

# DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## PUBLIC MEETING OF THE BOARD OF GOVERNORS

### AGENDA

**Date:** Wednesday, February 11, 2015, 6:00 p.m.  
**Location:** Community Room, Gordon Willey Building, A144

A buffet dinner will be available beginning at 5:30 p.m.

Pages

1.	<b>CALL TO ORDER</b>		
2.	<b>INTRODUCTION OF GUESTS</b>		
3.	<b>ADDITIONS/DELETIONS TO THE AGENDA</b>		
4.	<b>CONFLICT OF INTEREST DECLARATIONS</b>		
5.	<b>PRESENTATIONS</b>		
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5.3	Good Governance Certificates - R. Chatterton		
6.	<b>CONSENT AGENDA</b>		
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<b>17.</b>	<b>UPCOMING EVENTS</b>	
	Winter Break - February 23 - 27	
	Student Governor Nomination, Campaign and Election Period - March 3 - 24	
	Faculty Governor Nomination, Campaign and Election Period - March 11 - 27	
	Support Staff Governor Nomination, Campaign and Election Period - March 11 - 27	
	First Robotics Competition - March 12 - 24 (drop in)	
	Spring Open House, all locations - March 21, 10 a.m. - 2 p.m. (drop in)	
<b>18.</b>	<b>MOVE TO IN-CAMERA SESSION</b>	
<b>19.</b>	<b>ADJOURNMENT</b>	



### **Briefing Note for Committee of Presidents**

**Subject:** Consultations on Draft Sexual Assault and Sexual Violence Policy and Protocol Template for Colleges

**Background:**

In follow up to the November 2014 recommendation from the Committee of Presidents (COP) that a separate sexual assault policy be implemented by colleges, a task force was struck to develop a policy and protocol template for the sector. The task force included individuals with legal and law enforcement expertise and representatives from academic, student services, human resources, and security areas, as well as the College Employer Council (CEC), MTCU, the Ontario Women's Directorate (OWD) and a student representative.

On January 26, 2015, COP approved the draft Sexual Assault and Sexual Violence Policy and Protocol template recommended by task force. The final draft template is included in a separate consultation document. The presidents plan to consult locally on the draft, including consulting with the college student union.

The presidents agreed that all colleges will post a finalized, stand-alone sexual assault and sexual violence policy and protocol on their website by March 31, 2015.

**Consultations:**

Over the next several weeks

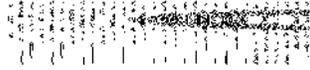
- consultations within each college community will take place, including consultations with local student organizations,
- the college representatives on the task force will be consulting with their system colleagues,
- the College Employers' Council will consult with OPSEU, and
- Colleges Ontario will consult with MTCU, the Ontario Women's Directorate, the College Student Alliance and the Canadian Federation of Students, Ontario.

Colleges Ontario will release information concerning the draft template and the plan to the media on Monday, February 2, 2015. Colleges that plan to consult prior to the day of the news release are requested to refrain from releasing this information publicly. This may require those planning to share information with their boards to do so in camera.

Presidents have also asked the task force to continue its work to address other related areas, for example, public awareness, education and training, communications, and sharing expertise across colleges.

Please note that, in developing the draft template, the task force was deliberate in the selection of carefully constructed wording that has been vetted by legal counsel. If a fundamental issue with the template is identified during the college consultations, the college is asked to contact Colleges Ontario by February 13, 2015.

January 28, 2015.



## **Guide for consultation discussions regarding the Draft Sexual Assault Policy and Protocol Template**

In consulting with student groups and others on the attached draft template, colleges may wish to provide the following contextual information:

- The draft Sexual Assault and Sexual Violence Policy and Protocol Template was developed to help colleges put in place a stand-alone sexual assault and sexual violence policy and protocol that is clear, easy to access and includes essential information for individuals who have experienced sexual assault and violence. It is also intended to provide information to the college community on reporting and responding to a complaint, the complaints process, and the roles and responsibilities of college community.
- The complexities involved in creating a sexual assault policy and protocol template cannot be overemphasized. The task force included a variety of experts, including those with legal, law enforcement, safety and security, academic, student services, human resources and government expertise, all of whom provided input into the draft. In addition, student input was invaluable in setting the right tone and including important information in the draft protocol.
- The tone and language of the draft template were carefully crafted to strike a balance between the need to provide helpful information and show sensitivity to individuals who had experienced sexual violence, and at the same time formally recognize some of the factors colleges must also take into account without using a defensive tone.
- Colleges will notice that the term “rape” does not appear in the body of the template, as it is a very specific term and is not recognized in Canada as a legal term. It was replaced years ago to acknowledge that sexual violence is not exclusively about non-consensual sexual intercourse but also about all such acts of psychological and physical violence. Many people use the terms “rape” and “date rape” to describe these acts, so the term appears in the appendix of the draft template to ensure that someone searching online for the policy using those words would find the information readily.
- The draft policy and protocol template is purposefully titled “Sexual Assault and Sexual Violence”. Both terms are defined in the documents. While the draft is intended to address sexual violence, which is a broader term, “sexual assault” is defined in the Criminal Code and is likely more familiar to many. Having both in the title will help ensure that the college’s policy and protocol can be located.
- One area of the protocol that has generated a great deal of discussion is the section on the rights of a person who has experienced sexual violence, particularly the right to be believed. Experts advised the task force that a large majority of sexual assault incidents are not reported to the police, and many victims have a fear of not being believed. For this reason, the draft includes the statement affirming a complainant’s right to be believed. It is taken from the

Ontario Women's Directorate sexual violence resource for colleges and universities, which had input from community groups with expertise in this area. The task force deliberated this point because of the concern that it would be seen as prejudicial to the accused's right to due process. Legal counsel assured the task force that including the statement would not negate the need for fairness nor restrict the rights of an accused person to due process. Statements concerning the rights of the accused and the need for fairness are included in the document.

- Some people may have a concern about a college's obligation to respect the rights of those who disclose that they have experienced sexual assault but do not want to report it to the police. The draft policy and protocol acknowledges that respecting the victim's rights is extremely important but also acknowledges that they are limited when there is a concern for the safety and security of others.
- The draft includes a section regarding unsubstantiated complaints. Although the incidence of false accusations is reported to be very low, the template does include a statement concerning frivolous or vexatious complaints.
- There is still more work to do in this area. The college sector is recommending that all postsecondary students in the province have access to a helpline staffed to address sexual violence incidents 24/7, either through a stand-alone source, or in conjunction with local providers. Over the next several months the task force will also examine other topics such as raising awareness on campus, and education and training needs of the college community.

**Note: The draft provincial policy and protocol template should be provided to organizations for the purposes of the consultation discussions.**

#### **Questions for student groups**

- After reading the draft document, would you know how to seek help?
- The cover page would include links to the headings covered in the template. Is this the best format for quickly accessing the information you would need to report an incident and/or seek help?
- Is the information easy to understand? Clear?
- Is the appendix on myths and facts helpful? If not, what would be more helpful?
- Are there particular resource links you think should be included?
- Do you think an awareness campaign is needed? If so would you be in favour of a joint student-college led campaign or do you think it should be led by student groups?
- What other initiatives can you suggest to help prevent campus sexual violence?

January 28, 2015

## **Draft Sexual Assault and Sexual Violence Policy and Protocol Template**

This draft framework has been approved by the Committee of Presidents of the 24 publicly-funded colleges. In approving this template, the presidents recognize that individual colleges may need to make changes to reflect local circumstances during the development of their stand-alone sexual violence and sexual assault policy and protocol. In doing so, the colleges have committed to retaining as much consistency with the template as possible to reflect a similar style, tone, and format that will help students and others easily access information they need no matter which college they approach.

## Draft Sexual Assault and Sexual Violence Policy and Protocol Template

[Insert links at the top of the webpage]

[Home \(President's Message\)](#)

[Sexual Assault and Sexual Violence Policy](#)

[Definitions](#)

[Sexual Assault and Sexual Violence Protocol](#)

[If You Have Experienced Sexual Assault or Sexual Violence](#)

[Information on Filing a Sexual Assault or Sexual Violence Complaint](#)

[What to Do If You Witnessed Sexual Assault or Sexual Violence](#)

[Other Resources Available to You](#)

### Statement from the President

#### Here is an Example:

[Name of College] values respect for all individuals, civility, diversity, dignity, equality, and freedom. The College is committed to maintaining a healthy and safe learning, living, social, recreational and working environment. We are committed to maintaining a campus free of discrimination and harassment, and strive to foster an atmosphere of healthy attitudes and behaviours towards sexuality, sex and gender roles. The College will not tolerate behaviour that contributes to a hostile and inequitable learning and working environment. We take seriously our commitment to supporting those who experience sexual violence, and we work diligently on campus and with community partners on programs, policies and resources to ensure that our campus remains free from sexual violence.

This website provides quick access to the information contained in the [College's Sexual Assault and Sexual Violence Policy and Protocol](#) [underlined words should be a link to the Policy and Protocol]. The Policy and Protocol provides procedures and resources to support individuals and groups who may be directly or indirectly involved in working with persons who have experienced sexual violence.

I urge all members of the College community to review the Policy and Protocol to learn about options and resources available to those who require support or who wish to support others. Please help to ensure that the College remains a safe and positive space where members of the College community feel able to work, learn and express themselves in a safe environment and that we continue to foster an environment that upholds human equality.

[Name]  
President

**[INSERT COLLEGE'S NAME] SEXUAL ASSAULT AND SEXUAL VIOLENCE POLICY**

**Type:** Administrative

**Responsibility:** (NAME OF DEPARTMENT/OFFICE RESPONSIBLE)

**Effective Date:** (INSERT DATE)

**Revised:**

**Review Date:** (INSERT DATE)

**This Policy applies to:** All members of the College community including: executives, governors, administrators, faculty, staff, students, contractors, suppliers of services, individuals who are directly connected to any College initiatives, volunteers, and visitors.

**1. Purpose and Intent**

All members of [Insert Name of the College] College community have a right to a work and study in an environment that is free from any form of sexual violence. This document sets out our policy and response protocol to sexual violence and ensures that those who experience sexual violence are believed and their rights respected, that the College has a process of investigation that protects the rights of individuals and holds individuals who have committed an act of sexual violence accountable.

**2. Policy Statement**

[Insert College's Statement] Here is an example:

We are committed to reducing sexual violence and creating a safe space for anyone in our College community who has experienced sexual violence. The College is expected to be a safe and positive space where members of the College community feel able to work, learn and express themselves in an environment free from sexual violence.

All reported incidents of sexual violence will be investigated to the best of the administration's ability and in a manner that ensures due process. No individual should feel uncomfortable about making a report in good faith about sexual violence that he or she has experienced or witnessed.

We recognize that sexual violence can occur between individuals regardless of sexual orientation, gender, and gender identity or relationship status as articulated in the Ontario *Human Rights Code*. We also recognize that individuals who have experienced sexual violence may experience emotional, academic or other difficulties.

**We are committed to:**

- 2.1. assisting those who have experienced sexual violence by providing detailed information and support, including provision of and/or referral to counselling and medical care, and appropriate academic and other accommodation;
- 2.2. ensuring that those who disclose that they have been sexually assaulted are believed, and that their right to dignity and respect is protected throughout the process of disclosure, investigation and institutional response;
- 2.3. treating individuals who disclose sexual violence with compassion recognizing that they are the final decision-makers about their own best interests;

## Draft Sexual Assault and Sexual Violence Policy and Protocol Template

- 2.4. ensuring that on-campus (internal) investigation procedures are available in the case of sexual violence, even when the individual chooses not to make a report to the police;
- 2.5. engaging in appropriate procedures for investigation and adjudication of a complaint which are in accordance with College policies and standards, and that ensure fairness and due process;
- 2.6. ensuring coordination and communication among the various departments who are most likely to be involved in the response to sexual violence on campus;
- 2.7. engaging in public education and prevention activities;
- 2.8. providing information to the College community about sexual violence on campus;
- 2.9. providing appropriate education and training to the College community about responding to the disclosure of sexual violence;
- 2.10. contributing to the creation of a campus atmosphere in which sexual violence is not tolerated; and,
- 2.11. monitoring and updating our policies and protocols to ensure that they remain effective and in line with other existing policies and best practices.

### **3. Reporting and Responding to Sexual Violence**

- 3.1. Members of the College community should immediately report incidents where they are subject to, witness or have knowledge of sexual violence, or have reason to believe that sexual violence has occurred or may occur.
- 3.2. Persons in a position of authority, including persons directing the activities of others, shall take immediate action to respond to or to prevent sexual violence from occurring.
- 3.3. Where the College becomes aware of incidents of sexual violence by a member of the College community or against a member of the College community, which occur on or off College property and that pose a risk to the safety of members of the College community, the College shall take all reasonable steps to ensure the safety of the College community.

### **4. Complaint Process and Investigations**

A complaint of sexual assault or any other kind of sexual violence can be filed under this Policy by any member of the College community.

The College will seek to achieve procedural fairness in dealing with all complaints. As such, no sanction and/or disciplinary action will be taken against a person or group without their knowledge where there is an alleged breach of this Policy. It is intended that accused individuals be given reasonable notice, with full detail of the allegations and provided with an opportunity to answer to the allegations made against them.

#### **4.1. Right to Withdraw a Complaint**

A complainant has the right to withdraw a complaint at any stage of the process. However, the College may continue to act on the issue identified in the complaint in order to comply with its obligation under this Policy and/or its legal obligations.

#### **4.2. Protection from Reprisals, Retaliation or Threats:**

It is contrary to this Policy for anyone to retaliate, engage in reprisals or threaten to retaliate against a complainant or other individual for:

- having pursued rights under this Policy or the Ontario *Human Rights Code*;

## Draft Sexual Assault and Sexual Violence Policy and Protocol Template

- having participated or co-operated in an investigation under this Policy or the Ontario *Human Rights Code*; or
- having been associated with someone who has pursued rights under this Policy or the Ontario *Human Rights Code*.

Anyone engaged in such conduct may be subject to sanctions and/or discipline.

### 4.3. **Unsubstantiated Complaints**

If a person, in good faith, discloses or files a sexual violence complaint that is not supported by evidence gathered during an investigation, that complaint will be dismissed and no record of it will be placed in the complainant's or respondent's file. However, disclosures or complaints that are made to purposely annoy, embarrass or harm the respondent are considered frivolous, vexatious, or bad faith complaints and may result in sanctions against the complainant and/or discipline.

## 5. **Confidentiality**

Confidentiality is particularly important to those who have disclosed sexual violence. The confidentiality of all persons involved in a report of sexual violence must be strictly observed, and the College does its best to respect the confidentiality of all persons, including the complainant, respondent, and witnesses.

However, confidentiality cannot be assured in the following circumstances:

- an individual is at imminent risk of self-harm;
- an individual is at imminent risk of harming another; and/or
- there are reasonable grounds to believe that others in the College or wider community may be at risk of harm.

In such circumstances, information would only be shared with necessary services to prevent harm, and the name of the victim would not be released to the public.

Where the College becomes aware of an allegation of sexual violence by a member of the College community against another member of the College community, the College may also have an obligation to take steps to ensure that the matter is dealt with in order to comply with the College's legal obligation and/or its policies to investigate such allegations. In such cases, certain College administrators will be informed about the reported incident on a "need to know" and confidential basis, but not necessarily of the identities of the persons involved.

## 6. **Defining Sexual Assault and Sexual Violence**

**Sexual assault:** A criminal offence under the *Criminal Code* of Canada. Sexual assault is any type of unwanted sexual act done by one person to another that violates the sexual integrity of the victim and involves a range of behaviours from any unwanted touching to penetration. Sexual assault is characterized by a broad range of behaviours that involve the use of force, threats, or control towards a person, which makes that person feel uncomfortable, distressed, frightened, threatened, or that is carried out in circumstances in which the person has not freely agreed, consented to, or is incapable of consenting to.

**Sexual violence:** A broad term that describes any violence, physical or psychological, carried out through sexual means or by targeting sexuality. This violence takes different forms including sexual abuse and sexual assault.

## Draft Sexual Assault and Sexual Violence Policy and Protocol Template

**Consent:** The voluntary agreement to engage in the sexual activity in question. It is the act of willingly agreeing to engage in specific sexual behaviour, and requires that a person is able to freely choose between two options: yes and no. This means that there must be an understandable exchange of affirmative words which indicates a willingness to participate in mutually agreed upon sexual activity. It is also imperative that everyone understands the following:

- Silence or non-communication must never be interpreted as consent and a person in a state of diminished judgment cannot consent.
- A person is incapable of giving consent if she/he is asleep, unconscious or otherwise unable to communicate.
- A person who has been threatened or coerced (i.e. is not agreeing voluntarily) into engaging in the sexual activity is not consenting to it.
- A person who is drugged is unable to consent.
- A person is usually unable to give consent when she/he is under the influence of alcohol and/or drugs.
- A person may be unable to give consent if she/he has a mental disability.
- The fact that consent was given in the past to a sexual or dating relationship does not mean that consent is deemed to exist for all future sexual activity.
- A person can withdraw consent at any time during the course of a sexual encounter.

