; no interest from any student to take charge of the society for 13/14 year. Possibly investigate holding interviews by faculty; tough to gauge interest within the society; the SA was hard to deal with but everything was successful; tried to show second year students how to plan events; skills developed are great; looks fantastic on a resume.

ACTU Changes: Program is growing; 47 ACTU direct-entry; over-stated; attracting students from outside GTA; 8 in ACTU – 6 of 8 will go; 15-20 who made it to second semester; students can apply to Accounting major in third year; pathway developed so students could get a Commerce degree; now students will apply to the Accounting major (directly into third year); second year – umbrella of accounting choices; you get the pathway you choose; 3.5 GPA is a 75%

Graduate Feedback: Do not have KPI's yet; can send graduate feedback summaries.

RECOMMENDED ACTIONS (See attached Action Log)

1. Send PAC members Board of Governors summary report.
2. Investigate having third-year students/alumni event to speak to first-year students about what to expect after graduation.
3. Find motivated students to represent the society.
4. Send PAC members KPI's and graduate feedback summaries.
5. Review COMP 3200.
6. Continue to integrate case analysis with practical application of excel.
7. Investigate a paid coop with Mary Noble.
8. Next meeting – October 21, 2013 at 6 p.m. Location: TBA
9. Adjournment 8 p.m.

STATUS OF RECOMMENDATIONS FROM October 22, 2012 MEETING

1. Explore sending team of students to the CGA case competition. George Brown will host the event this year. Cost is \$320. Case studies into curriculum is in process; in Business Finance II; incorporate case analysis pensions and ratio analysis; how to integrate it in a measurable way; CGA case competition was in March but was the week prior to exam week; field placement makes it a challenge; same weekend every year (weekend after March break); looking to revisiting the date; 16 colleges – 23 teams this year; ongoing action item
2. Updated POS was sent to the PAC membership. Completed – 2013/14 one change Business Law from 6th to 4th semester; encourages transferability across colleges.

REPORT PREPARED BY: Amy Serrano

DATE: May 30, 2013

DRAFT REVIEWED BY DEAN: May 31, 2013

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE:



Advertising Membership List

Name	Title	Organization
Committee Chair		
Murray Christensen	VP, Radio Sales	Astral Media
Andrew Martin	Production Artist	Identica Branding
External Committee Members		
Alex Berube	Project Manager	Adbloc Media
Trina Boos	President	Boost Agents
Chris Bryce	Managing Partner	Dotfusion Digital
John Dowds-Hotts	Art Director	John Street (FCB)
Elaine Garnett	General Sales Manager	Corus Entertainment
Hayley Higgins	Digital Specialist	Lindt Chocolate
Maria Maynard	Sr Account Executive	Shopper Drug Mart
Mike Needler	Sr Media Buyer	Media Experts
Rob Rock	President	Social Media Learning
Stesha Roy	Media Supervisor	Mindshare
Sue Ploughman	VP, Sales and Marketing	PPFD
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Tara Burt	Year 3 Advertising	Durham College
Jim Wright	Year 3 Advertising	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Greg Murphy	Dean	Durham College
Charlotte Hale	Associate Dean	Durham College
Dawn Salter	Coordinator	Durham College
Kevan Drinkwalter	Professor	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Samantha Garner (Alumni)	Senior Media Associate	Mindshare
Josh Martin (Alumni)	Media Coordinator	Mindshare

Attendees June 4, 2013:

*External Members

Present: *Chris Bryce, Kevan Drinkwalter, *Maria Maynard, Greg Murphy, *Stesha Roy, Dawn Salter

Regret(s): *Alex Berube, *Trina Boos, *Murray Christenson, *Elaine Garnett, Charlotte Hale, *Hayley Higgins, *Andrew Martin, *Mike Needler, *Sue Ploughman, *Rob Rock

Guest(s): Samantha Garner, Josh Martin (Mindshare Media)

Recording Secretary: D. Salter, Coordinator, Advertising Program

KEY POINTS OF DISCUSSION

1. Minutes of October 17, 2012 were approved by S. Roy and seconded by K. Drinkwalter. Carried.
2. Agenda was accepted by S. Roy and seconded by K. Drinkwalter. Carried.
3. **External Member Information Sharing:** Members offered their perceptions of the knowledge and skills of recent graduates/junior employees, including strengths and weaknesses. Items included: lack of 'critical thinking' among junior employees; lack of self-confidence; and, graduates are 'falsifying' information on resumes and using buzzwords that imply knowledge and skills, but when asked to provide situational examples to demonstrate, graduates fall short. G. Murphy questioned whether graduates even recognize they are falsifying information because do not understand how to articulate their skills. Critical thinking needs to be taught earlier in the program and reinforced more consistently throughout. Students need to be able to define critical thinking and have greater opportunity to practice through in-class activities so these skills become embedded. Students struggled in exercises where they were asked to apply critical thinking because it seemed unfamiliar; not deemed a 'college' way of teaching and was more a university practice. Given this is a skill employers demand, students will have to be taught how to develop critical thinking skills earlier in the program. Anything worth learning should be challenging and this needs to be reinforced so it is not met with resistance. Grads need the ability to use analytical tools in a productive way, so that they can pull meaning from data to support recommendations. Students can evaluate one particular strategy or tactic but are incapable of evaluating a program holistically. Students do not understand technology platforms used for monitoring and evaluating program results and suggested students be taught about information architecture (how things relate to one another within a specific communications' program with different objectives). D. Salter said that new Research and Integrated Communication and Campaign courses will address this need. The Administrative Applications course has been modified to include project-planning. Students should be made aware that their learning has application in real world (create more opportunities for linkages between learning outcomes).

Students should do culminating projects where they can develop complete communication program plans. D. Salter said courses in the fourth semester are designed to demonstrate application of all key concepts and skills acquired throughout the program (there was discussion around a competitive pitch project where students present plans to actual Clients, which could provide opportunities to execute and monitor results for Clients). D. Salter is developing the Advertising Campaign course and requested recommendations on how to teach and evaluate these outcomes.

Student Voice: Recent program graduates were asked about their preparedness for their current positions. S. Garner said she lacked confidence in her ability to write professional business communication (specifically emails). All students and recent grads present struggled with learning grammar. The new 2-Yr program curriculum has increased the number of grammatical writing courses from two to three. Students need more practice writing. Greater emphasis evaluating written submissions is needed (e.g. good writing must be stressed in all courses and students are to be evaluated on grammar in all assignments). S. Garner also lacked self-confidence on conference calls. Other external members noticed a lack of self-confidence in students when asked to perform certain tasks where they are not shown/told exactly what to do. D. Salter said the modified Sales Techniques/Presentation and Professional Practice courses allow more professional etiquette training. Students will practice effective presentation skills, managing conference calls, leaving voice-mail messages, and drafting emails. Point of view recommendations will be explored through case study and role-play exercises.

G. Murphy suggested faculty should encourage appropriate communication etiquette in the classroom. (E.g. students need to be professional in all communication with their professors to avoid the habit of writing in a short message/conversational style (sms/text style is not appropriate).

4. **Interactive Advertising Graduate Certificate Discussion:** External members were asked to

review the proposed course names and content descriptions for the grad certificate in development. It was agreed that PAC members would review and respond to D. Salter by Friday, June 7th. Collated responses will be sent to all PAC members.

RECOMMENDED ACTIONS

1. External members are to submit feedback on the proposed Interactive Advertising Graduate Certificate program by Friday, June 7th. The feedback is to be sent to Dawn Salter.
2. Critical thinking skills should be taught and evaluated across the curriculum.
3. Proper use of analytical tools should be taught early in the program.
4. Professional communication skills should be reinforced across the curriculum.
5. **Next meeting** –Wed October 24th, 2013. Time and location TBD. Members to confirm preference by Friday June, 7th
6. Adjournment 8:00 p.m.

STATUS OF RECOMMENDATIONS FROM October 27, 2012 MEETING

1. Development of Interactive Advertising Post Certificate is well underway with a target roll-out date of September 2015
2. Beginning in Fall 2013, upper year advertising courses will have projects where students are to develop promotional materials in support of the DC Advertising Program to supplement those materials already produced by DC Communications and Marketing.

REPORT PREPARED BY: D. Salter

DATE: June 4, 2013

DRAFT REVIEWED BY DEAN: Greg Murphy

SIGNATURE: 

APPROVED BY CHAIR: Coordinator

SIGNATURE: via email

Animation Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Heather Walker	Executive Producer	Yowza Animation
External Committee Members		
Vincent Bui*	Junior Animator	Digital Leisure Inc.
Clement Chan	Freelance Animator	9 Story Entertainment
Pete Denomme	Executive Producer	Yowza Animation
Tracy Grant	Producer	ToonBox Entertainment
Courtney Hilbig	Art Director	Digital Leisure Inc.
Stefan Lipsuis	3D Animator	Digital Leisure Inc.
Steve Lowles	Animator/VFX Artist	Keyframe Digital Production
Jason McKenzie	Training Manager & Marketing Coord.	Arc Productions
Suzanne Miller	Self Employed	
Christoffer Pedersen	Character Rigger	ToonBox Entertainment
Heather Woods	Production Coordinator	Huminah Huminah
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
J. D. Kalantar	1 st Yr. Animation	Durham College
Ryan Miller	Alumni	Conjured Graphics
Aspenn Richards	1 st Year Animation	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Gary Chapple	Coordinator	School of Media, Art & Design
Chris Gould	Coordinator, VFX	School of Media, Art & Design
Charlotte Hale	Associate Dean	School of Media, Art & Design
Peter Hudecki	Professor	School of Media, Art & Design
Greg Murphy	Dean	School of Media, Art & Design
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Sandra Meader	Continuing Ed. Officer	Durham College

Attendees June 5, 2013:

*External Members

Present: Vincent Bui*, Gary Chapple, , Pete Denomme*, Charlotte Hale, Courtney Hilbig, Peter Hudecki, Stefan Lipsius*, Jason McKenzie*, Ryan Miller*, Suzanne Miller, Heather Walker*, Heather Woods*

Regret(s): Clement Chan*, Chris Gould, Tracy Grant*, Steve Lowles*, Sandra Meader, Greg Murphy, Christopher Pedersen

Guest(s): J.D. Kalandar, Aspenn Richards

Recording Secretary: A. Desaillier, Administrative Coordinator

KEY POINTS OF DISCUSSION

1. **Agenda Additions:** Use of Toon Boom in studios. Agenda was accepted by H. Walker and seconded by C. Hilbig. Carried.
2. **Minutes** of January 23, 2013 were approved by H. Walker and seconded by C. Hale. Carried.
3. **Industry trends:** Durham is competing against schools that are hosting year end industry screenings on their campus. Included at the screening is a formatted book with all of the student's work that each guest can take away with them to peruse at their convenience as well as the opportunity to view the reels privately and then have a chance to speak with the student. Toon Boom has become the industry standard; it is now owned by Corus.
4. **Use of Toon Boom in Studios:** A discussion around who is now using Toon Boom in their studios was brought forward. As it is now the industry standard there are too many to name. A list of Toon Box studios can be got from Toon Box and Durham College or a representative such as P. Hudecki can be added to the list to receive any studio updates.
5. **Year End Screening Event:** it was shared that there is not enough notice given to Industry professionals; private time is not given to producers to view the reels on campus. Packages and USB keys with the student work is supplied by other colleges, is this something that Durham can take on, can it be incorporated into one of their classes?
6. **Filemobile:** A discussion around the introduction of Filemobile and the use of the portal to industry ensued. More information will be shared at the next meeting when the portal is fully functioning on campus.
7. The idea of having the Animation and Gaming students share the same lab/classes to encourage partnerships was discussed.
8. **Social Media:** the use of social media as discussed at the last meeting such as a YouTube channel needs to be investigated. It was recommended to work jointly with the communications and marketing and/or digital media programs at the school to make this happen. It was suggested that the animation students could maintain this site.
9. **Program Update:** A new games class will be introduced in year three of the curriculum.
10. **School Update:** A portfolio night was run for the Animation, Games and Graphic Design programs and was very successful. The increase in enrollment may be contributed to this event.
11. **Student voice:** liked the variety of classes offered; would like to see more drawing classes offered.
12. The 10% Ontario tax discussion will be brought back for follow-up with G. Murphy and D. Lovisa by H. Walker.
13. **Membership:** Roger Chiasson has stepped down as Co-Chair and was thanked for being a part of the committee and his time and commitment was appreciated.

RECOMMENDED ACTIONS

1. Recommend that more Industry Studios are invited out to the campus to view the students work. ACTION BY: Program Team
2. Recommend that a budget line be committed to the program to help support a media day on the campus to promote the students work and allow producers to meet and source out new talent. Most other studios financially support their grads industry nights and showcases. ACTION BY: Dean and Associate Dean
3. Recommend that PAC members share what industry events could be emphasized in the curriculum. ACTION BY: J. McKenzie to prepare this and H. Walker to review and add prior to submission to PAC members.
4. Recommend that first year students are encouraged to attend more industry functions; also encourage them to volunteer at the TAFFI events, this is key to networking. ACTION BY: Program Team

5. Recommend that TAFFI come to the campus and host an Industry day. ACTION BY: Yowza
6. Recommend that the Animation program actively explore cross pollination between programs such as the media marketing program. ACTION BY: Dean and Program Team
7. Recommend that the Animation program actively explore taking on new initiatives such as "The Field to Fork" project which will help the student's portfolios. ACTION BY: Program Team
8. Recommend that the School of Media, Art & Design fund the year end screening and commit to providing the portfolio package to supply to Industry professionals. ACTION BY: Dean and Associate Dean
9. Recommend that the Animation and Games screening be separated. ACTION BY: Program Team
10. Next meeting: Tuesday, November 19th, 2013 at 6:30 p.m.
11. Adjournment 7:45 p.m.

STATUS OF RECOMMENDATIONS FROM January 23, 2013 MEETING

1. Developing a festival list to help market the program and the student is still on-going and Yowza will contact and set up a meeting with TAFFI to determine a comprehensive list. ACTION BY: H. Walker
2. The 72 hour festival did not take place, but a competition set out by TAFFI was presented to the students. This project was to compose a 15 second reel that dealt with one theme. There were 5 animation students who volunteered to work on this project. This may be included in the curriculum as learning and producing shorts. ACTION BY: Program Team
3. Students were made aware of various speaking engagements through Facebook pages. There was a lack of Durham College students at the Digital marketplace day on May 31, 2013. This was a place where there was a variety of studios who wanted to interact with the students. A discussion around telling the students and making sure they actually understand the importance of these events and attend them was stressed.
4. Recommended changes to the Program Learning Outcome map was completed. - use the term "production schedule" – item #4 on DC map. #6 on the DC map – "pitch bible" – used for pitch and left behind versus production bible.
5. The college has become more active in utilizing technology such as Twitter and websites to market to perspective students.
6. The development of a YouTube channel is still on-going due to lack of resources. Cross pollination between the media programs will be explored.
7. The initiative for the PAC chair to bring on new members was completed.

REPORT PREPARED BY: Alanna Desallier

DATE: June 5, 2013

DRAFT REVIEWED BY ASSOC. DEAN: C. Hale

SIGNATURE:



APPROVED BY CHAIR: Heather Walker

SIGNATURE: via email, June 6, 2013

Biomedical Membership List

Name	Title	Organization
Committee Chair		
Michele Roberts	Installation Team Leader	Philips Healthcare Canada
External Committee Members		
Ravindra Anand	Area Service Manager	Siemens Canada Ltd.
John Beaton		MKHM
Neil Dardaine	National Service Manager	Covidien
Adam DeMeester		Hamilton Health Services
Trevor Fourgere	Field Service Engineer	Philips Healthcare Canada
Gabe Gasparotto	Regional Support/Technical Acct. Mgr.	North York General Hospital
Bill Gentles	Infratech Administrator	BT Medical Tech. Consulting
Mike Goulding	Director, Services, Sales & Marketing	Philips Medical System Canada
Earl Langridge	TLP Program & Lean Serv. Leader	GE Healthcare
Keith Laycock	Director, Biomedical Engineering	Sunnybrook Health Science Ctr.
David Malgi	Solution Delivery Consultant	Philips Healthcare Canada
Kevin Marshall	Biomedical Technologist	Hamilton Health Sciences
Aaron Nurse		Aramark Healthcare
Ron Rivard	Manager, National Services Ctr.	General Electric
Michael Weimer	Director of Service	Draeger Medical Systems
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Paul Sackett	3, Biomedical	Durham College
Sean Noseworthy	1, Biomedical	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Sandra Kudla	Professor	Durham College
Joy Lavergne	Program Officer	Durham College
Bill Lewis	Professor	Durham College
Pravin Patel	Professor	Durham College
Rick Tidman	Professor	Durham College
Sue Todd	Dean	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization

Attendees – May 30, 2013

*External Members

Present: *R. Anand, *E. Langridge, S. Kudla, B. Lewis, S. Noseworthy, P. Patel, *M. Roberts, *R. Rivard, P. Sackett, R. Tidman, S. Todd

Regret(s): J. Beaton, N. Dardaine, A. DeMeester, T. Fougere, G. Gasparotto, B. Gentles, M. Goulding, J. Lavergne, K. Laycock, D. Malgi, K. Marshall, A Nurse, M. Weimer

Guest(s):

Recording Secretary: L. Dillon

KEY POINTS OF DISCUSSION

1. **Welcome** – Michele Roberts welcomed members to the meeting.
2. **Additions to the Agenda** – NA.
3. **Acceptance of Agenda** – Accepted.
4. **Previous Minutes** – The minutes of November 15, 2012 were approved.
5. **Business/Action Items from Previous Minutes**

Biomedical Space - Approval has been given to proceed with the Biomedical lab moving into some of the space that the Metallurgy lab currently occupies. This move will give the Biomedical students more dynamic learning and project space with additional space for equipment. This change happened as a result of the Biomedical Program Review. The Biomedical program has been selected to be accredited out of the 8 college programs identified at the college.

IT Networking Course – S. Todd received feedback from E. Langridge.

6. DISCUSSION ITEMS

6.1 External Membership Sharing/Industry Trends

- Electronics – Students' basic knowledge of electronics is poor in most colleges.
- Biomedical Program at Durham College – This program offers a solid background in Electricity I, II, Electronics I, II and III off amps, and design. Students also build an ECG from scratch including designing the braids and full potential monitors all designed with a good understanding of how it works with an operator/service manual.
- Aging People - Hospitals are having difficulty coping with aging people.
- Home Health is a key (home dialysis etc.).
- Biomedical/IT people are being hired.
- Industry customers are starting to standardize versus to manage biomedical projects and have people do things from start to finish.
- Customers are buying in volume versus buying 1 piece at a time.
- Soft skills are important especially for service engineers.
- Few people hire radiation protection people.
- People need to work in many environments now, especially in the field.
- Networking – This is still a huge issue. A basic understanding of it is needed.
- Equipment - Industry can teach what to know about the equipment, but people need to understand it.
- Certification - General certification in Network Plus is needed for general certification before a person can attempt CISCO.
- Qualcomm Tricorder X Prize has challenged researchers to build a Star Trek style tool capable of capturing "key health" metrics and diagnosing a set of 15 diseases" with a 10 million dollar prize.

6. DISCUSSION ITEMS (Cont'd)

6.2 College/School/Program Update

Program of Studies 2013-2014 – Courses - Physical Science Biomedical Technology (semester 3) has been added to include ultrasound, neoskeletal system, treatment of patients, different motilities etc. Computers and Networking (semester 5) and Computers and Networking II (semester 6) have been added to address the IT/networking concerns expressed by industry members. We must ensure that we can get the equipment for the Networking II course being developed. S. Todd will obtain a course developer to develop the two new Networking courses. The Networking courses cannot be offered as General Education courses as they are “how to” courses, not broad based.

S. Kudla noted that she is reminding current students to take a Networking course.

P. Patel to take back computers, programming and designing back to the faculty group for further discussion.

Field Placement – P. Sackett noted that few companies hire radiation protection people. S. Kudla to check with the College Dental Department for a radiation protection badge. The Biomedical students complete 200 hours of Field Placement during the month of May for a 5 week period as a placement requirement. Placements are broad and include companies such as Phillips Healthcare, General Electric, hospitals, Aramark etc. S. Kudla to connect with R. Anand regarding student placement opportunities for May 2014.

Fast Track Program and Admissions – In the past the requirement was a 1 year program that came with a degree in Electrical or a Biomedical degree. The electrical degree did not prepare students for the Biomedical Fast Track program as students did not have the background for the electronics. For September 2014, the admissions criteria has been raised to include students must have a degree in Biomedical Engineering-Digital.

For Sept. 2013, there are no Fast Track applicants; the school will monitor the students for Fast Track or Advanced Standing. S. Todd will check with the Admissions Department as it was requested that applicants have Technology Mathematics and Physics for September 2013 as part of the admissions criteria.

New Degree Discussion – A new degree is being worked on called “Healthcare Technology”. It will be a combination of devices, health care, technology, networking, Bioinformatics, financial and management/leadership. S. Todd read the course names to advisory members. One industry member noted that he was pleased to see “learn” in the course names. The Learning Outcomes, Program of Studies, course hours and course descriptions are complete. A focus group meeting will be held on June 5th, 2013 to proceed. For the writing of the course outlines, a master's degree is not required but for teaching, a master's degree is a requirement. If anyone is interested in developing the course outlines or teaching, advise Sue Todd.

Dialysis Den Project – Graduating students participated in the first Dialysis Den Think Tank competition. Year 3 students presented their entrepreneurial efforts for advances in dialysis and new technology to observers and judges. S. Kudla has spoken with the Research Office and they have indicated that they would like to take some of the students' ideas and move these ideas forward.

6.3 Continuing Education Update

Networking Course - S. Kudla to check the following with J. Lavergne in Continuing Education:

- See if a Networking course is offered through Continuing Education.
- Investigate if Networking could be advertised through the Alumni.
- See if the CISCO exam is offered on-line.

7. Next Meeting – Thursday, December 5, 2013, 6:00 p.m.

8. Adjournment – 6:35 p.m.

RECOMMENDED ACTIONS

1. E. Langridge can email members on home health (home dialysis) if members are interested.
2. P. Patel to take back computers, programming and designing back to the faculty group for a further meeting.
3. S. Todd will get someone to develop the two Networking courses and ensure that we can get the equipment that is identified in the Networking II course.
4. B. Lewis to send the Medical Imaging Systems I and II course outlines to R. Anand.
5. S. Kudla to check radiation protection badge with the College Dental department.
6. S. Kudla to connect with R. Anand regarding taking students for Field Placement for May 2014.
S. Kudla to look into the suggestion of having students visit a hospital on their own for one day for placement/job shadowing for May 2014 placement.
7. S. Kudla to follow-up with E. Langridge regarding the company that is looking to get rid of equipment that must be used not stored.
8. S. Todd to check with the Admissions Department to ensure that the Biomedical applicants for September 2013 have Technology Mathematics and Physics as part of the criteria for Admissions.
9. Healthcare Technology Degree - Advisory Members to advise S. Todd if they are interested in working on developing course outlines or interested in teaching opportunities.
10. S. Kudla to check with J. Lavergne in Continuing Education on the following - See if Networking is offered through night school, investigate if Networking could be advertised through the Alumni; and, see if the CISCO exam is offered on-line?

STATUS OF RECOMMENDATIONS FROM November 15, 2012

1. Field Placement/students feedback and year 2 students working as co-op/internship – on-going.
2. Capital item submission for Biomedical – competed.
3. Research items for Biomedical - on-going.
4. Networking course – adding courses to the curriculum – completed.
5. Exploring a Biomedical/IT person – completed.
6. Job postings on Biomedical/IT people – on-going.
7. Biomedical Program Review Report sent to advisory members – completed.
8. Biomedical Michigan Chapter Visit to Durham College – in progress.

REPORT PREPARED BY: Linda Dillon

DATE: August 8, 2013

DRAFT REVIEWED BY Susan Todd:

SIGNATURE:



APPROVED BY CHAIR: Michele Roberts

SIGNATURE:



Biotechnology Advisory Committee Membership List

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

REPORT PREPARED BY: Amy Derald

DATE: June 14, 2013

MINUTES REVIEWED BY: Crystal Richardson

DATE: June 14, 2013

Attendees – June 11, 2013

*External Members

Present: *J. Green-Johnson, *N. Lainsbury, J. Myers, *M. Paul, *C. Richardson, M. Theophille-Kennedy, S. Todd, B. Trieselmann

Regret(s): N. Begum, *G. Bhatt, *C. Bristow, M. Calhoun, *S. Climie, *L. Darnley, *G. Henderson, J. Lavergne, R. Massimi, *S. McBride, *D. Melegos, N. Ottley, *J. Rae, *M. Skulnick, E. Stripp, N. Trieselmann, *D. Wick

Recording Secretary: A. Derald

KEY POINTS OF DISCUSSION

1. **Welcome and Introductions:** C. Richardson welcomed members and asked everyone to introduce themselves.
2. **Additions to the Agenda:** There were no additions to the agenda.
3. **Acceptance of the Agenda:** B. Trieselmann accepted. J. Myers seconded.
4. **Approval of Minutes from November 20, 2012:** S. Todd approved.
5. **External Membership Information Sharing/Industry Trends:** One member indicated they were working with older employees who were not computer savvy. The statistics course in the Biotechnology program had an Excel component which provided a good foundation for graduates however it has since been changed to a textbook based course. Members felt this could be a problem for future graduates.
The industry is currently experiencing many layoffs because of cutbacks and stock market activity however one member advised they were scheduled for 4 interviews in one week from various organizations. Chemistry continues to be an important course that provides a solid foundation for graduates. Documentation and soft skills are also a very important asset. S. Todd would like the Essential Employability Skills audited in the course outlines to see which skills are actually being evaluated. Calibration checks are a daily occurrence for some members and should be evaluated. S. Todd suggested the program team look into adding calibration checks in the Analytical Techniques course. N. Lainsbury conducts Standard Operating Procedure reviews every 6 months. Students should be aware of how to find the standardized information.
6. **College/School Update:** M. Theophille-Kennedy provided an update on first year student statistics: the program currently has 31 student confirmations for fall 2013. S. Todd advised that the KPI report card is out. The results and recommendations will be discussed during the fall Program Advisory Committee meeting. Documents for a pathway into the Medlab program at UOIT have been submitted and will go to council for approval. Graduates from the Biotechnology program can now transfer into UOIT's Bachelor of Science program with an emphasis on biotechnology with no bridge.
7. **Student Voice:** Student representative unavailable.
8. **Continuing Education Update:** Continuing Education representative unavailable.
9. **Loyalist Promo Video:** J. Myers showed Loyalist College's Biotechnology promotional video. The program team would like to partner with the Durham Economic Committee to create something similar. S. Todd to connect with the Durham Economic Committee for recommendations of future Program Advisory Committee members to create a more diversified group. Advisory members who know of potential members who might be interested in attending are asked to contact J. Myers.

10. **Program of Studies:** S. Todd reviewed the proposed 2013-2014 Program of Studies. The program team will review the Program of Studies and develop a plan to insert a new statistics course.
11. **PLO Review:** The ministry standards for the Biotechnology program were updated. Outcome numbers 3 and 11 are new and will be reflected in the revised Bioprocessing course. Members agreed to the new Program Learning Outcomes.
12. **Program Review Update & Draft Recommendations:** The program team mapped each course to the new outcomes to identify gaps and overlaps. A student focus group and external auditor review was also conducted to develop a SWOT analysis of the program. A list of recommendations was developed from the analysis which the school has two years to implement.
13. **Lab Curriculum & Tour of Labs:** Members were taken on a guided tour of the labs.
14. **Future Meeting Date:** November 28, 2013
15. **Adjourned:** 7:00 PM

RECOMMENDED ACTIONS

1. Look into preparing samples for students prior to the start of class. **ACTION BY: Program Team**
2. Discuss developing videos on instrument operation for students to view prior to the start of class. **ACTION BY: Program Team**
3. Audit Essential Employability Skills for each course to determine which outcomes are actually being evaluated. **ACTION BY: Program Team**
4. Look into adding calibration checks in the Analytical Techniques course. **ACTION BY: Program Team**
5. Contact external organizations for recommendations on potential members for the focus group. **ACTION BY: S. Todd/Program Team**
6. Review the Program of Studies and develop a plan to insert a new statistic course into the program. **ACTION BY: Program Team**

STATUS OF RECOMMENDATIONS FROM *November 20, 2012* MEETING

1. M. Calhoun and S. Todd have created a list of what new faculty should be trained on. Will be included during new faculty orientation and will be ongoing to ensure consistency.
2. The Bioprocessing course allows for students to work with and generate data.
3. Organic Chemistry II has been added to the curriculum.
4. The program team is currently looking at removing the statistics course.
5. Student feedback on lab space continues to be negative. The program team will look into having prepared samples for students so they do not feel rushed at the end of class. It was recommended the program team develop videos on how to operate an instrument for students to view ahead of lab time.
6. Career night will be scheduled for September or October.