It is the responsibility of the initiator of sexual activity to obtain clear and affirmative responses at all stages of sexual engagement.

Consent as defined in the *Criminal Code*:

**Consent:** The voluntary agreement to engage in the sexual activity in question. No consent is obtained, where

- a) the agreement is expressed by the words or conduct of a person other than the complainant;
- b) the complainant is incapable of consenting to the activity;
- c) the accused induces the complainant to engage in the activity by abusing a position of trust, power or authority;
- d) the complainant expresses, by words or conduct, a lack of agreement to engage in the activity;  
or
- e) the complainant, having consented to engage in sexual activity, expresses, by words or conduct, a lack of agreement to continue to engage in the activity.

### **Other Relevant Terms**

**Acquaintance sexual assault:** Sexual contact that is forced, manipulated, or coerced by a partner, friend or acquaintance.

**Age of consent for sexual activity:** The age at which a person can legally consent to sexual activity. In Canada, children under 12 can never legally consent to sexual acts. Sixteen is the legal age of consent for sexual acts. There are variations on the age of consent for adolescents who are close in age between the ages of 12 and 16. Twelve and 13 year-olds can consent to have sex with other youth who are less than 2 years older than themselves. Youth who are 14 and 15 years old may consent to sexual involvement that is mutual with a person who is less than 5 years older. Youths 16 and 17 years old may legally consent to sexual acts with someone who is not in a position of trust or authority.

## Draft Sexual Assault and Sexual Violence Policy and Protocol Template

**Coercion:** In the context of sexual violence, coercion is unreasonable and persistent pressure for sexual activity. Coercion is the use of emotional manipulation, blackmail, threats to family or friends, or the promise of rewards or special treatment, to persuade someone to do something they do not wish to do, such as being sexual or performing particular sexual acts.

**Drug-facilitated sexual assault:** The use of alcohol and/or drugs (prescription or non-prescription) by a perpetrator to control, overpower or subdue a victim for purposes of sexual assault.

**Stalking:** A form of criminal harassment prohibited by the *Criminal Code* of Canada. It involves behaviours that occur on more than one occasion and which collectively instill fear in the victim or threaten the victim/target's safety or mental health. Stalking can also include threats of harm to the target's friends and/or family. These behaviours include, but are not limited to non-consensual communications (face to face, phone, email, social media); threatening or obscene gestures; surveillance; sending unsolicited gifts; "creeping" via social media/cyber-stalking; and uttering threats.

**Survivor:** A survivor is anyone who has experienced sexual assault. Individuals might be more familiar with the term "victim". We use the term survivor because having experienced sexual assault means you've survived something — not that you've been victimized by it.

### 7. Cross References to Other Existing Policies

[College to insert]

## SEXUAL ASSAULT AND SEXUAL VIOLENCE PROTOCOL

### 1. If You Have Experienced Sexual Violence

[TO BE TAILORED BY THE INDIVIDUAL COLLEGE.]

If you have experienced sexual violence, please call [Name of Resource] at: [insert number], and we will assist you by providing all the resources and support you need. If you want to speak to someone directly, please go to: [insert].

It is often difficult to disclose and report incidents of sexual violence. It is entirely up to you if you choose to report the incident; however, we strongly encourage you to do so. A number of other resources are available to you, including:

- [List no more than 3 other resources/contacts here]

Information about these resources is available below; or you can use the link to go directly to the resources [insert link].

Anyone who has experienced sexual violence has the right to:

- be treated with dignity and respect,
- be believed,
- be informed about on- and off-campus services and resources,
- decide whether or not to access available services and to choose those services they feel will be most beneficial,
- decide whether to report to campus security and/or local police,
- have an on-campus investigation with the institution's full cooperation,
- have a safety plan, and
- have reasonable and necessary actions taken to prevent further unwanted contact with the alleged perpetrator(s).

### 2. If You Would like to File a Formal Complaint

[Name of Resource] listed above can also assist you with filing a complaint. If the alleged perpetrator is another member of the College community, you may file a complaint under this Policy.

Individuals who have experienced sexual violence may also wish to press charges under the *Criminal Code*. [Name of Resource] can also assist you with contacting the local Police.

More information on filing a complaint can be found at: Filing a Complaint [insert link]

### 3. What to Do if You Witnessed Sexual Violence

[TO BE TAILORED BY THE INDIVIDUAL COLLEGE.]

If you witness sexual violence, please call [Name of Resource] at: **[insert number]**, and we will assist you by providing all the resources and necessary support. If you want to speak to someone directly, please go to: **[insert]**.

A number of other resources are available to you, including:

- [List no more than 3 other resources/contacts here]

Information about these resources is available below; or you can use the link to go directly to the resources [insert link].

If a member of faculty or staff of the College becomes aware of an allegation of sexual violence against another member of the College community, the faculty or staff is required to report the alleged incident to **[insert position]** immediately.

#### **4. What to Do if Someone Discloses Allegations of Sexual Violence**

A person may choose to confide in someone about an act of sexual violence, such as a student, instructor, teaching assistant, coach, or staff from housing, health, counselling or security. An individual who has experienced sexual violence may also disclose to staff or faculty members when seeking support and/or academic accommodation. A supportive response involves:

- listening without judgement and accepting the disclosure as true;
- communicating that sexual violence is never the responsibility of the victim;
- helping the individual identify and/or access available on- or off-campus services, including emergency medical care and counselling;
- respecting the individual's right to choose the services they feel are most appropriate and to decide whether to report to the police or **[insert name of point of contact]** at **[insert number]**;
- recognizing that disclosing can be traumatic and an individual's ability to recall the events may be limited;
- respecting the individual's choices as to what and how much they disclose about their experience; and
- making every effort to respect confidentiality and anonymity.

If disclosure is made to faculty or staff by a student seeking support or academic accommodation, the faculty or staff should refer the student to the **[insert position]**, and work with the **[insert position]** to ensure that the student receives all necessary academic and other accommodations.

As indicated above, if faculty or staff of the College becomes aware of an allegation of sexual violence against another member of the College community, the faculty or staff is required to report the alleged incident to **[insert position]** immediately.

#### **5. Communicating with Individuals who have Experienced Sexual Violence**

Sensitive and timely communication with individuals who have experienced sexual violence and their family members (when an individual consents to this communication) is a central part of the College's first response to sexual violence. To facilitate communication the College will:

- Ensure that designated staff members in the [**department**] who are knowledgeable about sexual violence, are responsible for advocacy on campus on behalf of staff, students or any other member of the College community who have experienced sexual violence;
- Ensure designated staff members respond in a prompt, compassionate, and personalized fashion; and
- Ensure that the victim is provided with reasonable updates about the status of the College's investigation of the incident when such investigations are undertaken.

## **6. Roles and Responsibilities of the College Community**

While everyone on campus has a role to play in responding to incidents of sexual violence, some campus members will have specific responsibilities which might include:

- On-campus health supports to provide psychological and emotional support, assist with safety planning and make referrals to other services, including medical services;
- Faculty, staff and administrators to facilitate academic accommodations and other academic needs of those who have experience sexual violence;
- Residence staff to facilitate safe living arrangements to the best of our abilities [**NTD: where applicable**];
- Student operated sexual violence services to provide peer supports;
- Human Resources to assist with any incidents relating to staff; and
- Security to assist with investigations and gathering evidence, to implement measures to reduce sexual violence on campus, and to collaborate with local police where appropriate.

Information about these resources is available below; or you can use the link to go directly to the resources [insert link].

## **7. How Will the College Respond to a Report of Sexual Violence?**

Where a complaint of sexual violence has been reported to the College, the College will exercise care to protect and respect the rights of both the complainant and the respondent. The College understands that individuals who have been the victims of sexual violence may wish to control whether and how their experience will be dealt with by the police and/or the College. In most circumstances, the person will retain this control. However, in certain circumstances, the College may be required to initiate an internal investigation and/or inform the police of the need for a criminal investigation, even without the person's consent, if the College believes that the safety of other members of the College community is at risk.

A report of sexual violence may also be referred to the police, or to other community resources at the complainant's request, where the persons involved are not members of the College community or in circumstances where the College is unable to initiate an internal investigation under this Policy.

### **7.1. Where the Respondent is a Student**

Sexual violence is a violation of [**insert name of College's policy**]. It is considered a serious offence and will be addressed in a manner which is consistent with other serious offences. Please see [**insert name of policy or procedure**] for more details on each disciplinary process.

**7.2. Where the Respondent is a member of Faculty or Staff**

Sexual violence is a violation of [insert name College's policy]. Allegations against faculty and staff will be addressed in accordance with the procedures set out in this Policy, and in any applicable collective agreement, and/or other College policies. If the complaint is sustained following an investigation, the College will decide on the appropriate disciplinary actions consistent with any applicable collective agreement and/or policies regarding discipline.

**7.3. Where the Respondent is not a Student, Faculty or Staff**

Contractors, suppliers, volunteers or visitors who attend on campus will be subject to complaints if they engage in prohibited conduct. Where a complaint against the respondent is substantiated, the College will take appropriate action.

All contractual relationships entered into by the College will be governed by a standard contract compliance clause stating that contractors must comply with this Policy and the Ontario *Human Rights Code*, including co-operating in investigations. Breach of the clause may result in penalties, cancellation, or other sanctions.

**7.4. Multiple Proceedings**

Where criminal and/or civil proceedings are commenced in respect of the allegations of sexual violence, the College shall conduct its own independent investigation into such allegations, and will make its own determination in accordance with its policies and procedures. Where there is an ongoing criminal investigation, the College will cooperate with the local police.

**8. Other Resources and Supports Available to You**

[List resources both on-campus and off-campus; information should include a brief overview of the services provided, contact information and hours of operation.]

**9. Related Policies, Procedures and Protocols**

[List related documents such as a Code of Conduct]

## APPENDIX

### Use of the term “Rape” in the context of Sexual Violence

This policy refers to the offence of sexual assault to align with the current offence contained in the *Criminal Code*. The word “rape” is no longer used in criminal statutes in Canada. The term was replaced many years ago to acknowledge that sexual violence is not about sex but is about acts of psychological and physical violence. The term “sexual assault” provides a much broader definition and criminalizes unwanted behaviour such as touching and kissing as well as unwanted oral sex and vaginal and anal intercourse. Although the term no longer has a legal meaning in Canada, the term rape is still commonly used.

### DISPELLING THE MYTHS AND MISCONCEPTIONS ABOUT SEXUAL ASSAULT

Myth	Fact
It wasn't rape, so it wasn't sexual violence.	As outlined above, sexual assault and sexual violence encompasses a broad range of unwanted touching. Any unwanted sexual contact is considered to be sexual violence. A survivor can be severely affected by all forms of sexual violence, including unwanted fondling, rubbing, kissing, or other sexual acts. Many forms of sexual violence involve no physical contact, such as stalking or distributing intimate visual recordings. All of these acts are serious and can be damaging.
Sexual assault can't happen to me or anyone I know.	Sexual assault can and does happen to anyone. People of all socioeconomic and ethnic backgrounds are victims of sexual assault. Young women, Aboriginal women and women with disabilities are at greater risk of experiencing sexual assault.
Sexual assault is most often committed by strangers.	Someone known to the victim, including acquaintances, dating partners, and common-law or married partners, commit approximately 82 per cent of sexual assaults.
Sexual assault is most likely to happen outside in dark, dangerous places.	The majority of sexual assaults happen in private spaces like a residence or private home.
If an individual doesn't report to the police, it wasn't sexual assault.	Just because a victim doesn't report the assault doesn't mean it didn't happen. Fewer than one in ten victims report the crime to the police.
It's not a big deal to have sex with someone while he/she is drunk, stoned or passed out.	If a person is unconscious or incapable of consenting due to the use of alcohol or drugs, he/she cannot legally give consent. Without consent, it is sexual assault.
If the person chose to drink or use drugs, then it isn't considered sexual assault.	This is a prominent misconception about sexual assault. No one can consent while drunk. Some people drink to lose their inhibitions. If you're going to be drinking with a

Myth	Fact
	sweetheart and maybe hooking up later while drunk, discuss boundaries ahead of time, but know that consent can't truly be given in advance.
<p>If the victim didn't scream or fight back, it probably wasn't sexual assault.</p> <p>If the victim does not fight back, the sexual assault is his/her fault.</p>	<p>When an individual is sexually assaulted he/she may become paralyzed with fear and be unable to fight back. The person may be fearful that if he/she struggles, the perpetrator will become more violent. If the person is under the influence of alcohol or drugs, he/she may be incapacitated or unable to resist.</p>
<p>If you didn't say no, it must be your fault.</p>	<p>People who commit sexual assault/abuse are trying to gain power and control over their victim. They want to make it extremely difficult, if not impossible, for their victim to say no. A person does not need to actually say the word "no" to make it clear that he/she did not want to participate.</p>
<p>If a woman isn't crying or visibly upset, it probably wasn't a serious sexual assault.</p>	<p>Every woman responds to the trauma of sexual assault differently. She may cry or she may be calm. She may be silent or very angry. Her behaviour is not an indicator of her experience. It is important not to judge a woman by how she responds to the assault.</p>
<p>If someone does not have obvious physical injuries, like cuts or bruises, he/she probably was not sexually assaulted.</p>	<p>Lack of physical injury does not mean that a person wasn't sexually assaulted. An offender may use threats, weapons, or other coercive actions that do not leave physical marks. The person may have been unconscious or been otherwise incapacitated.</p>
<p>If it really happened, the victim would be able to easily recount all the facts in the proper order.</p>	<p>Shock, fear, embarrassment and distress can all impair memory. Many survivors attempt to minimize or forget the details of the assault as a way of coping with trauma. Memory loss is common when alcohol and/or drugs are involved.</p>
<p>Individuals lie and make up stories about being sexually assaulted; and most reports of sexual assault turn out to be false.</p>	<p>According to Statistics Canada, fewer than one in 10 sexual assault victims report the crime to the police. Less than 2% of sexual assault reports are false, the same false reporting rate as for all other major crimes.</p> <p>The number of false reports for sexual assault is very low, consistent with the number of false reports for other crimes in Canada. Sexual assault carries such a stigma that many people prefer not to report.</p>
<p>Persons with disabilities don't get sexually assaulted.</p>	<p>Individuals with disabilities are at a high risk of</p>

Myth	Fact
	experiencing sexual violence or assault. Those who live with activity limitations are over two times more likely to be victims of sexual assault than those who are able-bodied.
A spouse or significant other cannot sexually assault their partner.	Sexual assault can occur in a married or other intimate partner relationship. The truth is, sexual assault occurs ANY TIME there is not consent for sexual activity of any kind. Being in a relationship does not exclude the possibility of, or justify, sexual assault. A person has the right to say “no” at ANY point.
People who are sexually assaulted “ask for it” by their provocative behaviour or dress.	This statement couldn’t be more hurtful or wrong. Nobody deserves to be sexually assaulted. Someone has deliberately chosen to be violent toward someone else; to not get consent. Nobody asks to be assaulted. Ever. No mode of dress, no amount of alcohol or drugs ingested, no matter what the relationship is between the survivor and the perpetrator or what the survivor’s occupation is, sexual assault is always wrong.
Sexual assault only happens to women	Not true. The majority of sexual assaults are committed against women by men, but people of all genders, from all backgrounds have been/can be assaulted.
Sexual abuse of males is rare.	Estimates show that 1 in 8 men will experience some form of sexual violence during their lifetime. Sexual assault/abuse occurs in every economic, ethnic, age and social group.
If you got aroused or got an erection or ejaculated you must have enjoyed it.	It is normal for your body to react to physical stimulation. Just because you became physically aroused does not mean that you liked it, or wanted it or consented in any way. If you experienced some physical pleasure, this does not take away the fact that sexual abuse happened or the effects or feelings of abuse.



# Sexual Assault and Sexual Violence Protocol for Durham College





# SVP - Consultations

- Sexual Violence Task group of HCTF
- Student Association Board
- Student Affairs teams
- Individual students ID'd by Diversity Office



# SVP – DC Adaptations

- Re-formatted to fit Durham College policies and procedures templates

<b>PROCEDURE TYPE:</b>	Administrative
<b>PROCEDURE TITLE:</b>	Sexual Violence Procedure
<b>PROCEDURE NO.:</b>	ADMIN-244.1
<b>RESPONSIBILITY:</b>	Vice-president, Student Affairs
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	February 2015
<b>REVISED:</b>	
<b>REVIEW DATE:</b>	February 2016



# SVP - Adaptations

## Added Trigger Warning

*This procedure, or pages it links to, contain information about sexual violence and sexual assault which may be triggering to survivors.*



# SVP – Adaptations

- Re-focus on “Sexual Violence” as the broader term that incorporates “Sexual Assault”
- Consent section moved ahead of reporting section
- Clarification of conditions of reporting  
“Reports will maintain the anonymity of the survivor unless the survivor gives signed authorization for their identity to be communicated in the report. [See attached.] Reports are to be filed with the Diversity Office immediately.”



# SVP – Adaptations

- Language changed to be gender neutral
- Appendix on Rape removed to become additional resource on website
- Phone line for first point of contact and referrals identified as DC resource



# SVP – Next Steps

- Continue to work with Colleges Ontario on investigation process and on training resources
- Develop resource video for summer transitions programs
- Develop website with:
  - Internal and External Services and Agencies listing
  - Resource materials
  - Policy and Procedure posted with highlighted terms and phrases that link to information. Examples: Consent; Relationships, Stalking, Substance use, Communicating with a Survivor . . . . .



# SVP – Next Steps

- Engage college policy and procedure consultation and approval process

Implementation of policy and procedure

April 1, 2015

The SCHOOL | COLLEGE | WORK Initiative

# SCWI



SCHOOL | COLLEGE | WORK Initiative: 2014 – 2015



Discover SCHOOL | COLLEGE | WORK at: [www.gotocollege.ca](http://www.gotocollege.ca)

Discover SCHOOL | COLLEGE | WORK at: [www.alleraucollege.ca](http://www.alleraucollege.ca)



Durham College Centre for Success

# School/College /Work Initiative

Ministry of Education

Ministry of Training, Colleges and Universities

Council of Directors of  
Education & College  
Presidents  
Co-Management Team

16 Provincial  
Regional Planning  
Teams

Regional Forums

Activities

Dual Credits

# Our partners:

## Eastern Lakeshore Regional Planning Team



### **Community Colleges:**

- Durham College
- Fleming College
- Loyalist College



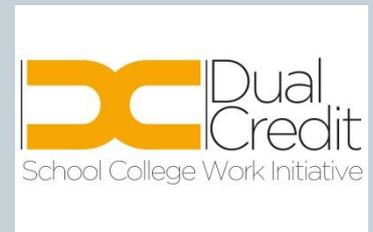
### **School Boards:**

- Durham Catholic District School Board
- Durham District School Board
- Kawartha Pine Ridge District School Board
- Peterborough Victoria Northumberland and Clarington Catholic District School Board
- Trillium Lakelands DSB

# School College Work Initiative



- Began in Ontario in 1997
- Led by Directors of Education and College Presidents
- Mandate: to build and sustain better linkages between the college system and the secondary school system
- Goal: to support expanded and improved transitions by secondary students to college
- Represents 24 colleges and 70 eligible school boards
- Began with wide variety of activities and forums
- Expanded to include DUAL CREDITS in 2005-06



# Dual Credit Programs



- Comprised of college-level courses in which carefully selected secondary school students are enrolled
- Students who meet the college-level standards in these courses are granted Ontario Secondary School Diploma (OSSD) credits as well as college credits that may be used as a transfer credit to most Ontario colleges
- Courses delivered through a variety of approaches including those on college campuses or at secondary schools
- Assist secondary students in the completion of their Ontario Secondary School Diploma and successful transition to college and apprenticeship



# Dual Credit Programs (cont'd)



## 3 Target Groups for Dual Credits:

- **Primary focus** on those students facing the biggest challenges in graduating which includes *disengaged and underachieving students with the potential to succeed but who are at risk of not graduating from high school and students who have left high school before graduating*
- **Specialist High Skills Majors:** students taking a majority of their secondary school credits in a particular career sector
- **Ontario Youth Apprenticeship Programs:** students taking courses in a specific apprenticeship program



# Secondary School Within A College - Centre For Success at Durham College



- Program started at Durham College in 2006
- Involves 4 School board partners enrolling over 300 secondary students per year to attend high school daily on campus at Durham College at both the Whitby & Oshawa campuses
- 10 secondary school classes and teachers on site all year around
- Over 2000 secondary school students have been enrolled in the program since 2006
- 91% Success Rate – completing their college credit
- 75% graduate from high school within 1 semester of this program
- Secondary school students have all the services and privileges as the college students



# Growth in Provincial Dual Credit Programs



<b>2006-2007</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013 - 2014</b>
361 students	3883 students	7570 students	12,200 students	16,100 students	18,584 students	Estimate to exceed 20,000 students



# Growth in Durham College Dual Credit Programs

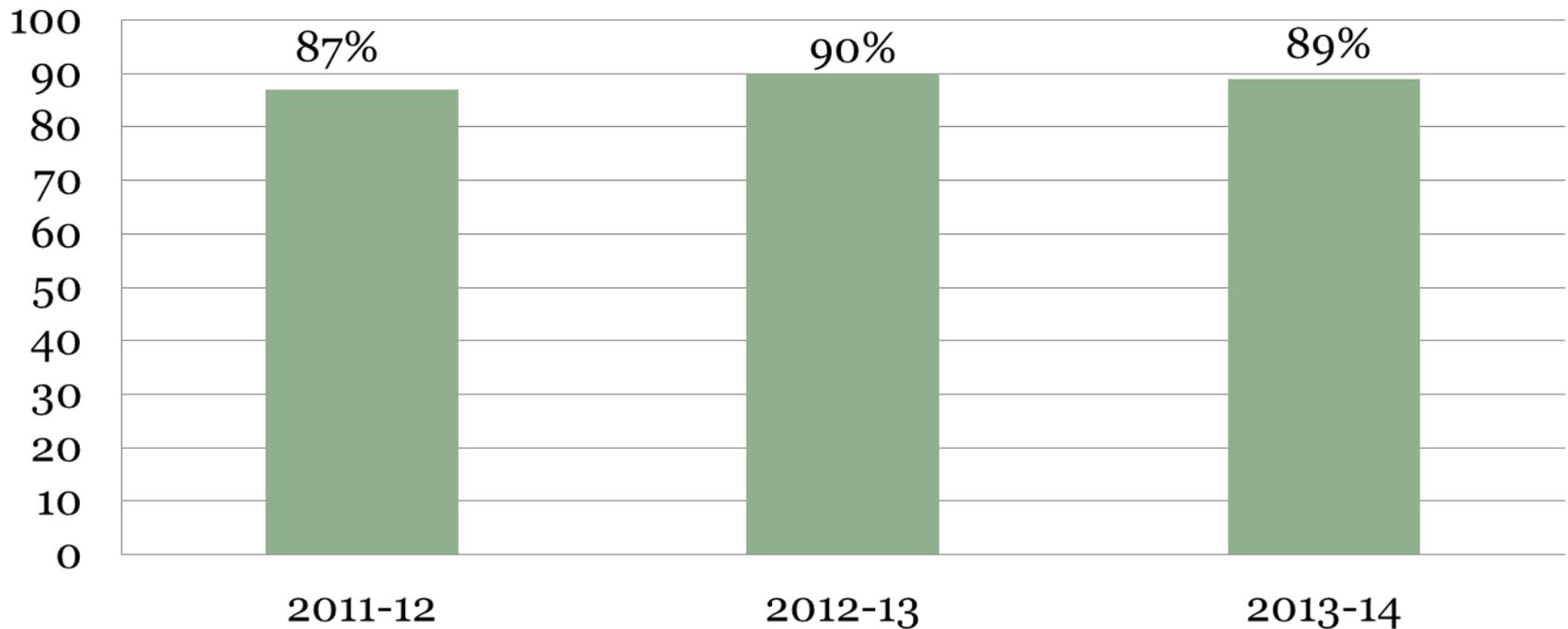


<b>2005 2006</b>	<b>2007 2008</b>	<b>2008 2009</b>	<b>2009 2010</b>	<b>2010 2011</b>	<b>2011 2012</b>	<b>2012 2013</b>	<b>2013 2014</b>	<b>2014 2015</b>	<b>2015 2016</b>
14 students	193 students	256 students	267 students	1086 students	1683 students	1809 students	1756 students	1700 Projected	2000 Proposed
<b># of Dual Credit Students who are now enrolled at Durham College</b>									
N/A	N/A	N/A	N/A	N/A	286	255	TBD	TBD	TBD

# Durham College Student Retention Rates

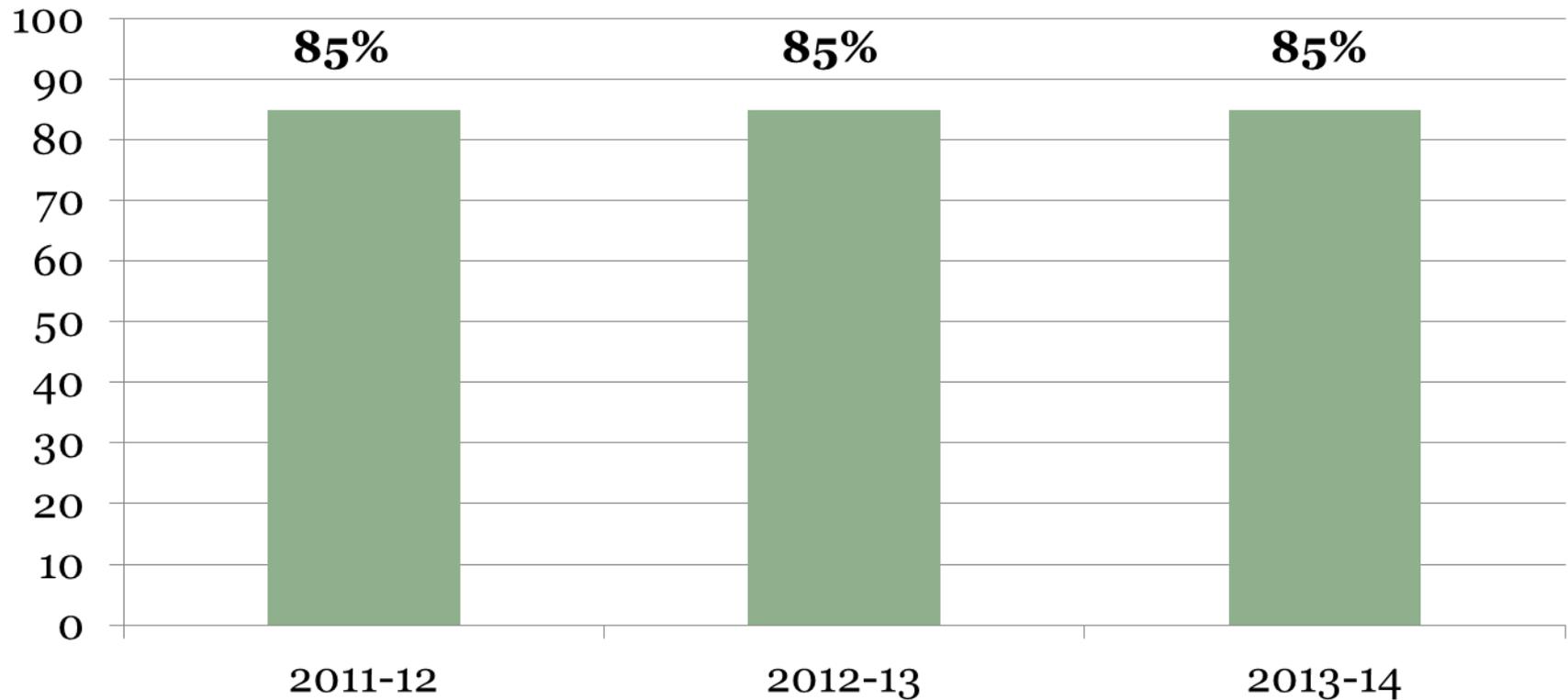


## Percentage of Students Who Started vs. Finished their dual credit



# Durham Student Success Rates

## Dual Credits Attempted vs. Credits Achieved



# To learn more:



Check out the SCWI websites:



[www.earndualcredits.ca](http://www.earndualcredits.ca)

[www.gotocollege.ca](http://www.gotocollege.ca)

[www.scwi.ca](http://www.scwi.ca)

\* Annual Provincial SCWI Symposium:  
May 12, 2015 at Humber College



# Thank You!



QUESTIONS?

CONTACT INFORMATION:

[GAIL.MACKENZIE@DURHAMCOLLEGE.CA](mailto:GAIL.MACKENZIE@DURHAMCOLLEGE.CA)

OFFICE: SIMCOE BUILDING, #1112

PHONE: 905-721-2000 EXT. 2670





# DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS REGULAR MEETING Public Session - MINUTES

**Date:** December 10, 2014  
**Location:** 2nd Floor Classroom, Centre for Food, Whitby Campus

**Members Present:** Ron Chatterton, chair  
Pierre Tremblay, vice-chair  
Doug Allingham  
Dan Borowec  
Nneka Bowen  
Ivan DeJong  
Kevin Dougherty  
Darren Fisher  
Renate Ilse  
Don Lovisa, president (ex-officio)  
Paul Macklin  
Debbie McKee Demczyk  
Heather Quantrill  
Donna Raetsen-Kemp  
Steve Stewart – via telephone  
Doug Wilson

**Members Absent:** Joanne Dykeman

**Staff Present:** Scott Blakey, vice-president, Administration  
Mary Blanchard, associate vice-president, Academic Planning  
Jennifer Clark, board secretary  
Tony Doyle, chief of staff  
Meri Kim Oliver, vice-president, Student Affairs

**Staff Absent:** Nevzat Gurmen, vice-president, Corporate Services & CFO  
Judy Robinson, vice-president, Academic

## 1. CALL TO ORDER

The meeting was called to order at 5:02 p.m.

**2. INTRODUCTION OF GUESTS**

Guests included Carol Beam, executive director, Communications and Marketing; Ryan LePage, president, Student Association; Nancy Martin, director, Continuing Education; Greg Murphy, dean, School of Media, Art and Design; Darin Caron, principal, Whitby Campus and dean, School of Skilled Trades, Apprenticeship and Renewable Energy.

**3. ADDITIONS/DELETIONS TO THE AGENDA**

No changes.

**4. CONFLICT OF INTEREST DECLARATIONS**

Governor McKee Demczyk informed the Board of her lead role in producing the Report-Back to MTCU (Item 14.1); it was not considered to be a conflict of interest. The Board addressed this item right away.

**14. NEW BUSINESS**

**14.1. Endorse 2013-2014 Report Back to MTCU**

Previously titled the *Multi-Year Accountability Agreement (MYAA) Report Back*, the *MTCU 2013-14 Report Back* informs MTCU and the community on the college's performance on the principles of access, quality, and accountability. System-wide performance indicators were selected by MTCU to reflect current government priorities. The *Report Back* demonstrates positive results and improvements especially in regard to graduate employment rate and student retention. Upon approval by the Board, the report will be posted on the college website, providing an opportunity to share highlights and best practices on programs and services with the community. A high-level aggregated report is prepared by MTCU that shows trends.

In response to questions it was noted that although we share a campus with a university, the proportion of Durham College students going on to university is about the same as the system average. The report does not capture the number of university students enrolling in college.

**ACTION** - Obtain a breakdown of the Report-Back to MTCU at a regional level.

Moved by Governor Dougherty

Seconded by Governor Tremblay

**THAT the Board of Governors receives the 2013-14 Report Back for information as presented.**

CARRIED.

**5. PRESENTATIONS**

**5.1. Experience DC Marketing Campaign (Our Business)**

C. Beam outlined the Experience marketing program and its results to date. Fourteen Durham College students with very diverse backgrounds were recruited to share their experience at college through social media and to interact with secondary school students and the public at college events highly visible signage has been placed in high-traffic areas including public transit buses, shelters, and stations. In addition to its focus on Durham and the surrounding region, it is also aligned with the International Office through the diversity of countries of origin of a number of the team members; their experiences provide promotional material for those specific international markets. The campaign has had an early impact on applications with substantial increases from Peterborough and solid increases from Durham Region. Uptake has been flat in the GTA and number of applications from York Region has dropped.

In response to questions it was noted that the Team includes mature students; students receive substantial training and are accountable as part-time college employees; the program will be assessed and refined for next year; York was included to build the brand over the longer term. It was noted that this initiative is a goal in the business plan and that it was very well executed.

**6. CONSENT AGENDA**

The following items were addressed through the Consent Agenda:

- 7. Minutes of the October 8, 2014 meeting of the Board, public session  
**THAT the minutes of the October 8, 2014 Board of Governors meeting, public session, be approved as read.**
- 11. President's Report (Durham College and Committee of Presidents)
- 12 - Committee Reports – none
- 13.1 Program Advisory committee Minutes  
**THAT the Durham College Board of Governors receives minutes summaries of 31 PAC meetings held between September 23 and November 20, 2014 for information.**
- 14.4 Aligning Timing of Strategic Plan and Strategic mandate Agreement Renewal  
**THAT the Board of Governors approves the extension of the 2013-2016 Strategic Plan to 2017.**

Moved By Governor DeJong

Seconded By Governor Tremblay

**THAT the Board of Governors approves the consent agenda as presented.**

CARRIED.

**7. APPROVAL OF MINUTES OF THE BOARD OF GOVERNORS MEETING of October 8, 2014**

Approved under the Consent Agenda.

## **8. ACTIONS ARISING FROM PREVIOUS MINUTES**

### **8.1. Notice of upcoming events**

In response to a request for advance notice of college activities and events at/for which governors' presence or assistance in promoting would provide strategic benefit, various college calendars, such as, but not limited to external relations and the president's office are reviewed prior to each meeting of the Board. For limited-seating events, consideration is given to governors' areas of expertise, networks, geography and other similar features when alerting or inviting them to events. A large number of events are initiated by schools and programs; the President's Office is not aware of all of them.