REPORT PREPARED BY: Amy Derald

DATE: June 14, 2013

DRAFT REVIEWED BY DEAN: Sue Todd

SIGNATURE: June 14, 2013

APPROVED BY CHAIR: Crystal Richardson

SIGNATURE: Approved via email June 14, 2013

Chemical Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Mark Hersey	Section Mng - Engineering Training (RET)	Ontario Power Generation
External Committee Members		
Ina Ciobotea		EcoLab
Ian Hartford	Section Manager, Environment Compliance	Ontario Power Generation
Diane Hruska	Guidance Counselor	Eastdale Collegiate
Greg Johnston	Site Manager	Rohm & Haas-Dow Chemical
Ken McCormack	Chemical Technician	Ontario Power Generation
Andrew Pearce	Senior Recruiter	SGS
Sarah Pearce	Recruiting Administrator	Molycorp
Mike Sheedy	VP-Technical Development	Eco-Tec Inc.
Elected Student/Alumni Representatives		
Samantha Barnes	3 rd year Chemical Eng Tech	Durham College
Kristina Dodsworth	1 st year Chemical Eng Tech	Durham College
Shaunna Frawley	2 nd year Chemical Lab Tech	Durham College
Cole French	3 rd year Chemical Eng Tech	Durham College
Michael Hayes	3 rd year Chemical Eng Tech	Durham College
Eric Perry	2 nd year Chemical Eng Tech	Durham College
Amanda Wamboldt	1 st year Chemical Eng Tech	Durham College
Elected Faculty/Staff Representatives		
Laura Benninger	Professor	Science & Engineering Technology
Maureen Calhoun	Associate Dean	Science & Engineering Technology
Dave Duncan	Professor	Science & Engineering Technology
Tanya Jessup	Professor	Science & Engineering Technology
Joy Lavergne	Program Officer	Durham College
Joyce Myers	Program Coordinator	Science & Engineering Technology
Terry Rigby	Field Laboratory Technologist	Durham College
Corrie Stender	Program Coordinator	Durham College
Gregg Taylor	Professor	Science & Engineering Technology
Sue Todd	Dean	Science & Engineering Technology
Guests/Unelected Faculty/Staff		
Colin Davidson	Plant Manager	Molycorp

REPORT PREPARED BY: Amy Derald

DATE: May 21, 2013

MINUTES REVIEWED BY: Joyce Myers

DATE: June 11, 2013

Attendees May 16, 2013:

*External Members

Present: S. Barnes, L. Benninger, M. Calhoun, *C. Davidson, K. Dodsworth, D. Duncan, S. Frawley, C. French, M. Hayes, *G. Johnston, J. Myers, E. Perry, G. Taylor

Regret(s): *L. Cater, *I. Ciobotea, *I. Hartford, *M. Hersey, *D. Hruska, T. Jessup, J. Laverne, *K. McCormack, *A. Pearce, *S. Pearce, T. Rigby, *M. Sheedy, C. Stender, S. Todd, A. Wamboldt

Recording Secretary: A. Derald

KEY POINTS OF DISCUSSION

1. **Welcome & Introductions:** J. Myers chaired the meeting and welcomed committee members.
2. **Additions to the Agenda:** No Additions to the agenda.
3. **Acceptance of the Agenda:** The agenda was accepted.
4. **Approval of Minutes from November 8, 2012:** D. Duncan accepted. L. Benninger seconded.
5. **External Membership Information Sharing/Industry Trends:** There is a lot of activity in the mining and metal industries. Approximately 70% of workers in the gold/copper industries will be retiring by 2015. This is a very high paying career option for students. Basic chemical commodities are coming back. Almost all of which are in Texas. Saskatchewan now has an oil industry. DOW Chemical cannot hire enough people. There are jobs as long as graduates are willing to move. Graduates have more opportunities than they did 5 years ago. If fracking is permitted a lot will change in the industry. Nanotechnology/Nanochemistry is becoming popular. The government is trying to regulate it but having difficulty as there are significant health risks.
6. **College/School Update:** Durham College recently underwent a Program Quality Assurance Process Audit (PQAPA). Two programs in the college were chosen for the audit including Biomedical Engineering Technology. The school successfully met the criteria in all 6 areas. Durham College has reached its goal of 10,000 students prior to the September 2015 target. The Food & Farming program is set to begin September 2013. S. Todd and M. Calhoun visited many greenhouse operators who discussed the chemical importance of growing vegetables.
7. **Student Voice:** The third year students would like to see more bridges made available to local universities. One student expressed how difficult it was to get information from UOIT on their Bachelor of Science program. The student was given vague information and told that they may receive credit for half of a semester. Students have been successful thus far in bridging to the Bachelor of Science at Trent University. S. Barnes will keep in touch with M. Calhoun on this process. Students distributed a feedback summary from their class members. Details included:
 - Students looked forward to tours and enjoyed using the analytical equipment.
 - Students felt there were too many contract faculty who lacked the passion and had some language barriers.
 - Students found the first and second math too easy and would like to have been challenged with more calculus.
 - Students felt the statistics course should focus more on application and interpretation. It was recommended the program team conduct a math focus group for the program.
 - One student suggested that the Chromatography course could be cut down to one course instead of two as some information is repetitive.
 - Students would like to have received more information on being able to complete field placement over the summer in between years two and three.
 - One student indicated their struggles with Physics and felt there were too many algebra equations.C. Davidson recommended advertising www.khanacademy.org for students experiencing difficulty in math.
8. **Continuing Education Update:** Continuing Education representative unavailable.

9. **PLO Review:** D. Duncan reviewed the changes to the Program Learning Outcomes from the Ministry of Training Colleges and Universities. C. Davidson advised that for PLO #10, faculty should be able to insert a student's report into the Canadian Journal of Chemical Engineering and not be able to tell the difference between the published reports and the student's report. A. Derdall to send members a copy of the document.
10. **Future Meeting Date:** Thursday, November 21st.
11. **Lab Curriculum and Tour of Labs:** The tour was moved to November 21st. J. Myers to send committee members lab manuals for pre-reading.
12. **Meeting Adjourned:** 6:55 P.M.

RECOMMENDED ACTIONS

1. Email Materials course outline to committee members for review. **ACTION BY: D. Duncan**
2. Provide contact information to J. Myers on a potential committee member for the Chemical Lab Technician program. **ACTION BY: G. Johnston**
3. Discuss incorporating Solid Works in the AutoCAD course. **ACTION BY: Program Team**
4. Connect with G. Johnston on a possible facility tour. **ACTION BY: D. Duncan**
5. Conduct a math focus group for the Chemical Engineering Technology students. **ACTION BY: Program Team**
6. Send committee members MTCU report. **ACTION BY: A. Derdall**
7. Send committee members lab manuals prior to fall tour. **ACTION BY: J. Myers**

STATUS OF RECOMMENDATIONS FROM *November 8, 2012* MEETING

1. D. Duncan is looking at ways to implement chemistry of metals into the Materials course.
2. D. Duncan has created a two week period in the Materials course to incorporate the electrical component. D. Duncan will email the course outline to committee members for review.
3. The program team continues to work on developing a program advisory committee for the Chemical Lab Technician program. They are having difficulty finding suitable members that would be able to provide input. G. Johnston to provide J. Myers with a potential lead.
4. Capstone project combining AutoCAD and Industrial Chemical Processes is ongoing. C. Davidson recommended incorporating Solid Works.
5. Placement coordinator advertised the seminars on DC Connect and displayed posters which appeared to work well.
6. The school purchased a WHIMIS disc for faculty use. It is now also taught in the Analytical Techniques course.
7. Recommendations for Industrial Chemical Processes content will be discussed at the next program mapping.
8. Program mapping will take place May 28th and 29th.
9. D. Duncan continues to look at other companies for tours. G. Johnston to connect with D. Duncan.
10. Including more instruments and incorporating radiochemical techniques in the Nuclear course will be discussed during program mapping.
11. Found more first and second year students to attend the program advisory committee.

REPORT PREPARED BY: Amy Derdall

DATE: May 21, 2013

DRAFT REVIEWED BY DEAN: Sue Todd

SIGNATURE: June 12, 2013

APPROVED BY CHAIR: Joyce Myers

SIGNATURE: June 11, 2013

Child & Youth Worker Program Advisory Committee Membership List

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

Attendees June 20, 2013:

*External Members

Present: *W. Cain, S. Zibert, T. Doyle, C. Harris, M. Grant, M. Decker, M. Houghton, S. Sproul

Regret(s): *J. Crough, *G. Jenkins, *E. McIlwain, *B. Christou*, *B. Stewart, *C. Baillie, M. Noble,
*J. McCormack, D. Boyd, C. Burke, S. Quinton, D. Thompson, *B. Kelly

Guest(s):

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of January 10, 2013, were approved by M. Houghton and seconded by W. Cain. Carried.
2. The CYW team is currently working on revising the Program of Study. The decision to move to a three year model has been deferred due to current funding formula.
3. A new full-time CYW faculty member will be added to the team for September 2013.
4. The CYW program will now have 2 Coordinators: Chris Harris is responsible for first year students and Tina Doyle for 2nd year students.
5. VLOs scheduled for review beginning in the Fall.
6. Accreditation model has been approved.
7. Currently 62 first year students are on placement and 35 second year students. There are 16 Advisors who support the students.
8. Some agencies require students to have a CAS review report completed (one student was withdrawn from agency due to results). S. Zibert is going to further investigate and see if we require a legal opinion.
9. C. Harris will be assuming coordinating responsibilities for the Community Network (B. McGowan is retiring). The next network luncheon is being held Thursday, June 27th at the Thornton Community Centre.
10. Convocation is being held June 20 & 21, 2013.
11. New Durham College Strategic Plan was approved in April by the Board of Governors.
12. Research Day held May 1st and was very successful.
13. S. Sproul reviewed the KPIs and Program Health Matrix for the CYW Program.
14. School of Health & Community Services has hired 4 new full-time faculty – 2 SSW and 1 OTA/PTA as well as 3 retirements within the School.
15. Enrolment numbers look good not only for the College but for our School. CYW will remain the same.
16. New OTA/PTA program starting in September 2013 with a new dedicated lab.
17. Ministry approval has been received for the Activation Coordination – Gerontology program starting in September 2014.
18. PQAPA – external review team did an audit in early April which went well. Durham College met all six criteria.
19. Pat Mongeon is the new coordinator for the Community Services & Child Studies Foundations program.
20. M. Houghton: Meri Kim Oliver from Trent/Dalhousie is the new VP, Student Affairs which CSD is part of.
21. Finalized broad consultation at Durham College with faculty, field placement coordinators and advisors and CSD staff to identify gaps. Feedback will go into a new faculty guide which is currently being reviewed with a July 3rd deadline and plans to start with new guide in the Fall.
22. Comprehensive research being done on Mental Health with Kathy Lazenby, Campus Health.
23. Update from W. Cain: Behaviour Intervention Team, consists of CYC, Psych, SW and SLP; the team is responding to mainstream classrooms and students that need short term multi discipline interventions. Transition Classes - 2 classes (primary and junior) serving the entire DCDSB for behaviour disorder children; they are supported by Teacher, CYC, EA and SW.

Father Donald MacLellan Catholic Secondary School has the following programs:

Re-engagement Classes are serving the 18 to 21 yrs old that are at risk to drop out of school due to multiple psychosocial stressors, mental health issues etc. Sites located in Oshawa and Ajax.

Reconnect serves 16 to 18 yrs old, site is located in Whitby at risk to drop due to multiple psychosocial stressors, mental health etc. Considerations are under way to open a site in the West to increase access to the program.

Centre for Success operates in partnership with Durham College to assist students to experience college life and complete their high school diploma requirements in one semester. They are referred due to being credit compromised as a result of psychosocial issues. They are supported by Teachers, CYC and SW if needed.

Return Ticket program - located in Ajax is for students who have been expelled or are on a long term suspension from school, the program is offered to Gr 7 to 12. The program is supported by teachers, CYC, SW and EA's.

PPM agreements are signed with Chimo, Kinark and Frontenac Youth Services. Also, new collaboration with Community Care Access Centre - Durham is providing support to schools via Mental Health Nurses for students who have recently been discharged from hospital due to a mental health crisis.

We also have hired a Mental Health Lead who will oversee in collaboration with the Chief Psychologist and Clinical Supervisor the mental health strategies for the DCDSB.


RECOMMENDED ACTIONS

1. C. Harris, T. Doyle and B. Kelly (Chair) will review membership list once timetables have been finalized.
2. Next meeting – Thursday, November 21, 2013, 2:00 – 4:00 pm
3. Adjournment 3:45 pm.

STATUS OF RECOMMENDATIONS FROM JANUARY 10, 2013 MEETING

1. C. Harris updated Members on the status of the Program of Study.

REPORT PREPARED BY: Sandra Thomson DATE: July 16, 2013

DRAFT REVIEWED BY DEAN: Susan Sproul SIGNATURE: 

APPROVED BY CHAIR: Susan Sproul chaired on behalf of Brandi Kelly

Communicative Disorders Assistant Program Advisory Committee Membership List

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

Attendees (May 27, 2013):

*External Members

Present: *M. Stratton, S. Sproul, E. Maga, N. Sharma, *W. Ricci, *M. Kennedy, *C. Kealey, *B. Lauricella, M. Sich

Regret(s): *J. Clements-Baartman, *S. Woodcox, *D. Bateman, C. Burke, *C. Bock,
*V. Mistry, M. Noble

Guest(s):

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of December 17, 2012 were approved by E. Maga and seconded by M. Stratton. Carried.
2. M. Stratton has completed her term as Chair for the CDA Program Advisory Committee so a new Chair is required. Any interested members are asked to contact S. Sproul.
3. Centre for Food at the Whitby Campus will be opening in September 2013.
3. New OTA/PTA program starting in September 2013. Hiring for full-time faculty is in progress. Enrolment was increased to 45 from 30 due to number of qualified applicants. Two classrooms are being converted to a dedicated lab.
7. Received approval for 2 new full-time SSW faculty.
8. PQAPA Audit took place in April 2013 – will share the results when they are available.
9. Research Day was held May 1st.
10. S. Sproul reviewed the KPI results and the Program Health Matrix. KPI's will be discussed further at our Fall meeting. Question was raised: Are the same students being polled re grad results.
11. S. Sproul reviewed the key points of the Board of Governors and Program Advisory Committee meeting. One of the key points is that students are lacking the soft skills i.e. math, appearance, resumes, etc.
12. Durham College has received Ministry approval to proceed with the Activation Coordination – Gerontology one year grad certificate program in September 2014.
13. Durham College received funding from SimOne to purchase equipment for a 1940's bungalow at the Whitby Campus. Funding call was to support caring for elderly in their home environment
14. PQAPA Audit was done in early April by external reviewers with positive results which will be shared once approval has been received to release the results.
15. CASLPO conference in Victoria, BC was well attended. May is Speech and Hearing Month and Simon the Owl is the new mascot.
16. Bridgepoint has moved into their new hospital on April 14th.
17. Grandview Children's Centre will be going through Accreditation the first week of June.
18. CDAC Spring Conference being held May 31st.
19. Holland Bloorview Kids Rehab Hospital is going live with a new system where referrals will no longer be waiting more than two weeks to be seen. CDA students from Durham College will be visiting Holland Bloorview on May 28th.
20. All 38 students passed their courses and both their first and second placement - now in third semester.
20. Faculty Updates: Y. Oliveira resigned earlier this year and R. Razack is the new Audiologist. S. Bingham has accepted a full-time position in Waterloo.
21. A number of CDA students are volunteering at this year's "Driven 2 Smile" Event at Mosport in Bowmanville on June 7th.
21. CDA program will be submitting an application for a Harmonize for Speech grant this Spring.
22. Due to increase in enrolment the program continues to utilize both "traditional" and "non-traditional" placement opportunities.
23. CDA program participated in the Durham College Open House with 2 students volunteering to speak with applicants/potential applicants.


RECOMMENDED ACTIONS

1. The 2013-2014 CDA Program Year Overview is being provided with the Minutes.
2. Next meeting – November 18, 2013, 2:00 – 4:00 pm in SW106 Boardroom.
4. Adjournment 4:15 p.m.

STATUS OF RECOMMENDATIONS FROM DECEMBER 17, 2012 MEETING

1. The CDA Placement Sub-Committee will meet on June 17, 2013 from 1:00 – 2:00 pm.
2. CDA Program Learning Outcomes/Program Competencies were e-mailed to PAC members December 18, 2012. This document will remain as is since there is no quorum to make changes/decisions.

REPORT PREPARED BY: Sandra Thomson DATE: June 11, 2013

DRAFT REVIEWED BY DEAN: Susan Sproul SIGNATURE: 

APPROVED BY CHAIR: Meredith Stratton SIGNATURE:

Community Services and Child Studies Foundations Membership List

Name	Title	Organization
Committee Chair		
Susan Sproul	Dean	School of Health & Community Services
External Committee Members		
Jennifer Brunt	Human Resource Manager	Enterphase Child & Family Services
Leeanna Cliff	Human Resource Manager	Community Living Durham North
Maria Perrino	Manager	John Howard Society
Sarah Dixon	Program Manager	Frontenac Youth Services
Wendy Rechanicz	Program Manager	Frontenac Youth Services
Heather Stewart	Kinship Worker	Children's Aid Society
David Clark	Coordinator – Comm. & Training	Durham Mental Health Services
Soraya Attai	School Settlement Worker	Community Development Council Durham
Margaret Craw	Executive Director	Frontenac Youth Services
Elizabeth Mellor	In-School Mentoring	Big Brothers Big Sisters of Clarington
Horold Cleary	Coordinator	Enterphase Child & Family Services
Jeff Dart		Oshawa Community Health Centre
Mary Dunlop		Joanne's House
Mark Hammann		AIDS Committee of Durham
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	School of Health & Community Services
Patricia Mongeon	Faculty	Community Services & Child Studies Foundations
Elizabeth Campbell	Learning Facilitator	CICE

Attendees (June 14, 2013):

*External Members

Present: S. Sproul, *J. Brunt, P. Mongeon, *L. Cliff, *M. Perrino, *S. Dixon, *W. Rechanicz

Regret(s): *H. Stewart, *D. Clark, *S. Attai, *M. Craw, *E. Mellor, *H. Cleary, *J. Dart, *M. Dunlop, *M. Hammann, E. Campbell

Guest(s):

Recording Secretary: S. Donner, Administrative Assistant

KEY POINTS OF DISCUSSION

1. No previous minutes; first PAC meeting for program.
2. No additions made to the agenda; agenda was accepted.
3. Introductions were made.
4. S. Sproul reviewed what a Program Advisory Committee entails as well as needing a Chair for the CSCSF PAC meetings.
5. P. Mongeon shared a Powerpoint presentation reviewing the CSCSF program.
6. J. Brunt shared that Enterphase recently has a program for residents to transition to an independent living in their own apartment with support at the beginning.
7. L. Cliff shared that Community Living Durham North is at the end of the accreditation process with much positive feedback. A coffee kiosk recently opened at the Scugog Memorial Library. This will allow the employees to gain the skills necessary to be successful in a fast paced environment and will also help to build their resumes.
8. M. Perrino shared that the John Howard Society is celebrating their 50th year. A new after school program is now available as well as a Community Alternatives for School Suspension program. Students can effectively utilize their long term suspension through academic studies, community involvement and life skills development. Another program being offered is Teen Education and Mothering (TEAM); supports pregnant teens and mothers to develop their parenting skills while pursuing their secondary school diploma; and, has onsite care for their infants up to the age of 18 months.
9. Frontenac Youth Services is in the process of a 1 time counseling walk-in clinic. Hiring a full-time overnight position.
10. S. Sproul shared the CSCSF has a strong enrollment this year with 50 students.
11. S. Sproul and S. (Stephanie) Thomson met with the CSCSF students to get feedback on the program. The feedback was very positive.
12. PQAPA took place at Durham College on April 2-4 and we met all six of the criteria.
13. S. Sproul reviewed the KPI's/Program Health Matrix; handouts were given to the members.
14. The Board of Governors & PAC Meeting Summary was discussed; handouts were given to the members.
15. Strategic Plan was reviewed; handouts were given to members.

RECOMMENDED ACTIONS

1. PAC chair to be selected - the members were asked to forward names of persons interested in joining the PAC or interested in being the Chair.
2. Provide PAC members with "Employability Skills Are..." at the next scheduled PAC meeting.
3. Discussion for the PAC – Job Fair and how do they work. Have you considered holding a Job Fair for a specific program? CYW Contact is Chris Harris or Tina Doyle. If space is needed for interviewing please contact Mary Noble or Tara Blackburn in Career Services.
4. W. Rechanicz mentioned Frontenac would be able to accommodate a mentoring program for our students to volunteer to take a child into the community for a day; similar to Big Brothers.
5. S. Sproul to follow up with G. Dunn regarding Frontenac being interested in having Dental Hygiene students come to practice on their youth.
6. Next Meeting – December 6, 2013 9:30-11:30am, SW106 Boardroom.

REPORT PREPARED BY: Sara Donner DATE: June 19, 2013

DRAFT REVIEWED BY DEAN: Susan Sproul SIGNATURE: 

APPROVED BY CHAIR: Susan Sproul SIGNATURE: _____

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

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

Attendees May 22, 2013:

*External Members

Present: *K. Lepine, *D. Matheson, *G. Bembridge, D. Boyd, K. Lomp, D. Blomme, R. Uyenaka, *P. McGary, *J. Vanderluit, R. Sherwin, D. Visconti, S. Zibert, K. Stoiner

Regret(s): S. Sproul, C. Burke, *M. Graham, *S. Jones, B. McGowan, L. Palmer, M. Noble, A. Roddau, F. Mazed

Guest(s):

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of December 18, 2012, were approved by D. Matheson and seconded by K. Lomp. Carried.
2. M. Graham announced the amalgamation of CMHA-Peterborough Branch with CMHA-Kawartha Lakes Branch effective April 1, 2013. The new Branch will be named CMHA Haliburton Kawartha Pine Ridge (CMHA HKPR) providing services in the counties of Haliburton, Peterborough, Northumberland and the City of Kawartha Lakes.
3. K. Lomp and R. Uyenaka reviewed the KPI's for their respective programs.
4. R. Uyenaka: SSW had 106 first year students (98 remaining) highest enrolment we have ever had. 88 students successfully completed placement. Successful launch of first Mentoring program (second year students mentor the first year students with emphasis on field placement preparation). Received positive feedback so will continue initiative next year. Recommendations for SSW Pathways Project forwarded to MTCU December 31, 2012. Enrolment has increased to 120 students for September 2013. Changing delivery of Interviewing Skills I and II from one hour seminar and two hour practice labs moves to straight 3 hour blocks (25 students each). Group Dynamics delivery will be two sections of 60 (one hour), further divided into 5 sections of 24 (practice component). Redevelopment of Record Keeping and Report Writing with emphasis on clinical writing. Any written assignment will also have a component of the grade dedicated to mechanics. De-emphasis on group-based evaluations in first semester courses.
5. K. Lomp: ADMH launched an on-line course in January, now in hybrid format; other courses may be launched in 2013-2014. A relationship has been struck with Pickering Library to allow Durham College students use of their facilities. Program Review Recommendations were accepted without revision and are in the process of being implemented. Two segments of on-site CPR for ADMH students exclusively was set up in Pickering. Three cohorts in Pickering with enrolments of 34, 18 and 20 students.
6. K. Lomp shared several success stories in regards to ADMH students obtaining full-time employment with such agencies as CMHA, Shoniker Clinic, Fourcast and Durham Mental Health Services.
7. K. Lepine from Community Care Durham: involved with integration process in Durham Region facilitated by the LIND Board. Annual Fundraiser is being held in Whitby on Saturday May 26th – "Walk for Mental Health".

RECOMMENDED ACTIONS

1. Next meeting – October 30, 2013, 3:00-5:00 pm, SW106 Boardroom.
2. Adjournment 5:30 p.m.

STATUS OF RECOMMENDATIONS FROM DECEMBER 18, 2012 MEETING

1. G. Bembridge and D. Matheson are not permitted to share links to the Membership re accreditation process and client safety.

REPORT PREPARED BY: Sandra Thomson DATE: July 11, 2013

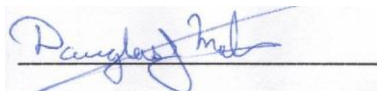
DRAFT REVIEWED BY DEAN: Susan Sproul

SIGNATURE:



APPROVED BY CHAIR:

Douglas Matheson SIGNATURE:



Computer Programmer Analyst Membership List

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

Attendees June 3, 2013

*External Members

Present: *T. Chandler (Chair), B. Marlow, *C. Reid, D. Puffer, *D. Jewel, I. Manley, J. Bathe, *J. Gauvin, K. Dougherty, K. Sullivan, *M. Wilton, *M. Schnurfeil, S. Nice, *T. Dickie, V. Gilham

Regret(s): *D. Hendriks, *E. Benincasa, *I. Hayes, *J. Short, *M. Dilski, T. Macdonald, *T. Savery, *V. Ng, *Y. Moolla

Guest(s):

Recording Secretary: A. Serrano, Office Assistant

KEY POINTS OF DISCUSSION

1. Minutes of January 21, 2013 were approved.
2. **Trends indicate:** Hiring trends - Most jobs do not have certification requirements, depending on where you work in IT. PMPs are preferred, but not required; shift of focus from coding skills only. Analysts and developers are dealing directly with customers. What is your personality like? Data analytics – someone is collecting that data on every device that is internet-ready. Memory - efficiency – they are doing more with less. Data Centres (“Free-air” – the room is the computer case) are growing.
Social media activity is becoming more prevalent in assessment of candidates. People need to be careful about what they post on social media outlets; this is a critical area. Trainable applicants are being hired more often. Everyone deals with customers. Hard skills are recognized as a baseline but beyond that organizations are looking at how a potential candidate will fit into an organization.
Soft skills are important – for the entire IT department. You need to be personable, interpret what the customer wants. Co-ops/internships – university student focused. Current trends are in records management; disaster recovery – replication of data. Sequel server is becoming prevalent.
Communication skills are vital; on-site visits are grueling; understanding the client is important. Developer head-count is stable and unchanging. A lot of time is spent talking to the other company; Security is the current direction. Recent graduate has training in web-apps, databases; wants to do own free-lance contract work. Job search – need and want for junior; entry-level is stagnant. Employers are currently looking for mid- to high level applicants.
3. **College/School Update and Program Update:** Enrolment – CP- 21 confirmations, CPA - 39 confirmations; 180 first-year common IT; new programs starting in September 2013 include Project Management, Information Systems Security (hybrid and online courses) and Library and Information Technician. Centre for Food will open August 15 – HMG/CSK/Special Events Planning/Golf Facility/OM. Space is a challenge. Some courses will be moving into the evening hours. International student population is growing.
4. **Student Voice:** textbooks are an issue (custom books need to be sold separately); enjoyed the scope of first year since it was broad. You got experience from all aspects of the IT industry.
5. **Additional Agenda Items: Computer Programmer and Programmer Analyst Programmer Outcomes:** Elements of performance are what mapping is based on. Moving forward – revisit. Assessments have to be reviewed. Faculty team must abide by the MTCU standards/expectations. Outcomes are consistent across colleges.
6. **Program Review Update:** Report to be written due by the end of the month. Gone through complete SWOT analysis (info from focus groups/assessors/institutional research). Full co-op work term is favoured by students. Report goes to dean/associate dean. This time next year – heavily leaning on program team to make recommendations into actual changes. This will be presented to Quality Council in the fall.
7. **KPI Report Cards:** Good news. CP – generally good. Surveyed at the same time. There will be a move to a flow-through model. KPI's turned out well. Program teams are active with surveying students. The comparison is between all of the colleges in the system, not just between programs.
8. **Website Testimonials:** Employer testimonials would be appreciated. Please let K. Dougherty know if you are interested in posting.

RECOMMENDED ACTIONS

1. Breakdown business elective textbooks
2. Report back on progress from program self-study
3. Highlight key recommendations from Report
4. Program of Study overview to be presented for 2014/15 to PAC members for fall meeting
5. Review PAC membership for fall recruitment
6. Next meeting: November 4, 2013 at 6 p.m.
7. Adjournment: 8:30 p.m.

STATUS OF RECOMMENDATIONS FROM January 21, 2013 MEETING

1. PAC membership recruitment/discussions are ongoing.

REPORT PREPARED BY: Amy Serrano

DATE: August 14, 2013

DRAFT REVIEWED BY DEAN: Judy Spring

SIGNATURE: J. Spring

APPROVED BY CHAIR:

SIGNATURE: _____

Critical Care E-Learning Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Julie Sullivan	Director Medical Services	Markham Stouffville Hospital
External Committee Members		
Joanne Collin	Nurse Clinician, Critical Care Program	Sudbury Regional Health System
Julie Clarke	Director Medicine Program, Interprofessional and Ethical Practice	Northumberland Hills Hospital
Linda Calhoun	Director Critical Care	Lakeridge Health Corporation
Mae Squires	Program Operational Director	Kingston General Hospital
Shelley Hynes	Patient Care Specialist	Lakeridge Health Corporation
Marg Balzer	Professional Practice Leader for Cardiology	Hotel-Dieu Grace Hospital
Janet Piper	Simulation Lab Specialist	Sault College
Elected Student/Alumni Representatives	Year/Program/Alumni	
N/A		
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
Margret Campkin	Faculty/Program Coordinator	Critical Care E-Learning Program
Leslie Graham	Faculty	Critical Care E-Learning Program
Guests/Unelected Faculty/Staff		
Mary Noble	Employment Advisor/Internship Coordinator	Durham College
Mary Sich	Practical Officer	Durham College
Debbie Morrison	Faculty	Durham College

Attendees June 13, 2013:

*External Members

Present: S. Sproul, M. Campkin, D. Morrison, *M. Squires, *J. Piper

Regret(s): *J. Collin, *J. Clarke, *J. Sullivan, *L. Calhoun, M. Sich, C. Burke, *M. Balzer, L. Graham, M. Noble, *S. Hynes

Guest(s):

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of June 13, 2013, were approved by D. Morrison and seconded by M. Campkin. Carried.
2. M. Squires shared that there has been an expansion in Critical Care at Kingston General. 21 Level 3 beds going to 30 and 18 Level 2 beds. Looking for more accessible learning for the simulation component.
3. J. Piper facilitates simulation at Sault College. They are running 3 to 6 students at a time, one-on-one so there is a lot of interaction and the family is included.
4. New OTA/PTA program will begin in September 2013 with an enrolment of 45 students.
5. The School of Health & Community Services has 7 new full-time hires – 3 of which are due to retirements in the PN, ECE and CSCSF programs.
6. Durham College has received Ministry approval for the post graduate certificate Activation Coordination Gerontology program to begin in September 2014.
7. PQAPA – external review team did an audit in early April and Durham College met all six criteria.
8. S. Sproul reviewed the minutes/discussion from the Board of Governors & Program Advisory Committee meeting held in February.
9. Enrolment is strong across the College and with our School.
10. M. Campkin is working on the recommendations resulting from the Critical Care Program Review.
11. M. Campkin shared enrolment numbers: 65 students in the January cohort and over 90 students in the May cohort.