## **9. CHAIR'S REPORT**

New governors, chair, vice-chair and some members of DCLT attended the Higher Education Summit and the pre-conference good governance seminars and found both to be very useful. Chair and president also attended Colleges Day at Queen's Park which provided the opportunity to speak with the premier and a number of MPPs.

## **10. CO-POPULOUS GOVERNORS' REPORT**

UOIT representatives attended the Council of Ontario Universities annual conference in November. Key topics included study of a sustainable financial model for the university network, collaborations with industry on research and development, and student mental health, in particular intervention and prevention for "at-risk" students.

Board meeting and retreat also held in November. Primary focus was on the potential impact of disruptive technological change on the learning process. Implications for the university include understanding infrastructure needs as remote teaching and learning options advance, the need for greater international collaboration, evolution of new disciplines of study, and strategies for coping and thriving in this new environment. Robust discussion ensued regarding potentially radically different models for higher education in the future and the short- and long-term aspects of the Campus Master Plan.

**ACTION** – Governor Tremblay to provide name of video shown at UOIT Board Retreat; consider for discussion at DC Board Retreat.

## **12. COMMITTEE REPORTS**

No committee reports.

## **13. CONTINUING BUSINESS**

### **13.1 Program Advisory committee Minutes (Our Students)**

Received under the Consent Agenda.

### **13.2. First DC Degree - Submission to MTCU (Our Students)**

M. Blanchard summarized the degree submission process for the Bachelor of Health Care Technology Management degree, noting that it is a significant milestone for the College. Preparation has taken over two years, with input from across the college and from external experts. It builds on existing expertise and on the Strategic Mandate Agreement (SMA). Key elements are demonstration of our capacity to deliver, expertise of our faculty and their ability to support the teaching and degree development, program content and rigor, and, sufficiently mature program evaluation processes.

In response to questions, it was noted that standards for degrees are established by the Postsecondary Education Quality Assessment Board (PEQAB); colleges were granted the right to offer degrees 12 years ago; some colleges applied right away, but Durham did not. MTCU appoints a committee including discipline experts to review the submission, visit the college and ensure that the college can deliver. The aim of new college degrees is to fill a void in the provincial education system. MTCU grants the final approval. The Board held a generative session on granting degrees about four years ago; subsequently a detailed course of study for the degree program was presented to the Board for endorsement. The proposal submitted to the Ministry is the outcome of those discussions and presentations.

## **14. NEW BUSINESS**

### **14.2. New Program Approvals (Our Students)**

Highlights of new programs and gaps they are addressing were summarized.

Moved By Governor Dougherty

Seconded By Governor Bowen

**THAT the Durham College Board of Governors approves the postsecondary programs of instruction for the Interactive Media Management, Advanced Filmmaking, Investigative Journalism and Documentary Production, and Perioperative Nursing programs.**

CARRIED.

### **14.3. Student Association Audited Financial Statements and Business Plan**

As per the agreement between the college and Student Association (SA) signed in September 2014, the SA's audited financial statements for the previous fiscal year and operating budget for the current year were presented to the Board for the first time. Attention was drawn to the SA's large surplus; the current executive is giving thoughtful consideration to its strategic use. New legislation preventing tobacco sales on campus will significantly affect revenue. SA staff are unionizing. Previously, the SA has operated campus sports. These are now operated by the college; impact of this on fee collection

process is yet to be determined. Other key items for SA attention include renewal of Student Centre contract and search for a new health insurance provider.

**ACTION:** Plan to provide a presentation on the purpose of the SA, its responsibilities and contributions at a future meeting of the Durham College Board.

Moved By Governor Dougherty

Seconded By Governor Tremblay

**THAT the Durham College Board of Governors accepts the Student Association's audited financial statements for 2013-2014 and budget for 2014-2015 as partial fulfilment of the Agreement between Durham College and the SA signed in September 2014.**

CARRIED.

**15. OTHER BUSINESS**

None.

**16. INQUIRIES AND COMMUNICATIONS**

Publications featuring Durham College, a number of thank-you notes and Christmas cards were circulated.

**17. UPCOMING EVENTS**

The Scholarship Ceremony and Reception is confirmed for January 12; invitations will be sent. Durham College Night with the Oshawa Generals is January 30 at the GM Centre; tickets are required; the event usually sells out. The Holiday Food Drive is underway; hamper packing and delivery will be conducted on December 21 in the CRWC; all are welcome to help. Appreciate was expressed to Governor Dougherty and his spouse for leading this drive for the past eight years.

**18. 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.

Moved By Governor Wilson

Seconded By Governor DeJong

**THAT the Durham College Board of Governors move in-camera to address 9 items of business after a 5 minute recess.**

CARRIED.

The meeting recessed at 6:41 p.m.

**19. ADJOURNMENT**

The meeting returned to public session at 6:54 p.m.

Moved by Governor Fisher

Seconded By Governor Wilson

**THAT the December 10, 2015 meeting of the Board of Governors adjourns.**

**CARRIED.**

The meeting adjourned at 6:54 p.m.

Ron Chatterton, chair



Jennifer Clark, secretary

## Our Students

### Students Get Fit at Whitby Campus

December 2014



Students at Whitby Campus now have a fitness facility of their own. Nearly 2,000 square feet, the facility offers state-of-the-art cardio, strength and free weight equipment, HD TV cardio theatre on all cardio machines, full showers, change rooms and lockers.

### Students and Donors Recognized

January 2015



Durham College hosted a student and donor recognition evening at the Centre for Food in appreciation of the college's generous donors and hard-working scholarship and bursary recipients. Donors had a chance to meet over 150 student recipients. The Durham College Scholarship program recognizes academic excellence by providing in-course scholarships to the top two students in each diploma program. In 2014, 220 students were recognized for their academic excellence, along with 140 students who benefitted thanks to the generosity of individual and corporate donors.

### Fifth Estate Journalist Inspires Students

January 2015



Award-winning CBC journalist Linden MacIntyre spoke to journalism students, sharing his experiences and media wisdom. Mr. MacIntyre, who spent 24 years on CBC's The Fifth Estate before retiring last year, is the winner of nine Gemini Awards, including three Gordon Sinclair Awards, given to Canada's best overall broadcast journalist.

### Students Celebrate Academic Achievement

January 2015



The Centre for Success Program celebrated the academic achievement of 130 students in the School College Work Initiative. This initiative helps students who were experiencing difficulties graduating from secondary school complete their diploma by engaging them in a college environment as well as demonstrating that they can be successful in post-secondary education. The project, which boosts an average 92-per cent success rate, has grown significantly over the years from the first pilot project in 2006 with 14 students to the current program that will see over 300 students enrolled between September and June 2015 at both the Oshawa and Whitby campuses.

## Our People

### DC Wins Six Educational Digital Marketing Awards December 2014



The Communications and Marketing department won six Education Digital Marketing Awards (EDMA), presented by the Higher Education Marketing Report. The awards were for the Go to DC microsite, 2013-2014 Annual Report, 2015-2016 College Guide, and the Experience DC social media campaign. Winners were selected by a national panel of industry specialists who reviewed each piece to judge creativity, marketing execution, message impact, technology application and innovation content.

### Anna De Grauwe Presented "The Creative Content Delivery Award" December 2015



Anna De Grauwe with the Career Services team received "The Creative Content Delivery Award" at the Orbis Communications Learning and Training Symposium. Anna received this honour for creating user-friendly resources and introducing a significant amount of career content on the college's Hired portal. The Awards committee shared with the symposium delegates that

Hired actively captivates its audience with content that provides insightful information and relevant resources for all users of the system.

## Our Business

### DC Welcomes Health Minister Rona Ambrose December 2014



Rona Ambrose, Federal Minister of Health, along with MP Pat Perkins and Minister of Veterans Affairs Erin O'Toole visited Durham College and met with the School of Health and Community Services for a discussion regarding the college's range of clinical-focused health programs. The minister also learned about the two residential homes at the Whitby Campus that are used across multiple programs to provide students with hands-on experiences.

### Canadian Nursery Landscape Association Visits Centre for Food January 2015



The Board of Directors of the Canadian Nursery Landscape Association (CNLA) gathered together at the Centre for Food for a tour and dinner as part of their national winter meetings in Toronto. Senior business leaders and committee representatives from across the country in the landscape industry plus the provincial association learned about specific programs and the exciting opportunities offered at the Centre.

## Our Community

### 172 Families Benefit From Campus Holiday Food Drive

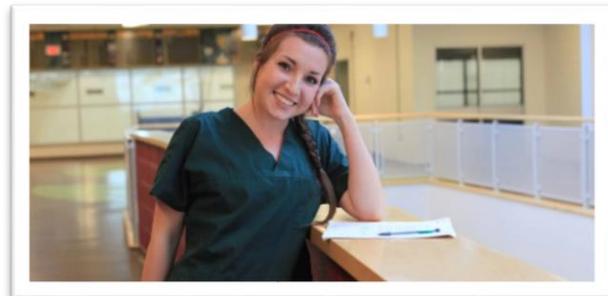
December 2014



The Durham College and UOIT campus Holiday Food Drive committee reported a record year in fundraising with \$42,000 raised to create hampers and financial assistance packages to help students and families, including 218 children. Financial donations and non-perishable food items were collected during November and December and several fundraising events and initiatives were held on campus.

### New Kids Fine Motor Clinic at Durham College

January 2015



Students in the Occupational Therapist Assistant/Physiotherapist Assistant (OTA/PTA) program will experience hands-on learning by providing fine motor intervention to groups of children with fine motor delays, through the new DC Kids clinic. The clinic is operating in partnership with Grandview Children's Centre. The DC Kids clinic will see students lead weekly treatment sessions under the direct supervision of an occupational therapist (OT), for children between the ages of four and 10 who may benefit from fine motor therapy.

### First Lego League Draws Attention to Durham College

January 2015



With 10 media outlets covering the event, both Durham College and UOIT were featured as they co-hosted nearly 400 students (ages nine to 14), more than 1,000 parents, siblings and coaches, and 200 volunteers, judges, and referees for the First Lego League FLL competition. The competition encourages students to apply math and science concepts to research, design, build and program autonomous robots using LEGO Mindstorms software. This year's project mission was to find a better or more innovative way to help someone learn. Competitors chose a topic, designed their FLL World Class question, created their solution and then presented for the judges.



Jan. 27, 2015

**Summary of Committee of Presidents' meeting  
Jan. 26, 2015**

**Decision items:**

**Policy on sexual assault**

The Committee of Presidents (COP) has endorsed the framework for a sexual assault policy and protocol template to be used at each college. The materials were developed by the sector's Sexual Assault Task Force and the goal is to have the policy publicly available at each Ontario college by the end of March.

The policy can be tailored to address local circumstances. Over the next two months, colleges will be consulting with a variety of stakeholders including student groups and individual students, the Ontario Women's Directorate, the Ministry of Training, Colleges and Universities, the committees of college vice-presidents, OPSEU and others.

The framework will be made publicly available in early February, with a provision that it could still be amended through the consultation process.

The Ontario government is also consulting on sexual assault policies that will have a wider reach through a number of sectors. Premier Kathleen Wynne is expected to announce a provincial action plan on March 8, which is International Women's Day.

**Apprenticeship reform**

The presidents voted to have Colleges Ontario create a submission to government and a supporting advocacy strategy to pursue improvements to apprenticeship training in the province.

The decision followed a report from the sector's task force on apprenticeship, which is co-chaired by Fanshawe College president Peter Devlin and Conestoga College president John Tibbits. The task force explored a number of areas that need to be addressed to help more people get access to effective apprenticeship training.

The task force is recommending that Ontario colleges play a greater role in the administration of apprenticeship training. This would include having the colleges run a centralized system for applications to apprenticeship training (similar to the centralized application service for other college programs) so that people seeking to become apprentices know where to apply.

Other recommendations include the development of an online diploma program to help people who have trained as apprentices learn to be entrepreneurs, proposals to improve the funding for in-class training, exploring opportunities for colleges to work more closely with the Ontario College of Trades, and a recommendation that the federal government allocate a small portion of its Canada Job Grant funding towards the colleges' costs for apprenticeship training.

The recommendations will be incorporated into a formal submission to government. Premier Kathleen Wynne and other government officials have said that reforming the apprenticeship system is a priority for the government.

### **Section 28 approvals under the Financial Administration Act**

The presidents discussed the challenges that colleges continue to face to meet the provincial government's approval process for contracts.

As Crown agencies under provincial legislation, Ontario's public colleges are required to seek Ministry of Finance approval for any expenditure that could increase the province's liabilities.

The requirement falls under Section 28 of the Financial Administration Act. Although that requirement has been in place for years, the government announced in 2013 that it was calling for strict adherence to the requirement. This could mean potential delays for colleges for a range of contracts that might be covered by the act.

The presidents voted to have Colleges Ontario continue to explore a framework with government that might streamline the approval process.

The sector will also get a legal opinion on the full range of benefits and costs associated with the colleges' current status as Crown agencies. COP will review the developments on the Section 28 issue at a subsequent meeting in the spring.

### **Discussion items:**

#### **Colleges Ontario's strategic plan**

Presidents reviewed a full-text version of the sector's strategic plan for 2015-18, which will be publicly released in April. The plan describes the vision, mission, values, strategic directions and goals for the sector that were set by presidents at their strategic retreat in November.

The strategic directions for the sector are:

1. Developing the next generation of innovators and entrepreneurs.
2. Investing in teaching and learning excellence.
3. Providing the right training and credentials for tomorrow's labour force.

4. Increasing opportunities for student success.
5. Providing strong community leadership.

The plan also highlights the sector's achievements to date in each of those areas. During the COP meeting, presidents discussed proposed changes to the document and will be providing further feedback to Colleges Ontario over the next few weeks.

### **Stand-alone nursing degrees at colleges**

Linda Franklin, the president and CEO of Colleges Ontario, provided an update on the sector's lobbying for the option to offer stand-alone nursing degrees at colleges.

The sector released a report in January, called *Opening Doors to Nursing Degrees: Time for Action*, which highlighted the reasons why the colleges are seeking approval for changes that would allow interested colleges to offer stand-alone nursing degree programs.

Currently, nursing degree programs at colleges must be offered jointly with universities. However, consultants for the provincial government have said there are some colleges that are ready or near-ready to offer their own programs and there is an implementation plan to ensure a smooth transition. Stand-alone nursing degree programs at colleges would be more efficient for many students and would help attract a more diverse population to the health-care workforce.

The colleges would be looking at a phased-in approach that would ensure the implications of any changes are understood and addressed. Colleges Ontario has been meeting with leaders in the health-care field to review the proposals.

In a separate part of the COP meeting with officials from the Ministry of Training, Colleges and Universities, deputy minister Deborah Newman spoke about the government's consultations on post-secondary credentials in Ontario.

She said the ministry expects to be assessing reports from consultants that explore a number of issues, including the proposal that colleges be allowed to offer three-year degree programs. She said the proposal on stand-alone nursing degrees would be assessed as part of that process.

### **2015 Ontario Budget**

Deborah Newman, the deputy minister of training, colleges and universities, spoke with presidents about the college sector's submission for the 2015 Ontario Budget.

She said all ministries in government are currently involved in a program review to determine which ministry programs are effective. She praised the college sector's efforts to achieve efficiencies through collaborative efforts such as collective bargaining and said she recognized there is a divergence among colleges when it comes to their fiscal health.

Newman said the government is reviewing submissions for capital expansions in the post-secondary sector. She said up to three projects could be approved, depending on the strength of the business case. She said the ministry will have recommendations in preparation for the spring budget.

The college sector's submission for the 2015 Ontario Budget was sent to government in December. It calls for improvements to operating and capital funding, and for targeted funds for areas such as support for at-risk students and for programs to help more graduates make a successful transition to the workforce.

David Agnew, the chair of Colleges Ontario and president of Seneca College, reminded the ministry officials that every college is facing fiscal challenges. He said colleges are staying afloat because of revenues from international students and policies that make it more difficult to attract international students will affect the colleges.

### **Pathways for accounting students**

Joy McKinnon, the vice-president, academic at Seneca College, spoke to the presidents about some of the issues for colleges as a result of the merger of Ontario's accounting bodies.

Last year, the Certified General Accountants of Ontario, the Chartered Professional Accountants of Ontario and the Institute of Chartered Accountants of Ontario agreed to merge into one body, the Chartered Professional Accountants Ontario (CPAO). As part of the merger, the new body has introduced a single certification program.

The colleges' vice-presidents, academic, and the heads of business are meeting with CPAO representatives to discuss how the changes might affect college accounting programs.



**COLLEGES**  
**ONTARIO**

**Apprenticeship Task Force Report  
To COP  
January 2015**

# Introduction

- COP requested that the system review and renew its reform agenda for the apprenticeship system.
- Apprenticeship reform task force established with representatives of presidents, vice-presidents, academic and deans/directors of apprenticeship
- In 2009, the college sector released its vision for apprenticeship and the following recommendations build upon that policy submission.
- The sector's 2015-16 budget submission addressed the fiscal issues facing apprenticeship delivery.
- Premier appears interested in apprenticeship reform.