RECOMMENDED ACTIONS

1. S. Sproul to canvas membership for new Chair.
2. Students are required for PAC – a graduate and current student. S. Sproul to be provided with contact info.
3. M. Squires to forward names to S. Sproul of potential members.
4. Provide Membership with Strategic Plan and KPIs for discussion at the Fall meeting.
5. Next meeting – Thursday, November 14, 2013, 2:00 – 4:00 pm.
6. Adjournment 3:30 pm.

STATUS OF RECOMMENDATIONS FROM JANUARY 17, 2013 MEETING

1. S. Sproul and M. Campkin to address outstanding items from Action Log.

REPORT PREPARED BY: Sandra Thomson DATE: July 17, 2013

DRAFT REVIEWED BY DEAN: Susan Sproul SIGNATURE: 

APPROVED BY CHAIR: Susan Sproul on behalf of Julie Sullivan, Chair

Dental Programs Advisory Committee Membership List

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

Attendees (May 9, 2013):

*External Members

Present: K. Stever, G. Dunn, *E. Hawkins, *M. Embleton, *K. Lamb, C. Burke, *C. Hayes, *J. Laniel, S. Sproul

Regret(s): *M. Ito, *Dr. D. Daigle, *J. Gill, L. West, M. Noble, K. Trudell, *D. Ritchie

Guest(s):

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of October 12, 2012 were approved by K. Stever and seconded by C. Burke. Carried.
2. C. Hayes indicated that all Dental Hygienists are being audited.
3. K. Lamb – waiting for regulation then will be looking for on-line courses.
4. M. Embleton – April is Oral Health Month – oral health awareness in the community (5 easy steps to good oral health). Libraries, arenas, senior's centre and city hall. One of our DRA students did a presentation.
5. E. Hawkins – presentation to Dental Hygiene students – Health Smiles Program 1,041 people in the program. Pickering Welcome Centre – screening on a drop-in basis. Durham College could partner with Community on Mondays – L. Frisch can be the contact.
6. 36 DRA students started in September – 27 on field placement and finishing May 2013. 3 have been offered jobs. DRA is up for program review this year. Program mapping has been started. Looking at revising a few of the program learning outcomes. Discussed adding some content around marketing and treatment coordinating.
7. 76 DA students started in September with 47 remaining in Semester 2, 39 in place for graduation. DA program is approved to be partnered with the Canadian Forces. NDAEB exam will be held in June for the current graduating class.
8. DH – stronger emphasis in the new curriculum for our students to be assessing the needs of target groups within the Community and having them get out and conduct screenings and educational sessions. Students are visiting Brownie groups, Ross Memorial Hospital, schools and sports group. Working on securing placement opportunities at Whitby Shores and Public Health for the Fall. The inter-professional practice is also another item that is emphasized greater in the new curriculum. Collaborating with Nursing and PSW Faculty to have peer learning inter-professional sessions that will incorporate simulation. Continuing with the Mouth Guard Clinic as a community service. Working with research members to investigate a research proposal that may appeal to external companies which may in turn help with providing funding for us to add computer and digital radiography to the clinics on-going.
9. Coordinator positions – Dental Hygiene will be G. Dunn, Dental Assisting is K. Stever and C. Austin will be the Coordinator for Dental Reception & Administration.
10. Heads of Dental Meeting scheduled for May 24th in Toronto.
11. The Activation Coordination Gerontology Program has been Ministry approved for a September 2014 start.
12. New OTA/PTA program being offered in September 2013 with a cohort of 45 students as opposed to 30 students due to applicant pool.
13. KPI results not available at time of meeting – will review them at the Fall meeting.
14. PQAPA Audit took place in April 2013 – will share the results when they are available.
15. Research Day was held May 1st.
16. Durham College received funding from SimOne to purchase equipment for bungalow on Whitby Campus. Funding call was to support caring for elderly in their home environment.
17. C. Burke reviewed the summary/discussion of the Board of Governors and Program Advisory Committee Meeting. In particular Item # 2 "Opportunity to Produce Better Graduates and Market Them More Efficiently" – soft skills are critical – professional communication, time management, team player and problem solver are all skills that need attention.

RECOMMENDED ACTIONS

1. K. Stever will invite Donna Boyd from Con. Ed. to attend the Fall meeting to discuss on-line courses for Dental Assisting students.
2. G. Dunn to look into specific Con. Ed. courses that could be offered such as record keeping, infection control, radiography quality assurance, medical histories and interpretation.
3. Coordinators to arrange for students to attend Fall meeting.
4. Recruit new members.
5. Next meeting – Friday, October 25, 2013, 12:00 – 2:00 pm.
6. Adjournment 1:00 pm.

STATUS OF RECOMMENDATIONS FROM OCTOBER 12, 2012 MEETING

1. C. Hayes is the new Chair of the Dental Programs Advisory Committee.

REPORT PREPARED BY: Sandra Thomson DATE: June 7, 2013

DRAFT REVIEWED BY DEAN: Susan Sproul

SIGNATURE:



APPROVED BY CHAIR:

Jane Laniel

SIGNATURE:

Developmental Services Worker Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
To be elected		
External Committee Members		
Leeanna Cliff	Human Resources Manager	Community Living Durham North
Christine Robinson	Human Resources Manager	Community Living Durham North
Kim Nevilles	Manager	Kerry's Place Autism Services
Lisa Binns	Manager	Kerry's Place Autism Services
Wendy Holliday	CPP Supervisor	Community Living Ajax/Pickering/Whitby
Doris Maniacco	Human Resources Manager	Community Living Oshawa/ Clarington
Terri Korkush	Director of Operations	Community Living Oshawa/ Clarington
Cindy Mitchell	Facilitator	Durham Association Family Respite Services
Jon Gelinas	Adult Community Support Services Worker	Family Services Durham
Sue Pereira	Director of Operations	The Participation House Project Durham Region
Audrey Higo	Program Manager	Stewart Homes (Pickering)
Elected Student/Alumni Representatives		
Siobhan Hall	Second Year Student	DSW Program
Paige Anderson	First Year Student	DSW Program
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
Mary Helen Leddy	Faculty	DSW Program
Kay Corbier	Faculty	DSW Program
Karen Anderson	CICE Program Liaison	Durham College
Guests/Unelected Faculty/Staff		
Mary Noble	Employment Advisor/ Internship Coordinator	Durham College
Stephanie Zibert	Student Advisor/ Practicum Officer	Durham College

Attendees May 30, 2013:

*External Members

Present: C. Burke, S. Sproul, S. Zibert, *D. Maniacco, *T. Korkush, P. Anderson, M.H. Leddy,
*J. Gelinias, *L. Cliff, K. Corbier, *S. Pereira

Regret(s): *C. Robinson, *K. Nevilles, *L. Binns, *W. Holliday, M. Noble, S. Hall, K. Anderson,
*C. Mitchell, *A. Higo

Guest(s): K. Rideout

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of November 22, 2012 were approved by M.H. Leddy and seconded by L. Cliff. Carried.
2. D. Maniacco's attendance at the November 22nd has been noted in the Minutes for that meeting.
3. L. Cliff inquired about a DSW on-line apprenticeship. S. Sproul advised the Members that this is on D. Caron's radar for the Whitby Campus and she will contact him.
4. L. Cliff: Community Living Durham North has gone through Accreditation. Received positive feedback but waiting to hear results.
5. D. Maniacco, Community Living Oshawa/Clarington has one Durham College DSW student for placement – very successful.
6. T. Korkush replacing T. Gray as Director, Operations at Community Living Oshawa/Clarington. They are preparing for Accreditation in December if not late Spring. Always trying to improve – focus on the great things they do. Students helped with customer satisfaction survey. Project: personal interviews with people they support. Students received extra curriculum. Four students in specialized placements – very positive for everyone – great learning opportunity.
7. S. Pereira shared with the group that Participation House Project Durham Region is going through a restructure. They hired a Durham College DSW student and they continue to look forward to supporting our students. Their new location is at the Abilities Centre whom they have partnered with. There is currently an "Out from Under Exhibit" about the history of disability which was built by the Alumni of Ryerson. The exhibit runs until June 6th.
8. J. Gelinias from Durham Family Services for Durham Region. They currently have office space in the Abilities Centre. He is supervising one of our students and hopes to be able to take more placements in future. They receive referrals from Developmental Service Ontario.
9. The target enrolment for the DSW program in September is 60 students (an increase of 15 students).
10. New OTA/PTA program will begin in September 2013 with an enrolment of 45 students.
11. The new Activation Coordination Gerontology program has been Ministry approved to begin in September 2014.
12. Research Day was held May 1st and was very successful.
13. PQAPA – external review team did an audit in early April. Durham College met all of the six criteria.
14. C. Burke reviewed the KPI's and Program health Matrix for the DSW program.
15. C. Burke reviewed the summary of meeting/discussion at the Board of Governors and Program Advisory Meeting which is held annually in February.
16. The School of Health & Community Services has 7 new full-time faculty hires; 3 of which are as a result of retirements in PN, ECE and CSCSF programs.
17. There will be 23 DSW students graduating in June and 34 students will continue on to second year. Enrolment has increased from 35 in September 2012 to 60 this year, and is currently waitlisted. Successful in securing both a residential and a school or specialized community agency placement this year for each of the 2nd year students. This is notable considering we do not have placement agreements with either local public or separate school boards.
18. The DSW Provincial Coordinators Committee has created a small working group to create a common field placement manual.
19. DSW faculty will be attending the Durham Catholic School Special Education Advisory Committee to

- do a brief presentation on the DSW program and discuss the potential placement partnerships in June.
20. A survey will be sent out to our field placement partners and PAC members in the Fall in an attempt to learn about agency preferences regarding the provisions of intimate personal care by students as well as crisis intervention requirements.
 21. MTCU DSW Program Standards – the curriculum was reviewed and mapped to the new program standards in May which is well in advance of the September 2014 deadline.

STATUS OF RECOMMENDATIONS FROM NOVEMBER 12, 2012 MEETING

1. A. Higo from Stewart Homes has joined the DSW Program Advisory Committee. J. Gale is not able to participate at this time and there was no response from J. Paul at Christian Horizons.

REPORT PREPARED BY: Sandra Thomson DATE: July 16, 2013

DRAFT REVIEWED BY DEAN: Susan Sproul

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE:

Early Childhood Education Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Maria Ormiston	Operations Manager	Durham Catholic District School Board
External Committee Members		
Beverly Cummins	Resource Consultant	Resources for Exceptional Children And Youth, Durham Region
Heather Cook	Early Childhood Educator	Kids Campus Child Care Centre
Jean Lavalley	Program Manager	Grandview Children's Centre
Julie Gaskin	Behaviour Consultant	Region of Durham, Behaviour Management Services
Lynn Brennan	General Manager	YMCA of Greater Toronto
Jackie Dick	Supervisor	P.R.Y.D.E. St. Patrick Daycare
Stacey Ritchie	OYAP Pathways Coordinator	Durham District Catholic School Board
Stacey Lepine-Fisher	Manager, Early Years	Durham District School Board
Jody Chapman	Early Childhood Educator	Fairy Glen Day Care Centre
Angela Bell	Director	YMCA – Ontario Early Years Centres Of Durham
Elected Student/Alumni Representatives		
Leah Brown M.J. Parker	Alumni Student Year 2	Fairy Glen Day Care Centre Early Childhood Education Program
Elected Faculty/Staff Representatives		
Susan Sproul Carol Burke Ann-Marie Bennett Janice Beechey Tracey Hull-Gosse	Dean Associate Dean Program Officer Faculty/Coordinator Faculty/Coordinator	School of Health & Community Services School of Health & Community Services Continuing Education Early Childhood Education Program Early Childhood Education Program
Guests/Unelected Faculty/Staff		
Lisa West Mary Noble	Practicum Officer Employment Advisor/ Internship Coordinator	School of Health & Community Services Durham College

Attendees (May 16, 2013):

*External Members

Present: *M. Ormiston, *S. Lepine-Fisher, *B. Cummins, T. Hull-Gosse, J. Beechey, *L. Brown, *M.J. Parker, S. Sproul, D. Boyd, *L. Brennan, L. West

Regret(s): C. Burke, *J. Lavalley, *A. Bell, *H. Cook, A. Bennett, *J. Dick, *J. Chapman, *J. Gaskin
M. Noble, *S. Ritchie

Guest(s): D. Caron

Recording Secretary: S. Thomson, Administrative Assistant

KEY POINTS OF DISCUSSION

1. Minutes of November 1, 2012 were approved by M. Ormiston and seconded by S. Lepine-Fisher, Carried.
2. D. Caron spoke about the new Child Development Practitioner (formerly ECE) apprenticeship program starting in September 2013. This program will be delivered on an evening schedule in a group format (consisting of 2 to 3 individual courses). This program is being offered in partnership with the Ministry of Training, Colleges and Universities (MTCU). D. Caron handed out two forms that have been developed: one for the Company/Agency who may have someone on staff that they would like to sponsor and those who wish to attend Durham College. D. Caron has requested assistance from the School of Health & Community Services staff to provide a list of who the letter could be sent out to – would like to do a mass mail out.
3. M. Ormiston reported that DCDSB is working closely with the “Y” for expansion/conversion for extended day care. There are 22 new full-time ECE’s and 20 supply ECE’s. Held a recruitment night with 110 people in attendance.
4. S. Lepine-Fisher from the Durham District School Board, indicated that they are building a new school in Brooklin.
5. Carolynne Willoughby retiring May 30th and Corrine McCormick-Brighton is the new ECE full-time hire starting August 1st.
6. New OTA/PTA program starting in September 2013. Hiring for full-time faculty is in progress.
7. Received approval for 2 new full-time SSW faculty.
8. PQAPA Audit took place in April 2013 – will share the results when they are available.
9. Research Day was held May 1st.
10. Members were provided a copy of the KPI’s and Program Health Matrix to review and questions will be handled at the Fall meeting.
11. S. Sproul reviewed the key points of the Board of Governors and Program Advisory Committee meeting. One of the key points is that students are lacking the soft skills. S. Sproul will respond to questions in the Fall.
12. ECE Program Review will be led by T. Hull-Gosse next year.
13. The report from ConEd was provided by S. Sproul: Distance Education continues to experience a slight growth in our online enrolment activity. Currently Durham College holds second position regarding spring enrolment for the OntarioLearn consortium which consists of 24 Ontario colleges. Mohawk holds first position. Child Development I and Wellness for Children available as a monthly intake for July. Fall course schedule will be available for viewing as of Monday, July 8th. Distance Education currently looking for a few on-line facilitators including one for ECE Field Placement.
14. Updates from T. Hull-Gosse and J. Beechey: A few minor changes have been made to activity plans. Removed: Number of children participating in activity, Added: Resources now in APA, rationale for activity, Modified: creativity, literacy and inclusiveness. Program Mapping this Spring and Program Review process is starting. The new Program Standards arrived March 2013 with compliance required by September 2014. Durham College hosted the College of ECE’s Continuous Professional Learning Roundtable Session on May 6, 2013. OCATT’s Coordinator’s Conference is May 28-30 at St. Lawrence College in Kingston. Janice and Tracey will be attending. 68 ECE students will be graduating in June 2013.


RECOMMENDED ACTIONS

1. D. Boyd to set up a meeting to be held at Durham College with M. Ormiston and S. Lepine-Fisher to discuss learning opportunities for ECE graduates.
2. S. Sproul and M. Ormiston to have a telephone meeting to discuss Membership.
3. Next meeting November 7, 2013, 4:00 – 6:00 pm.
4. Adjournment 5:35 pm.

STATUS OF RECOMMENDATIONS FROM NOVEMBER 1, 2012 MEETING

1. S. Sproul, D. Caron, J. Beechey, T. Hull-Gosse, S. Ritchie, G. MacKenzie and J. Frazer met regarding the ECE/CDP Apprenticeship Program.
2. J. Chapman from Fairy Glen Day Care Centre provided S. Sproul, J. Beechey and T. Hull-Gosse with a draft survey which the Year 1 and 2 ECE students completed in class.

REPORT PREPARED BY: Sandra Thomson DATE: June 10, 2013

DRAFT REVIEWED BY DEAN: Susan Sproul SIGNATURE: 

APPROVED BY CHAIR: Maria Ormiston SIGNATURE: _____

Energy Management – Sustainable Building Technology Membership List

Name	Title	Organization
Committee Chair		
Robert Sculthorpe	Director, Technical Services Fox Blocks ICF	Airlite Plastics Co.
External Committee Members		
Todd Boyd	Director Sustainability	Region of York
Christine Dejean	Process Engineer	Region of Durham
Mike Ford		General Motors
Curt Harrison		Hunter Facilities Management (HFM)
Mike Horn	Embedded Energy Manager	Hunter Facilities Management (HFM)
Beau Hulbert		
Joseph Jedinak		Whitby Hydro
Tom Kovendi	Director, Services, Sales & Marketing	Region of York, Corporate Services
Paul McVicar		Sobeys Energy
Glen Pleasance		
Ian Meredith	Senior Analyst/Analyste Principal	Natural Resources Canada
Peter Reynolds	Energy Consultant	
Owen Schneider	Manager, New Ventures	Enbridge
Jim Storey	Energy Manager and Engineer	St. Mary's Cement
Bill Thompson	Manager	Oshawa Centre
Mark Turnery		Veridian
Brian Wonnacott		McGill and Swain Co.
Richard Wunderlich	Director	Smart Grid Initiatives
Elected Student/Alumni Representatives		
Billy Wallace	Year/Program/Alumni 2, Energy Management	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Hossein Ahari	Professor	Durham College
Al Martin	Coordinator/Professor	Durham College
Mike McKenney	Professor	Durham College
Pamela Stoneham	Professor	Durham College
Ross Stevenson	Professor	Durham College
Ted Wilson	Professor	Durham College
Sue Todd	Dean	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Greg Moran	Professor	Durham College
Tom Simko	Professor	Durham College
Yogesh (Yogi)	Professor	Durham College

Attendees – June 17, 2013

*External Members

Present: *C. Dejean, T. Jessup, A. Martin, M. McKenney, *R. Sculthorpe, R. Stevenson, P. Stoneham, *J. Storey, S. Todd, B. Wonnacott

Regret(s): T. Boyd, M. Ford, M. Horn, B. Hulbert, J. Jedinak, T. Kovendi, P. McVicar, G. Pleasance, I. Meredith, P. Reynolds, O. Schneider, B. Thompson, M. Turnery, R. Wunderlich

Guest(s):

Recording Secretary: L. Dillon

KEY POINTS OF DISCUSSION

1. **Welcome and Introductions** – S. Todd welcomed members to the meeting. Members provided a brief introduction of themselves and the company they represented.
It was suggested that a representative from Enbridge, Johnson Controls, Siemens, Tridel, Cadillac Fairview, or owners of a building association relating to Bouma be contacted to be on the committee.
2. **Additions to the Agenda** – Advisory By-Law No. 2.
3. **Acceptance of Agenda** – Accepted.
4. **Approval of Minutes** – None.
5. **Business Arising from Previous Minutes** – Not applicable.
6. **Discussion Items**
 - 6.1 **External Membership Information Sharing**
Members advised of the following:
 - Medium sized companies are hiring energy managers.
 - Veridian is looking for energy managers for contract positions.
 - Renewable Energy – There are not as many jobs in renewable energy as people were led to believe by the government.
 - Measurement and verification is big and a core issue across energy management.
 - It is an evolving industry with the new Energy Act. By 2014, all hospitals, long term care facilities and school boards will need Energy Management people.
 - Opportunities exist in residential developments and green buildings in the GTA and other areas.
 - The focus has changed in sales. There are opportunities for auditors and consultants in Energy firms.
 - 6.2 **College/School/Program Update**
 - 6.2.1 **By-Law Number 2** – Information was distributed. The Program Advisory Committee (PAC) keeps the faculty and program moving in the direction of trends and the Ministry Program Learning Outcomes to create good curriculum and learning opportunities. Quorum is needed to vote on any recommended action items from the meetings. Minutes are sent to the College Board of Governors. The Advisory chair position is vacant at the moment. Members were asked to think about the chair position.
 - 6.2.2 **Program Review** – The Energy Management program is a 3 year advanced diploma.
 - 6.2.3 **Program of Studies (POS)** – The 2013-2014 Program of Studies was distributed. It shows the courses that must be completed for graduation. The program will be run out of the Whitby Campus. Suggestions made on the POS were:
 - Look at options earlier for metering for the Energy and Mechanical Systems III (EMMS 4030) course.
 - Mathematics – Basic Mathematics is needed and is included in the program for semester I Math. For Technology (MATH 1131). Applied Math for Energy, semester 2, (EMAM 2010)) is more engineering math. Look at changing this math to business math with statistics as it would be more beneficial to students. Put a business plan together with metering (take the results from metering into a graph with Excel software for a spreadsheet). Complete a data analysis to see what is currently missing.

6.2.3 Program of Studies (Cont'd)

- Measurements and verification is big. This could be done through case studies as students will not see it before and after.
- Office Management and Life Cycle costing is missing. Design of the buildings needs more depth.
- Building Systems and Thermodynamics – This course is shared with the Architecture program. It was suggested that it be changed to Building as a System and Building as a Science.
- Projects I and II – More detail of course outcomes is needed. Good project skills are required. A project due needs to be seen to completion.
- A certified Energy Management exam is not being proposed as yet. Certification is good but practical experience is needed for some certifications. Doug Tripp (Canadian Institute for Energy Training) is a good contact.
- Equipment – More equipment is needed for September 2013.
- Course outlines need to be sent to R. Sculthorpe on Building as a System and Thermodynamics (ENER1020), Design Concepts for Sustainable Building I (EMDC 3000) and Design Concepts for Sustainable Building II (EMDC 5010). Course descriptions or course outlines can be sent to other advisory members if requested.

6.2.4 Title of Program – It was felt that “Sustainable” is a trendy word but it is required for certification. The program name needs to be changed to attract students. One college calls their program “Sustainable Energy and Building Technology”.

6.2.5 Marketing – Student enrolment was low in year 1 of the program. Publicize marketing opportunities to students. Include marketing the program to women and real estate facilities management companies. .

6.3 Student Voice - Not applicable.

7. Additional Agenda Items

None.

8. Next Meeting

Monday, November 25, 2013, 5:00-7:00 p.m.

9. Adjournment

5:10 p.m.

RECOMMENDED ACTIONS

1. R. Stevenson (faculty) to contact representatives from Enbridge, Johnson Controls, Siemens, Tridel, Cadillac Fairview, or owners of a building association relating to Bouma to be on the committee.
2. Advisory committee members to think about the Advisory Chair position. If interested, contact S. Todd (dean).
3. S. Todd (dean) with energy faculty to look at options for metering earlier on for Energy and Mechanical Systems III course.
4. S. Todd and faculty to look at needed equipment for Sept. 2013.
5. S. Todd and faculty to review the Applied Math for Energy (sem. 2) course as it is more engineering math. Look at changing the math to Business Math with Statistics. Create a business plan together with metering (take the results from metering into a graph with Excel for a spreadsheet) and do a data analysis to see what is missing.
6. S. Todd and faculty to look at adding an Office Management course. Life Cycle and Design of the Building needs more depth.
7. L. Dillon (administrative coordinator) to send the following course outlines to R. Sculthorpe - Building as a System & Thermodynamics (ENER1020), Design Concepts for Sustainable Buildings I and II (EMDC 3000, EMDC 5010).
8. S. Todd and faculty to look at marketing the program. Publicize jobs in energy to students and people,

including women. Look at getting testimonials from recent Energy Management graduates who have been recently hired. Market the program to the Environmental Technology graduates for Energy Management Advanced Standing. Advertise the opportunities that exist in energy to companies, including promoting to women.

9. Program Name – S Todd with program faculty to review the name of the program so that it will attract people. A possible name for the program is “Sustainable Energy and Building Technology”.
10. Program of Studies – S. Todd and program faculty to review the first 3 semesters of the program and try and get it as common as possible to the Architecture program.
11. S. Todd to look at offering the program as a post-diploma at night to Fast Track students. Look at possibly having the Chemical Technology students do the program at night.
12. S. Todd to submit the plan for the program to the vice-president's office for a decision and then email the confirmed program plan to advisory members.

STATUS OF RECOMMENDATIONS FROM PREVIOUS MEETING

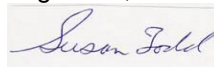
None.

REPORT PREPARED BY: L. Dillon

DATE: August 26, 2013

DRAFT REVIEWED BY: S. Todd:

SIGNATURE:



APPROVED BY CHAIR: Robert Sculthorpe

SIGNATURE: Robert Sculthorpe

Horticulture Membership List

Name	Title	Organization
Committee Chair		
Bill Slute	Manager, Parks Operations	City of Oshawa
External Committee Members		
Dave Bouma		Kobes Nurseries
Sally Harvey	Manager, Education, Labour Dev.	Landscape Ontario
Mark Humphries	President	Humphries Landscape
Ben Kobes	Owner	Kobes Nurseries
Pam Love	Director	Master Gardeners of Ontario
Brian Malcolm	Executive Director	Parkwood Historic National Site
Karen Sciuk	Coordinator	Durham Master Gardeners
Ray Shivratttan		Aquaphyte Remediation Inc.
Sebastian Signorello	Owner	Distinct Landscape Ltd.
Sandy Smiles	Project Officer	Tradeability
Matthew Tillaart		Dutch Master Nurseries
Harry Worsley		Uxbridge Nurseries

Elected Student/Alumni Representatives

Carol Ann Walker	Year/Program/Alumni Year 1, Student, Horticulture
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Elected Faculty/Staff Representatives

Name	Title	Organization
Shane Jones	Professor	Durham College
Nancy Lawrence	Professor	Durham College
Joy Lavergne	Program Officer	Durham College
Terry Rigby	Field Laboratory Technologist	Durham College
Corrie Stender	Professor	Durham College
Ross Stevenson	Professor	Durham College
Sue Todd	Dean	Durham College

Guests/Unelected Faculty/Staff

Name	Title	Organization
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Attendees – June 25, 2013:

*External Members

Present: *M. Humphries, *I. Janssen, S. Jones, N. Lawrence, T. Rigby, *K. Sciuk, *R. Shivrattan,
*B. Slute, C. Stender, R. Stevenson, S. Todd, C. Walker

Regret(s): D. Bouma, S. Harvey, B. Kobes, J. Lavergne, P. Love, B. Malcolm, K. Sciuk, S. Signorello,
S. Smiles, M. Tillaart, H. Worsley

Guest(s):

Recording Secretary: L. Dillon

KEY POINTS OF DISCUSSION

1. **Welcome** – Committee members were welcomed by B. Slute, Chair.
2. **Additions to the Agenda** – None.
3. **Acceptance of Agenda** – Accepted.
4. **Minutes of Previous Meeting** – The minutes of December 6, 2012 were approved by S. Jones and seconded by I. Jansen. Carried.
5. **Business Arising from Previous Minutes** – Items were updated under Status of Recommendations.
6. **Discussion Items**

6.1 External Membership Information Sharing

- Industry is receiving people with diverse backgrounds and many employers will train these people.
 - One employer has students with a mechanical background for drawing. They are capable of doing the drawings but lack the ability to identify things in plants.
 - Broad base of knowledge is important (turf, plant i.d. questions, nature plant materials), seeding and erosion control are huge.
 - Oriental horticulture is needed. Students need to know plants at the seed level; how to prepare and look after plants; plant material and designing. Basic memorization is needed.
 - Key employability skills are essential (good customer service skills, respect for the work place, problem solving/troubleshooting, team work and good communication skills). Employers are looking for these skills and they showed up in the Key Performance Indicator survey taken this year.
 - Graduates must have solid vocational outcomes
- Pride of doing a good job is important.

6.2 College/School/Program Update

6.2.1 Horticulture Facebook Page – The program has a Facebook page which has been revised to include a professional image with relevant information.

6.2.2 Enrolment – 30 students started in year 1 of this new program. There are 24 students at the end of year 1. Some of the challenges were that classes were held offsite and there was only 1 full-time professor in the program.

6.2.3 January Intake - Information was distributed to members on various delivery options for the program.

It was evident that the largest amount of work needs to be done in the spring. Pre-requisite courses would hinder some of the preferred options.

Option 1 – This is the current option for the program with a September start date, 4 semesters in a row with a break in the spring/summer.

.. Option 2 – The most money could be made with 2 intakes. Semester 2 courses would be taught before semester 1 courses.

Option 5 – Students need to be here in the spring. In the spring there is a huge amount of work to be done. Advantage - If students failed out of semester 2, and came back in the spring, they could take semester 3 in the fall instead of waiting another year.

Option 6 – A semi good option if semesters are scheduled in a row with a compressed semester with 3 weeks off. It would have to be a daily placement or block placement in the fall. There would be no break which would be challenging to students mentally. From a student perspective, this option is appealing, but two semesters in school would be a loss of income for a mature student. Job opportunities would be great though.

A spring intake was suggested rather than January intake because when local and southern Ontario employers were surveyed about a winter placement the response received was not overwhelmingly supportive.

After discussing the pros and cons of each option, committee members felt that Option 1 (fall start) or option 3 (January start) were the most suitable to allow recovery for students. S. Todd will look at these options from an operational point-of-view.

6.2 College/School/Program Update (Cont'd)

6.2.4 Key Performance Indicators – S. Todd noted that we need to drill down and get more details on areas that need improvement. Soft skills were identified. Students noted that they wanted to be part of campus life in the survey results. Lecture classes will be held at the Whitby Campus starting in September 2013 which will allow access to improved facilities. Labs only will be held at Parkwood Estates in the upcoming academic year.

6.2.5 Employment – It was reported that 10-12 students are working for the summer. An overview of the placement assessment needs to be completed for fall 2013 as the students would have done the placement report back in the fall 2012 meeting. Students are more aware of job opportunities for placements now. One placement opportunity could be at Durham College.

6.2.6 Parkwood Projects – A joint initiative is being looked at to revitalize the hedging area at Parkwood.

6.2.7 Greenhouse Space – Greenhouse space is being used at Parkwood. A greenhouse is nearing completion at the Whitby Campus.

A remedial course is being developed in the greenhouse that the students missed with the gap analysis. The students will then do greenhouse II - Greenhouse Structure, Controls and Energy Management.

6.2.8 Congress/Blooms as Projects and Skills Competition -

A student garden will be built with possible plans for Cullen Gardens. S. Jones noted that they will complete in the skills competition in May 2014.

6.3 Continuing Education - Transferrable Credits – The day school post-secondary courses are being used.

6.4 Student Voice – The student representative provided feedback on program delivery options as noted under option number 6 above. Year one went well. More Biology with plants is needed. Additional soft skills are needed in the communications, team building area. Students want to make an impact and create something. The Greenhouse will help with this. Field Placement was excellent.

7. Future Meeting Date

Tuesday, October 22, 2013, 5:00 p.m. Whitby Campus

8. Adjournment – 7:15 p.m.

RECOMMENDED ACTIONS

1. L. Dillon (administrative coordinator) to send M. Humphries and B. Slute, the Parks and Turf Management course outline.
2. S. Todd (dean) and program faculty will continue to market the program to increase enrolment.
3. S. Todd (dean) will look at Program Delivery Options 1 and 3 from an operational point-of-view and get back to the committee members.
4. S. Todd and program faculty will review the Key Performance Indicator feedback and develop an action plan for improvement.

STATUS OF RECOMMENDATIONS FROM DECEMBER 6, 2012 MEETING

1. Advisory Committee Composition – Bill Slute (industry) will contact someone from the golf course to be a member on the advisory committee. Pending.
Corrie Stender (professor) to provide contact information for Ray Shiurattan from Aquaphyte. Completed.
Nancy Lawrence or Shane Jones (professors) to find one additional student representative – (student, Leonard Pollock). Completed.
Ross Stevenson or Shane Jones (professors) to look at the need for a representative from an apple orchard. Pending. R. Stevenson will check for a member from the Food and Farming committee. Pending.
2. Horticulture Job Fair – The opportunity of a job fair was discussed briefly and would be supported by Landscape Ontario to enable experiential learning for students. Will Howe has initiated a Mix and Mingle job fair that Landscape Ontario will help promote. Completed.
3. Continuing Education Course Offerings - Joy Laverne (program officer) will investigate running high failure Horticulture courses and Horticulture model courses during the winter when we have our own facilities. On-going.
4. Student Intake Numbers - Sue Todd (dean) to explore a variety of student intakes. On-going.

STATUS OF RECOMMENDATIONS FROM DECEMBER 6, 2012 MEETING (Cont'd)

5. Program of Studies/Course Outlines - Members should filter suggestions to Sue Todd or Corrie Stender. Nothing received - Complete.

The following members will look at the semester 2 course outlines: B. Kobes - Woody, Karen Sciuk - Perennials and Bill Slute – Arboriculture. The Focus Group has looked at the outlines. Completed.

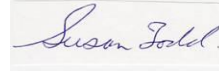
6. Job Postings - Members to advise Corrie Stender on jobs for posting on the face book page. On-going
7. Seasonal Workers - Bill Slute to look at models of offering Horticulture for employees in the off season and advise Sue Todd of information via email. On-going.

REPORT PREPARED BY: Linda Dillon

DATE: August 26, 2013

DRAFT REVIEWED BY DEAN: August 27, 2013

SIGNATURE:



APPROVED BY CHAIR: August 27, 2013

SIGNATURE: Bill Slute



Legal Research & Information Management Membership List

Name	Title	Organization
Committee Chair		
Debbie Hastings	Executive Director	Durham Community Legal Clinic
External Committee Members		
Connie Crosby		Crosby Group Consulting
Marilyn Elkin	Roving Law Librarian	Law Society of Upper Canada
Martha Foote	General Manager	Library Co.
Amy Kaufman	Head	William R. Lederman Law Library
John Olver	Lawyer	Scott and Olver LLP
Michael Reansbury		OALT/ABO
Vicki Whitmell	Executive Director	Legislative Assembly of ON.
Elected Student/Alumni Representatives		
Jade Noble	Year/Program/Alumni Student	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Stephanie Ball	Dean	Durham College
Dalton Burger	Professor	Durham College
Nicole Doyle	Professor/Coordinator	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Shelby Carr	Student	Durham College
Nanette Broadbelt	Student	Durham College

Attendees (*June 6, 2013*):

*External Members

Present: D. Burger, *N. Doyle, *M. Elkin, *D. Hastings, J. Noble, *J. Olver, *M. Reansbury, M. Tapper (for S. Ball)

Regret(s): *C. Crosby, *M. Foote, *A. Kaufman, *V. Whitmell

Guests: S. Carr, N. Broadbelt

Recording Secretary: N. Doyle/D. Burger

KEY POINTS OF DISCUSSION

1. The minutes of December 6, 2012 were approved by J. Olver, and seconded by N. Doyle, CARRIED.
2. **Industry Trends:** Trends were not discussed at this time.
3. **Program Video:** The program video was viewed through the link: www.durhamcollege.ca/legalresearch. Future editions will incorporate graduates who can outline how legal research is being used in their career.
4. **Program Update:** The grading system will change for the Applied Project courses to emphasize and hold the students more accountable for their success in the course. Based on the student feedback, program changes included changes to the renamed course Navigating in a Legal Environment, to include more legal-focused soft skills and revisions to the Government and Legal Information course to improve timing and coordination with the Legal Research in Quebec course. It was stated that reference to information privacy/security is addressed in various courses but not in the program learning outcomes. The program is ideal for library technicians but there has been no interest, to date. Law graduates would benefit from this program in enhancing their skills.
5. **Enrolment:** The number of applications this year is basically the same as last year. Increase in enrolment normally occurs in the latter part of August.
6. **Student Presentations:** Each student guest gave a presentation on the project that they worked on with their respective agency. Discussion ensued regarding various approaches to project implementation, the family connection, and the wiki website.
7. **Student Debrief:** Students provided constructive feedback on the individual courses and program which will be implemented in the next academic year.
8. **Student Voice:** The students reiterated that the applied projects provided great practical experience. The students felt that more information should be provided on the selection/assignment of projects.

RECOMMENDED ACTIONS

1. Feedback from the members will be noted when the opportunity arises to create a new video by N. Doyle and Communications/Marketing.
2. N. Doyle has requested our current student graduates to provide testimonials for posting on the wiki website.
3. The project proposal process will include more information to assist the students in the selection and assignment to projects by N. Doyle.
4. The curriculum will be reviewed to determine the extent of reference to privacy/security is covered and, if insufficient, appropriate action will be taken by the program team and N. Doyle.
5. Marketing to graduates from law schools will be pursued by N. Doyle.
6. The program will hold the advisory meetings at the Pickering Learning Site to accommodate the members travelling from Toronto will be arranged by N. Doyle.

STATUS OF RECOMMENDATIONS FROM *December 6, 2012* MEETING

1. .A program video was not emailed to the committee members.

2. The feedback provided by the students was discussed with the faculty and the changes will be reflected in the fall curriculum by N. Doyle and faculty.
3. A call for projects was sent out to various communities and several had expressed interested to N. Doyle for the fall semester.

REPORT PREPARED BY: N. Doyle/D. Burger/M Bartosik

DATE: June 12, 2013

DRAFT REVIEWED BY ASSOCIATE DEAN: M. Tapper

SIGNATURE: 

APPROVED BY ACTING CHAIR :N. Doyle

SIGNATURE: 

Mechanical Advisory Membership List

Name	Title	Organization
Committee Chair		
Dave Collings	Systems Manager	EXCO Engineering

External Committee Members

Ryan Beatty	Program Manager	Messier Dowty
Peter Bhavra	Tooling Eng. Specialist	Messier –Bugatti-Dowty
Jeff Dayman	President	Dayman Design Inc.
Simon Fridlyand	President	Safe Engineering Inc.
Christopher Howes	Programs Facilitator	Durham district School Board
John Komar	Director, Engineering & Operations, ACE	UOIT
Michael Kube	Tissue Mill Supervisor	Cascades Tissue Group – PM
Ross MacMaster	President	Autodyne
Mahendra Patel	Vice-president	Pro-Bel Group Ltd.
Brian Philip	Technical Services Manager	Market Area Americas, Sandvik
Oliver Schafranek		General Electric
Tom Siklos	Design Project Manager	Praxair
David Street	President	Pro-Bel Group Ltd.

**Elected Student/Alumni
Representatives**

	Year/Program/Alumni	
Stephen Dawson	Year 2, Mechanical Technology	
Brad Sheehan	Alumni	Autodyne

**Elected Faculty/Staff
Representatives**

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

Guests/Unelected Faculty/Staff

Name	Title	Organization
Colin Cunningham	Professor	Durham College
Linda Dillon	Administrative Coordinator	Durham College
Don Dragomatz	Professor	Durham College

Attendees – May 6, 2013

*External Members

Present: *R. Beatty, C. Cunningham, S. Dawson, *J. Dayman, T. Dragomatz, *R. MacMaster, *B. Sheehan, *T. Siklos, S. Todd, K. Zaidman

Regret(s): P. Bhavra, D. Collings, S. Dawson, C. Howes, S. Frigland, J. Komar, M. Kube, M. Patel, B. Philip, O. Schafranek, D. Street

Guest(s): C. Cunningham, D. Dragomatz

Recording Secretary: L. Dillon

KEY POINTS OF DISCUSSION

1. **Welcome/Introductions** – S. Todd welcomed members to the meeting. The advisory chair was absent for this meeting; therefore, S. Todd acted as chair with the committee's approval. Tom Siklos was introduced as a new member.
2. **Additions to Agenda** – None.
3. **Acceptance of Agenda** – Accepted.
4. **Previous Minutes** – The minutes of November 5, 2012 were approved by R. MacMaster and seconded by K. Zaidman. Carried.
5. **Business/Actions Arising from Previous Minutes** – The action items from November 5, 2012 were reviewed and updated.
6. **Discussion Items**
 - 6.1 **External Membership Information Sharing** – The following was noted:
 - CNC – Methods are being developed but there is a shortage of skilled people (CNC gives the background in testing but not design).
 - Mechanical Technician students need more problem solving. Analysis of the report is very important.
 - Messier Dowty – In the skilled trade's area, there may not be enough people to fill future retirement positions due to the number of employees who will retire with at least 25 years service. Internship opportunities are available for students at this company.
 - Dayman Design - There is a serious decline in manufacturing in Western Ontario. People with special mold making skills are being lost. Balance is needed, not just high-technology.
 - Autodyne – Very busy with laser welding. A strong effort is being made to get more skilled trades people hired. Approximately 75-80% of companies do not hire apprentices. Steel trades are less than 30% and less than 50% across Canada. It was noted that the Industrial Maintenance Mechanic students at Durham College would benefit from a Co-op program and may not have to do level 1 and 2 apprenticeship. Cambrian College students come in with levels 1, 2 and 3 and have the Ministry standards required already. Autodyne has hired 12 Durham College graduates to date.
 - Praxair - Construction is being done by local people with bigger projects being completed in Alberta. Fabrication is being outsourced. Engineering and commissioning is starting to pick up in Canada.
 - There is a lot of interest in quantum labs at the University of Ontario Institute of Technology (UOIT).
 - Packaging operators are in decline at Mars.

6.2 College/School/Program Update

6.2.1 Program Learning Outcomes (PLO) Feedback

Members to review the Program Learning Outcomes for the Mechanical Technician (2 year) and Mechanical Technology (3 year) programs to see if the outcomes are still relevant from an employers' perspective. D. Dragomatz noted that he did a summary of the program outcomes for both programs. This summary will be sent to advisory members for assistance.

6. Discussion Items (cont'd)

6.2.2 2013-2014 Program of Studies

- The Mechanical Technician Program of Studies was modified to give the Mechanical Technician students more of an identity.
- Foundation courses are almost identical for both programs now.
- The Fluid Power course has been revised with more lab hours (2 lectures and 1 lab) with a new professor teaching the course.
- The Mechanical Technician program is now project-based.
- All Mechanical Technician students will take Math. I and II for Technology (the same course that the Mechanical Technologists and the Non-destructive Evaluation students take) to enable a student to move from Mechanical Technician to Mechanical Technology with the capability to go to university.
- The Mechanical Technology program ranked highest in the college in Key Performance Indicators.

6.2.3 Equipment - The plastic injection molding machine has been sold and the CNC machine from the Whitby Campus has been moved up to the Oshawa Campus and has been put in the Integrated Manufacturing Centre (IMC). The apprenticeship students will be using the CNC machine in the IMC in the upcoming academic year.

6.2.4 General Education Courses - Themes have been removed. The "Law & Ethics", GNED 1402) course still remains in the Program of Studies. It was suggested that GNED 1402 course be shown under the GNED 0000 courses in the School of Interdisciplinary Studies and Employment Services.

6.2.5 Integrated Manufacturing Business Plan (IMC) - The IMC Plan has been completed and will be sent to advisory members via email. K. Zaidman noted that she still has to complete the deliverables for year 2.

6.2.6 CAT Pathway Project - This pilot project from the Ministry is looking for block transferability from one college to another for students in year 1. i.e. Mechanical Technician to Mechanical Technology from one college to another or Mechanical Techniques to Mechanical Technician to Mechanical Technology. A report has been tabled for the Ministry.

6.2.7 Ontario Power Generation (OPG) Update - A bridge has been prepared for Mechanical Technology, year 3 to Nuclear Science at the University of Ontario Institute of Technology (UOIT). Graduates can work in nuclear medicine, radiation etc. From the 12 students in the bridge program, only 2-3 students received job offers because the positions were advertised already when the job competition was closed. Students got an Engineering Physics degree in the end. The Pickering plant will be closing. It will be an 8 billion dollar project at Darlington.

6.2.8 Research Update - The FED DEV program has closed. Our school is supporting 3 faculty awards and 4 student awards. The Science & Engineering School of Technology won all awards with the exception of one.

6.2.9 Integrated Manufacturing Centre (IMC) - The apprenticeship students from the Whitby Campus will be using the IMC facilities in Oshawa 1/day week.

6. Discussion Items (cont'd)

6.2.10 Measurement Update - D. Dragomatz updated the committee on the progress of the lab and his plans for the future if the dollars are released. S. Todd mentioned that items over \$3,000 cannot be ordered out of instructional supplies but the priorities would be Measurement and the Food Lab. A copy of the Laser Micrometer Lab for Measurement II will be sent to advisory members. D. Dragomatz can touch base with Matt Clements, a former graduate who works at Autodyne about the measuring microscope software.

Future measurement Upgrades Needed:

- Mitutoyo
- Whitby CMM
- Brown and Sharpe software
- Unit for measuring small pieces
- Metrix gauge block (KPC set)

7. **Student's Voice** - Not applicable.

8. **Adjournment** - 7:30 p.m.

9. **Next Meeting** - Monday, November 4, 2013, 5:00 p.m.

RECOMMENDED ACTIONS

1. L. Dillon to send out the Integrated Manufacturing Business Plan members. K. Zaidman to complete deliverables for year 2.
2. L. Dillon to send T. Siklos the Chemical Technology program guide.
3. D. Dragomatz to send the summary of the Program Learning Outcomes for the Mechanical Technician and Mechanical Technology programs to L. Dillon. Linda will email summarized outcomes to advisory members for review. Advisory members should note any missing outcomes relating to their industry and send the information back to L. Dillon (linda.dillon@durhamcollege.ca).
4. S. Todd to investigate having "Law and Ethics, GNED 1402" removed from the Science and Engineering Technology courses and include it under General Education (GNED 0000 courses).
5. L. Dillon to send a copy of the Measurement II Laser Micrometer lab to advisory members.
6. D. Dragomatz to touch base with Matt Clements from Autodyne about the measuring microscope software.

STATUS OF RECOMMENDATIONS FROM NOVEMBER 5, 2012 MEETING

1. R. Beatty to provide K. Zaidman with the name of the company that needs mechanical and technical people in Toronto/Mississauga area – Completed.
2. L. Dillon (Admin. Coordinator) to send advisory members the Measurement presentation. Members to send comments/suggestions/deficiencies to Don Dragomatz (professor). The Non-destructive Advisory committee can send comments specific to the Non-destructive program as well. Measurement will be included as an agenda item for the 2013 meeting – Completed.
3. C. Cunningham, with input from faculty to look at revamping the Machine Shop course – In-process.
4. S. Todd and program team to review the suggestions as noted in number 3 above. Mastercam software to be included in CAM I in the 2013 Program of Studies – Completed.
5. L. Dillon to include Measurement and the IMC Business Plan in the May 2013 agenda - Completed.

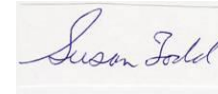
DRAFT REVIEWED BY DEAN: Susan Todd

SIGNATURE:

A rectangular box containing a handwritten signature in blue ink that reads "Susan Todd."

APPROVED BY CHAIR: Susan Todd

SIGNATURE:

A rectangular box containing a handwritten signature in blue ink that reads "Susan Todd."

**Program Name Membership List
Name**

Title

Organization

Committee Chair

Chris Tozer

Mechanical Maintenance
Training Manager

OPG

External Committee Members

Name

Title

Organization

Ed Conboy

Manager of Mechanical
Operations

Quebeccor Media

Brent Gattoni

OYAP Coordinator

Lakeside Controls

Jill Frazer

Durham District School Board

Ross MacMaster

Autodyne Inc.

Paige Marlow

Researcher

Durham Workforce Authority

Stacey Ritchie

Durham Catholic District School
Board

Dario Sangalli

Manager Maintenance Capital
and Electrical

Mother Parkers Tea & Coffee

**Elected Student/Alumni
Representatives**

Name

Title

Organization

Jordan Best

Year 1 student

**Elected Faculty/Staff
Representatives**

Name

Title

Organization

Darrin Caron

Dean/Principal

Durham College

Clair Cornish

Program Coordinator

Durham College

Gary Noordstra

Faculty

Durham College

**Guests/Unelected
Faculty/Staff**

Name

Title

Organization

Tom Marley

Faculty

Durham College

Joy Lavergne

Program Officer – ConEd

Durham College

Jana Forsyth

Career Services

Durham College

Sandy Smiles

Project Officer

Tradeability

Nathalie Stutt

Admissions/Recruitment

Durham College

Attendees May 30, 2013:

*External Members

Present: Darrin Caron, Gary Noordstra, Clair Cornish, Paul Fraser* for Stacey Ritchie

Regret(s): Jana Forsyth, Dario Sangalli*, Ross MacMaster*, Chris Tozer*, Ed Conboy*, Jill Frazer*, Jordan Best

Guest(s): Nathalie Stutt

Recording Secretary: Mary Pearce

KEY POINTS OF DISCUSSION

Quorum was not reached.

Discussion around attracting more industry reps took place. Darrin agreed to bring the subject forward to the program coordinators meeting.

RECOMMENDED ACTIONS**STATUS OF RECOMMENDATIONS FROM NOVEMBER 29, 2013 MEETING**

No items from previous meeting discussed due to lack of quorum.

Next meeting date: October 3, 2013

REPORT PREPARED BY: Mary Pearce

DATE: May 30, 2013

DRAFT REVIEWED BY DEAN: Darrin Caron

SIGNATURE: _____

APPROVED BY CHAIR: Chris Tozer

SIGNATURE: _____

Motive Power Technician Service & Management Membership List

Name	Title	Organization
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Committee Chair

Steve Good	Service Manager	Nurse Chevrolet Cadillac
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External Committee Members

Name	Title	Organization
Gord Garner	Owner	Garner's AutoPro
Ming Kong	Service Manager	OWASCO
Paige Marlow	Researcher	Durham Workforce Authority
Monte Storey		Easton's Goodyear
Keith Weidmark		
Stacey Ritchie		Durham Catholic District School Board
Tom Zekveld		Tomlin Auto
Jill Frazer		Durham District School Board

**Elected Student/Alumni
Representatives**

Name	Year/Program/Alumni
Ryan Mundy	Year 1
Christine Weidmark	Year 1 Apprentice

**Elected Faculty/Staff
Representatives**

Name	Title	Organization
John Cholmondeley	Motive Power Professor	Durham College
Steve Quantrill	Automotive Service Tech professor	Durham College
Ralph Ruffo	Motive Power Professor – Program Coordinator	Durham College
Darrin Caron	Dean/Principal	Durham College

**Guests/Unelected
Faculty/Staff**

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

Attendees June 13, 2013:

*External Members

Present: Steve Good*, Keith Weidmark*, Ryan Mundy, Christine Weidmark, Paige Marlow*, John Cholmondeley, Steve Quantrill, Ralph Ruffo, Darrin Caron, Gord Garner*, Ming Kong*, Mary Collins, Nathalie Stutt,

Regret(s): Stacey Ritchie*, Jill Frazer*, Jana Forsyth, Monte Storey*, Tom Zekveld*,

Guest(s): Robert Grant

Recording Secretary: Mary Pearce

KEY POINTS OF DISCUSSION

Program mapping had just been completed and it was noted that the curriculum is up-to-date.

Discussion around having a Durham College point of contact to liaise with industry members to attract new PAC members took place.

The math and small business courses were discussed as it relates to having more automotive trade specific curriculum within the course.

Industry members were invited to visit the classroom to discuss with students their area of expertise and what they are looking for in a graduate of the automotive program.

RECOMMENDED ACTIONS

The post-secondary ministry standards for Motive Power to be sent to the PAC members.

STATUS OF RECOMMENDATIONS FROM NOVEMBER 2012 MEETING

Complete through mapping –

Review the courses within the program of study to determine curriculum relevance within the program.

REPORT PREPARED BY: Mary Pearce

DATE: July 15, 2013

DRAFT REVIEWED BY DEAN: Darrin Caron

SIGNATURE: 

APPROVED BY CHAIR:

SIGNATURE:

Paralegal Programs Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Harold St. Croix	Assistant Business Manager	LIUNA Local 183
External Committee Members		
Kevin Anderson		Cogir Management
Bob Banik	Lawyer	CAW Legal Services Plan
Sarah Cooling		Northumberland Legal Clinic
Cathy Duignan	Community Legal Worker	Durham Community Legal
Grant Kelly	Manager, Prosecution Services	Region of Durham
Katherine Sperti		Don Menzies Consulting
Rhonda Vanderlinde	Municipal Prosecutor	
Jack Wiley	Justice of the Peace	City of Oshawa Durham Region
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Clara Suh	1st Year Student	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Stephanie Ball	Dean	Durham College
Mark Frayne	Coordinator/Professor	Durham College
Laurie Marshall	Faculty	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
None		

Attendees (June 24, 2013):

*External Members

Present: S. Ball, *R. Banik, M. Frayne, *G. Kelly, *H. St. Croix, *C. Suh, *R. Vanderlinde

Regret(s): *K. Anderson, *S. Cooling, *C. Duigan, L. Marshall, *K. Sperti, *J. Wiley

Recording Secretary: M. Bartosik

KEY POINTS OF DISCUSSION

1. An amendment was made to Recommended Actions #4: "...a list of law associations..." changed to read "...a list of lawyers in the Durham Region Law Association..." The minutes of November 19, 2012 were approved as amended by B. Banik and seconded by C. Suh, Carried.
2. **Industry Trends:** There is a noticeable change in the environment of lawyers in civil law. A noticeable compression is going on with law firms downsizing with respect to lawyers and staff. There is also a significant decrease in provincial and criminal offences; however, it is still a good field for our paralegals to work in. Other 'niche' areas that paralegals could work in are in tribunals, rental housing, contract reviews, human rights and labour arbitrations. There is resistance on the part of the Bar regarding paralegal competency in providing legal services in Ontario. Other colleges/universities are sending their students to observe court/arbitration sessions during a semester.
3. **KPI Results:** The diploma program rated higher in 2012 than in 2013. The graduate certificate program rated higher than the provincial average with positive feedback. The faculty team completed the PQPR report identifying the action items for improvement while maintaining the standards of the Law Society. The faculty will incorporate more written and oral communications in their courses as well as provide opportunities to learn some soft skills such as dealing with others in a meeting, dealing with professionals, and conducting themselves in a professional environment. Faculty are utilizing the technology in the classroom to enhance student learning and the use of online resources for better student learning.
4. **Enrolment:** Both the diploma and graduate certificate programs are waitlisted.
5. **Immigration Course:** We are planning to offer the workshop next spring to any paralegals that are interested. It will be embedded in our curriculum in 2015.
6. **Field Placement:** The FWK Coordinator is always seeking more field placement opportunities especially with the increased number of students.
7. **Paralegal Profession:** Our diploma graduates are having difficulty in finding jobs in the field, however, our graduate certificate students seem to find job opportunities. Graduates need to expand their job search toward the greater GTA and northern Ontario such as Peterborough and Kingston.
8. **Paralegal Student Association Update:** It was proposed that the Paralegal Student Association form a link with a proposed Durham Paralegal Alumni group. The Paralegal Student Association ran a couple of successful events last year.
9. **Student Voice:** L. Blundon, Field Placement Coordinator, provided a different approach in dealing with a difficult situation at placement. The student found her to be respectful and taught the student to be respectful of others. It was suggested that labour law be offered to assist on employment law issues in a unionized environment and the ADR course cover topics such as a mediator's approach with a client and arbitrator as a client. There was a discussion about the possibility of offering workshops in these areas. Students would like more placement hours to enrich their experience in courts and hearings.
10. **Mock Trial Competition:** This was the first competition with 4 groups of paralegal students was held in March at our Oshawa Courthouse and sponsored by Emond Montgomery. With the support of OJEN, the competition will be opened to all community colleges. To date, six community colleges have indicated their interest in participating. LIUNA Local 183 has volunteered to be a sponsor.
11. **SAABS Workshop:** The workshop was offered this spring to paralegal alumni and will be offered again next spring.

RECOMMENDED ACTIONS

1. S. Ball will contact the Office of Institutional Research to discuss the feasibility of attaching information on who employs paralegals and where they may find job opportunities.
2. M. Frayne will extend an invitation to all Paralegal alumni to get feedback on their experience in the field, identify any areas of opportunity, and as potential field placement host opportunities.

3. The committee members will be provided with additional information to review and feedback for the PQPR report at the next meeting by M. Frayne.
4. Faculty are to encourage their students to attend various court sessions throughout the semester to give them exposure on the workings of the courts.
5. M. Frayne will ask R. Davies if she would chair the proposed Alumni Association.