# Context

- There continues to be a need to raise the profile and reputation of the trades throughout Ontario.
- Improving apprenticeship completion rates is needed and is a very high priority for the government.
- The fiscal sustainability of apprenticeship programs is increasingly in question by colleges.
- Colleges have been pushing for a larger role in leading and managing apprenticeship in-school training.
- The College of Trades is now a critically important stakeholder/regulator.

# Task Force Recommendations:

## Overall goals for apprenticeship

1. Ontario's apprenticeship system should address skills shortages and contribute to innovative, high-performance workplaces that enhance competitiveness.
2. The skilled trades should be regarded as a highly valued and accessible career option, with trade certification gaining comparable recognition to other postsecondary credentials.
3. More apprentices should complete their programs.
4. Many more employers should train apprentices.

# Recommendations: Apprentice access, success and completion

Colleges require targeted funding to enable them to adapt proven postsecondary student success and employer involvement strategies to apprenticeship programs:

- Apprenticeship marketing and recruitment
- Formal assessment and student support services
- Trades foundation programs and/or courses
- Helping apprentices find employers
- Offering C of Q pre-exam refresher courses

# Recommendations: Flexible and effective pathways

1. Graduates from postsecondary programs with the same occupational goals should be able to obtain automatic appropriate exemptions from apprenticeship in-school training.
2. The VPAs should be asked to assess the potential for Ontario colleges to develop and offer a college-based online diploma program for journeypersons to develop entrepreneurial and supervisory skills (with in-class instruction choices as options for individual colleges).

# Recommendations: OCAS role

OCAS in collaboration with colleges, MTCU and the Ontario College of Trades (OCOT) should create a one-stop-portal

1. Apprentices would apply through OCAS to attend college in-school apprenticeship training.
2. Individuals could also apply through OCAS for pre-apprenticeship programs.
3. Apprentices and their employers would complete online their Registered Training Agreements (transfer from MTCU) through the OCAS website, and immediately complete online their OCOT Member Application Forms and pay their OCOT fees.

# Recommendations: global funding allocation model

1. Replace the seat purchase plan with an operating funding allocation process which provides each college with global annual funding for apprenticeship training.
2. Allocate equipment funding on a multi-year basis to improve effectiveness.
3. Strengthen colleges' capacity to do longer-term planning by transferring the scheduling responsibilities to colleges.

# Options: Fiscal sustainability in a quality learning environment

## Ontario should

1. Increase the classroom fee by \$8 per day over two years.
2. Raise the per diem for specific trades whose costs significantly exceed revenues.
3. Consider an Ontario training tax to incent employers to train and to collect revenues for skills development and apprenticeship training.
4. Establish an MTCU-colleges joint task force to review the long-term fiscal sustainability of college apprenticeship programs.

## The federal government should

Allocate a small portion of the Canada Job Grant funds to support college incurred costs for apprenticeship delivery.

# Next steps

- The Task Force will finalize a formal submission on behalf of the Committee of Presidents.
- Colleges Ontario will prepare and implement an advocacy plan based on the recommendations in the final submission.

# Apprenticeship Task Force Members

Peter Devlin, Fanshawe, Co-Chair  
John Tibbits, Conestoga, Co-Chair  
Don Lovisa, Durham

Claude Brule, Algonquin  
Piero Cherubini, Mohawk  
Marguerite Donohue, Canadore

Denis Brouillette, Boreal  
Ann Drennan, Loyalist  
Colin Kirkwood, Sault  
Alan Reid, Sheridan

Linda Franklin, Colleges Ontario  
Bill Summers, Colleges Ontario  
John Hoicka, Colleges Ontario

Public Governance Review Committee Report No. 2 of 2014-2015  
to the Durham College Board of Governors for consideration at its  
public meeting held February 11, 2015

THE GOVERNANCE REVIEW COMMITTEE, AS A RESULT OF ITS MEETING  
HELD ON JANUARY 19, 2015 REPORTS AND RECOMMENDS AS  
FOLLOWS:

**1. Updates to Board Policies**

The committee received a presentation on S.M.A.R.T. goals (specific, measurable, achievable, results-focused and time-bound) that informed discussion regarding the policy on Assessing the President's Performance. Use of the Performance Plan Scorecard shown during the presentation and more opportunity for qualitative assessment will be incorporated into the president's future performance plans. The Committee also reviewed the Board policies on:

- Delegation to the President
- Emergency Executive Succession
- Committee Principles

**The Committee recommends approval by the Board of Governors of the updates to these four policies as shown in Schedule 1 attached to this report.**

The Committee reviewed and endorses the amendments to the policy on Election of Board Officers, attached as Schedule 2, subject to input and endorsement by the vice-chair and the Nominating Committee.

**2. New Policy - Integrated Risk Management Framework**

With endorsement of the new policy by the Audit and Finance Committee, **the Committee recommends approval by the Board of Governors of the Board policy on Integrated Risk Management Framework** attached as Schedule 3.

**3. Leave of Absence Policy**

Significant research was undertaken informing development of a discussion draft of a Leave of Absence Policy. "Leave of absence" is defined as a period of time during a member's term of service on the board of governors during which the member will not be participating in or monitoring board or committee work. The period of time under consideration would encompass three consecutive regular meetings of the Board.

Only two other Ontario colleges are known to provide for leaves of absence from the Board. One grants leaves at the discretion of the chair, the other at the discretion of the Board; both are only to be used in "exceptional circumstances". It was noted that an approved leave does not relieve a Governor of his or her legal duties; a governor absent

Public Governance Review Committee Report No. 2 of 2014-2015  
to the Durham College Board of Governors for consideration at its  
public meeting held February 11, 2015

from a meeting is deemed to have consented to resolutions approved by the Board at the meeting unless they have notified the Board of their dissent within 7 days of learning of the decision. The Committee requested that Board orientation documentation be updated to include this information. The Board has authority to grant leaves only to the governors it has appointed directly; approval of leaves of absence for other directors would have to be sought by the appointing/electing entities.

Recommendations from governance experts is to require governors to resign if they are not able to attend to their duties as a governor for a period of time encompassing three consecutive regular meetings of the Board. Additional information regarding the effect of human rights legislation in circumstances arising from significant health issues was requested and will be considered before a decision is made.

All of which is respectfully submitted,

Renate Ilse, chair  
Governance Review Committee  
January 19, 2015

## **BOARD POLICIES**

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### **POLICY TYPE: Board-President Relationship**

### **POLICY TITLE: Assessing the President's Performance**

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#### **BACKGROUND**

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

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

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

#### **POLICY STATEMENT**

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

1. The Board clearly defines its expectations of the President through Board policy. Assessment of the President's performance shall be based on the College's achievement towards Board policies and strategic direction, business plan and general college operations. (MBPD 1.0)
2. Regular feedback between the Board Chair and the President will provide informal, ongoing assessment of organizational results. The annual performance review provides a formal opportunity to assess and record achievement of goals, establish action plans and make performance adjustments as necessary.

3. The President shall enter into a formal President's Performance Agreement.
4. The employment performance of the College President will be formally reviewed and evaluated on completion of six months in office, and based on the fiscal year thereafter.
5. As per the annual "President's Performance Management Program" the first review shall be conducted in mid-year and the second at fiscal **yearend**. At mid-year the President will provide the Board Chair/Executive Committee with a brief written summary of progress against established goals, as aligned with Board policy. At year end the President will provide the Board Chair/Executive Committee with a formal written summary of progress of goals, operational effectiveness, application of key competencies, achieved "Outcomes" Policies, **commentary on response to recommendations from previous reviews**, and compliance with Executive Limitations Policies.
6. The Board of Governors is solely responsible for assessing the performance of the President and as such the Chair of the Board will ensure that members of the Board have an opportunity to provide input to the Executive Committee as part of this process. The formal evaluation process will be conducted by the Board Chair/Board Executive Committee, according to the "President's Performance Management Program". This performance management process is intended to provide an effective method for establishing and evaluating the performance of the President. This process also provides a method for linking performance directly to compensation.
7. Mid-year monitoring shall require a brief written progress summary from the President (**October/** November).
8. Year-end monitoring shall require a formal written progress summary from the President (March/April). **An annual feedback survey will be completed by members of the Board of Governors**. A **360°** feedback survey will be conducted **with external stakeholders at the end of the president's first year of service and every second third year thereafter**.
9. As the President is continuously accountable to the Board for organizational performance, informal appraisal of the performance of the President may be provided regularly by the Board through Board meeting discussions.

## MONITORING

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

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~~Rev #1: Approved by the Board of Governors April 14, 2010~~

~~Rev #2: Approved by the Board of Directors February 12, 2011~~

~~Rev #3: Approved by the Board of Directors February 8, 2012~~

**EFFECTIVE DATE: February 11, 2015 (assuming Board approval)** Review Date: January 1, 2015**2018** Related Documents: President's Performance Management Program; DC By-Law #1; MBPD 1.0: Governance and Accountability, Board-President Relations

## BOARD POLICIES

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**POLICY TYPE: Board-President Relationship**

**POLICY TITLE: Delegation to the President**

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### BACKGROUND

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

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

### POLICY STATEMENT

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

1. Any Board authority that is delegated to staff is done exclusively through the President.
2. Executive Limitations policies constrain the President to act within acceptable boundaries of prudence, ethics and legality and other limits established by the Board.
3. The President is authorized to establish practices, make all decisions, take all actions and develop all activities on behalf of the College, as long as they are consistent with reasonable interpretation of Board "Outcomes" policy.
4. Only duly approved policies and duly passed motions by the Board are binding on the President. Only decisions of the Board acting as a body are binding on the President.

### MONITORING:

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

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~~Rev #1: Approved by the Board of Governors February 10, 2010~~

~~Rev #2: Approved by the Board of Directors February 8, 2012~~

**EFFECTIVE DATE: (tentatively) February 11, 2015** REVIEW DATE: January 1, 2015**2018**

Related Documents: DC By-Law #1 (section 13)

## BOARD POLICIES

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**POLICY TYPE: Executive Limitations**

**POLICY TITLE: Emergency Executive Succession**

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### BACKGROUND

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

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

### POLICY STATEMENT

- 1 To protect the Board from the sudden loss of chief executive services, the President will ensure that at least two other members of the senior management team are familiar with Board and presidential issues and processes and capable of functioning effectively as Acting President on an interim basis until the President can resume his/her duties, or a new president is appointed.
2. If it becomes necessary for the Board to appoint an Acting President, the Board is not limited to the candidates identified by the President.
3. When the President has planned absences longer than the normal vacation period, the President will make a recommendation to the Board concerning who should act for the President. The President and the Board will agree on the selection for Acting President.
4. If the Board determines that the President is unable to perform his/her duties and responsibilities, the Board may appoint an Acting President. Any "interim President" appointed by the Board will be referred to as the Acting President.
5. If an emergent succession situation arises, the Executive Committee shall recommend to the Board the composition of a Presidential Search Committee, as required, to conduct a search and recommend the appointment of a President.

**MONITORING:**

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

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~~Rev #1: Approved by the Board of Governors April 14, 2010~~

~~Rev #2: Approved by the Board of Directors February 8, 2012~~

**EFFECTIVE DATE: (tentative) February 11, 2015**  
**20152018**

Review Date: January 1,

## BOARD POLICY

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**POLICY TYPE: Governance Process**

**POLICY TITLE: Committee Principles**

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### BACKGROUND

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

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

### POLICY

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

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

### TERM

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

## MONITORING

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

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EFFECTIVE DATE: ~~November 9, 2014~~ February 11, 2015 (assuming approval by the Board)  
REVIEW DATE: January 1, ~~2015~~2018

## **BOARD POLICIES**

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**POLICY TYPE: Governance Process**

**POLICY TITLE: Election of Board Officers**

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### **BACKGROUND**

Ontario Colleges of Applied Arts and Technology Act, 2002 Section 4(2) states the Board of Governors shall, in accordance with its by-laws, annually or every two years elect a chair and vice-chair from among its members appointed under subsection 4 (2) and the chair and vice-chair are eligible for re-election. (O. Reg. 34/03, s. 5 (2).)

This policy aligns with Durham College By-law 1, Section 8: Election of Officers.

The Joint University of Ontario Institute of Technology (UOIT) – Durham College Procedure on Appointment of Co-Populous Members states that only external members of the Boards are eligible to serve as co-populous governors. Service as a co-populous governor requires full participation as a governor on both the Durham College and UOIT Boards. This service can be sequential or contemporaneous.

### **POLICY**

Board officers shall consist of the chair, the vice-chair, the president, the board secretary and the chief financial officer and any other individual that the Board may appoint from time to time.

The chair and vice-chair shall be elected on an annual basis, (OCAATA Sec 4(2)) while the secretary, chief financial officer and any other Board officers are appointed by the Board by means of resolution. (Durham College By-law #1)

### **Terms and Eligibility**

The chair and vice-chair positions for the Durham College Board of Governors are for one-year renewable terms, effective on the first day of July of each year.

The chair and vice-chair shall be elected from the Board's external members

The chair and vice-chair shall be eligible for re-election.

Due to the heavy demands by both Durham College and UOIT on co-populous governors serving the college and university contemporaneously, and to enable ~~vice-chairs and~~ chairs to devote their attention, energy and commitment to the college, ~~vice-chairs and~~ chairs shall be

excluded from contemporaneous co-populous service. For the same reasons, it is recommended but not required that vice-chairs be excluded from contemporaneous co-populous service.

Desirable attributes of chairs and vice-chairs include:

- Proven leadership skills;
- Excellent strategic and facilitation skills;
- Proven ability to influence and achieve consensus;
- Proven ability to act impartially and without bias, and display tact and diplomacy;
- Effective communication skills;
- Political acuity;
- The time to continue the legacy of building strong relationships between the college and stakeholders
- Proven ability to establish trusted advisor relationships with the president and other board members;
- Governance and board level experience; and
- Outstanding record of achievement in one or several areas of skills and experience used to select board members.

An additional desirable attribute for chairs is to have served as vice-chair.

Although only external members of the Board of Governors shall stand for election as board officer, all governors are eligible to nominate candidates and participate in the electoral process.

### **Election Date**

The election of chair and vice-chair shall be conducted no later than June meeting of the Board of Governors each year.

### **Nominations and Election Process**

The Nominating Committee shall-annually oversee the confidential online election process and procedures for chair and vice-chair.

The board secretary shall perform the duties of chief returning officer for the election.

If the Board fails to appoint any or all of such officers by September 1, the incumbents for whom no replacements have been appointed shall continue in office until their successors are

appointed, except in the case of a chair or vice-chair whose term as governor has expired. (DC By-Law #1)

If the office of the chair or vice-chair shall be or become vacant for any reason, the Board may appoint a governor from the external members to fill such vacancy. Such governor shall formally agree to the appointment.

Following the close of the election process, the chair of the Nominating Committee will report back to the Board at its next regular meeting, announcing the outcome of the election of board officers.

## **MONITORING**

The Nominating Committee shall have responsibility for annually monitoring of the implementation of the policy and shall make any recommendations for revision to the policy to the Governance Review Committee.

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~~Rev #1: Approved by the Board of Governors April 14, 2010~~

~~Rev #2: Approved by the Board of Governors February 9, 2011~~

~~Rev #3: Approved by the Board of Governors June 13, 2012~~

**EFFECTIVE DATE: (tentative) February 11, 2015**  
**20162018**

Review Date: January 1,

Related Documents: Procedure for Election of Chair and Vice-Chair; OCAAT Act, Durham College By-Law #1

# BOARD PROCEDURE

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**POLICY TYPE: Governance Process**

**POLICY TITLE: Election of Board Officers**

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1. The election of chair and vice-chair shall be conducted no later than the June meeting of the Board of Governors each year. **It is recommended that elections take place in early spring to support planning for the next year at the governance retreat and to inform development of recommended standing committee membership for Board approval at a regular meeting of the Board of Governors in April or May.**
2. The duration of the nomination period shall be five (5) business days.
3. Completed nomination forms shall be returned to the board secretary who will perform the duties of chief returning officer for the election process.
4. **Using the Declaration of Acceptance of Nomination form,** the board secretary shall confirm with all proposed candidates their willingness to stand for election.
5. The names of nominators shall not be disclosed at any time.
6. The duration of the voting period shall be two (2) business days.
7. All members of the Board of Governors shall receive notice of the confirmed candidates and shall be provided a confidential on-line web-link to the secure voting site.
8. Following the close of the election process, the chair of the Nominating Committee will report back to the Board at its next regular meeting, announcing the outcome of the election of board officers.

Approved: <Tentatively February 11, 2015>      Review Date: <Tentatively February 2018>

13 of 18

## **BOARD POLICY**

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**POLICY TYPE: Governance process**

**POLICY TITLE: Integrated Risk Management (IRM) Framework**

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### **BACKGROUND**

Durham College is committed to providing high quality education and services to our students, staff, community and preserving our reputational and financial integrity in order to continue our mission.

Integrated Risk Management (IRM) is an ongoing, proactive and dynamic process involving the college's board of governors, management and other personnel. It is a systematic approach to setting the best course of action to manage uncertainty by identifying, analyzing, assessing, responding to, monitoring and communicating risk issues and events that may have an impact on the organization's ability to successfully achieve its strategic objectives.