STATUS OF RECOMMENDATIONS FROM November 19, 2012 MEETING

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

REPORT PREPARED BY: M. Bartosik

DATE: June 25, 2013

DRAFT REVIEWED BY DEAN: S. Ball

SIGNATURE:



APPROVED BY CHAIR: H. St. Croix

SIGNATURE:



Paramedic Programs Advisory Committee Membership List

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

External Committee Members

Andrew Benson	Education Manager	Central East Prehospital
Carl Bowker	Superintendent, Quality & Dev.	Hastings-Quinte Emerg.
Linda Calhoun	Senior Director	Lakeridge Health
		Central East Prehospital
Jim Harris	CQI Manager	Central East Prehospital
Terry Chomski	Superintendent, Professional Stand.	York Region Emergency
Keith Kirkpatrick	Chief	City of Kawartha Lakes
		Emergency Medical
David Mokedanz	Superintendent, Operations	Durham Region Emerg.
Susan Wood	Deputy Chief/Manager PD Division	Regional Mun. of York

**Elected Student/Alumni
Representatives**

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

**Elected Faculty/Staff
Representatives**

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

Guests/Unelected Faculty/Staff

Name	Title	Organization
None		

Attendees (June 3, 2013):

*External Members

Present: *A. Benson, *L. Calhoun, *J. Harris, R. Hoffman, M. Tapper (for S. Ball), *Dr. R. Vandersluis

Regret(s): *S. Bazak, *C. Bowker, *A. Bright, K. Griffin, *K. Kirkpatrick, *J. Moir, *R. Morra, *D. Mokedanz, *S. Park, *S. Snell, *S. Wood

Recording Secretary: T. Kennington

KEY POINTS OF DISCUSSION

1. Minutes of the November 21, 2012 were approved by J. Harris and seconded by R. Hofmann.
CARRIED
2. **Industry Trends:** Eastern Region Services (Peterborough, Kawartha, Northumberland):
An announcement will be forthcoming that students in preceptorship all the Eastern Region colleges Paramedic students must fall under the same agreement for clinical practice. Included this will be the requirement to pay preceptor fees. Northumberland will implement this for September 2013. Peterborough and Kawartha will wait until September 2014. There will also be a certification requirement by the Base Hospital. Other colleges will be required to have the same agreement as Durham College with the Base Hospital by this fall. The three services also expressed a desire to collaborate on preceptor training.
CTAS: CTAS (Canadian Triage and Acuity Scale) is a five level triage implementation guide, which is eleven years old. Document still being revised by the Ministry. Formal training is required but has not been initialized yet due to the cost. CEPCC (Lakeridge Health Oshawa) will offer training when funds are available.
3. **Enrolment:** There were 36 students enrolled in the first year of the diploma program, however, only 21 students are eligible to continue into the second year. Attrition has been an issue in the first year of the Paramedic program. The root of the problem appears to be the volume of information and level of judgment and decision-making required to these students early in the program. The success of early intervention and tutoring programs has yet to be determined. The attrition rate in the Paramedic Advanced (ACP) program is high as well. The same issues appear to be the cause.
4. **KPI Results:** Overall, the survey results, just released for both the Paramedic and Advanced Care Paramedic programs remain high. More detailed analysis to follow.
5. **Program Quality Assurance:** Program quality assurance processes have changed this year to align with PQAPA. PQAPA is the college wide review process, recently completed by Durham. Part of that process is to formalize PAC feedback on the program learning outcomes. The Provincial Program Standard mandates the outcomes for the Paramedic program. No such standard exists for the Advanced Care Program.

RECOMMENDED ACTIONS

1. Committee members are to review the Paramedic Advanced (ACP) Program Learning Outcomes and forward their concerns/feedback to R. Hofmann.

STATUS OF RECOMMENDATIONS FROM November 21, 2012 MEETING

1. The required documentation for accreditation was completed by this spring by R. Hofmann. A Site visit for October 2013 to be confirmed.
2. The recommendations for changes based on the Program Review and Renewal Report was completed by the Paramedic faculty and leadership team.

REPORT PREPARED BY: T. Kennington/M. Bartosik

DATE: June 5, 2013

DRAFT REVIEWED BY ASSOCIATE DEAN: M. TAPPER

SIGNATURE: 

APPROVED BY CHAIR: Dr. R. Vandersluis

SIGNATURE: 

LAW, POFD and PSI Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Mike Chesson (POFD)	Sgt.	Durham Regional Police
Lisa Robles (LAW)	Nuclear Security Training Technician	OPG
Michael White (PSI)	Consultant	Unparalleled Technologies.

External Committee Members

Elsa Gadsdon		
Chauntel Inman		RCMP Recruiting
Rob Kobayashi	Staff Sgt.	OPP, Whitby
Lesley Ford	Director, HR	Durham Regional Police
Samantha Petrow	Recruiting	RCMP
Bob Qualtrough	Superintendent	Toronto Police Service
Sarah Schutt	Constable	Durham Regional Police
Shayne Simpson	Sgt.	OPP, Whitby
Ken Polley	Assistant Crown Attorney	
Anne Weber	Office Manager	Ministry of Attorney General
Wyatt Johns		Youth Connections
Mark Gilbert		Youth Connections
Gary Hasenhindl		Youth Connections
Chris Priebe		OPG
Kevin McAlpine	Chief	Port Hope Police Service
Tim Knight	S/Sgt.	DRPS
Neil Weaver	Vice President Operations	Total Security Mgmt.
Colin Thompson		DRPS
Jim Maddin	Security Operations	Canada's Wonderland
Lyn Sandiland	Inspector, Alcohol & Gaming	Alcohol & Gaming Comm.
Derek Hannan	By-Law Enforcement	Ajax
Chris Swift	SSgt.	Alcohol & Gaming Comm.
Carolyn Homes	Operations/Resource Protection	Sears - National
Dana Cardinal	Nuclear Security Support Advisor	OPG
Chris Collins	Darlington Security Shift Manager	OPG
Laura Hicks	Supervisor	City of Oshawa
Chantel Inman	Recruiting	RCMP
Louis Duranleau	Director of Corporate Security	D & H, The East Mall
Ian Falzon	Customs	Canada border Services

**Elected Student/Alumni
Representatives**

	Year/Program/Alumni	
Diji Ayodej	Alumni, LAW	Durham College
Ryan Noble	Year 1, LAW	Durham College

**Elected Faculty/Staff
Representatives**

Name	Title	Organization
Stephanie Ball	Dean	Durham College
Marisa Cassart	School of Continuing Education	Durham College
Maria Iannuzziello	Co-Coordinator/Professor	Durham College
Lynne LeRoy	Professor	Durham College
Charles McAfee	Co-Coordinator/Professor	Durham College
Charlene Di Danieli	Professor	Durham College
Kathy Phillips	Professor	Durham College
Bonnie St. George	Professor/Coordinator (LAW)	Durham College
Neil Gonsalves	Professor/Coordinator (PSI)	Durham College

Guests/Unelected Faculty/Staff

Name	Title	Organization
None		

Attendees (June 12, 2013):

*External Members

Present: D. Ayodej, S. Ball, *D. Cardinal, C. Collins, C. Di Danieli, *L. Ford, N. Gonsalves, *C. Homes, M. Iannuzziello, *C. Inman, L. LeRoy, C. McAfee, *K. Polley, *L. Robles, B. St. George, S. Simpson, A. Weber

Regret(s): A.M. Bennett, L. Duranleau, *I. Falzon, *E. Gadsdon, *M. Gilbert, *D. Hannan, *G. Hasenhindl, *L. Hicks, *W. Johns, *K. Knight, *R. Kobayashi, *K. McAlpine, *J. Maddin, *R. Noble, *S. Petrow, *C. Phillips, *C. Priebe, *B. Qualtrough, *B. Robertson, *S. Schutt, *C. Swift, *C. Thompson, *N. Weaver, *M. White

Recording Secretary: M. Bartosik

KEY POINTS OF DISCUSSION

- POFD minutes of December 11, 2012 were approved by M. Iannuzziello and seconded by C. McAfee. CARRIED
PSI minutes of November 28, 2012 were approved by C. Homes and seconded by N. Gonsalves. CARRIED
LAW minutes of October 11, 2012 were approved by L. Robles and seconded by B. St. George. CARRIED
- Hired Career Services:** Employers are encouraged to post all part and full time positions on our website. The link for the Hired Career Services portal is <https://hired.durhamcollege.ca/home.htm>
- Industry Updates:** DRPS hired 62 student graduates to work in various summer positions in the service. OPP will be completing their recruiting/hiring for the next three years. DRPS are awaiting approval for five new hires for Ontario Police College. Due to budget constraints, there is no new hiring unless retirements and/or resignations occur. OPG is currently not hiring, however, will be hiring if needed next year. DRPS HR is looking into hiring summer students.
- MOOC – Massive Open On-Line Courses:** The list of courses on knowledge and self-interest courses are free to anyone. Durham College is exploring a partnership with Algonquin College to offer a few of the courses. <http://www.mooc-list.com/>
- Program Review (LAW):** The program review has been completed and the final report is to be submitted by the end of June. The report is a summation of all information such as mapping, industry focus group input, KPI results, student feedback, and SWOT analysis.
- KPI Updates:** The biggest strength of the LAW program was the faculty, currency of information, placement and certifications; writing skills development and basic computer courses are deficient in the program. The overall KPI results in the POFD program were lower than last year. The program hosted several initiatives such as the Policing Symposium with OJEN, Policing and You: A Symposium for Youth and Women's Influencer Event along with

- other events in the school. These initiatives will definitely improve KPI results. The PSI program results dropped slightly in student satisfaction but improved in other areas. The lack of field placement may have had a slight bearing on the results. Based on the results, the PSI and POFD program teams will focus on providing all the students with a sense of community linkage and involvement.
7. **Program of Studies Changes:** The LAW program will look at several course name changes to align with the content and review the computer course content. Program will be redesigned to have less computer courses and increase fitness and improve writing skills. There is a concern that students do not have basic computer skills. The program is still not well known, having only 150 graduates to date.
The POFD program has revamped the Community Policing course to encompass volunteer community work as part of the Village Union School Initiative as there is no co-op opportunity in this program. Proposing 60% (33 hours) of volunteer work.
The PSI program had a graduation rate of 55%. It is now at 74%. Students wanted a greater sense of community with all other security programs.
 8. **School Update:** Programs will be piloting evening teaching to accommodate more students. Faculty is hiring. There is more of a focus now on teaching experience as opposed to vocational experience.
 9. **Employment Stats:** The PSI program has a high rate of graduates employed in both related and non-related jobs. The POFD program's statistics are low as policing services hire mature applicants (28 yrs. and older), thereby graduates are encouraged to do community and volunteer work to gain some life experiences. The LAW program has a very high employment rate (95 %+) perhaps due to greater number of mature students. Tracking employment statistics is a problem in all programs as data is collected only up to 6 months after graduation.
 10. **Student Voice:** Most of the students in the LAW program utilize the education as a stepping stone, but not all students want to pursue a policing career as it is difficult to qualify for police jobs. They do enjoy the placement opportunities and community volunteer work to gain more experience.
 11. **Chair Position:** The combined program advisory committees will be chaired, on a rotational basis, by the chair representing each program.
 12. **Election of New Chair:** D. Cardinal was acclaimed. She will replace L. Robles who chaired the Advanced Law Enforcement & Investigations advisory committee.

RECOMMENDED ACTIONS

Combined Law Enforcement & Investigations (LAW), Police Foundations (POFD), and Protection, Security & Investigation (PSI) Programs

1. The link for the Hired Career Services portal will be provided by N. Gonsalves.
2. A discussion on how to create a sense of community and belonging amongst each group of students will be addressed at each individual program team meeting.
3. A survey of preferred meeting times will be sent out to all members by C. Di Danieli and M. Bartosik for future advisory meetings.

Advanced Law Enforcement & Investigations Program

1. The template used by OPG for security reports will be forwarded to C. Di Danieli by D. Cardinal.
2. An invitation to G. Fisher, Director of Campus Safety at Scarborough Campus to join this committee will be pursued by N. Gonsalves.

STATUS OF RECOMMENDATIONS FROM *December 11, 2012* MEETING

Police Foundations Program:

1. Trinkets were provided by the RCMP for the January Start students and were distributed.
2. C. McAfee discussed a combined advisory committee with the Coordinator of the Advanced Law Enforcement & Investigation Program is; completed.
3. The addition of more fitness hours, fitness and females, and moving the Criminal Code course earlier in the program of study; completed.
4. The use of DC Connect or any type of social media is being used in the program.
5. The Fitness pilot project; completed.
6. Discussion continues on the seconded officer position as an ongoing item.
7. The youth in policing initiative with the primary school; completed.

Protection, Security & Investigation Program:

1. No blanket security reports or videos were received.
2. The link to the Hired Career Services portal will be included in the minutes.

Advanced Law Enforcement & Investigations Program:

1. Names of new members in the field were submitted and completed.
2. An invitation to G. Fisher, Director of Campus Safety at Scarborough Campus to join the committee is ongoing.
3. Contacting current members who have not been attending was not completed as the format of the committee changed.
4. Combining PAC meetings with like programs that share many of the same members; completed.
5. A program meeting to address KPI concerns; completed.
6. Durham College's strategic mandate agreement is posted on the website; completed.
7. Program team reviewed the hybrid delivery of fitness courses; completed.
8. Program team to familiarize students with KPI questions; completed.
9. Names of external stakeholders for program review focus group; completed.

REPORT PREPARED BY: M. Bartosik

DATE: June 13, 2013

DRAFT REVIEWED BY DEAN: S Ball

SIGNATURE: _____



APPROVED BY CHAIR: L. Robles

SIGNATURE: _____



Victimology Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
TBA		
External Committee Members		
Mary Beamer	Faculty	Durham Alternative Second
Shirley Burnett	Executive Director	Herizon House
Tamara Cherry	Crime Reporter	CTV News
David Currie	Program Manager	Family Services Durham
Debbie Falconer	Victim Services Worker	Durham VWAP
Jade Harper	Executive Director	Victim Services of Durham
Allison Hector-Alexander	Diversity Officer	DC/UOIT
Dawn Hopps	Supervisor	Partner Assault Response
Sheylene Jackson		Toronto Police Service
Shelley Tarnowski	Provincial Coordinator-Abuse Issues	OPP
Susan Pidlubny	Head of Special Programs	Durham Alternative Second
Dr. Hannah Scott	Director/Associate Professor	UOIT, Faculty of Soc. Sc.
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Almerinda Colella	Graduate	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Stephanie Ball	Dean	Durham College
Vicki Heenan	Professor	Durham College
Tracey Marshall	Professor	Durham College
Joanne Paterson	Coordinator/Professor	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
None		

Attendees (June 4, 2013):

*External Members

Present: *S. Burnett, *A. Colella, *D. Falconer, *V. Heenan, J. Paterson, *Dr. H. Scott, M. Tapper (for S. Ball), *S. Tarnowski

Regret(s): *M. Beamer, *D. Currie, T. Cherry, *J. Gauthier, *J. Harper, *A. Hector-Alexander, *D. Hopps, *S. Jackson, *W. Leaver, T. Marshall, S. Pidlubny

Recording Secretary: M. Bartosik

KEY POINTS OF DISCUSSION

1. The minutes of November 15, 2012 were revised with a committee member's name change from S. Bennett to read S. Burnett. The amended minutes were approved by Dr. H. Scott and seconded by S. Burnett CARRIED
2. **Industry Trends:** The main topic and focus of conferences has been human trafficking and contagion given the high rate of suicides in the high schools. There are a wide range of agencies such as DART that may be interested in placement opportunities.
3. **Admission Requirement:** The purpose of the questionnaire and resume is to screen the applicants in their maturity, volunteer/community involvement or life experiences, and writing skills. Admissions is concerned that the screening process may have attributed to lower enrolment in the program.
4. **Enrolment:** There were 91 applicants and, to date, 14 have confirmed.
5. **Program of Studies Changes 2013-2014:** Two levels of Community Partnership are being introduced and will include a one-hour class time assigned for individual student placement discussions and a one-hour class time assigned for placement seminar discussions. Research & Grant/Proposal Writing is being introduced and includes guest speakers with the expertise in the field of funding applications. Research & Grant Proposal Writing may be offered through Continuing Education or CIJS if there is an interest in the course.
6. **Program of Studies Change 2014-2015:** It was proposed that Reflection, Self Care & Professional Practice be moved to the first semester with a 2 and 1 delivery for 2014-2015. The course encompasses personality disclosures and open-dialogue to prepare them for the field of study.
7. **Student Voice:** The feedback from the students included imbedding ASIST into one of the courses, offering ASIST to graduates, adding practical components to each course, increase placement hours along with more suitable placements applicable to the field & have a learning contract for placement, and incorporate mental health, First Aid, ASIST and non-violent intervention material into the curriculum. The increase in hours for Victimology and Children. and Legal Perspectives was proposed due to the amount of content covered.

RECOMMENDED ACTIONS

1. J. Paterson will follow-up with S. Tarnowski on the email address of their proposal writer at the Crime Prevention Centre as well as a speaker from Trillium.
2. Committee members are asked to forward the names of anyone in their respective agency who may be interested in teaching the Research course to M. Tapper.
3. The proposal of embedding ASIST in one of the courses will be discussed with the faculty team by J. Paterson.
4. Offering the Research & Grant/Proposal Writing workshop through CIJS for graduates of this program and YCI will be discussed by J. Paterson and M. Tapper with L. Blundon.
5. Applicants who have not yet submitted their documentation to Admissions will be contacted by Admissions/J. Paterson.
6. Introduce student journals as part of their community partnership placement experience to be implemented by J. Paterson.
7. The faculty team will review and discuss changes to the hours in various courses including placement hours in the program of study as well as the other suggestions put forward by the student representative.

8. The new entrance requirements will be discussed by the faculty team at the end of the 2013-2014 academic year to see if it resolved student issues from the previous academic year.
9. J. Paterson will contact one of the professors, J. Harper, for contact information for a rep at DART as well as email contact information for Bonnie Parker.
10. Any committee member interested in chairing the advisory committee should contact J. Paterson.

STATUS OF RECOMMENDATIONS FROM *November 15, 2012* MEETING

1. To date, two ASIST workshops had been offered and will continue to be offered next year by J. Paterson.
2. J. Paterson confirmed that the topic of violence against women and the impact on media is being covered in the Media course by the professor.
3. No input was received for topics to be included in the new course, Research and Grant/Proposal Writing.
4. The questionnaire was developed and all applicants were requested to complete and submit it along with their resume.

REPORT PREPARED BY: M. Bartosik

DATE: June 5, 2013

DRAFT REVIEWED BY ASSOCIATE DEAN: M. Tapper

SIGNATURE: _____



APPROVED BY ACTING CHAIR: J. Paterson

SIGNATURE: _____



Water Quality Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Lory Jackson	Applications Manager	Seccua
External Committee Members		
Shannon Boland (Christian)	Drinking Water Inspector	Ministry of the Environment
Ian Chin	Manager, Water Treatment	Toronto Water
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.
Ian King	Inspector	York Region
Rebecca Pinsent (Co Chair)	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
Elected Student/Alumni Representatives		
Ellen Stitt	2 nd year Water Quality	Durham College
Elected Faculty/Staff Representatives		
Teresa Sweetman	Professor	Science & Engineering Technology
Corrie Stender	Professor	Science & Engineering Technology
Sue Todd	Dean	Science & Engineering Technology
Guests/Unelected Faculty/Staff		
Beau James	Professor	Science Engineering Technology
Joy Lavergne	Program Officer	Durham College
Ron Motum	Professor	Science & Engineering Technology
Gord Newlands	Plant Technician Wastewater	Toronto Water
Miroslaw (Mirek) Szafirowski	Chief Maintenance Operator	The Regional Municipality of Durham
Alex Vukosavljevic	Retired	Toronto Water
Sarah White	Professor	Science & Engineering Technology

REPORT PREPARED BY: Sue Todd

DATE: June 7, 2013

MINUTES REVIEWED BY: Lory Jackson

DATE: June 7, 2013

Attendees June 6, 2013:

*External Members

Present: *I. Chin, *L. Jackson, B. James, C. Stender, T. Sweetman, S. Todd,

Regret(s): *S. Boland, *G. Christian, *J. Cunningham, *R. Gamache, *J. Glover, *I. King, J. Lavergne, R. Motum, *R. Pinsent, *D. Ross, *B. Smith, S. White

Guest(s): *G. Newlands, *M. Szafirowski, *A. Vukosavljevic

Recording Secretary: A. Derdall

KEY POINTS OF DISCUSSION

1. **Welcome & Introductions:** L. Jackson welcomed members and asked everyone to introduce themselves. L. Jackson requested the program team find another student representative to attend future meetings.
2. **Additions to the Agenda:** There were no additions to the agenda.
3. **Acceptance of the Agenda:** L. Jackson accepted the agenda. A. Vukosavljevic seconded.
4. **Approval of Minutes from November 15, 2012:** The minutes were approved by L. Jackson and C. Stender.
5. **External Membership Information Sharing/Industry Trends:** There are many employment opportunities in the west coast where they are having difficulties finding level 2 operators. There are many small systems developing requiring level 1 and 2 in oil, forestry, and mining. Members recommended advertising these employment options on the program page and LinkedIn. Some members are experiencing difficulties in projects being commissioned properly. Energy management is becoming more important as costs increase. Some employers are having a hard time finding PLC programmers. Some of the cities are looking for operators who are well versed in critical thinking. G. Newlands indicated there are some discrepancies between the college's CEU's and external organizations. C. Stender to investigate.
6. **College/School Update:** S. Todd shared some of the KPI results for the program. The Quality Performance Plan will come out in the fall. The program is estimated to have 30 students enrolled in the first year of the program for fall 2013.
7. **Student Voice:** The student representative was unavailable however L. Jackson connected with E. Stitt who would like to see a hydrant component in Denis' class. L. Jackson recommended collecting student comments/concerns for the next meeting.
8. **Continuing Education Update:** Currently in the process of training approximately 160 Region of Durham employees. Approximately 80 have been already trained and the 5th of 8 classes is currently in session. Students are taking the Wastewater Collection & Treatment course. The school has received a lot of positive feedback from students regarding the course and the instructors. S. Todd discussed what Corporate Training Services has to offer. Any members who would like more information can visit www.corporatetrainingservices.ca for more information.
9. **WCWC Awards Update:** 12 students from the program attended training in Walkerton which was very well received.
10. **INST 1104 Course Review & Learning Activities:** C. Stender and B. James are currently in the process of updating INST 1104. Members would like to see the following taught in the course:
 - most common water and wastewater instruments

- chlorine analyzer, P meters, P temperature
- cleaning, maintaining, and calibrating equipment
- different types of flow meters, pressure sensors, ultrasonic level sensors
- the basic principles behind instruments and how to troubleshoot
- understanding what the equipment is, what it does, why and how it is used

Any further recommendations should be emailed to C. Stender.

- 11. WATR 6133 & CWQA:** CWQA offers a standardized knowledge base for individuals in sales of home water treatment systems. Kevin Wong sent the information to C. Stender who tried to incorporate it into WATR 6133. Unfortunately the package has a ways to go in terms of developing it into a curriculum.
- 12. Health & Safety:** The Health & Safety course will no longer be delivering first aid. Students have the option of taking it through Continuing Education or through a variety of external organizations. It was recommended faculty encourage students to obtain their first aid certificate prior to beginning field placement. S. Todd to connect with S. White on updating the course outline to identify first aid training resources.
- 13. PLO Review/Program Mapping:** C. Stender reviewed the Program Learning Outcomes with committee members who recommended some changes in wording.
- 14. Adjournment:** 7:05 P.M.
- 15. Next Meeting:** Tuesday, October 29, 2013

RECOMMENDED ACTIONS

1. Review Employer Placement Certificates with M. Green. **ACTION BY: C. Stender**
2. Discuss attending the WEO Conference. **ACTION BY: Program Team**
3. Find more student representatives to attend future meetings. **ACTION BY: C. Stender/Program Team**
4. Advertise employment options in the west on the program page and LinkedIn. **ACTION BY: C. Stender**
5. Investigate discrepancies between external organizations and Durham College's CEU's. **ACTION BY: C. Stender**
6. See if there is a hydrant component being taught in Denis' class. **ACTION BY: C. Stender**
7. Collect student comments/concerns for the fall PAC meeting. **ACTION BY: Program Team**
8. Connect with S. White on updating the Health & Safety course outlines to identify first aid training resources. **ACTION BY: S. Todd**
9. Update the Program Learning Outcomes with recommendations from committee members. **ACTION BY: C. Stender**

STATUS OF RECOMMENDATIONS FROM *November 15, 2012 MEETING*

1. Program cards were distributed during the meeting.
2. Employer Placement Certificates still need to be reviewed by C. Stender and M. Green.
3. First year students were invited to the meeting but were not in attendance.
4. C. Stender contacted J. Glover and arranged a tour for students.
5. Embedding CWQA approval outcomes in WATR 6133 is ongoing.
6. Career link was posted on Facebook and the program website.
7. C. Stender created a group for students and employers on LinkedIn. Using the website is also discussed in the field placement modules.
8. Action item was removed from minutes.
9. Program team to work on attending WEO conference.
10. IMM students were made aware of employer requests for graduates with water knowledge.
11. S. Todd advised international students have very little interest in the Water Quality Program.

12. S. White is looking into www.m.socratic.com being used in the program.
13. First aid will be discussed under Health & Safety.
14. The new Health & Safety course has been drafted with feedback from the Program Advisory Committee.

REPORT PREPARED BY: Sue Todd

DATE: June 7, 2013

DRAFT REVIEWED BY DEAN: Sue Todd

SIGNATURE: 

APPROVED BY CHAIR: Lory Jackson

SIGNATURE: Approved VIA email June 7, 2013

BOARD REPORT

Public: ☒
In-Camera: ☐

Action Required:
Information/Discussion ☐
Decision ☒

DATE: September 11, 2013

FROM: Don Lovisa, President

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

SUBJECT: Approval of a New Postsecondary Program of Instruction

A. Purpose

As per the Minister's Binding Policy Directive 3.0 Programs, Framework for Programs of Instruction, the Board of Governors is responsible for approving new programs proposed for implementation by Durham College.

The purpose of this report is to obtain approval from the Board of Governors for the following postsecondary program of instruction for the September 2014 intake:

1. Media Fundamentals

- Duration: 2 Semesters
- Credential: Ontario College Certificate
- School: Media, Art and Design

B. Background

Durham College's strategic plan includes the delivery of relevant and quality programming to ensure students are successful in their future academic and employment endeavours. The proposed new Media Fundamentals program will replace the current Pre-Media program offered through the School of Media, Art and Design.

In 2011/12, the Pre-Media program underwent a comprehensive program review. It was determined by the faculty and the Program Advisory Committee that the learning needs of students would be better served by the retirement of the Pre-Media program and the introduction of a new program focusing on Media Fundamentals. Through the program review process the program team and Program Advisory Committee confirmed that over the

years, the term “media” has shifted from written communication fields such as journalism and public relations, the primary focus of the Pre-Media program of study, to more technical and creative forms of work found in most communication and entertainment industries. Furthermore, the goals and learning outcomes described in the Media Fundamentals program description align better with the program team’s focus, and are more contemporary and amenable to student expectations of ‘media’ arts and the world of media today.

As a result, the first priority recommendation stemming from the comprehensive program review was to initiate a plan to replace the Pre-Media program with the Media Fundamentals program under the Ministry of Training, Colleges and Universities (MTCU) code 41903. Faculty also recognized the need to review and revise curriculum to include a broader range of media fields and skills sets, enhance the school’s media equipment pool in anticipation of the program’s future needs, and to promote the economic and academic value of the program to future students. Although the intent of this preparatory/foundation program has not changed, the program team strongly believes that the program description and goals of the Media Fundamentals program better reflects the program’s core focus and preparation of students for the advanced levels of study within the cluster of programs offered in the School of Media, Art and Design.

We confirm that the new Media Fundamentals program proposed for offering by Durham College is in compliance with the MTCU’s Provincial Program Standards, the Ontario College Quality Assurance Services (OCQAS) - Credentials Framework and the Minister’s Binding Policy Directive 3.0 Programs, Framework for Programs of Instruction,

C. Discussion/Options

The Media Fundamentals is a one-year certificate program intended to provide recent high school graduates and returning students the opportunity to explore career and educational paths in media arts while building foundational skills in across the discipline.

Students enrolled in this program will develop visual, audio, and written communications skills and the ability to express ideas through a variety of media including print, photography, video, web, and social media. Career and educational paths in industries such as photography, video production, broadcast and print journalism, public relations, web design, advertising, radio, and interactive media will be explored throughout the program.

The program will enable students to discover their strengths and interests, to research related careers, and develop knowledge, experience and portfolio

materials to enhance their opportunity to meet the requirements for further study either at college or university.

The proposed program of instruction for the Media Fundamentals program was submitted to the Ontario College Quality Assurance - Credential Validation Services (CVS). On August 23, 2013 the proposed program of instruction received validation and the program was assigned the Approved Program Sequence (APS) number **DURH 01230**.

The full submission for this program is attached to this Board Report.

Upon receiving approval from the Board for this program, funding approval will be sought from the Ministry of Training, Colleges and Universities to offer the program as of September 2014.

D. Financial/Human Resource Implications

There are no human resource implications for this new program; the current Pre-Media program team will continue with their current roles and responsibilities through the transition to the new program.

Financial implications include; capital expenditures in the amount of \$15,000 which have preliminary approval by the Vice President, Academic and Vice President, Corporate Services and CFO; enrolment projections will increase from 30 to 36 students which will require the purchase of new equipment and minor renovations to L127, the studio space used by these students. Budget details are available in the full submission attached to the Board report.

E. Implications for UOIT (if applicable)

None anticipated.

F. Recommendation(s)

That the Durham College Board of Governors approves the postsecondary program of instruction for the Media Fundamentals program.