The College has developed an IRM framework based on the internationally recognized principles from ISO 31000 to manage change and uncertainty. The framework applies to employees at every level and will assist the college in achieving its strategic objectives through structured and effective risk management processes.

### **Definitions**

**Inherent risk** – the amount of risk that exists without consideration of current controls that are in place to mitigate the risk.

**Residual risk** – the amount of risk remaining after controls have been put in place to mitigate the inherent risk.

### **Purpose and Objectives**

The College will maintain an effective IRM program to ensure:

- **Oversight:** All critical risks have been identified and are being managed and monitored under a holistic approach consistent with the Board approved risk appetite statement;
- **Ownership and Responsibility:** Establish structured processes to identify, evaluate, mitigate and report risk exposures. The ownership of risk is assigned to key decision makers within the College who will manage the College's strategic governance, financial and operational risks;

- **Assurance:** The Board, management and relevant stakeholders have reasonable assurance that risk is being appropriately managed within defined levels to bring value to the College; and
- **Support:** The culture of risk management is supported and encouraged throughout the College.

The objectives of this policy are to:

- Establish the risk appetite of the College;
- Identify the key responsibilities of the Board, audit committee and management; and
- Outline the frequency and form of reporting requirements.

The College’s Risk Management operating Policy and Procedure requires the departmental and functional units to undertake risk reviews as part of the process of addressing risks that will impact the College’s strategic objectives.

## POLICY STATEMENT

### Risk Appetite

Risk appetite establishes the boundaries for the overall/broad risk taking activities of the College and is an indication of the amount of risk the College is willing to accept in the achievement of its strategic priorities. Risk appetite statements are developed using a consistent rating scale and descriptors. The following scale and descriptors are used by the College:

Appetite Level	Risk Appetite Descriptor	Definition
1	Averse	Not willing to accept risks in most circumstances
2	Cautious	Cautious in the acceptance of some risks in certain circumstances
3	Open	Open to accepting risks in certain circumstances where the risk is not a high inherent risk
4	Willing	Willing to accept opportunities having high inherent risk

### Risk Appetite Statements

*Ethical Leadership* – Without a strong emphasis on ethics, Durham College will not be successful in achieving our mission, vision, values and goals. Ethics, integrity, transparency, respect, equal access and diversity will be communicated, modeled and required of all faculty,

staff and students. The College is averse to this risk and not willing to accept risks in most circumstances in this area.

*Reputation* – It is regarded as critical that Durham College preserves its high reputation. The College therefore has a low appetite (averse to cautious) for risk in the conduct of any of its activities that puts its reputation in jeopardy, could lead to undue adverse publicity, or could lead to loss of confidence and funders of its activities.

*Compliance* – Durham College places great importance on compliance, and has no appetite for any breaches in statute, regulation, professional standards, research, bribery or fraud. It wishes to maintain accreditations related to courses or standards of operation, and has low appetite (averse to cautious) for risk relating to actions that may put accreditations and operations in jeopardy.

*Financial* – The College is open to accepting risk while maintaining its long term financial viability and its overall financial strength. Whilst targets for financial achievement will be higher, Durham will aim to manage its financial risk by attaining an operational surplus each year and achieving a satisfactory quick ratio and debt to assets ratio, where possible.

*Education and Student Experience* – The College wishes to stimulate students to develop a lifelong thirst for knowledge and learning, and encourage a pioneering innovative and independent attitude and an aspiration to achieve success. It expects as a minimum to be in the top quartile of surveys related to student experience. It recognizes that this should involve an increased degree of risk in developing education and the student experience, and is open in accepting this risk subject always to ensuring that potential benefits and risks are fully understood before developments are authorized and that sensible measures to mitigate risk are established.

*Environment and Social Responsibility* – The College aims to make a significant, sustainable, and socially responsible contribution to Ontario and the world through its research, education, knowledge exchange and operational activities. It recognizes that this should involve an increased degree of risk and is open in accepting this risk subject always to ensuring that potential benefits and risks are fully understood before developments are authorized and that sensible measures to mitigate risk are established.

*People and culture* – The College aims to value, support, develop and utilize the full potential of our staff to make Durham a stimulating and safe place to work. It places importance on a culture of academic freedom, equality and diversity, dignity and respect, collegiality, annual reviews and the development of staff. The College has a cautious appetite for any deviation from its standards in these areas and an averse appetite for deviations from its standards regarding the health and safety of staff, students and visitors.

*International Development* –The College aims to achieve global impact via student exchanges with a number of countries around the world. Based on past experiences, the College is cautious to operations outside of Canada but has a strong appetite in recruiting students from other countries to the extent that they support the mission and reputation of the College.

## **Roles and Responsibilities**

The board of governors is responsible for:

- Approving the risk appetite level of the College through the IRM Framework Board Governance policy; and
- Annually reviewing the risk register for extreme and high risks to ensure mitigation strategies are in place.

The audit and finance committee will:

- Oversee the functioning of the ERM framework to gain assurance of its effectiveness;
- Gain understanding of high and extreme risks at inherent and residual levels;
- Approve annual updates on enterprise risk, and if necessary recommend changes to risk appetite to the board of governors for approval; and
- Gain assurance that management has undertaken the risk responses for high and extreme risks as outlined.

The Durham College Leadership Team (DCLT) is responsible for:

- Approving the risk management policy and procedure;
- Overseeing and supporting the risk management framework for all business processes and key decision-making within the College; and
- Reviewing extreme and high-level strategic risks presented by the Vice-president, Corporate Services and CFO that impact Durham College's strategic plan and objectives.

The Vice-President, Corporate Services and CFO will:

- Ensure that an effective risk management framework is established, implemented and maintained;
- Work with members of the leadership team to ensure mitigation strategies are developed for extreme and high-level risks; and
- Identify and present extreme and high-level strategic risks to the College President and Board of Governors.

Vice-Presidents, Deans and Directors are responsible to:

- Determine and manage both strategic and operational risks within their portfolio that may impact the College's strategic and operational objectives, in consultation with the Office of Insurance and Risk Management;
- Participate in the development, review and update of the institutional risk register;
- Address, monitor and report on the status of the key risks they are accountable for;

- Integrate risk management principles into business processes and the management of day-to-day College activities; and
- Foster a culture of risk awareness.

## **Reporting**

The audit and finance committee of the board of governor receives for approval, an annual update of the integrated risk management process. This update includes details of the high and extreme risks and provides the committee with additional reports to enhance their understanding of the process and the results of the process.

## **MONITORING**

The Board will receive an annual report from the audit and finance committee identifying the high and extreme risks confirming that satisfactory mitigation strategies are in place.

Public Governance Review Committee Report No. 3 of 2014-2015  
to the Durham College Board of Governors for consideration at its  
public meeting held February 11, 2015

THE GOVERNANCE REVIEW COMMITTEE, AS A RESULT OF ITS SPECIAL  
MEETING HELD ON FEBRUARY 9, 2015 RECOMMENDS AS FOLLOWS:

**1. Updates to Board Policies**

Input received from the vice-chair of the Board, the Executive Committee and the Nominating Committee on the amendments to the Election of Board Officers recommended by the Governance Review Committee (GRC) at its last meeting was discussed. The GRC considered and agreed that the Board chair should be excluded from contemporaneous service as a co-populous governor and that the policy should “recommend but not require” exclusion of the Board vice-chair from such service. Contemporaneous co-populous service by the Board vice-chair is to be considered only under extraordinary circumstances.

The Committee endorses inclusion of the recommended desirable attributes of Board chairs and vice-chairs, obtained from the Manual of Effective College Governance August 2014 edition; amended timing regarding elections; and, obtaining written confirmation from nominees of their willingness to stand for election will be added. To align with these amendments, the GRC endorses removing the wording regarding contemporaneous co-populous service from the Election of Board Officers policy and including it instead in the Chair’s Role policy. All amendments to these two policies and the procedure on Election of Board Officers are illustrated in Schedule 1.

The GRC recommends Board approval of the following resolution:

**THAT the Board of Governors approves the proposed amendments to the governance process policy and procedure on Election of Board Officers, renamed Election of Chair and Vice-chair of the Board and to the governance process policy on Chair’s Role, renamed Roles of Chair and Vice-Chair of the Board.**

All of which is respectfully submitted,



Renate Ilse, chair  
Governance Review Committee  
February 9, 2015

## **BOARD POLICIES**

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**POLICY TYPE: Governance Process**

**POLICY TITLE: Election of ~~Board Officers~~ Chair and Vice-Chair of the Board**

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### **BACKGROUND**

Ontario Colleges of Applied Arts and Technology Act, 2002 Section 4(2) states the Board of Governors shall, in accordance with its by-laws, annually or every two years elect a chair and vice-chair from among its members appointed under subsection 4 (2) and the chair and vice-chair are eligible for re-election. (O. Reg. 34/03, s. 5 (2).)

This policy aligns with Durham College By-law 1, Section 8: Election of Officers.

~~The Joint University of Ontario Institute of Technology (UOIT) – Durham College Procedure on Appointment of Co-Populous Members states that only external members of the Boards are eligible to serve as co-populous governors. Service as a co-populous governor requires full participation as a governor on both the Durham College and UOIT Boards. This service can be sequential or contemporaneous.~~

### **POLICY**

Board officers shall consist of the chair, the vice-chair, the president, the board secretary and the chief financial officer and any other individual that the Board may appoint from time to time.

The chair and vice-chair shall be elected on an annual basis, (OCAATA Sec 4(2)) while the secretary, chief financial officer and any other Board officers are appointed by the Board by means of resolution. (Durham College By-law #1)

### **Terms and Eligibility**

The chair and vice-chair positions for the Durham College Board of Governors are for one-year renewable terms, effective on the first day of July of each year.

The chair and vice-chair shall be elected from the Board's external members

The chair and vice-chair shall be eligible for re-election.

~~Due to the heavy demands by both Durham College and UOIT on co-populous governors serving the college and university contemporaneously, and to enable vice-chairs and chairs to devote their attention, energy and commitment to the college, vice-chairs and chairs shall be~~

~~excluded from contemporaneous co-populous service. For the same reasons, it is recommended but not required that vice-chairs be excluded from contemporaneous co-populous service.~~

Desirable attributes of chairs and vice-chairs include:

- Proven leadership skills;
- Excellent strategic and facilitation skills;
- Proven ability to influence and achieve consensus;
- Proven ability to act impartially and without bias, and display tact and diplomacy;
- Effective communication skills;
- Political acuity;
- The time to continue the legacy of building strong relationships between the college and stakeholders
- Proven ability to establish trusted advisor relationships with the president and other board members;
- Governance and board level experience; and
- Outstanding record of achievement in one or several areas of skills and experience used to select board members.

An additional desirable attribute for chairs is to have served as vice-chair.

Although only external members of the Board of Governors shall stand for election as board officer, all governors are eligible to nominate candidates and participate in the electoral process.

### **Election Date**

The election of chair and vice-chair shall be conducted no later than June meeting of the Board of Governors each year.

### **Nominations and Election Process**

The Nominating Committee shall annually oversee the confidential online election process and procedures for chair and vice-chair.

The board secretary shall perform the duties of chief returning officer for the election.

If the Board fails to appoint any or all of such officers by September 1, the incumbents for whom no replacements have been appointed shall continue in office until their successors are

appointed, except in the case of a chair or vice-chair whose term as governor has expired. (DC By-Law #1)

If the office of the chair or vice-chair shall be or become vacant for any reason, the Board may appoint a governor from the external members to fill such vacancy. Such governor shall formally agree to the appointment.

Following the close of the election process, the chair of the Nominating Committee will report back to the Board at its next regular meeting, announcing the outcome of the election of board officers.

## **MONITORING**

The Nominating Committee shall have responsibility for annually monitoring of the implementation of the policy and shall make any recommendations for revision to the policy to the Governance Review Committee.

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~~Rev #1: Approved by the Board of Governors April 14, 2010~~

~~Rev #2: Approved by the Board of Governors February 9, 2011~~

~~Rev #3: Approved by the Board of Governors June 13, 2012~~

**EFFECTIVE DATE: (tentative) February 11, 2015**  
2016**2018**

Review Date: January 1,

Related Documents: Procedure for Election of **Chair and Vice-Chair of the Board**

**Policy on Roles of Chair and Vice-Chair of the Board**

OCAAT Act

Durham College By-Law #1

# BOARD PROCEDURE

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**POLICY TYPE: Governance Process**

**POLICY TITLE: Election of Board Officers** **Chair and Vice-Chair of the Board**

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1. The election of chair and vice-chair shall be conducted no later than the June meeting of the Board of Governors each year. **It is recommended that elections take place in early spring to support planning for the next year at the governance retreat and to inform development of recommended standing committee membership for Board approval at a regular meeting of the Board of Governors in April or May.**
2. The duration of the nomination period shall be five (5) business days.
3. Completed nomination forms shall be returned to the board secretary who will perform the duties of chief returning officer for the election process.
4. **Using the Declaration of Acceptance of Nomination form,** the board secretary shall confirm with all proposed candidates their willingness to stand for election.
5. The names of nominators shall not be disclosed at any time.
6. The duration of the voting period shall be two (2) business days.
7. All members of the Board of Governors shall receive notice of the confirmed candidates and shall be provided a confidential on-line web-link to the secure voting site.
8. Following the close of the election process, the chair of the Nominating Committee will report back to the Board at its next regular meeting, announcing the outcome of the election of board officers.

**Approved: <Tentatively February 11, 2015>      Review Date: <Tentatively February 2018>**

## **BOARD POLICIES**

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**POLICY TYPE: Governance Process**

**POLICY TITLE: ~~Chair's Role~~ Roles of Chair and Vice-Chair of the Board**

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### **BACKGROUND**

Minister's Binding Policy Directive 1.0 Governance and Accountability – Board – President Relations outlines the key Board Chair responsibilities.

This policy aligns with Durham College By-law #1, section 10 – Duties of the Chair; and section 11 – Duties of the Vice-Chair, per subsection 11.1 which states “In the absence or inability or refusal of the Chair to act, the Vice-Chair shall perform all the duties and have all the powers of the Chair.

If a Vice-Chair (or such other Governor as the Board may from time to time appoint for the purpose) performs any such duty or exercises any such power, the absence, inability or refusal of the Chair to act shall be presumed with reference thereto.”

### **POLICY STATEMENT**

The Chair of the Board of Governors is responsible for assuring the fulfillment of the Board's process, through leadership, openness and transparency, modeling of good governance and invitation for full Board participation.

The Chair, or their designate, shall:

1. Assist the President to secure strategic partnerships and college funding essential to the operation and advancement of the College, supporting the President as required, through a collegial partnership.
2. Ensure ongoing feedback and annual performance reviews of the President based on objective criteria related to efficiency, effectiveness, and attainment of goals.
3. On behalf of the board, have primary supervisory responsibility for the President, together with an obligation to report to the Board and/or Executive Committee (DC By-law #1)
4. Foster teamwork among Board members, problem solve and resolve conflict. (MBPD)
5. Ensure annual review of the Board's performance based on self-evaluation of Board functioning and effectiveness.
6. Prepare, in collaboration with the President, the Board agenda.
7. Confirm compliance with the Minister's Binding Policy Directive on Conflict of Interest.
8. Preside over Executive and Board meetings, ensuring parliamentary procedure is followed.

9. Sign such contracts, documents or instruments in writing as require his or her signature
10. Communicate Board stated positions and decisions, represent and speak on behalf of the Board when official representation is required.

Due to the heavy demands by both Durham College and UOIT on co-populous governors serving the college and university contemporaneously, and to enable vice-chairs and the chair to devote his or her attention, energy and commitment to the college, vice-chairs and the chair shall be excluded from contemporaneous co-populous service. For the same reasons, it is recommended but not required that the vice-chair be excluded from contemporaneous co-populous service.

## **MONITORING**

Monitoring of this policy is achieved through regular feedback at Board meetings; via the annual Board survey and review; and by means of progress and achievement of identified Board goals and objectives.

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Rev #1: Approved by the Board of Governors May 12, 2010

Rev #2: Approved by the Board of Directors January 9, 2013

Review Date: January 1, 2017

Amended: February 11, 2015

Applicable Legislation: MBPD 1.0 Governance and Accountability – Board – President Relations; Durham College By-law #1 – Duties of the Chair

# BOARD REPORT

Public:   
In-Committee:

**Action Required:**  
Discussion   
Decision

**MEETING DATE:** February 11, 2015

**REPORT DATE:** February 5, 2015

**FROM:** Don Lovisa, president

**SUBJECT:** Program Advisory Committee Meeting Minutes

## A. Purpose

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

## B. Background

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

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

## C. Discussion/Options

Minutes summaries of 41 PAC meetings held between September 17, 2014 and January 15, 2015 are provided for review.