Ontario College Certificate in Media Fundamentals

Proposed program title: Media Fundamentals					
Proposed credential:	College Certificate				
Funding Unit	1.4				
Weight	1.0				
MTCU Code:	41903				
Name of dean submitting the request:	Greg Murphy				
Proposed date of implementation:	September 2014				
Date of review by PPRC committee:	June 19, 2013				
Year 1 enrolment:	36				
Number of Semesters	2 Semesters				
Number of new faculty required:	0				
Space requirements:	No new space required				
Capital costs:	\$15,000 (includes renovations to L 127)				
Budget Projections					
Proposed Tuition	\$2636.00				
Proposed International Tuition	\$13, 501.42				
Net Contribution - % of Gross Revenue	-55.7%	29.9%	54.1%	53.5%	53%
TARGET Net Contribution	n/a	Breakeven	40.0%	40.0%	40.0%

1.0 APPROVAL STAGES:

Check (√)	Approval Stage
√	Labour Market Environmental Scan Assessed
√	Student Demand Assessed
√	New Program Proposal Document Reviewed by Manager, Program Development and Quality Initiatives and Dean
√	Budget reviewed by Manager, Planning and Reporting; Manager, Program Development and Quality Initiatives; Dean;
√	Budget approved by Vice President, Corporate Services and Chief Financial Officer and Vice President, Academic
√	Reviewed by Program Proposal Review Committee

√	Approved by Vice President - Academic
√	Approved by Credentials Validation Service
	Reviewed by President
	Approved by Board of Governors

2.0 PROGRAM OVERVIEW:

Description:

This one-year certificate program is intended to provide recent high school graduates and returning students the opportunity to explore career and educational paths in media arts while building foundational skills in the discipline of media arts.

Students develop visual, audio, and written communications skills and the ability to express ideas through a variety of media including print, photography, video, web, and social media. Career and educational paths in industries such as photography, video production, broadcast and print journalism, public relations, web design, advertising, radio, and interactive media will be explored by guest lecturers, field trips and projects.

In order to be successful in fields related to Media Arts, employers are looking for individuals with a strong foundation of knowledge in a variety of skills in areas such as research, writing, sound, and video. A program in Media Fundamentals that closely aligns with the vocational learning outcomes provided by the Ministry of Training, Colleges and Universities (MTCU) provides students with a basic understanding of these skills, and also helps them to decide what fields they wish to continue to study, and eventually, how to be successful in an ever-evolving media industry.

Vocational Program Learning Outcomes:

1. Write and/or produce targeted assignments in a variety of common media formats and styles.
2. Describe the relationship of media to the larger social/historical/cultural/political context.
3. Express researched opinions on current world and Canadian political and social environments.
4. Conduct basic media research.
5. Critique the content, form, and delivery of media.
6. Identify the visual components of still and moving images that convey ideas and meaning.
7. Produce still and moving images to demonstrate basic techniques of visual language.
8. Analyze fictional and non-fictional narrative forms (e.g. story, news) and how they shape social reality.
9. Describe the effective use of sound in video and film.
10. Produce an elementary soundtrack.
11. Use software applications for the production of print and rich media.
12. Develop an education and career plan within the range of media career options.

Admission Requirements:

Ontario Secondary School Diploma

3.0 PROGRAM OF STUDY

Semester	Instructional Setting Classroom, Lab, Field Placement	Hour/week	Course title and brief course description
1	Lab	3	Audio Capture Introduction to the principles of sound and sound recording, as well as basic digital audio theory. Student projects include scripting, editing, mixing, recording, and design.
1	Lab	3	Fundamental Communication Skills Instruction on the essential parts of composition and fundamental principles of written communication including grammar and mechanics.
1	Lab	3	Creative Design Introduction to the skills required to produce creative, interesting, and well crafted solutions to design problems. Students are introduced to the design process, concept development, the principles and elements of design, typography, and basic colour theory.
1	Lab	3	Digital Photography & Imaging Introduction to basic principles of photography and digital imagery. Instruction considers both technical and visual components of the Digital SLR camera and the photograph, basic colour correction, photo manipulation, and photo compositing.
1	Lecture	3	History of Popular Music Students examine the thematic growth of popular music as they look at music industry structure, technological innovations, and social and political impetus beginning with the merging of various musical styles during the 1950s that created the Rock'n'Roll movement and began to blur racial, economic, geographic, cultural, and class boundaries.
1	Lab	2	Careers in Media Arts An introduction to career opportunities in media arts fields. Through research, guest speakers, networking, and interviews, students examine the skills and

			opportunities in media arts and develop and education and career plan.
2	Lab	3	Media Communication An introduction to the communication requirements of various media fields. Instruction is provided in the structure, style, mechanics, and creation of specific writing styles including news releases, radio/video/television scripts, feature articles, and proposals. Concepts of research analysis, critical thinking and problem solving are emphasized.
2	Lab	3	Presentation Skills Instruction on the planning, organization, and delivery of concept and business style presentation. Professional presentation techniques and technologies are learned and practiced.
2	Lab	3	Current Affairs An introduction to important world and Canadian events that have occurred during students' lives and an examination of how the repercussions will shape the world they live in. Students learn the geography, politics, and history around events and examine the multiple sides of various issues.
2	Lab	3	Introduction to Web Design An introduction to the basics of web page creation, design principles, web authoring and editing. Students gain an understanding of terminology, colour theory, and web software in order to develop their own web sites.
2	Lab	2	Professional Practices An introduction to the dynamic and collaborative relationships that are part of any workplace. Students learn about teamwork, decision-making, conflict resolution, and workplace motivation then work in teams to successfully complete a media project. A personal portfolio of skills is produced.
2	Lab	3	Social Media Techniques A look at the major developments in social media and how social media is changing media, government, the economy, and education in fundamental ways. Students are actively immersed in guided social media practices in the workplace.
2	Lab	3	Video Capture & Editing

			An introduction to the fundamentals of video production. Students learn camera techniques, preproduction, and video editing as they produce group and solo projects.
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4.0 STRATEGIC ALIGNMENT

Strategic Fit

- This program provides access for students with little or no experience in media technology, provides processes to learn about career opportunities and prepares them for further study in a specific discipline related to media.
- The curriculum covers a broad range of media, offering students insight into various career paths and which of them they might prefer. Students build a portfolio for admission to competitive programs and complete two or more transferrable credits (depending on which program they choose for further study).
- When students have completed this certificate program they will have the knowledge required to make a decision about the diploma program of preference. This program fits well to our mandate of building more pathways to encourage student mobility and success.

Fit with Existing Programs

Programs that could feed into the proposed program	Other complementary programs within School	Advanced programs which graduates of this program may consider
		<ul style="list-style-type: none"> - Journalism - Public Relations - Interactive Media Design - Contemporary Web Design - Graphic Design - Digital Photography - Digital Video Production - Broadcast for Contemporary Media - Advertising - Music Business

5.0 LABOUR DEMAND AND GRADUATE EMPLOYMENT POSSIBILITIES:

- The program builds foundation skills and knowledge in research, writing, image, sound and in the expression of ideas through the media. Students are provided with an overview of various media (film, TV, print, audio) as well as the range of careers available within media and related industries.
- Based on data collected through the KPI Graduate Satisfaction Survey for 2011-12, only 20-25% of the graduates who were surveyed reported that they were actively seeking employment. Of the 75-80% who reported they were not looking for employment, nearly all of them indicated that they were enrolled in full-time studies in another college program.
- Employers are increasingly looking for individuals with an extensive knowledge of a variety of multimedia platforms and skills as new technologies continue to blur the lines between “traditional” forms of media and media arts.
- The following job titles and descriptions relevant to occupations related to Media Fundamentals programs were culled from various labour market reports as well as Durham College placement reports:
 - Editors;
 - Journalists;
 - Public Relations Officer;
 - Film and Video Operators;
 - Broadcast Technicians;
 - Audio and Video Recording Technicians; and
 - Graphic Designers and Illustrators.
- In Ontario, employment outlooks in media related professions are generally average, with the exception of journalists. Though slightly lower than the national numbers, there is a high percentage of self-employment amongst those employed as Audio and Video Recording Technicians and Graphic Designers and Illustrators.

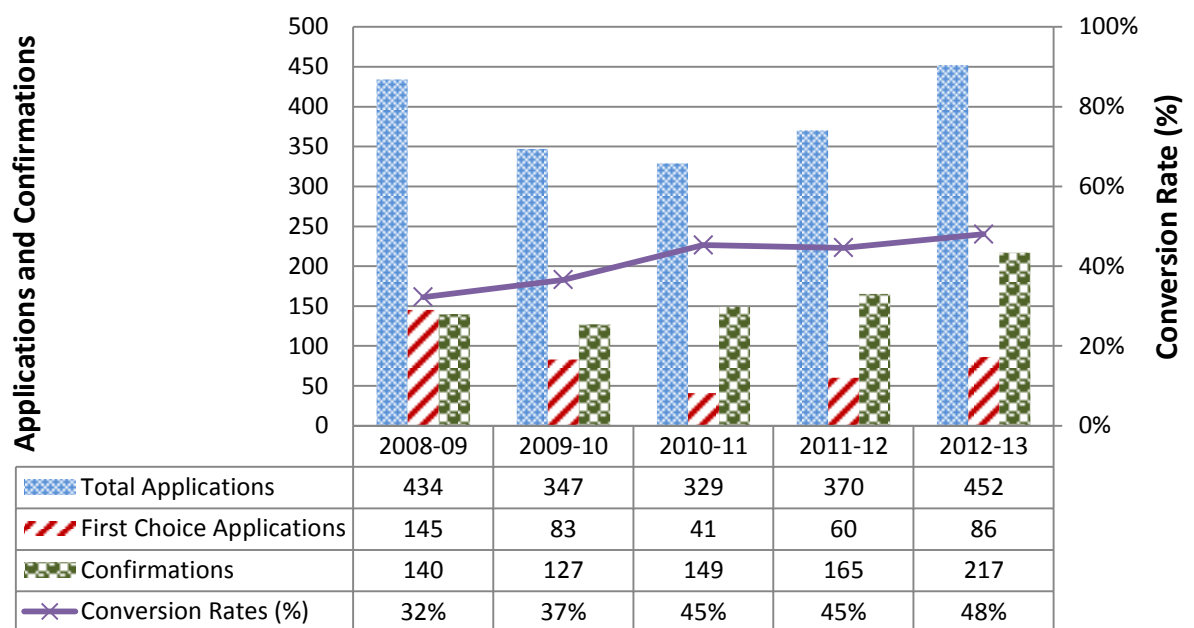
6.0 ANALYSIS OF COMPETITION AND STUDENT INTEREST:

In Ontario, there are currently three colleges offering a Media Fundamentals program: Humber, Lambton and Sheridan (note: program at Lambton has been suspended and there is no application data for the Sheridan program). The data included in the chart below only includes the Media Fundamentals program at Humber. Both total applications and confirmations have increased for Humber's Media Fundamentals program between 2008-09 and 2012-13, with applications increasing slightly at approximately 4% and confirmations increasing significantly at 55%. However, despite the increase in applications and confirmations, the number of first choice applications has dropped from 145 to 86 over the reporting period.

The data indicates that student interest in Media Fundamentals programs in Ontario appear to be on the rise.

- The average growth between 2008 and 2013 for total applications was: 2%
- The average growth between 2008 and 2013 for first choice applications was: -1%
- The average growth between 2008 and 2013 for confirmations was: 13%

Figure 2: Media Fundamentals (41903): Applications, Confirmations and Conversion Rates



7.0 TARGET MARKET:

The target market for this program is predominantly secondary school students and possibly mature students looking to pursue a career in media but who are uncertain in which domain. These students will be provided with a basic understanding of media related skills, thus helping them to decide what fields they wish to continue to study, and eventually, how to be successful in an ever-evolving media industry.

8.0 MONITORING AND EVALUATING DURING THE FIRST YEAR OF OPERATION:

<i>Year 1</i>		
	Expected Enrolment:	36 students
	KPI Student Satisfaction Rate:	Meets or exceeds the college average
	Financial:	On budget

9.0 OPERATING REVENUE AND EXPENSES – 5-YEAR PROJECTION:

- This program is expected to increase seat and enrolment capacity from 30 to 36 students. L127 (the studio used for Media Fundamentals) will be expanded to accommodate 36 students with a very small investment. This would improve the return (ROI) considerably.
- Capital investment of \$15,000 includes the following:
 - Purchase of 6 iMac computers @1,400 per unit = \$8,400.00
 - 3 tables for scanners @ 400 per unit = \$1,200.00
 - 9 Ethernet drops @ 600 per unit = \$5,400.00
- Please see *Appendix A* for the detailed 5-year projection.

Appendix A – Media Fundamentals

5 Year Budget Projection

DURHAM COLLEGE	MTCU Code: 41903	weight	1.4	F.U.	1.0	# Yrs
Projected Budget	Program: Media Fundamentals	Per Year	1,400	Grant / WFU	\$4,160	1
BUDGET YRS	2014-19					
		2014-15 Projection	2015-16 Projection	2016-17 Projection	2017-18 Projection	2018-19 Projection
	Student Enrolment - Nov. 1					
	Year 1	36	36	36	36	36
	Total	36	36	36	36	36
REVENUE						
	Tuition Fees - per academic year	\$2,636	\$2,741	\$2,851	\$2,965	\$3,084
	Set-Aside Fee Removed	\$277	\$288	\$299	\$311	\$324
	Tuition Fee realized by college	\$2,359	\$2,454	\$2,552	\$2,654	\$2,760
	Total Tuition Fees	84,932	88,329	91,862	95,537	99,358
	Other Revenue - Contract Training	0	0	0	0	0
	Total Other Revenue	0	0	0	0	0
	Program Wtd Funding Unit (Wt X FU / Dur)	1.40	1.40	1.40	1.40	1.40
	Grant - MTCU Operating (assume \$4160/wfu)	\$0	\$104,832	\$209,664	\$209,664	\$209,664
TOTAL REVENUE		\$84,932	\$193,161	\$301,526	\$305,201	\$309,022
EXPENDITURES						
	Salaries - Faculty (FT)	85,000	87,550	90,177	92,882	95,668
	Salaries - Co-ordinator Allowance					
	Salaries - PT Teaching					
	Salaries - PL Teaching					
	Salaries - Sessional Teaching					
	Contract Teaching	15,000	15,000	15,000	15,000	15,000
	Total Teaching Salaries	100,000	102,550	105,177	107,882	110,668
	Salaries - Admin (\$100/st)	0	0	0	0	0
	Support Staff					
	Total Academic Support Costs	0	0	0	0	0
	Benefits - Faculty - FT 22%	18,700	19,261	19,839	20,434	21,047
	Benefits - Faculty - PT 10.0%	1,500	1,500	1,500	1,500	1,500
	Benefits - Admin 22%	0	0	0	0	0
	Benefits - SS (FT) 27%	0	0	0	0	0
	Total Employee Benefits	20,200	20,761	21,339	21,934	22,547
	Total Labour	120,200	123,311	126,515	129,816	133,215
	Instructional Supplies	7,000	7,000	7,000	7,000	7,000
	Instructional Other Costs	0	0	0	0	0
	Field Work	0	0	0	0	0
	Membership & Dues	1,000	1,000	1,000	1,000	1,000
	Professional Development	1,000	1,000	1,000	1,000	1,000
	Travel/accommodation/meals	1,000	1,000	1,000	1,000	1,000
	Promotion/Public relations	0	0	0	0	0
	Maintenance- Equipment	1,000	1,000	1,000	1,000	1,000
	Telecommunications	0	0	0	0	0
	Software Costs	0	0	0	0	0
	Office supplies/Other Expenses	1,000	1,000	1,000	1,000	1,000
	Rental	0	0	0	0	0
	Total Other Expenditure	12,000	12,000	12,000	12,000	12,000
TOTAL DIRECT PROGRAM EXPENSES		132,200	135,311	138,515	141,816	145,215
TOTAL REVENUE FOR PROGRAM		84,932	193,161	301,526	305,201	309,022
Net Contribution \$		-47,268	57,850	163,011	163,385	163,807
Net Accumulated Contribution / (Deficit)		-47,268	10,582	173,593	336,978	500,785
Net Contribution - % of Gross Revenue		-55.7%	29.9%	54.1%	53.5%	53.0%
TARGET Net Contribution		n/a	Breakeven	40.0%	40.0%	40.0%
Capital Requirement		15,000	0	0	0	0
Notes:	1. Salaries and expenses estimated					
	2. Grant provided by MTCU has been estimated based on current 2 year program and					
	3. Assumes a 3% increase to salaries					
	Six iMac computers @1,400 per unit	8,400				
	3 tables for scanners @ 400 per unit	1,200				
	9 Ethernet drops @ 600 per unit	5,400				
		15,000				

BOARD REPORT

Public: ☒
In-Committee: ☐

Action Required:
Discussion ☐
Decision ☒

DATE: September 11, 2013

FROM: Don Lovisa, President

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

**SUBJECT: Recommendation to Suspend the Pre-Media Ontario
College Certificate program:**

A. Purpose

To obtain approval from the Board of Governors to suspend the following post-secondary program beginning with the September 2014 intake:

1. Pre-Media

- Credential: One-year Ontario College Certificate
- Duration: 2 semesters
- School: Media, Art & Design

B. Background

The Pre-Media program at Durham College is a one-year certificate program offered by the School of Media, Art & Design. The program introduces students to the various careers available in media arts fields and some of the basic skills needed to work in media arts. The program was approved for funding by the Ministry of Training, Colleges and Universities (MCTU) in September 2003. The goal of the program is to assist students with decisions regarding the pursuance of further education in media arts.

In 2011-12 the Pre-Media program underwent a comprehensive program review. The Program Review and Renewal process undertook a rigorous assessment of the curriculum, learning outcomes and student needs. Significant data and information was gathered through the program review process using a variety of evidence-based modalities including curriculum mapping, a student focus group, an external stakeholders focus group, KPI data, the program advisory committee, and a comprehensive program information package. The completion of a strengths, challenges,

opportunities, and trends (SCOT) analysis helped identify priority areas and enable the program review team to identify key recommendations.

The program review team recognized that over the past five years the media arts industry has evolved from being oriented towards traditional media fields such as journalism, public relations, and advertising to being much more based in technology and media production. As a result, a first priority recommendation included the application to the Board of Governors and MTCU to offer a new Media Fundamentals program under MTCU code 41903 to replace the current Pre-Media program. Faculty also recognized the need to review and revise curriculum to include a broader range of media fields and skills sets, enhance the school's media equipment pool to anticipate the program's future needs, and to promote the economic and academic value of the program to future students. Although the preparatory/foundational intent of the program has not changed, the program team strongly believes that the program description and goals of the Media Fundamentals program better reflect the program's core focus.

Suspending the Pre-Media program and introducing the Media Fundamentals program will allow the program team to build on the current successes of the program and will help ensure the continued quality and competitiveness of the program. Graduates of the Media Fundamentals program will continue to develop a variety of foundational skills within the media arts discipline and continue to have a solid understanding of the careers available in media arts, as well as, the educational paths available to them to pursue a career in their preferred field of media arts.

C. Discussion/Options

The Pre-Media program is based on previous interpretations of the word 'media' as referring to written communication fields such as journalism and public relations, which required a high level of written and verbal communication skills. This has changed. Industry, Program Advisory Committee and graduate feedback indicates that today 'media' refers to more technical and creative forms of work found in most communication and entertainment industries. These industries require visual and audio design and production skills. They also require creative thinking, computer skills, and knowledge of a variety of digital technologies.

Media Fundamentals learning outcomes are more contemporary and amenable to student expectations of 'media' arts and the world of media today.

The recommendation to suspend the Pre-Media program was supported at the May 28, 2013 Program Advisory Committee meeting.

D. Financial/Human Resource Implications

None anticipated.

E. Implications for UOIT (if applicable)

None anticipated.

F. Recommendation(s)

That the Durham College Board of Governors approves the suspension of the Pre-Media, One-Year Ontario College Certificate program effective upon Board of Governor and MTCU approval of the new Media Fundamentals program, anticipated to launch in September 2014.

BOARD REPORT

Public: ☒
In-Camera: ☐

Action Required:
Information/Discussion ☐
Decision ☒

DATE: September 11, 2013

FROM: Meri Kim Oliver, VP Student Affairs

SUBJECT: Durham College Accessibility Plan

A. Purpose

The Accessibility for Persons with Disabilities Act (AODA) requires annual updates on Durham College's progress towards compliance with the Act.

B. Background

The AODA was introduced in 2005 as a means to remove barriers to accessibility throughout the province. Five Standards were established to guide this process: the Customer Service Standard, the Information and Communication Standard, and the Employment and Transportation and Built Environment Standards which have been combined into the Integrated Accessibility Standard.

Part III, sections 13-17 of AODA requires that "Persons or organizations that a standard covers must comply with the standard. They must also file a report each year.... These reports tell how the person or organization is complying with the standard. Someone who is in an official position of authority in the organization must "certify" that the report is accurate."

This report is an update to the Durham College Accessibility Plan and complies with the provincial requirements to provide an annual report on progress towards meeting the Standards, to have the report signed by a senior officer, and to make the report available to the public on our College website by September 30th each year. President Lovisa certifies the report and plan on behalf of the College; the report and plan are brought to the Board for information and endorsement.

C. Discussion/Options

Durham College has successfully met the compliance requirements for the AODA and continued to do so with the 2012-2013 activities. The campus' commitment to accessibility is a key contributor to achieving the Strategic Plan by ensuring that all members of the Durham College community can participate fully in the learning and service options and have the opportunity to succeed at Durham College and beyond.

The activities over the past year focused on building a culture of inclusion with the goal of moving beyond to a culture where principles of universal design, diversity and accessibility are the norm. Activities ranged from faculty training programs in universal design and mental health support via certification of mental health first aid trainers to policy adaptations and facilities updates. Looking ahead, the plan details goals for the 2013-2014 year to sustain Durham College compliance and build on a culture of student success.

Goals for 2013-2014:

1. Develop a comprehensive Wellness Vision for Durham College campus.
2. Develop a communication strategy in conjunction with an AODA awareness campaign to facilitate understanding of inclusion in the context of the legislation and beyond.
3. Ensure compliance with upcoming AODA Standards deadlines:
 - a. Chart compliance deadlines January 2014 – January 2015
 - b. Finalize AODA related training related to the Integrated Standards (January 2014 deadline).
 - c. Develop and implement processes related to the Employment Standard. (January 2014 deadline.)
 - d. Develop and implement processes related to the Information and Communications Standard. (January 2015 deadline.)

D. Financial/Human Resource Implications

Implementation of AODA Standards involves a campus-wide commitment to learning and implementation of universally accessible approaches to all activities. All staff and faculty are involved in implementation of the Standards as part of their regular work responsibilities. The goals for the 2013-2014 year will not require additional fiscal resources.

E. Implications for UOIT (if applicable)

UOIT will join Durham College in developing the Wellness Strategy; all facilities updates contribute to accessibility for the UOIT and DC communities; universally accessible communications assist all parties in accessing the campus and its resources. .

F. Recommendation(s)

That the Durham College Board of Governors endorses the Durham College Accessibility Plan for 2013-2014.

Durham College Accessibility Plan 2013-2014

Year Eleven

Expecting Diversity, Embracing Inclusion

September 2013

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Acknowledgement

This writer was contacted by former Vice President, Student Affairs, Margaret Greenley 11 years ago to discuss writing the newly required Accessibility Plan for Durham College. Since that time, the college has established itself as a leader in accessibility planning in the province. The success that the institution has realized (evidenced in the pages that follow and in the plans of previous years) has some wondering how Durham College has managed to achieve so much in a relatively short period of time. As one who has been involved with the documentation of the institution's accessibility efforts since the inception of formal planning in 2002, I would like to humbly suggest that the now retired, Vice President of Student Affairs, Margaret Greenley features significantly in the answer to that question. Margaret's persistent passion and steadfast commitment toward the creation of a collective conscience on campus that considers accessibility as part of its everyday business has led the way in breathing life into what might have been a lifeless legislative requirement. Because it has grown to become a living thing that now breathes through a sufficient number of managers, employees, faculty and students on campus so as to be self-sustaining, there is great hope that it will continue to thrive in the absence of the one who first gave it life.

Thank you Margaret.

Introduction

The Ontario government has made a concerted effort in recent years to improve access to post-secondary education for students with disabilities (McCloy, U. & DeClou, L., 2013). The introduction of the Accessibility for Ontarians with Disabilities Act (AODA) in 2005 has required institutions to remove barriers that limit an individual's opportunity to experience success in their pursuit of higher learning. Additionally, the 2005 Postsecondary Review titled "Ontario: a Leader in Learning" recommends that reaching students with disabilities become a priority for the province (Rae, 2005). These legislative changes and provincial discussions, coupled with an increased societal sensitivity toward accessibility issues, have contributed to an increase in the enrollment of individuals with disabilities in Ontario's colleges (Colleges Ontario, 2011). Notably, disabilities in the area of mental health represent the fastest growing segment of this population (Colleges Ontario, 2012).

The culture of accessibility that has been established at Durham College has readied the institution to meet this growing need. Durham College's commitment to the student experience as expressed explicitly in its mission statement and reflected in its core values which speak to respect, dignity, equal access and diversity (Strategic Plan, 2013) has been a powerful platform upon which a devotion to the accessibility planning process has been built. Institutional principles combined with the continued commitment of the campus community have underpinned the college's path to becoming a recognized leader in accessibility; a status confirmed in 2010 when the Ministry of Community and Social Services profiled the institution as a model of best practice.

Achievements of the 2012-13 planning year continue to showcase Durham College as a driving force in accessibility planning. The training program developed by the Centre for Faculty Enrichment (CAFÉ) in universal design in learning (UDL), titled Accessible Instruction for Educators, was delivered to over 500 full and part time faculty and has been stamped the gold standard by the provincial college community. Additionally, Human Resources is moving toward universal design (UD) in recruitment to ensure equal opportunity in employment processes and has incorporated accessibility criteria into their annual Employee Award of Excellence. The Centre for Students with Disabilities (CSD) realized record numbers in their *Transitions* program and received the Canadian Hearing Society Accessibility Award for outstanding commitment to accessibility for students who are deaf, deafened or hard of hearing. And from a leadership vantage point, The AODA Steering committee comprised of the Vice President, Academic, Vice President, Human Resources and Vice President, Student Affairs, continued to oversee and ensure timely implementation of AODA initiatives.

These various highlights illustrate a campus culture wherein consideration for accessibility has been successfully decentralized. Durham College has leaders in key positions throughout the institution, all who understand accessibility as their responsibility. The collective accessibility conscience, first aspired to in 2002 has been established. This pervasive accessibility awareness enables the college to shift to a new vision for the present planning year; one that moves from an accessibility agenda per say to a broader approach based on the expectation of diversity and a plan for widespread wellness. It is a far-reaching vision that puts human rights

and inclusion at the forefront and emphasizes universal design both in the built and learning environments. Expecting diversity means advancing the accessibility framework beyond one that responds to the disability needs of students, employees and faculty to one that anticipates those needs and builds systems wherein they are naturally met.

Accordingly, the objectives for the 2013-2014 planning year are threefold: to develop and implement a comprehensive Wellness Promotion Strategy, to develop and implement a Communication Plan that raises awareness of the inclusive approach to planning and programming and the ongoing implementation of the latest phase of AODA requirements.

The accessibility mindset at Durham College, first rooted in 2002 has matured. It has grown to become a lens through which campus life, learning and initiatives are viewed. To strive toward a campus where inclusivity is ubiquitous is the next phase in the college's accessibility planning. It signifies the merging of accessibility planning with the college's core values and establishes a vision for a campus where the need for individuals to request support in their pursuit of success is eliminated. A supportive system would become the standard. Dignity would be upheld. Ten years of accessibility planning has prepared Durham College for this challenge.

The Year in Review: Toward the Accessibility Objectives of 2012-2013

In the 2012-2013 planning year, the college sought to renew its promise to be accessible: to continue toward legislated requirements while recognizing and maintaining its internal mandate to attend to the specific accessibility needs of its own campus community and to continue to nurture the collective commitment to accessibility. To this end, its objectives were to meet Integrated Accessibility Standards Regulations (IASR) requirements for the 2013-2014 year, to develop and implement a Mental Health Strategy and to conduct a review of the annual Accessibility Advocate Award. Progress made toward each of these 2012-2013 objectives is summarized below.

Objective 1: AODA Implementation

AODA is focused on ensuring the accessibility rights for people living with disabilities in Ontario. To this end, it has developed five standards that outline accessibility requirements for public and private organizations that provide goods and services to the public. The Customer Service Standard was the first to be implemented followed by the Information and Communication, Employment and Transportation and Built Environment standards which have been harmonized into one regulation known as the Integrated Accessibility Standards (IASR). The requirements for IASR are being rolled out with compliance deadlines ranging from January 2012 to January 2025. As part of the 2012-2013 Accessibility Plan, Durham College endeavoured to meet requirements whose deadlines were within the 2013-2014 timespan. This objective was organized according to the following goals: IASR 2013-2014 Compliance, Development of Diversity 2.0 Initiative, UDL Awareness and Training and Implementation of Recommendations from Customer Service Standard Review developed in 2012.

Integrated Accessibility Standards Regulations (IASR) 2013-2014 Compliance

The AODA Steering Committee comprising of Vice President Academic, Vice President Student Affairs and Vice President Human Resources, first established in 2012, continued to oversee AODA Integrated Standards requirements, many of which were implemented and reported in the 2011-2012 accessibility plan. Highlights of the continued rollout of these requirements included the development and approval of a multiyear AODA plan in September 2013 and the revision of the Accessibility and Academic Accommodation for Students with Disabilities policies to reflect the priority of inclusive design over the traditional accommodation focus.

In regards to feedback requirements, Durham College instituted a new centralized feedback system titled *DC Cares* which enables individuals to communicate with the college via email, online or paper. Since its launch on January 12, 2103, the *DC Cares* website has received 18, 588 hits and the system has received 794 submissions. Further feedback developments included the creation of Key Performance Indicator (KPI) surveys in an accessible format.

Educator training requirements were met as an online accessibility training module titled *Accessible Instruction for Educators*, was developed by CAFÉ and delivered to over 500 full and part time faculty. This self-paced training module which was developed collaboratively with

UOIT, was designed to help faculty adapt to AODA requirements and to be as inclusive as possible in their approach to instruction. The module includes text and video components along with links to external resources and a concluding self-assessment. The success of the *Accessible Instruction for Educators* module has put Durham College ahead of the curve for such training provincially and the college has received many requests from other colleges to share the tool. All who aspire to teach full time at Durham College will participate in this module, thereby ensuring future faculty knowledge on universal design principles in the classroom.

Diversity 2.0 Initiative

In 2007, the college instituted a Diversity Office with a mandate to promote an environment of inclusiveness and engaged concern on campus. Since inception, the office has developed initiatives such as the annual Pangea Cultural Fair, International Education week, the ongoing RESPECT campaign and countless events all aimed to encourage an educational environment where each individual has the opportunity to achieve success free of attitudinal bias.

On November 19, the Diversity Office delivered a presentation titled *Diversity 2.0* to over 70 students and staff. The discussion focused on the demographic shifts in Canada, how the concept of diversity is changing and how it impacts campus life.

Continue UDL Awareness and Training

CDS and CAFÉ made great advances toward UDL awareness and training in the 2012-2013 year. CSD completed the development of a *Faculty Guide for Facilitating Inclusion* that will be made available on the college's internal website in Fall 2013. Further, the Director of CSD facilitated training sessions for faculty in all programs at both September and January term start-ups. Additionally, as discussed above, CAFÉ developed an online training model that emphasizes universal design in learning which has been embedded in the teaching certificate program, ensuring that all faculty pursuing the teaching certificate are trained in UDL principles.

Implement Recommendations of Customer Service Standards Review

As part of its own audit of its AODA Customer Service Standard compliance efforts, Durham College developed a list of recommendations for improvements in the area of customer service. The college endeavoured to implement these recommendations as part of the 2012-2013 planning year. Achievements toward this goal include the addition of AODA links and information on the college's accessibility website and on ICE, visible placement of service disruption notices on the college's website, an updated Policy Development Policy to prioritize AODA considerations in the writing of all college policy and the establishment of a streamlined college feedback system titled *DC Cares*.

Objective 2: Develop and Implement a College Mental Health Strategy

The mental health of postsecondary students is of ever increasing concern across Canada. In 2005, The Canadian Counseling Centre Survey reported a 92% increase in students with severe psychological problems, 89% increase in the severity of mental health issues and a 97% increase in the number of counseling centre clients taking psychiatric medication since the year 2000 (as cited in COU, 2008). These national statistics regarding mental on Canada's college campuses are echoed at Durham College (AFSD, 2013). In an effort to support mental health on campus and to introduce initiatives to raise mental health awareness, Durham College aimed to develop and implement a college mental health strategy. This objective involved the following goals: Establishing a Mental Health Subcommittee, Developing Destigmatization Initiatives in the area of mental health and creating a program for Mental Health Professional Development.

Mental Health Subcommittee

A subcommittee consisting of members of the larger Accessibility Working Group was assembled in Fall 2012. This subcommittee, assisted by a student who developed and implemented a campus mental health survey, conducted preliminary research into the state of affairs of mental health at Durham College and examined the programming and supports that are currently in place. The critical information provided by this report will inform future wellness planning initiatives.

Mental Health Destigmatization Initiatives

Efforts to destigmatize mental health issues are ongoing at Durham College. To advance this goal in the 2012-2013 planning year, the Campus Health Centre (CHC) provided students and faculty with a free subscription to an e-magazine titled "MyHealth" that is designed both to provide information and to promote discussion on issues concerning health and wellness through a series of interactive, online resources. The links to this online publication for students (student.myhealthmagazine.net) and educators (educator.myhealthmagazine.net) are posted on the college's Accessibility page

Further, Durham College held its annual Mental Health Awareness Day on September 27 2012, an event initiated in October of 2010, to increase awareness of mental health issues and the available campus and community supports. Durham College was joined by 11 community agencies such as Durham Mental Health Services, Lakeridge Health, Canadian Mental Health Association and the YWCA of Durham Region for this event. Presentations and workshops on topics such as anxiety, time management, substance abuse and the restorative effects of yoga were delivered by the college's expert partners in the mental health community.

Program for Mental Health Professional Development

The director of the CSD successfully completed courses required to become a Certified Mental Health First Aid (MHFA) trainer. MHFA provides assistance to a person developing a mental health problem or experiencing a mental health crisis. Like traditional first aid, the overall purpose of MHFA is to save lives. Specifically, the program aims to: preserve life where a person may be a danger to themselves or others; provide help to prevent the mental health

problems from developing into a more serious state; promote the recovery of good mental health; and provide comfort to a person experiencing a mental health problem (Mental Health Commission of Canada, 2011). As a certified trainer, the director of CSD will begin in-house training on MHFA for employees and faculty in Fall 2103. This training will help to improve the mental health literacy of faculty and will provide them with the skills and knowledge necessary to help others (both students and colleagues) to manage potential or developing mental health problems.

Additionally, Associate Deans, Academic Advisors and staff from the VP Student Affairs office, participated in a series of webinars relating to mental health that were offered by both the Canadian Association of College and University Student Services (CACUSS) and the Canadian Mental Health Association (CMHA) between October 2012 and April 2013. The focus of these webinars was the development and implementation of campus mental health initiatives to promote wellness within the campus community.

Objective 3: Review of Accessibility Advocate Award

Durham College began the tradition of conferring an Accessibility Advocate Award in the 2006 academic year. This award was developed in reflection of the college's commitment to build an environment that puts accessibility at the forefront. In the 2012-2013 planning year, the college aimed to review the ways in which this award is profiled, conveyed and conferred. To this end, a working group consisting of representatives from Human Resources, CSD and the Office of VP of Student Affairs, was established. After careful consideration of the intent of this award in light of the college's core values, it was determined that recognition for accessibility would best be captured as a component of the criteria for the existing Employee Award of Excellence. The amalgamation of these once distinct awards promotes the notion that commitment to accessibility is not achieved in isolation; it is an integral part of what it means to be an outstanding employee at Durham College. Adding accessibility criteria to the existing employee award signals the further integration of accessibility concerns with existing college initiatives. The Employee Award of Excellence calls for nominations in the spring of each year and is awarded at the annual Staff Appreciation Night in October.

Other Achievements

While the above achievements relate to the specific planning objectives of the 2012-2013 year, the college has realized several additional accessibility successes that reflect the institution's ongoing commitment to the planning process and to the established, long-standing goals of previous years. The following additional achievements are listed alphabetically.

Centre for Students with Disabilities

The CSD is thoroughly committed to ensuring inclusive design in the delivery of its services to students and they realized significant progress in this regard in the 2012-2013 planning year.

The CSD has moved to optional online, self-service for each of its accommodation renewals, peer note taking requests, and test registration services. Also, assistive technologists began using Teamviewer software to assist students using remote access technology. With the student's permission, CSD remotely log-on to a student's computer in order to assess and repair software problems. This approach allows for timely support to students without the requirement of an in-person appointment. The addition of SKYPE as an option for CSD appointments, wherein students connect in real-time to CSD staff via their computer screens, further reduces the need for students to be physically present in the CSD office to receive support.

CSD experienced growth in many areas of its operations. A third peer mentor was added to the Peer Mentoring program, drop-in sessions were added in the Adaptive Technology lab, and student participation in the Transitions program reached an all-time high of 88 attendees last year. Additionally, CSD facilitated 14 information sessions for prospective students over the course of the academic year in collaboration with March of Dimes, the Durham District School Board, the Durham Catholic District School Board and the York Region District School Board. CSD continued the established partnership with the Campus Career Centre in order to advance the Strengths Based Career Planning program. Plans to conduct research on the efficacy of this program, which merges career aptitude inventories with counselling and planning support, were set forth in the past year. The CSD's partnership with the Canadian Hearing Society (CHS), now four years old, strengthened as the number of students who are deaf, deafened or hard of hearing continues to rise at Durham College. CSD staff members were honoured by the CHS in 2013 for their outstanding commitment to accessibility for this group of students. Other honours of 2013 include the Regional Assessment and Resource Centre recognizing Durham College's CSD assessment processes as a best practice in the college system.

Finally, CSD continues to be committed to the professional development of its staff members with individuals attending various conferences hosted by organizations such as the College Committee on Disability Issues (CCDI), Ontario University and College Health Association (OUCHA), Regional Assessment and Resource Centre (RARC) and the Inter University Disability Issues Association (IDIA) on topics pertaining to Mental Health and Human Rights, the Digital Divide for Students with Disabilities, Mapping Student Continuums of Care and Information and Privacy in the Circle of Care.

Ministry of Community and Social Services Video

Durham College was recognized in the 2012-2013 year by the Ministry of Community and Social Services Accessibility Ontario program when it featured the college in a video titled "*A Day in the Life of Allan*". The MCSS video, which was created in collaboration with the Accessibility Working Group, features Business Administration student Allan Angus and takes viewers on a journey through the City of Oshawa and Durham College's campus. The production served to highlight many of the college's achievements in universal design in both the built and instructional environments.

Ontario University and College Health Association (OUCHA) Circle of Care Conference

On May 23 and 24 2013, Durham College hosted the OUCHA Circle of Care Conference. This conference attracted over 250 professionals from all aspects of college and university student services. The “Circle of Care” theme symbolized the importance of collaboration between providers of health, counseling, disability and administrative services in the post-secondary sector. The Director of Durham College’s CSD presented a panel discussion on Mental Health Innovation Funding Initiatives.

Partnerships

CSD’s strong partnership with the Canadian Hearing Society resulted in these organizations delivering training to faculty on deaf and hard of hearing students in the 2012-2013 year. Additionally, a partnership was established with Nova Scotia Community College (NSCC) who visited the campus on March 5, 2013 to gain insight into what Durham College is doing in regards to universal design and accessibility. Several CAFÉ and Human Resources documents such as those pertaining to curriculum review, inquiry based evaluation, course outline development and classroom observation were shared and NCSS has agreed to share the products of their developing accessibility initiatives with Durham College as they unfold. This partnership with NSCC will serve to profile Durham College as a model of best practice to the national community and will ultimately enrich the college’s accessibility resources.

Residence Outreach Program

The 2012-2013 year marked the first for the 24hr Outreach Program in Residence. This program, instituted in recognition of increasing mental health concerns in residence, allowed for faster case management of students in crisis and was significant in alleviating the need to call the Student Threat Assessment Team (STAT) in order to assist these students.

Facilities:

Facilities continued the work of creating a built environment that is barrier free. Updates to the campus grounds included: the removal of 88 tripping hazards in various locations on campus, the repair of the asphalt in the C-Wing courtyard, the installation of a concrete sidewalk on the south side of the campus, the cleaning of the walkthrough and laying of gravel on the north side of the library, the installation of bollards for wheelchair access to walkways from parking lots and the repair of the walkout from the Student Services Building. Further, internal hands-free doors were installed in the SW and C wings of the Gordon Willey building. Finally, plans for the attendant washroom in the C-wing of the Gordon Willey building were completed and work on this washroom is set to begin once funding from the Accessible Enable Fund is received.

Further details on these and other achievements are outlined in the *Accessibility Plan 2012-2013 Progress Report* found in Appendix A.

Looking Forward: Accessibility Objectives for 2013-2014

Expecting Diversity, Embracing Inclusion

Durham College's mission states that "the student experience comes first". It is supported by a corresponding vision that "students succeed in a dynamic and supportive learning environment" and is sustained by the core values of Integrity and Transparency, Respect, Equal Access and Diversity, and Personal and Team Accountability (Strategic Plan, 2013). Durham College's accessibility planning to date has focused on removing barriers to success for individuals with disabilities with an overall aim to decentralize accessibility planning and to create a campus where concern for accessibility is integrated in everyone's work. As such, Durham College's accessibility planning has always reflected its mission, vision and core values. However, to some extent, planning for accessibility remains a reactive process, one that responds to accessibility requests as they arise, as opposed to a pre-emptive process that anticipates and reduces the overall need for support. This year, the college will aim to more fully embrace the target of an inclusive campus community by building on a mindset that diversity is the norm among those who live, work, learn and play on campus. By becoming more intentional about an inclusive approach campus-wide, the accessibility planning process becomes fully fused with the institution's mission, vision and core values.

As the number of individuals with disabilities on campus increases, the definition of "normal" or "average" necessarily changes. Given the trend toward increasingly higher attendance rates of individuals with disabilities at Durham College (AFSD Report, 2013), it is reasonable to expect that individuals requiring support in their living, learning and working conditions may near the number of those who do not require support in the coming years. To best meet these needs and to preserve core values of dignity, equal access and respect, it is appropriate for the institution to willfully embrace the principles of universal design; where programs products and environments are designed for maximum usage by people of all ages and abilities (Burgstahler, S., 2012). As universal design becomes increasingly realized on campus, requests for accommodations become minimized as a supportive environment becomes the standard. Such is the desired measurable outcome of Durham College's inclusive vision.

Ten years of accessibility planning have readied Durham College for this challenge. The collective movement towards accessibility that has already been achieved, the accessibility leadership status the college has attained, the various provincial and community accolades it has received, the updated accessibility and accommodation policies that emphasize inclusion, and the strong local, provincial and national partnerships that have been established in the name of accessibility, have all served to build the necessary foundation for the college to progress to a campus wide vision for inclusion.

The theme of Durham College's 2013-2104 accessibility plan, Expecting Diversity, Embracing Inclusion, will be realized through the implementation of three objectives: the development of a campus Wellness Promotion Strategy, a corresponding Communication Strategy for Inclusion Awareness, and continued commitment to the implementation of 2013-2015 AODA requirements. These objectives and their corresponding goals are outlined below.

Objective 1: Wellness Promotion Strategy

As detailed in the Centre for Students with Disabilities annual report, the percentage of accommodations related to mental health on campus rose from 19% in 2007 to 27% in 2012. It is expected that this number will continue to increase. Therefore, it is paramount among the college's objectives for the 2013-2014 year to develop a comprehensive, campus-wide Wellness Promotion Strategy.

In accordance with this year's vision to Expect Diversity, Embrace Inclusion, the college will embark on a plan to promote widespread wellness on campus. Underpinning efforts toward this objective will be a fundamental shift in thinking from the traditional mental health perspective to one that emphasizes promotion and development of overall health and well-being for all. This holistic approach to wellness will encompass all aspects of what it means to be a healthy, productive and successful student or employee at Durham College.

Work in the 2013-2014 planning year toward this vision will centre on conducting the groundwork necessary to its achievement. Proposed groundwork goals include:

1. The establishment of the parameters of Durham College's Wellness Vision that include a measurable definition of wellness as it pertains the college's unique campus community.
2. The promotion of the Wellness Vision to campus and community stakeholders (see Objective 2 below).
3. Conduction of a comprehensive review of existing academic and non-academic policies and procedures, student life and involvement, health, counselling and disability related supports and services from a wellness perspective.
4. Draft a comprehensive wellness plan including the revision of existing supports and services and proposed new initiatives.

Objective 2: Communication Strategy for Inclusion Awareness

The second objective of this year's plan, is to develop a communication strategy for disseminating the fundamental vision for inclusion and the parallel vision for comprehensive wellness. This strategy supports Durham College's 2013 Business Plan goal to "launch an Accessibility for Ontarians with Disabilities (AODA) awareness campaign in Fall 2013 so that everyone in the campus community understands the importance of this legislation and being an inclusive college" (pg. 8, DC Business Plan). Proposed goals toward the achievement of this objective include:

1. The establishment of an understood and measurable definition of inclusion and the role of universal design in the establishment of an inclusive educational and built environment.

- a. The integration of the Wellness Promotion Strategy into the overall vision for an inclusive campus.
 - b. The integration of Accessibility for Ontarians with Disabilities legislation into the overall vision for an inclusive campus
2. The identification of the primary vehicles by which an inclusive vision can be promoted such as: public and internal website, social media, email and print materials.
3. The identification of the primary stakeholders involved in promotion of an inclusive vision at Durham College such as: Ministry of Community and Social Services, City of Oshawa and Region, agencies and societies, Durham Region Boards of Education and campus community stakeholders (i.e. faculty, staff, students, parents, alumni).

Objective 3: AODA Implementation of 2014-2015 Requirements

In addition to objectives related to overall vision, Durham College will continue in the 2013-2014 planning year to implement present and upcoming AODA requirements. Proposed goals toward the achievement of this objective include:

1. Compilation of a chart outlining January 2014 and January 2015 deadlines for requirements related to each of the General, Employment, Information and Communication and Transportation Standards and Durham College's progress toward each.
2. Finalization of AODA –related training, namely that in regards to the Integrated Standards and Human Rights Code to meet January 2014 deadline.
3. Development and implementation of processes relating to the Employment Standard such as recruitment, information for employees and processes to accommodate employees to meet January 2014 deadline.
4. Development and implementation of processes relating to the Information and Communication Standard such as accessible formats and communication supports and the accessibility of libraries to meet January 2015 deadline.

Communication of the 2013-2014 Accessibility Plan

By the time of public posting on September 30, 2013, the draft Accessibility Plan 2013-2014 will have been approved by the membership of the Accessibility Working Group, the Durham College Leadership Team and the Durham College Board of Governors. The final plan will reside with the Accessibility Working Group who will be responsible for overseeing its implementation and evaluation.

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Appendix A

Accessibility Plan 2012-2013 Progress Report

Objective 1: AODA Implementation

Goals: AODA is focused on ensuring the accessibility rights for people living with disabilities. To this end, it has developed five standards that outline accessibility requirements for public and private organizations that provide goods and services to the public (Dosis and Coffey, 2012). The Information and Communication, Employment and Transportation standards that follow have been harmonized into one regulation known as the Integrated Accessibility Standards (IASR). The requirements for IASR are being rolled out with compliance deadlines ranging from January 2012 to January 2025. The college will meet its AODA Implementation objective via the following goals.

Initiative	Department	Status	Progress to Date/Planned Adjustments
<p>1. Develop and implement plans for all 2013 and some 2014 AODA Integrated Standards to ensure college compliance.</p> <p>This goal will involve examination of the IASR standards in order to extract and delineate those requirements whose compliance deadlines are in the 2013 and 2014 years. This goal will be facilitated by the already developed Integrated Accessibility Standards Regulation table, completion of which will guide IASR compliance work. It will also be facilitated by the <i>Integrated Accessibility Standards Tool Kit for Ontario Colleges</i>, a reference guide for IASR implantation at the college level.</p>			

ACCESSIBILITY PLAN 2012-2013 PROGRESS REPORT

1a) Establishment of Accessibility policies <ul style="list-style-type: none"> • Develop, implement and maintain policies on how DC achieves or will achieve accessibility • Make the document available to the public 	Office of VP, Student Affairs	Completed	<p>The following policies and procedures were established and completed for Durham College:</p> <ul style="list-style-type: none"> • Accessibility policy • Academic Accommodation for Students with Disabilities policy and procedure • Integrated Standards policy
1b) Accessibility Plans <ul style="list-style-type: none"> • Create a multi-year plan – review at least once every 5 years • Post plan on website • Prepare annual status report on website 	Office of VP, Student Affairs	Completed	Annual Accessibility plan and Multi-Year AODA Integrated Standards plan were approved and posted to Durham College website in September.
1c) Procuring or acquiring Goods, Services, or Facilities <ul style="list-style-type: none"> • Incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities (except where it is not practicable) 	Office of Finance	Completed	As of January 1, 2013, language was incorporated into the standard RFP template that will assist with meeting the AODA regulations of Procuring or Acquiring Goods, Services or Facilities. This AODA language can be modified for each purchase based on the requirements. Clients will be consulted before any RFP's are issued to ensure that any applicable AODA standards are incorporated. Subsequently, the scoring evaluation will also reflect additional points allocated to the vendors that can meet the AODA standards.

ACCESSIBILITY PLAN 2012-2013 PROGRESS REPORT

1d) Self-Service Kiosks <ul style="list-style-type: none"> Defined as electronic terminal, point of sale device Incorporate accessibility features for the kiosks 	Office of the Registrar	Completed	Four new accessible kiosks were installed this past year – two in the Student Services Building, one in the Learning Commons – Oshawa Campus, and one in the Office of the Registrar, Whitby Campus. The units installed in the SSB are wall mounted on articulated arms to allow for more flexible use by students.
		In progress	Currently researching appropriate software.
1e) Training <ul style="list-style-type: none"> Training provided to all employees, volunteers, contractors Topic: Human Rights Code pertaining to persons with Disabilities Must keep a record of the dates when the training was offered and number of participants trained Recommended web college online training and HRIS record training 	Human Resources Office of VP, Academic	In progress	A provincial training tool is being developed for all colleges to roll out to employees commencing August 2013. This training requirement is due for implementation as of January 1, 2014.
1f) Feedback <ul style="list-style-type: none"> Process for receiving and responding to feedback shall ensure that the processes are accessible or arrange for accessible formats upon request Shall notify the public about the availability of accessible formats and communication supports 	Communications & Marketing CSD, ORSI	Completed	<p>The accessibility website provides a feedback link to students to submit issues.</p> <p>DC Cares was launched in November 2012, where students can provide feedback either by email, online, or paper-based.</p>
		In progress Completed	<p>All feedback forms will be centralized through DC Cares.</p> <p>The KPI satisfaction survey was created in an accessible format for the 2012-13 reporting cycle.</p>

ACCESSIBILITY PLAN 2012-2013 PROGRESS REPORT

<p>1g) Emergency procedure, plans or public safety information</p> <ul style="list-style-type: none"> Emergency procedures, plans or public safety information shall be provided in an accessible format or with appropriate communication supports, upon request. 	Office of Campus Safety & Security	Completed	<p>In February/March of 2012 all of the Emergency Guidelines were revamped in both content and style (AODA).</p> <p>These can now be found at online at: http://www.durhamcollege.ca/services/campus-services/campus-safety/procedures http://uoit.ca/main/current-students/services/campus-safety/policies-and-procedures.php</p> <p>They are available in PDF download.</p> <p>Campus emergency procedures are posted on college website and on ICE.</p>
<p>1h) Accessible websites and web content</p> <ul style="list-style-type: none"> Shall make their websites and web content conform with the WWW Consortium WCAG 2.0-level A increasing to level AA 	Communications & Marketing	Completed	<p>As of January 1, 2012, all of the college's new websites/microsites conform to WCAG 2.0 AA standards, and come close to meeting AAA standards. Communications & Marketing uses the www.webaim.com website for resources such as the colour contrast checker, and page accessibility checker.</p>
	CAFE	In progress	<p>CAFÉ's mandate is to ensure that their site conforms to WCAG 2.0 level AA standards.</p>
<p>1i) Educational and training resources and materials, etc.</p> <ul style="list-style-type: none"> Shall provide educational or training resources or materials in an accessible format Shall provide student records and information on program requirements, availability and descriptions in an accessible format 	Office of VPA Human Resources Finance Student Affairs	Completed	<p>The Office of the Registrar provides student records in some alternate format on request.</p> <p>Training materials and resources are provided in an alternate format upon request. Durham College has dedicated a budget line to support the associated costs with captioning videos for courses.</p>
<p>1j) Training to educators</p> <ul style="list-style-type: none"> Provide educators with accessibility awareness training relating to accessible program 	Office of VPA Human Resources	Completed In progress	<p>Over 500 full and part-time faculty have been trained in Universal Design and AODA through the on-line module on Accessibility Training. Accessibility Training module will be rolled out to all staff</p>

ACCESSIBILITY PLAN 2012-2013 PROGRESS REPORT

<p>or course delivery and instruction</p> <ul style="list-style-type: none"> • Must keep a record of the training provided, including dates and number of participants trained 			after March 2013.
<p>2. Develop and Implement Diversity 2.0 initiative</p> <p>This goal will involve development of the 2012-2013 Diversity Initiative on campus. Led by the Diversity Office, this initiative will be promoting diversity awareness through training and communication geared toward staff, faculty and student leaders. This initiative serves to set the backdrop for AODA compliance.</p>	Diversity Office	Completed	Duane Aubin delivered Diversity 2.0 presentation on November 19, 2012 to over 70 students and staff.
<p>3. Continue to implement UDL initiatives and awareness to faculty.</p> <p>This goal will involve the development of a plan towards continued promotion of UDL awareness and training. A preliminary step in this plan will be to establish an overall aim for UDL awareness and faculty training for the 2012-2013 year, subsequent evaluation of services already provided toward this end and corresponding identification of work left to be done. Once the outstanding needs are identified a plan for development and delivery of initiatives will be developed.</p>	CAFÉ and CSD	Completed	<ul style="list-style-type: none"> • CSD developed content and video for faculty website that features disability specific resources and disability sensitive training. • Meghan Houghton facilitated universal design training session for all programs in both September and January start-ups. • CAFÉ team developed inclusive instruction video with input from CSD; and created approach and design for diversity module in teaching certificate program. • CSD has partnered with the Canadian Hearing Society to deliver faculty training about deaf and hard of hearing students.

ACCESSIBILITY PLAN 2012-2013 PROGRESS REPORT

4. Implement Customer Service Standards Review recommendations			
4a) Add AODA information within the Accessibility internet site	Office of VP, Student Affairs	In progress	A section entitled AODA will be added to the college's Accessibility website. Current information about AODA and relevant documentation can be made available to the public.
4b) Provide updates and develop communications on ICE regarding AODA and accessibility issues	Office of VP, Student Affairs	Completed	Updated communications regarding AODA and accessibility issues are posted on ICE as soon as they are received.
4c) Develop an institutional Feedback policy and procedure.	Communications & Marketing	In progress	DC Cares was launched in November 2012.
4d) Adhere to the Notice of Service Disruption procedure to ensure accurate and timely messaging of current and upcoming service disruptions is posted on the Accessibility site.	Office of CFO		The accessibility web-site currently hosts notices related to service disruption.
4e) Relocate Notice of service disruption to a more visible location on the college website.	Communications & Marketing		Notice of service disruption is placed on the footer of the DC website (http://www.durhamcollege.ca).
4f) Create and post a message on the main page of the Accessibility website indicating that any documents required by the Customer Service Standard are available upon request and can be provided in a format that takes a person's disability into account.	Office of VP, Student Affairs	Completed	May 28, 2012
4g) Develop a procedural guide that includes a list of AODA standards requirements to be used during the creation of new institutional policies and procedures to ensure AODA compliance.	Office of VP, Student Affairs	Completed	Updated the Policy Development Policy to incorporate AODA considerations as one of the policy statements.

ACCESSIBILITY PLAN 2012-2013 PROGRESS REPORT

4h) Review and update Accessibility website pages	Office of VP, Student Affairs Communications & Marketing	Completed	Changes have been made within ICE and on college web-site. Accessibility feedback will be streamlined with DC Cares feedback in 2013.
4i) Create and implement follow-up process for outstanding items within the Accessibility Incidents report	Office of VP, Student Affairs	Completed	DC Cares feedback will be sent directly to the implied service provider on campus with a CC to the VPSA office.

Objective 2: Develop and Implement a College Mental Health Strategy

Goals: Durham College will aim to continue to work toward mental health awareness initiatives and supports on campus. Work in this area for the current planning year will center on the goals outlined below.

Initiative	Department	Status	Progress to Date/Planned Adjustments
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ACCESSIBILITY PLAN 2012-2013 PROGRESS REPORT

<p>5. Assemble a Durham College mental health subcommittee A subcommittee of Accessibility Working Group members will be struck in order to focus and lead the work required to achieve goals 2-4 of this objective.</p>	<p>Campus Health Centre/CSD</p>	<p>Completed</p>	<p>A small working group was assembled to complete campus wide research on the status of student mental health. Findings informed a Mental Health Discussion Paper, to be released Summer/Fall 2013.</p>
<p>6. Submit proposal through E-net to create a Communities of Interest (Communities of Practice) forum for mental health and addictions in collaboration with diverse professional stakeholders within Durham Region – June 22 in partnership with Ontario Shores. The roles and responsibilities of the leadership, faculty and staff at Durham College as they relate to the AODA standards will be</p>		<p>In progress</p>	<p>A Communities of Interest proposal to the Evidence Exchange Network was submitted where Durham College planned to partner with Ontario Shores for Mental Health Sciences in order to generate knowledge of student mental health and create de-stigmatization practices. This proposal was not granted for the 2012-2013 year.</p> <p>Durham College is partnering with Trent University and Loyalist College to submit a Mental Health funding proposal.</p>

ACCESSIBILITY PLAN 2012-2013 PROGRESS REPORT

outlined and approved.			
7. Implement mental health awareness and de-stigmatization initiatives. Led by the Mental Health Subcommittee, the college will conduct an overview of mental health and de-stigmatization initiatives implemented on campus in recent years. This report will include the nature, intent and participants of each initiative and will serve to reveal the areas of outstanding need. From this analysis, a plan for the current year will be developed.	Campus Health Centre CSD/Campus Health Centre	Completed In progress	<p>Durham College volunteer student mental health promoters have successfully enhanced awareness campus wide. The Campus Health Centre produces a free e-magazine (MyHealth) that provides awareness, mental health discussion, and educational tools. The link has been posted to Accessibility Page on ICE.</p> <p>Meghan Houghton and Kathy Lazenby prepared Mental Health Planning white paper that will be forwarded to DCLT for approval.</p>
8. Provide mental health P.D. to staff, faculty and senior administrators. The college will aim to develop professional development resources and workshops on topics related to mental health. In order to determine the nature of resources and/or workshops required, a brief survey of staff, faculty and senior administrators will be developed to gain an understanding of areas of greatest interest and need for the various target audiences. Following this appraisal, a corresponding professional development plan will be	CSD Campus Health Centre Human Resources	In progress	<p>Meghan Houghton successfully completed training course to become a Certified Mental Health First Aid Trainer in March 2013.</p> <p>Associate Deans, Academic Advisors, and Student Affairs staff participated in a series of collaborative learning webinars focusing on implementation of post-secondary campus mental health initiatives between October 2012 and April 2013.</p>

ACCESSIBILITY PLAN 2012-2013 PROGRESS REPORT

developed for the 2012-2013 planning year.			
9. Provide mental health services for the Whitby campus and Pickering Learning Site.	CHC	In progress	Mental health Nurse shall be located at the Whitby campus throughout the academic year. This position will also support students at the Pickering Learning Site.
10. Deliver the Residence Outreach Program through a tri-party partnership with Durham College, UOIT, and Campus Health Centre.	CHC	Complete Complete	Delivered the 24 hour residence outreach program. The early intervention significantly reduced the need for STAT meetings and EMS on campus. The Residence Outreach Worker shall be a new full time position as of August 2013. Durham College hosted the OUCHA conference for delegates from the Ontario University and College medical, counseling, and disability services.