## D. Financial/Human Resource Implications

N/A

## E. Implications for UOIT (if applicable)

N/A

## F. Recommendation(s)

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

**Accounting Program Advisory Committee Membership List**

*Note: an asterisk in front of the name indicates the member was present for this meeting.*

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
*Paula Van Kessel	Manager	Ritchie Shortt & Tully LLP
<b>External Committee Members</b>		
Colin Davies	Intermediate Accountant	McGraw-Hill Ryerson
Grant Gervais	Finance Manager	360 Incentives
*Charlotte Heath	Accountant	Manufacturing & Technology Centre
*Sean Hewlett	Accountant	Collins Barrow Durham LLP
*Stephen Hughes	Student Success Coordinator	Durham Catholic District School Board
David Jones	Financial Assistant	Durham Region Police Service
*Jane Lalonde	Student Recruitment	CGA of Ontario
*Ken Lowrie	Accountant	Padgett Business Services
*Meryan Madden	Accountant	Don Wilson Foods Ltd.
John Rycroft	Financial Services Manager	Durham Region Police Service
<b>Elected Student/Alumni Representatives</b>		
	Year/Program/Alumni	
*Gillian D'Alleva	Year 2, ACTU	Durham College
*Matthew Davey	Accounting Society President	Durham College
*Derek Smith	Year 2, ACTU	Durham College
Joanna Towns	Alumni/UOIT Student	UOIT
<b>Elected Faculty/Staff Representatives</b>		
*Denise Cook	Professor, Accounting Program Coordinator	School of Business, IT & Management
*Joe Pidutti	Professor	School of Business, IT & Management
Pat Sauve	Professor	School of Business, IT & Management
Cheryl Wilson	Professor	School of Business, IT & Management
<b>Guests/Unelected Faculty/Staff</b>		
*Jackie Bathe	Associate Dean	School of Business, IT & Management
*Donna Boyd	Program Officer	School of Continuing Education
*Alan Dryden	Part-time professor	School of Business, IT & Management
*Victoria Kee	Secretary	Durham College

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## KEY POINTS OF DISCUSSION

1. **Agenda:** accepted by D. Cook.
2. **Minutes** from April 14, 2014 were approved by C. Heath
3. **External Membership Information Sharing:**
  - There is a trend in the industry to go paperless and use electronic documents. This creates a challenge to make sure the information is protected and also that it can be used in an effective way.
  - There is a growing demand for individuals who are able to interpret data due to the increased amount of data storage. Organizations often have an IT department which manages the data; however, the IT personnel are not able to organize this information in ways that are useful to accountants. An important skill is the ability to use hard data to make interpretations and communicate this information to your audience.
  - Graduates felt that the program did a very good job preparing them for the workplace. However, they were surprised by the amount of client interaction and the importance of customer service skills once they were working in the industry.
  - The profession of accounting can be varied with many different areas of work. Expanding experience in the field for students enrolled in the program would help educate them regarding their options and make them aware of areas of particular interest.
  - There should be a focus in the curriculum to teach students the proper formality when communicating in a business environment. Students also need to develop the ability to communicate technical knowledge with both excellent written and oral skills. There seems to be a decline in the ability of younger students to communicate, possibly due to the focus on communication through technology which removes the personal connection.
  - Students should be encouraged to attend the etiquette dinner as it teaches many important skills they will need in the workplace.
  - Well-developed soft skills are critical when students are entering the workplace and trying to obtain employment. Many employers feel that technical skills can be developed more easily than interpersonal skills.
  - The opportunity for high school students to complete a co-op placement with accounting employers would be a great tool to introduce students to the field. It would also be beneficial to have guests come to speak to high school students. If any organizations would be interested in this please contact S. Hughes.
  - Tax based knowledge and use of accounting software is very important for students when they are entering the workforce.
  - There is a trend in the accounting industry for each employee to be given a greater number of responsibilities instead of hiring additional staff members. This causes a demand for a greater range of skills and more focus on multi-tasking.
4. **College/School:**
  - Two new programs will be introduced in the fall of 2015, Accounting and Payroll as well as Business – Insurance.
  - The school has been working closely with the Payroll Association when developing the Accounting and Payroll course. Students will graduate with five courses to apply towards two designations.
  - Business – Insurance will be a two year diploma and course development is just beginning. Working with the Insurance Institute of Ontario to incorporate content so that students will be eligible to write the exam and have credit towards the designation.
  - In 2016 Business – Finance and Business Administration – Finance programs will be offered. This is a growing area with lots of job opportunities.
  - Due to the fact that literacy levels have declined there will be a pilot program in the fall of 2015 run through ISES requiring students to write a post-admission literacy test. If the students are successful they can then choose one of several communication courses based on the skills they want to develop. If they are unsuccessful, students will be required to first complete a fundamentals course.
  - There is a need to evaluate each student assignment more strictly for writing skills to reinforce the importance of this ability.
  - Enrolment for the ACTU program has been steadily increasing.
5. **Continuing Education:**
  - Currently planning to release the catalogue for the Winter/Spring courses. Online courses are growing in popularity and the focus is on providing a greater number of courses in this format.
6. **Student Voice:**
  - Students are enjoying the program and feel that it is well designed.
  - There is a lot of overlap between the economics courses. For some programs, these courses will be merged in the future into one course called Economics for Canadian Business; however, the accounting program requires two courses to meet the requirements for the CGA certification. This may change in the future with the change from CGA to CPA certification.
  - The communications course could possibly make better use of time to focus on essential workplace

skills such as business correspondence. However, the course is helpful in its focus on the business environment and does help students build their cover letter and resume.

- There is a wide variety of courses in the second year of the program which helps prepare students to use many different skills in the workplace and also encourages the development of multi-tasking skills.
- More guest speakers would be very helpful to help educate students about the different areas in accounting.

**7. Additional Agenda Items:**

- CPA Ontario Update on ACAF – This is an advanced certificate in accounting and finance that is completed through several online modules. The goal is for this certificate to be offered in the fall of 2015. A two year accounting diploma is required in order to enter this certificate program but exemptions may be made for experience. A bridge may be developed from the ACAF certificate to the CPA program. The challenge for this program is to educate industry members and students about the certificate, and how it will benefit them. There is currently a lack of information regarding what the certificate translates into as far as a role in accounting. Additionally, the CPA certification is introducing new entry pathways which require a degree to enter the program. The CGA program is being discontinued with a final intake date of August 31, 2015.
- Accounting Society Update – The society is now ensuring that they hold weekly meetings to communicate with members as well as general meetings for all students. An effort is being made to obtain feedback from students. The members are all very enthusiastic and increased communication has helped ensure that members understand their role and delegated tasks. The society has also been focusing on greater communication to students through social media venues. Funding was not released until the end of October so the society is planning on one event this year but hopes to have one event per month next year. Could investigate holding an etiquette dinner as one of these events. May begin to hold society elections at the end of the winter semester because this allows January intake students to participate.
- Registration stats by program and pathway – a handout was given to membership summarizing programs. Will resend a copy of these with the meeting minutes.

**RECOMMENDED ACTIONS**

1. Contact Lori Connor regarding the possibility of holding another etiquette dinner for students prior to their field placement.
2. Investigate introducing some development of communication skills to the accounting course.
3. Investigate the possibility of the Management & Information Systems course increasing its focus on management's use and analysis of data.
4. Employers interested in high school co-op students or guest speaking to high school students please contact S. Hughes.
5. Send program stats to committee members with meeting minutes.
6. Re-send program learning outcomes to committee members along with meeting minutes to request feedback from committee members.
7. Next Meeting – Monday, May 4<sup>th</sup> at 6 pm. Location: CFF  
Adjournment 8:15 p.m.

**STATUS OF RECOMMENDATIONS FROM APRIL 14, 2014 MEETING**

1. Update for changes on designation meetings/program for 2015-16 – Will be addressed under additional agenda items.
2. Review of program learning outcomes and member suggestions – The program learning outcomes will be re-sent to committee members with the minutes from this meeting. Requesting feedback regarding any subject that is missing from the curriculum that members feel should be included.

REPORT PREPARED BY: V. Kee

DATE: November 17, 2014

DRAFT REVIEWED BY DEAN: J. Spring

SIGNATURE: 

APPROVED BY CHAIR: P. Van Kessel

**Activation Coordination in Gerontology Program Advisory Committee**

**Membership List**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
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**Committee Chair**

*Susan Sproul	Dean	School of Health & Community Services
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**External Committee Members**

*Cathleen Edwards	Director, Research	Abilities Centre
*Deb DiMauro	Corporate Programs & Support Services Consultant – LTD Division	Chartwell Retirement Residences
*Laura Forsyth	Director of Life Enrichment	Chartwell Retirement Residences
*Andrea Deluca	Resident Services/ Staff Education	Bay Ridges
Amanda Laird	Manager – Nursing Practice	Fairview Lodge
*Carol Lavoie	Regional Manager of Education & Resident Services	Revera Inc.
Mona Babb	Clinical Nurse Specialist	Community Lifecare Inc.

**Elected Student/Alumni Representatives**

*Nicole Davison	Student	ACGR Program
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**Elected Faculty/Staff Representative**

Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
*Kimberlee Neault	Faculty/Program Coordinator	ACGR Program

**Guests/Unelected Faculty/Staff**

Mary Noble	Employment Advisor/ Internship Coordinator	Durham College
*Stephanie Zibert	Student Advisor/ Placement Officer	Durham College

## KEY POINTS OF DISCUSSION

1. Welcome and introductions were done around the table.
2. S. Sproul asked if anyone is interested in being the Chair to please let S. Thomson know.
3. A. Deluca from Revera Living is very interested in having a student when the time comes.
4. C. Edwards from the Abilities Centre: the Pan Am Games will be taking over the building in July so they may not be able to take as many students. Meetings are held on a frequent basis with Durham College and Abilities Centre. Job descriptions are posted on their website by Managers of what they are looking for and students can do a cover letter/resume.
5. L. Forsyth: They have one Program Manager in the home who is responsible for volunteers/ student placements. They have developed a program on how to manage volunteers, recruit, interviewing, orientation is critical (once per month), developed 40 different program plans for students. They need the students to be responsible and have a good experience with Chartwell. They are happy to help support with student placements and S. Zibert will be the main contact. It can be challenging to motivate the residents to come and get active/participate. Time management is critical – need to be a multi-tasker – multiple roles for 1 program manager.
6. D. DiMauro (Ontario Long Term Care): Education internally required, how to set smart goals, articulate strategies, reports re attendance/level of involvement/what activities they are doing. Our students will get exposure on placement and maybe put in a leadership role.
7. N. Davison (student) would be very interested in a Coordinator role (Director as a title) or it could also be a Manager's position. Students need Smart Serve for both retirement and long term care facilities so this might be something that could be incorporated into the program. Nicole took Human Kinetics in Ottawa and chose Durham College because she needed to specialize in Gerontology and found the one year graduate certificate program on the Durham College website.
8. K. Neault (Program Coordinator): Two successful program meetings have been held where they discussed curriculum updates/feedback. Have received excellent feedback from the students about their instructors. Students are engaging the creative lesson plans (panel discussions, portfolio style activities, etc). A student focus group is scheduled for Friday, November 21<sup>st</sup> with Susan Sproul. The Program of Study will be reviewed in the Spring. In regards to field placement, students have had introductory type orientation with Stephanie Zibert. A seminar style class is being organized for students prior to field placement to address any concerns and ensure paperwork is ready for placement. ACG instructors will be participating at Open House. Positive feedback from the Community and the need for this program. Students already finding Semester 3 placements close to home.
9. S. Sproul's updates: Durham College has welcomed more than 11,100 full time post-secondary and apprenticeship students to its Oshawa and Whitby campuses and Pickering Learning Site since classes for the 2014-15 academic year officially began on September 2<sup>nd</sup>. With the College one of only three in Ontario to experience growth this year, the number marks an overall enrolment increase of more than 2.5% over Fall 2013 including more than 5,600 new students and a new College high of 459 international students from more than 32 countries. Durham College's Open House will be taking place on Saturday, November 15<sup>th</sup> from 10:00 a.m. – 2:00 p.m. Every Open House brings in plenty of positive feedback about the friendly and positive nature of our faculty, staff and students. UOIT and DC are working together on a Campus Master Plan designed to address the future expansion and needs of both institutions including decisions on: the best location on our properties for building new facilities, how to effectively use our existing space, the planning of transportation routes to align with neighbouring communities and the type of campus infrastructure required including funding opportunities. Phase One of the plan included input from faculty, staff and students at UOIT and DC on a Vision and Directions Report and Framework Plan. The project has now moved into Phase Two which includes more opportunities for input from students and staff. A workshop will be held on Monday, October 20<sup>th</sup>. Comments can be provided via Twitter and Facebook. A new program, Activation Coordination in Gerontology, was launched this September with 31 students. Kimberlee Neault is coordinating the program. On November 6<sup>th</sup> we will be hosting a PSW Whitby House Event. This is an Open House/Showcase event being held at the Whitby Campus to showcase the PSW program and how it has integrated into the curriculum the funding provided by SIM One to purchase equipment to train students to learn how to care for the elderly in their home environment and prevent hospitalization or admission to LTC agencies. Deborah Schuh has been instrumental in moving this initiative forward. Wendy Aspin-Curran has been hired full time in the PSW program and Justin De Sousa has been hired for the FITS program. Both individuals started August 1<sup>st</sup>. There is currently a Crowdfunding Campaign happening for the Centre for Food. The campaign is called "Field to Fork" Sowing the Seeds of the Community and is inspired by the College's commitment to bring locally sourced, quality produce from field to table in Durham Region. The Campaign was launched in an effort to complete landscaping and planting needed at the Centre for Food. The campaign offers donors an

opportunity to provide financial assistance to any project where they have a special interest. There are 15 landscaping projects to choose from. For more information visit [fieldtofork.durhamcollege.ca](http://fieldtofork.durhamcollege.ca). Susan announced her retirement as of December 31, 2014.

### RECOMMENDED ACTIONS

1. Provide members with Terms of Reference and suggested speaking points.
2. Need to secure additional members.
3. Need to secure a Chair for the ACGR Program Advisory Committee.
4. Next meeting April 30, 2015, 9:00-11:00 a.m. in SW106 Boardroom.
5. Adjournment at 10:30 a.m.

### STATUS OF RECOMMENDATIONS N/A

REPORT PREPARED BY: Sandra Thomson      DATE: December 10, 2014

DRAFT REVIEWED BY DEAN: Susan Sproul      SIGNATURE: 

APPROVED BY CHAIR: Susan Sproul      SIGNATURE:

**Animal Care Membership List**

*Note: an asterisk in front of the name indicates the member was present for this meeting.*

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>External Committee Members</b>		
Carol Smith	Vet Tech	East Oshawa Animal Hospital
*Carolyn DeBenedictis	Manager	Durham Animal Emerg Clinic
Joan Weston	Animal Behaviour Consultant	K9 Shrink
*Laura Norton	Vet Tech	Fenelon Animal Clinic
Leah Spiering	Vet Tech	Toronto Vet Clinic
*Megan Koressis	Vet Tech	Locum Tech
*Michelle Payne		Main Street Vet Hospital
Tanis Manahan	Manager	Durham Animal Emerg Clinic
<b>Elected Student/Alumni Representatives</b>		
*Katie Gifford		
*Jeannine Ainley		
<b>Elected Faculty/Staff Representatives</b>		
*Bev Neblett	Associate Dean	
*Keri Semenko	Professor	
Robin Voisey	Professor	

## WELCOME & INTRODUCTIONS

B. Neblett chaired meeting in absence of committee chair. Attendees were welcomed and introduced.

## ADDITIONS TO AGENDA

No additions

## ACCEPTANCE OF AGENDA

Accepted

## APPROVAL OF MINUTES

Motion by Megan Koressis and seconded by Carolin De Benedictics. Approved.

## BUSINESS/ACTIONS ARISING FROM PREVIOUS MINUTES

No action items from previous meeting.

## DISCUSSION ITEMS

### External Membership

**Animal Emergency Clinic Durham Region** - equipment repairs have been required at the clinic (digital xray machine). Recently attended a conference – IDEXX Emergency Critical Care (US conference) to maintain currency in field.

**Fenelon Animal Clinic** – high staff turnover at clinic recently. Staff members just moving on to other opportunities. Not a lot of lyme disease occurred this past summer. There were two cases of ehrlichia. Presently dealing with heartworm case.

**Locum Tech** - RVT are in demand in north and west of Toronto area. Presently getting a lot of calls. Some clinics are willing to take Animal Care Assistants (ACAs) to fill certain roles. The average time for an RVT to last in practice is about 5-6 years, so there tends to be a cycle where there are shortages and then there is a wave of new grads available. There is more circulation of RVTs now. They seem to move around more.

**Main Street Vet Hospital** - more issues of suspected rabies in last three months than in last 10 years. Had one puppy who caught a bat that tested positive. The puppy has no symptoms, but must remain isolated. Discussed how there is no legal means for having an animal/pet, who has been in contact with a rabid animal, relinquished from a family. The health department has changed its policy re: rabies testing which means clinics now have to perform the procedure (decapitation) in house and send out the animal head for testing. Another concern coming up in discussions now is ebola and how it may impact animals.