Objective 3: Review of Accessibility Advocacy Award

Goals: The Accessibility Advocacy award celebrates the wide-ranging accessibility efforts of the college and symbolizes the college's collective commitment to accessibility. In recognition of the importance of this award in upholding and commemorating an accessible campus culture, the college will endeavor in the 2012-2013 year to examine the ways in which the award is profiled, conveyed and conferred.

Initiative	Department	Status	Progress to Date/Planned Adjustments
11. Review of the accessibility advocate award – profile/awareness AWG to revisit the nature, intent and current relevance of this award. The outcomes of this discussion will serve to frame the development and implements listed under goal 2 below.	Human Resources	Completed	Working group met and made recommendations to enhance the criteria and selection process.

ACCESSIBILITY PLAN 2012-2013 PROGRESS REPORT

<p>12. Develop clear objectives and process for Award Selection Committee.</p> <p>Development and Implementation of the following measures:</p> <p>a. Call for Nominations Process to include both the criteria for who may nominate persons for this award and whether individuals may nominate themselves.</p> <p>b. Eligibility Criteria to include the parameters defining the nature of the accessibility work and initiatives that may be considered for this award.</p> <p>c. Selection Process to include a quantifiable evaluation rubric against which nominees are measured.</p> <p>d. Communiqué to the college community outlining all of the above.</p> <p>e. Terms of Reference for Accessibility Advocate Award Selection Team to include consideration of who is eligible to serve and the length of a selection team member's term.</p> <p>f. Presentation Strategic Plan for college and community media coverage of award conferral.</p>			
<p>13. Develop matrix and rubric.</p>			

ACCESSIBILITY PLAN 2012-2013 PROGRESS REPORT

Other 2012-2013 Accomplishments/Updates

List all other accomplishments, updates, initiatives, and/or project status relating to accessibility that cannot be captured within the objectives noted above.

Initiative	Department	Status	Progress To Date/Planned Adjustment
Accessible Facilities	Facilities	Completed	<ul style="list-style-type: none"> Maintained grounds to eliminate tripping hazards, create visual demarcation, and ensure barrier free access. Replaced/installed hands free internal door access (SW and C wings) Completed design of attendant washroom
		In progress	Attendant washroom in C wing will be completed once Ministry grant (Accessible Enable Fund) for \$50K is received.

APPENDIX B

2012-2013 Accessibility Working Group Members

Meghan Houghton, Co-chair, Centre for Students with Disabilities
Kelly Bailey, Co-chair, Human Resources
Allan Angus, student
Amanda Cappon, Campus Health Centre
Angie Paisley, Student Affairs
Brandon Carson, Communications and Marketing
Cindy Foley, Continuing Education
Karen Anderson, Community Integration through Cooperative Education
Kathy Lazenby, Campus Health Centre
Kirston Arbour, Centre for Students with Disabilities
Marc Athanas, Residence
Margaret Greenley, Student Affairs
Maureen Calhoun, School of Applied Science and Technology
Maureen Wideman, UOIT
Ralph Aprile, Facilities and Ancillary Services
Rhonda Christian, School of Interdisciplinary and Employment Services
Sandy Odrowski, C.A.F.E
Scott Bronson, Campus Safety and Security
Shelley Chard, School of Skilled Trades and Apprenticeship
Angela Wood, Athletics
Laurie Coleshill, Library

Community Members

Edie Forsyth, Accessibility Experts Ltd

BOARD REPORT

Public: ☒
In-Camera: ☐

Action Required:
Information/Discussion ☒
Decision ☐

DATE: September 11, 2013

FROM: Meri Kim Oliver, Vice President Student Affairs &
Nevzat Gurmen, Vice President Corporate Services and CFO

SUBJECT: Enrollment Report

A. Purpose

To update the Board of Governors regarding domestic and international applications and admissions numbers for Fall 2013.

B. Background

Durham College has established enrollment targets that are tied to program delivery and budget. This report provides an early overview of the enrollment numbers for fall 2013.

C. Discussion/Options

Durham College has experienced significant growth over the past years and introduced many new programs. Trends in application numbers and the number of students who register to attend DC assist in anticipating enrolments for the current year and predicting future enrolment and budgets. The final enrolment data is not compiled until November when reports are submitted to the Ministry.

D. Financial/Human Resource Implications

Reports are generated weekly as part of standard work responsibilities. The current report reflects an increase in enrolment over the 2012 numbers and a positive impact on in-year budgets.

E. Implications for UOIT (if applicable)

Expanding enrolment at Durham College reflects correlated opportunities for students from Durham College to continue through pathway programs to UOIT and reflects a continuation of UOIT students who continue their post-secondary education at Durham College.

F. Recommendation(s)

That the Durham College Board of Governors receive the enrolment report for information.



Durham College

Enrolment Update September 2013

Meri Kim Oliver, VP Student Affairs
Nevzat Gurman, VP Corporate Services





Applications – Domestic and International



	August 2013	August 2012	Variance
TOTAL	23,175	21751	6.55%
School of Skilled Trades, Apprenticeship & Renewable Tech.	3408	2624	29.88%
School of Media Art & Design	3008	2721	10.55%
School of Justice and Emergency Services	4071	4191	-2.86%





Applications – Domestic

	2008	2009	2010	2011	2012	2013	5 Year Increase
Number of Applications	16757	17590	18577	19417	20521	22112	
Percentage Increase over Previous Year		4.74%	5.31%	4.33%	5.38%	7.20%	32%





September 2013 Confirmed & Paid Registrants -- Domestic



	August, 2013	August, 2012
TOTAL Year 1	5,385	5972
Total Year 1 and Returning Domestic*	9434	8827

* Number of students Confirmed and Paid increases post September 1



Total Enrolment Projection 2013

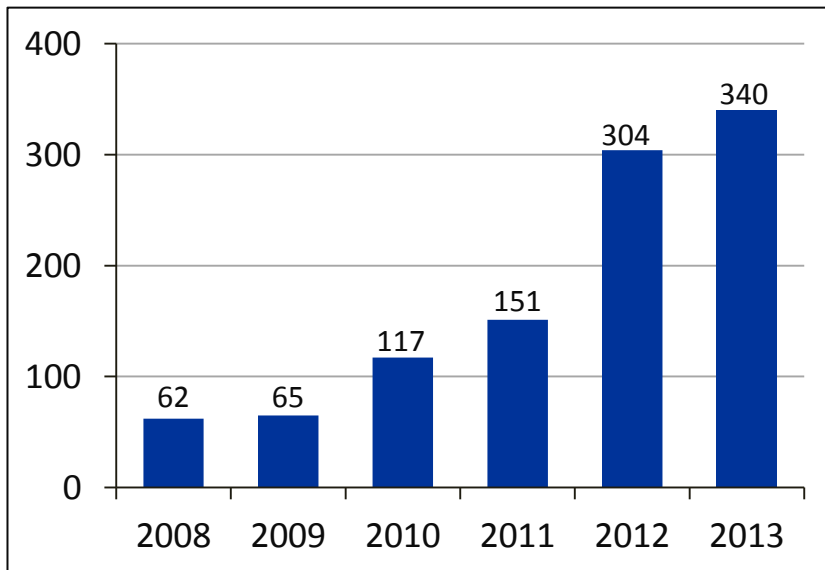
Post Secondary	9434
BScN	461
Apprenticeship	580
International	
TOTAL	10475



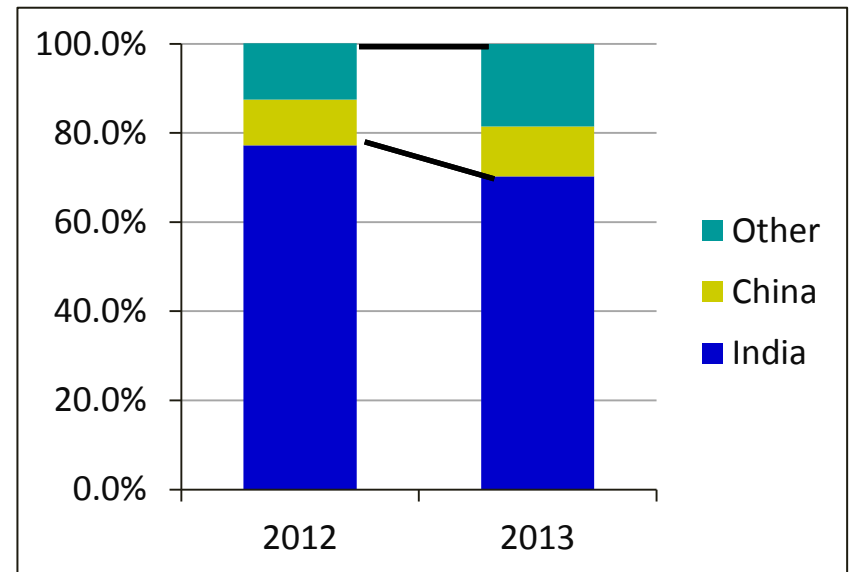
International enrolment – fall 2013

- Fall 2013 enrolment forecast is 340 students – 36 students more than last year but 10 students lower than budget
- Wider diversity of students – number of represented countries increased from 24 to 32
- Better prepared students – 33 text book scholarships offered students who have scored an IELTS score of 7.0 or above
- Foreign service workers strike impacted system wide enrolment negatively

Fall semester international enrolment



Diversity of students



Board of Governors Goals for 2013-2014

1. Board of Governors discharges all responsibilities required in the Board Work Plan. Monitor Board performance semi-annually via a responsibility matrix.
Target: 100% of Board responsibilities to be completed on time.
2. Effective Board of Governors meetings should have the majority of the agenda aligned to the 2013-2016 Strategic Plan, and linked to the 2013-2014 Business Plan.
Target: 60% of Agenda items tied to Strategic Plan. 100% of the Strategic Plan Goals will be covered in the 2013-2014 agenda.
3. Members of the Board of Governors strategically contribute to partnership and advocacy contacts and development.
Target: One governor to discuss a partnership or advocacy contact at each meeting.
4. Opportunities for improvement. Each Board of Governors meeting will have a critique, assessment or opportunity for improvement segment.
Target: 100% of Board of Governors meetings will have an opportunity for improvement agenda item.

BOARD REPORT

Public: ☒
In-Committee: ☐

Action Required:
Discussion ☐
Decision ☒

DATE: September 11, 2013

FROM: Don Lovisa, President

SUBJECT: Board of Governors 2013-2014 Work Plan

A. Purpose

To seek approval from the Board of Governors of the cyclical and special work plan activities required during 2013-2014.

B. Background

As part of the Board of Governors plan for good governance it is traditional that the Board receive an annual work plan in September of each year. The work plan highlights the cyclical and special tasks required by the Board during the coming year, and forms the basis for the agendas of Board and Committee meetings.

C. Discussion/Options

At the suggestion of our Chair, Ron Chatterton, each action item has been mapped to one of the four strategic goals. Where relevant, a link has also been made to one of the four goals in the College's annual plan.

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 approves the 2013-2014 Work Plan.

Appendix A: 2013-2014 Work plan

Durham College Board of Governors Work Plan 2013-2014

Month	Action Point per MBPD	Action Item/Description	Authority/Committee	Legisl. Req'm't	Board Policy	Board Res.	Board Practice	Dept	Pillar	Business Plan	Status	Notes
Each Meeting	Programs	Receive Program Advisory Committee meeting minutes by resolution	BOG	X				Academic	Our Students	Student-focused teaching and learning		Every public session BOG meeting for which PAC minutes have been received
Each Meeting	Governance and Accountability	Receive HR report for information	BOG				X	Admin - HR	Our People	All four goals		In-Camera BOG
Each Meeting	Governance	Review and recommend amendments to Board policies	GRC	X	X		X	BOG Sec				Confirmed at GRC Approved at next public BOG
Each Meeting	Accountability and Monitoring	Whitby Phase III Update	A&F				X	Corp Serv - PMO	Our Business	Responsible, strategic growth		To A&F until project concluded (A&F Oct 30/12)
Each meeting	Accountability and Monitoring	Receive 2013-2014 budget and cash flow update for information	A&F				X	Corp Serv - Finance	Our Business	Core institutional priorities		EXCEPTIONS - April, May and June
August	Governance	Annual Board Work Plan for 2013-2014	Exec BOG	X		X		BOG Admin			IN PROGRESS	Confirm at August 14 Exec Approve at September 11 BOG
August	Governance & Accountability	Annual Board Goals for 2013-2014	Exec BOG	X				President, Chair and Vice-Chair			IN PROGRESS	Confirm at August 14 Exec Approve at September 11 BOG Public session
August	Governance	Provide DC internal Board orientation	Admin		X			BOG Admin	Our People	All four goals	DONE	August 26
August	Subsidiaries	Provide Board orientation on Durham College Foundation and its business	BOG	X	X		X	Admin - DC Fdn	Our People	Core institutional priorities	DONE	August 26
September	Finance and Administration	Approve annual DC Foundation Business Plan	BOG	X		X		Admin - DC Fdn	Our Business Our Community	Core institutional priorities	IN PROGRESS	September 11 in-camera
September	Finance and Administration	Approve DC Foundation Board membership	BOG	X		X		Admin - DC Fdn	Our Business Our Community	Core institutional priorities	IN PROGRESS	September 11 in-camera
September	Finance and Administration	Receive DC Foundation Annual Report for information	BOG			X	X	Admin - DC Fdn	Our Business Our Community	Core institutional priorities	IN PROGRESS	September 11 in-camera
September	Governance and Accountability	Receive enrolment report for information	BOG					Student Affairs	Our Students	Responsible, strategic growth	IN PROGRESS	Twice per year - Sept & January Public session
September	Finance and Compliance	Endorse Annual Report on Accessibility Plan	BOG	X		X		Student Affairs	Our Students, People, Community	Core institutional priorities	IN PROGRESS	September 30 Public session
September	Governance	Endorse new marketing plan to increase participation in student governor elections	GRC				X	BOG Sec & Admin - C&M	Our Students	Student-focused teaching and learning		Action Item from May 2013 GRC meeting

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September	Governance & Accountability; Planning and Reporting	Receive 2014-2015 budget process update for information	A&F BOG	X			X	Corp Serv - Finance	Our Business			Receive at September 30 A&F Report at Nov 13 BOG
September	Administrative	Convocation - confirm attendees for convocation ceremonies in November	BOG					BOG Sec & Admin	Our Students, Our Community	Student-focused teaching and learning		Special Events team co-ordinates
September	Governance	Finalize Board Retreat Agenda	Exec				X	BOG Sec	Our People			September 30
October	OCAATA 2002 O.R. 34/03 O.Reg. 301/10	Confirm election process for DC Student Governor	Nom	X	X			BOG Sec	Our People	Student-focused teaching and learning		October 2
October	Governance & Accountability - BOG - Protocol for Board Nominations and Appointments	Commence recruitment process for External Governors	Nom	X	X		X	BOG Sec	Our People	All four goals		Will need to recruit 2 LGIC. Need to consider re-appointment of two external governors
October	Accountability and Monitoring	Pathways update for information	BOG					Academic	Our Students	Dynamic partnerships		October 9 Joint DC-UOIT Boards meeting
October	Finance and Administration	Introduction to Joint DC-UOIT Master Plan process and consultations	BOG					Corporate Services	Our Business	Responsible, strategic growth		October 9 Joint DC-UOIT Boards meeting Business plan goal
October	Governance	Board Retreat	BOG				X	Retreat Sub-Ctte	Our People			Horseshoe Valley Oct 25-27
October & November	OCAATA 2002 O.R. 34/03 O.Reg. 301/10	Nominations & Election for DC Student Governor	BOG	X	X			BOG Sec	Our Students	All four goals		
November	Governance & Accountability - Planning and Reporting	Approve annual external audit plan	A&F	X				Corp Serv - Finance	Our Business	Core institutional priorities		Invite BDO rep to November 4 A&F
November	Governance & Accountability	Receive risk management report	A&F BOG				X	Corp Serv - Finance	Our People	All four goals		November 4 A&F November 13 BOG in-camera Twice/year - Nov & May
November	Governance and Accountability	Approve dLAB MOU	A&F BOG	X				Corp Serv - Finance	Our Community	Dynamic partnerships		Confirm at November 4 A&F Approve at January 8 BOG in-camera Business plan goal
November	Governance and Accountability	Receive President's mid-year performance update for information	Exec	X	X			Admin - HR, President's Office, Chair	Our People	All four goals		November 4

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November	Governance & Accountability - Planning and Reporting	Receive Business Plan update for information	BOG	X			X	President's Office	Our Business	All four goals		November 13 public session
November	Programs	Approve DC Degrees	BOG	X				Academic	Our Students	Student-focused teaching and learning		November 13 public session Framework references Post-secondary Choice and Excellence Act, 2000.
November	Finance and Compliance	Endorse MYAA Report-Back	BOG		X		X	Academic	Our Students, Our Business	Student-focused teaching and learning		Every fall; timing at MTCU discretion. Public session
November	Governance and Accountability - BOG	Colleges Ontario New Board Member Orientation session (s)	Other	X	X		X	BOG Sec	Our People			November 16 & 17, Toronto
November	Governance	Review and amend By-laws	GRC BOG	X	X		X	BOG Sec				Confirm at November 25 GRC Approve at January 8 BOG Public session
December	Governance & Accountability	President's contract	Exec	X	X			Chair and Exec Cttee	Our People	All four goals	IN PROGRESS	Current contract expires December 2013
January	Programs	Receive Academic Direction plan for information	BOG				X	Academic	Our Students	Student-focused teaching and learning		January 8 public session
January	Governance and Accountability	Receive enrolment update for information	BOG					Student Affairs	Our Students	Responsible, strategic growth		January 8 public session Twice per year - Sept & January
January		Provide input - 50th Anniversary Plans (2017)	BOG					Admin - C&M	Our Community			January 8
January	OCAATA 2002 O.R. 34/03 O.Reg.	Confirm Administrative Staff Governor election process	Nom	X	X			BOG Sec	Our People			January 15
January	Governance and Accountability	Annual ACCC Conference - confirm attendees	Exec BOG				X	BOG Sec	Our People			Confirm at January 27 BOG Report at February 12 BOG ACCC May 24-27, Ottawa
February	Accountability and Monitoring	Review preliminary 2014-2015 budget	A&F				X	Corp Serv - Finance	Our Business			February 3
February	Governance & Accountability - Planning and Reporting	Approval of interim 2013-2014 budget	A&F BOG	X		X		Corp Serv - Finance	Our Business	Core institutional priorities		Confirm at February 3 A&F Approve at February 12 BOG Requires submission to MTCU by Jan 8.
February	Finance and Administration	Approve ancillary fees	A&F BOG	X		X		Student Affairs - Registrar	Our Students	Responsible, strategic growth Core institutional priorities		Confirm at February 3 A&F Approve at February 12 BOG public session Ancillary fees only, as tuition confirmed for 3 years in 2012-2013

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February	OCAATA 2002 O.R. 34/03 O.Reg. 301/10	Nominations & Election of DC Administrative Staff Governor for Sept 1, 2014 start	BOG	X	X			BOG Sec	Our People			February 3-14
February	Programs of Instruction	Annual meeting with Program Advisory Committee Chairs	BOG				X	Academic	Our Students	Student-focused teaching and learning		Event scheduled for February 5
February	Finance and Administration	Endorsement of Joint DC-UOIT Master Plan Phase I Visioning and Directions Report	BOG					Corporate Services	Our Business	Responsible, strategic growth		February 12 BOG public session Business plan goal
February	Governance	Receive progress update on PQAPA recommendations for information	BOG				X	Academic	Our Students	Student-focused teaching and learning		February 12 Public session
February	Governance and Accountability	President's Performance Appraisal - 360° survey	Exec					Admin - HR	Our People	All four goals		Initiate survey
February	Governance	Semi-annual review of progress toward 2013-2014 Board Goals	Exec BOG					BOG Sec				Review at February 24 Exec Report at March 12 BOG Annual Board goal
March	Board Appointments	Confirm standing committee surveys for 2014-2015 year	Nom					BOG Sec	Our Business	All four goals		Confirm at March 19 Nom Implement in April
March	Board Appointments	Annual election of Chair and Vice Chair of the Board	Nom BOG	X	X	X		BOG Sec	Our People			Confirm at March 19 Nom Implement in April TBC
March	Presidential Evaluation	President's Performance Appraisal	Chair & Exec					Admin - HR President's Office Chair	Our People	All four goals		March 31 Exec Chair to review appraisal with president after April BOG
April	Finance and Compliance	Update on insurance policy/ indemnification for information	A&F		X		X	Corp Serv - Finance	Our Business, Our People			April 1
April	Finance and Compliance	Recommend 2014-2015 annual budget for approval	A&F BOG	X	X	X		Corp Serv - Finance	Our Business			Confirm at April 1 A&F Approve at April 9 BOG public session
April	Governance	Commence planning for annual fall Retreat - subcommittee	BOG		X		X	BOG Sec	Our People			Call for volunteers at April 9 BOG in-camera
April	Governance and Accountability	Report back on Business Plan	BOG	X				President's Office	Our Business	All four goals		April 9 public session
April	Board Appointments	Implement standing committee surveys for 2014-2015 year	BOG					BOG Sec				dates TBD
April	Board Appointments	Interview external nominations/ reappointments for Sept 1/14 start	Nom BOG	X	X			BOG Sec	Our People			April 14 & 15 Recommendations to May 14 BOG
April	Presidential Evaluation	Establish President's Goals and Objectives for coming year	Exec BOG	X	X	X	X	Admin - HR President's Office	Our Business			Confirm at April 28 Exec Approve at May 14 BOG in-camera

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April	Administrative	Schedule of Board and Committee meeting dates for 2014-2015	Exec BOG		X		X	BOG Sec				Confirm at April 28 Exec Approve at May 14 BOG public session
April	Accountability and Monitoring	Approve Annual Business Plan 2014-2015	Exec BOG	X	X	X		President's Office	Our Business			Confirm at April 28 Exec Approve at May 14 BOG
April	Governance	Confirm Annual Board Accountability/ Self-Assessment Survey questions	Exec	X	X		X	BOG Sec	Our People			Confirm at April 28 Exec Implement in May
May	Governance	Appoint members to Standing Committees for 2014-2015	Nom BOG	X	X	X		BOG Sec				Confirm at May 5 Nom Approve at May 14 BOG in camera
May	Board Appointments	Recommend External Appointments/Reappoint to the Board for Sept 1 start	Nom BOG	X	X	X		BOG Sec	Our People			Confirm at May 5 Nom Approve at May 14 BOG in-camera Dependent on timing of MTCU approval
May	Governance	Recommend co-populous appointments to UOIT for 2014-2015	Nom BOG				X	BOG Sec	Our Community			Confirm at May 5 Nom Approve at May 14 BOG in-camera
May	Board Appointments	Announce chair and vice-chair election results	BOG	X	X	X		BOG Sec	Our People			May 14 public session
May	Accountability and Monitoring	Receive annual KPI report and KPI indicators for information	BOG	X				Academic	Our Students	Student-focused teaching and learning		May 14 public session
May	Governance	Implement Annual Board Accountability/ Self-Assessment Survey	BOG	X	X		X	BOG Sec	Our People			dates TBD
May	Administrative	Convocation - confirm attendees for convocation ceremonies in June	BOG					BOG Sec & Admin - C&M	Our Students, Our Community	Student-focused teaching and learning		Special Events team co-ordinates
June	Governance & Accountability	Approve 2014-2015 salary and performance pay adjustments for Admin Staff	Exec BOG	X	X			Admin - HR	Our People	Responsible, strategic growth		Confirm at June 2 Exec Approve at June 11 BOG in-camera Includes direct reports to the President
June	Finance and Compliance	Approve 2013-2014 Annual Report	Exec BOG	X	X	X		President's Office	Our Business	All four goals		Confirm at June 2 Exec Approve at June 11 BOG public session
June	Finance and Administration	Receive annual Investment Report (DC Foundation) for 2013-2014	A&F BOG	X	X			Corp Serv - Finance	Our Business	Dynamic partnerships		Confirm at June 2 A&F Receive at June 11 BOG This is the report on the DC Foundation's investments.

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June	Finance and Compliance	Risk Management Update	A&F BOG				X	Corp Serv - Finance	Our Business			Confirm at June 2 A&F Receive at June 11 BOG in-camera
June	Finance and Compliance	Audited Financial Statements/Management Letter for 2013-2014	A&F BOG	X	X			Corp Serv - Finance	Our Business			Confirm at June 2 A&F Receive at June 11 BOG public session
June	Programs	Program Advisory Committee Verification for 2013-2014	BOG	X	X			Academic	Our Students	Student-focused teaching and learning		June 11 public session
June		Receive employee engagement survey results for information	BOG					Admin - HR	Our People	Core institutional priorities		June 11 in-camera
June	Accountability and Monitoring	Receive annual President's Letter of Verification 2013-2014	BOG		X		X	BOG Sec	Our Business			June 11 public session
June	Finance and Administration	Receive update on Joint DC-UOIT Master Plan	BOG					Corporate Services	Our Business	Responsible, strategic growth		June 11 BOG public session Business plan goal
June	Governance	Review annual evaluation of governance effectiveness 2013-2014	Exec	X	X		X	BOG Sec	Our People			June 23
As Required	Accountability and Monitoring	Receive report on sharing agreement principles for academic collaboration (pathways) for information	BOG				X	Academic	Our Students	Dynamic partnerships		in 2013, at Joint DC-UOIT BOGs meeting
As Required	Programs	Approval of new/suspended/cancelled programs of instruction	BOG	X				Academic	Our Students	Student-focused teaching and learning		Public session
As Required	Governance	Receive succession planning report for information	BOG		X		X	Admin - HR	Our People			In-camera
As Required	Governance	Review and amend By-laws	GRC (Approval by BOG)	X	X		X	BOG Sec				Public session
As Required	Subsidiaries	Approve all subsidiaries Board of Directors/Membership	BOG	X				BOG Sec & DC Fdn, DCEN, others?	Our Business			DC Fdn, DCEN In-camera
As Required	Finance and Compliance	Approve changes to annual budget in excess of 10%	A&F/BOG	X				Corp Serv - Finance	Our Business			In-camera
As Required	Finance and Compliance	Approve issuance of debt securities	A&F/BOG	X				Corp Serv - Finance	Our Business			In-camera
As Required	Finance and Compliance	Approve use of reserve funds	A&F/BOG	X		X		Corp Serv - Finance	Our Business			In-camera
As Required	Finance and Compliance	Establish internally restricted funds and criteria for use	A&F/BOG	X				Corp Serv - Finance	Our Business			In-camera

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As Required	Accountability and Monitoring	Approve new entrepreneurial activities (MOA required)	BOG	X		X		Corp Serv - Finance	Our Business			In-camera
As Required	Finance and Compliance	Approve purchase, sale or encumbrance of property	A&F/BOG	X		X		Corp Serv - Finance	Our Business			In-camera
As Required	Governance and Accountability	Approval of contracts >= 5 years in duration and/or >\$2 million	BOG	X				Corp Serv - Finance	Our Business			Typically reviewed first by A&F. DC policy. In-camera
October 2014	Finance and Administration	Endorse Joint DC-UOIT Master Plan	BOG					Corporate Services	Our Business	Responsible, strategic growth		Public session
2015 - 2016	Governance and Accountability	Begin strategic planning for post 2016	BOG	X				Pres. Office				2013-2016 Strategic Plan concludes March 31
2016-17		Receive employee engagement survey results for information	BOG					Admin - HR	Our People	Core institutional priorities		Every three years. To BOG to accept for information, in-camera
2016 - 2017	Finance and Compliance	Appointment of external auditors	A&F/BOG	X		X		Corp Serv - Finance				Current contract expires in 2017.
2016-2017	Finance and Compliance	Approve tuition fees for 2017-2018	A&F/BOG	X		X		Student Affairs - Registrar				MTCU tuition framework confirmed for 3 years in 2012-2013
Within 5 years	Subsidiaries	Revisit DC Foundation MOU, last signed Sept 2012	BOG	X				VP Admin - DC Fdn	Our Business			In-camera