### College Update

- Recruitment for next academic year has begun. There is a new program book for recruitment. Programs are now grouped into theme area clusters with ACAR placed with Health Sciences. This will help direct students to their areas of interest as opposed to specific programs if they are not sure what program they are interested in yet.
- Fall Convocation will be held on October 29, at the GM Centre for the first time to accommodate the increase in graduates.
- Fall Open House will be on November 15 at both campuses. We are recruiting for the 2015-2016 semester.
- The Centre for Students with Disabilities has been renamed to Access Support Centre, The new name removes the negative labeling and fosters a more positive identification with the service.
- The dates for the June Convocation at the GM Centre have been moved up by three weeks to June 8<sup>th</sup> - 10<sup>th</sup> - to accommodate the Pan-Am Games.

### Program Update

- Seventy four new students for fall and 40 new students projected for January.
- The KPI program results for this year are as follows:
  - Student Satisfaction, 72.9%
  - Grad Employment (employed **AGENDA PAGE 893**);

- Grad satisfaction 75.5%;
- Employer Satisfaction 83.3% satisfied;
- Grad Rate, 94.1%.
- Strengths of the program were identified to be the teachers and their experience, the help that students receive in choosing careers; the ability for students to develop skill in working with others. A 100% satisfaction rating was received for teachers being up to date and current in the field.
- Areas students have identified for improvement include: math skills, and computer skills. It is felt that because these skills are embedded in programming and not taught explicitly as individual courses; students are inaccurately identifying this as a weakness in the program.
- The subject of feedback continues to be identified as a concern by students. Students do not feel they are getting feedback, proper feedback or feedback in a prompt manner. Feedback on hands-on experience is also identified by students as lacking; but students are completing the survey after the 1<sup>st</sup> semester when all the foundational learning occurs. The hands-on learning experience occurs in the 2<sup>nd</sup> semester and the students have not had a reasonable amount of time in that environment (2 – 3 weeks), at the time that the survey is completed.
- Midterm marks went in this week so students have a sense of how they are doing; scheduling for January is underway.

**School Update**

- School enrolment is up 700 student with a projected 250 students for the winter semester.
- We have two pilot programs starting September 2015. Office Administration, year 1 program of students will have a compressed delivery of three days. Students will have a timetable that runs Monday – Wed or Thursday – Saturday. Course delivery for this program will be in hybrid and online format. The second year of the program is being redesigned in preparation for its introduction the 2016-2017 academic year.
- The colleges 94 Communication courses have been streamlined and developed into 13 courses based on 6 themes of communication: Academic Writing, Business Writing, Technical Writing, Presentation, Interpersonal, and Business Writing. Each theme has two levels of learning: Strategies and Applications. A post-admission test will be implemented to appropriately identify a students' level communication. If a student does not meet the proper level for strategies they will be enrolled in an Essentials communication course in order for them to develop their foundation skills necessary for the Strategies level of learning. This new communication model will be piloted in the General Arts and Science programs Fall 2015 and will then be rolled out to all other programs Fall 2016.
- There is now a Field Placement Officer who is responsible for all field placement components in all programs (this is not in the immediate future for ACAR but may be on the horizon at some point).

**Student Voice**

- Program so far is good; enjoying all courses and looking forward to working with animals next term; course workload is manageable; drawn to the program in order to learn about options in the field; program is a good means for identifying their appropriate education pathway.
- Location of the campus (Whitby) was also a factor in determining Durham as their choice of college. Access to the campus is practical and easy.

**RECOMMENDED ACTIONS:** n/a

**STATUS OF RECOMMENDATIONS FROM May 14, 2014 MEETING:** n/a

**NEXT MEETING DATE:** April 23, 2015 at 6 p.m. at the Whitby Campus

REPORT PREPARED BY: Keri Semenko

DATE: November 10, 2014

DRAFT REVIEWED BY Associate Dean: Bev Neblett:

SIGNATURE:

 \_\_\_\_\_

APPROVED BY CHAIR:

SIGNATURE:

\_\_\_\_\_

**Animation and Game Development Program Advisory Committee Membership List**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
*Jason McKenzie - Animation	Freelance	.
*Courtney Hilbig	Art Director	Digital Leisure
<b>External Committee Members</b>		
Eyal Assaf	Freelance	
*Vincent Bui	Animator	ARC Productions
*Julia Galwin	Human Resources Generalist	ARC Productions
Scott Heatherley	Animator	Toonbox Entertainment
Ryan Miller	Owner/Environment Artist	Conjured Graphics
Suzanne Miller	Animator	9 Story Entertainment
*Corey Morgan	Human Resources Generalist	ARC Productions
Christa Tazzeo Morson	Visual Effects Executive Producer	Spin VFX
<b>Elected Student/Alumni Representatives</b>		
	Year/Program/Alumni	
*Cody Drake	2 <sup>nd</sup> Yr. Game Development	Durham College
Nathaniel Flower	Game Development Alumni	Rockstar Toronto
Chris Gilbert	2 <sup>nd</sup> Yr. Animation	Durham College
*Heather Woods	Animation Alumni, Animator	Nelvana
<b>Elected Faculty/Staff Representatives</b>		
<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Gary Chapple	Coordinator, Animation	School of Media, Art & Design
*Matt Grabinsky	Coordinator, Game Development	School of Media, Art & Design
*Paul Koidis	Associate Dean	School of Media, Art & Design
Greg Murphy	Dean	School of Media, Art & Design
<b>Guests/Unelected Faculty/Staff</b>		
<b>Name</b>	<b>Title</b>	<b>Organization</b>
Donna Boyd	Continuing Ed. Office	Durham College
John Goodwin	Professor	Durham College
Chris Gould	Professor	Durham College

## KEY POINTS OF DISCUSSION

1. Approval of minutes of June 11, 2014 and June 16, 2014 was moved by J. McKenzie and seconded by M Grabinsky. Carried.
2. Additions to the agenda: Discussion of file formats currently used by industry to render animations for texture.
3. Approval of agenda with additions was moved by C. Hilbig and seconded by J. McKenzie. Carried.
4. **Industry trends:** External members shared that there are a lot of positions currently available for technical directors, riggers, scripters as well as 2D artists and 2D Toonboom animators. There is an excess of under-qualified animators and modelers. They questioned whether students know that there are other positions available to them at the end of the program other than Animators. Feel students should be taught "soft skills" such as budgeting, contract negotiation and interview preparation.
5. **Program/School Update:** Both program coordinators noted that they are in need of new computers and hardware in the labs. The Animation labs are older but the games labs have hardware that is no longer powerful enough to run the needed software without student work crashing. Coordinators commented that there has been an increase in teaching of soft skills in the classroom and that they have found an external HR person to come and do mock interviews with the students.
6. **Student voice:** C. Drake commented that more time could be spent on the fundamentals of game art production early in the program rather than rushing right into large projects. Would like to see more covered on texturing. Does enjoy the cross pollination of projects between classes but would like to see more communication between professors; timing was off between projects.

## RECOMMENDED ACTIONS

1. Recommend that the computers in both labs be upgraded to minimize disruption to the students. **ACTION BY: Dean**
2. Recommend that a marketing position be established specifically for the School of Media, Art & Design to help drive school specific agendas in marketing endeavors throughout Industry. **ACTION BY: DEAN and Program Coordinators**
3. Recommend that the fundamentals of creating art for games in the first year be explored by doing smaller projects rather than larger projects. **ACTION BY: Program Team**
4. Recommend that the Animation labs have Toonboom Harmony and Storyboard Pro installed on all of the computers. **ACTION BY: Dean and Program Team**
5. Recommend that students gain exposure to different job opportunities available to them through documentaries, video and guest speakers in the classroom. **ACTION BY: Program Teams**
6. Next meeting: Thursday, June 11, 2015 at 6:30 p.m.
7. Adjournment 8:00 p.m.

## STATUS OF RECOMMENDATIONS FROM June 11, 2014 and June 16, 2014 MEETING

1. It was decided that they would continue to print smaller, double-sided booklets for the event itself, including a web link to student work. A smaller run would be printed this year.
2. Faculty have introduced CASO in the classrooms and will continue encourage participation by students to help gain exposure to the key players in industry.
3. Splitting the year-end screening into job specific skills will occur in the spring screening.
4. Soft skills are currently being taught in the Industry Portfolio class but will be woven into existing curriculum in other courses.
5. Scheduling studio tours for first year students was debated and the result was to not pursue this initiative until second year when they can process all of the information.

REPORT PREPARED BY: Alanna Desaillier

DATE: November 18, 2014

DRAFT REVIEWED BY ASSOC. DEAN: P. Koidis

SIGNATURE: 

APPROVED BY J. McKenzie & C. Hilbig

SIGNATURE: via email

**Biomedical Membership List**

*Note: an asterisk in front of the name indicates the member was present for this meeting.*

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
*Michele Roberts	Installation Team Leader	Philips Healthcare Canada
<b>External Committee Members</b>		
Ravindra Anand	Area Service Manager	Siemens Canada Ltd.
*Marco Capilongo	TLP and Education Leader	General Electric
Gabe Gasparotto	Regional Support/Technical Acct. Mgr.	North York General Hospital
Keith Laycock	Director, Biomedical Engineering	Sunnybrook Health Science Ctr
Bryan Trussell	Manager, Clinical Engineering	Lakeridge Health
*Michael Weimer	Technical Product Manager	Draeger Services
<b>Elected Student/Alumni Representatives</b>		
	Year/Program/Alumni	
Sean Noseworthy	3, Biomedical Technology Student	

**Elected Faculty/Staff Representatives**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Sandra Kudla	Professor	Durham College
Bill Lewis	Professor	Durham College
*Pravin Patel	Professor	Durham College
*Rick Tidman	Professor	Durham College
*Susan Todd	Dean	Durham College

**Guests/Unelected Faculty/Staff**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Dr. Fortunato Cristobal	Dean, Faculty of Medicine	Univ. Ateneo De Zamboanga
*Louie Gallardo	University Engineering Educator	Univ. Ateneo De Zamboanga
*Eugene Kanindot	Director Information & Technology Serv.	Univ. Ateneo De Zamboanga

## KEY POINTS OF DISCUSSION

1. **Welcome and Introductions:** M. Roberts welcomed members to the meeting. The three Philippine guests were introduced.
2. **Additions to the Agenda:** Overview of Philippine guests.
3. **Acceptance of the Agenda:** Accepted.
4. **Previous Minutes:** The minutes of June 5, 2014 were approved by M. Roberts and seconded by P. Patel.
5. **Business/Actions Arising from the Previous Minutes:** The updates have been reflected in the minutes under "Status of Recommendations".

## 6. Discussion Items

### 6.1 External Membership/Information Sharing - Industry members reported the following:

- Vendor Link (credential program) is getting a lot of attraction.
- Flu shot or masks in hospitals for practicums will be coming down the line.
- There is a trend in Integrated Biomedical affiliation (every device needs to speak to every device).
- Hospital in home health care (a division is being created by Philips) so that the status of a patient can be monitored from home before going to the hospital.
- Circulatory design soldering irons and component level repairs are dead now. Some troubleshooting is still beneficial.
- Diagnostic imaging has many vendors now.
- Networking relationships are important in Biomedical equipment and networking.
- Biomedical people are fixing past the wall now.
- Biomedical people need to be able to talk the Biomedical lingo.
- Exposure to or be CCNA (Cisco Certified Network Associate) ready is needed.
- General Electric has partnered with Intel in Care Innovation in Home Healthcare.
- A trial is being run on data accumulation in Alberta to predict where data is going.
- Multi-Vendor – The hospital is to tender all their medical equipment as hospitals expand. Hospitals mortgage themselves to a vendor.

### 6.2 Durham College Biomedical Students versus Centennial College Biomedical Students

Industry feedback noted the following comparisons:

- Students in Biomedical at Durham College have better customer service skills in the areas of interaction with customers and fixing the customers' problems.
- Durham College students are more familiar with biomedical terminology, patient safety and their general understanding of biomedical is better.
- Students are more engaged in job interviews due to interview preparation in the Communications courses, behavioral interviews offered and the checking of resumes to ensure that they are correct.

### 6.3 Program of Studies 2014 – 2015

Programming for Technology has been added for year 1 (semester 2) students.

Electronic Circuits and Electricity – 1 hour has been taken out of each course.

Computers and Networking – Two courses have moved to year 2 (from year 3) to make students ready for Field Placement/Co-op.

### 6.4.1 Co-Op/Field Placement Discussion

S. Todd noted that the college must follow the Ministry guidelines as to if a student is paid or not on co-op placement. If guidelines indicate that students are to be paid, the students must be paid. Students can partner with other areas to complete placements. If there is no money, expenses can be covered but not a salary. Students in the Biomedical program graduate in the October Convocation now instead of the June Convocation and this allows students more time to complete Field Placement as they have from May to October to complete which could be part of a co-op model. The current students do a more involved work placement usually at the beginning of May for approximately 5 weeks in year 2 or 3. A student could benefit from co-op when they need to be with their family with the rest of the class doing a Field Placement (co-op could be modeled to have 2 students go out for 3 days or 1 week on and 1 week off for co-op). Would co-op be based on grades as part of the criteria model? One employer noted that it is hard for some companies to pay a student on placement but hotel expenses may be paid to assist the student. At Centennial College, three students may get a co-op and the rest of the students would complete Field Placement on their own. More investigation is needed on the Centennial co-op model. It was also suggested that a survey be developed for the students to get feedback on a placement stream or co-op stream to see what would enhance students' careers.

#### **6.4.2 Marketing**

The bar has been raised for the required Mathematics to be accepted into the program. Students coming in will now need MTCU Math. Enrolment is currently at 42 students and with the higher level of math, the retention will be better. This will also help employment opportunities and it will differentiate Durham College from Centennial Biomedical students.

For marketing the program, testimonials need to be taped to include advertising the employment rates. M. Roberts, former graduate of the program and Chair of the advisory committee, offered to be a spokesperson for program promotion. Michele will reach out to Justin Prescott and Cody Lang, former graduates.

#### **6.4.3 Health Care Technology Management Degree**

S. Todd provided an update on the degree document submission noting a few changes such as the budget was cut and two hours in the degree Program of Studies was reduced. The degree document will go to the Ministry in December 2014. The projected date for first year enrolment is 2016 or 2017.

#### **6.5 First Year Profile Report**

P. Patel provided an update to the committee. This information will be sent out to committee members with the minutes.

#### **6.6 Philippine Guests**

The three Philippine guests visiting Durham College, joined the meeting to see what the advisory structure model was like. The committee was updated on the Philippine project noting that the proposed Philippine School of Biomedical Technology would be the first in the Philippines and one of the first in southeast Asia, and one that will serve as a model for all of southeast Asia. The school aims to offer a 5-year Bachelor's Degree program in Biomedical Engineering. The proposed model is to train students in the skills of installation, testing, calibration, preventive maintenance and management of electronic and computer-controlled medical equipment and systems as an integral part of the health care system. The Philippine School of Biomedical Technology is a semi-independent entity under the auspices and administrative support structure of the Faculty of Engineering Department of the Ateneo de Zamboanga University. There will be opportunities for faculty or student exchanges.

#### **6.7 Research Update**

P. Patel provided an update noting that this is geared to small to medium sized companies. If a company does not have the technical knowledge to put a project together, the research office can help with faculty and student expertise. Grants are provided to the college from the Provincial and Federal Governments. A newly created project is the International Research project in "Wearable Technologies" to include headphone, belt and waste band that does vital statistics. This could be used in the hospital to home upcoming trends.

R. Tidman has been working on a Management Systems project at an international standard. Phase 1 is completed and phase 2 has been given the go ahead.

**7. Student Voice:** Not applicable as the student representative was unable to attend this meeting.

**8. Next Meeting:** Tuesday, March 3, 2015, 6:00 p.m.

**9. Adjournment - 7:50 p.m.**

### **RECOMMENDED ACTIONS**

1. Biomedical faculty to give students a "heads up" about Vendor Link (credential program) as they may have to sign up for a vender badge.
2. Circulatory design soldering irons and component level repairs are dead now. Some troubleshooting is still beneficial though. S. Todd, L. Fuentes, R. Gorantla to review the Program of Studies.
3. Computer Networking courses – P. Patel will send the course outlines to the faculty one more time to make sure they are relevant. Maybe a graduate certification in Networking is needed for the future.
4. Program Orientation/Customer Care Course - Biomedical faculty to make students aware that they may be required to get a police check.
5. Biomedical faculty to advise students that they may need a flu shot as flu shots and masks will be coming in the future. S. Kudla to call Carol Burke about Mask Fit Testing.
6. Biomedical faculty to keep reminding students that they can do CISCO training through Continuing Education. CISCO is also offered on-line.
7. L. Dillon to obtain a video clip from M. Capilongo on Home Health Care and send it out to advisory members.
8. L. Dillon to obtain new hospital contact information for Neal Dardaine relating to equipment.
9. M. Roberts to obtain anesthesia equipment for the Biomedical lab.

10. P. Patel/S. Kudla to investigate the co-op/field placement model at Centennial College. A survey needs to be developed to give students an opportunity for student feedback on a placement or co-op stream to see what would enhance students' careers.
11. L. Dillon to send out the First Year Profile Report with the advisory minutes.
12. Marketing – P. Patel to get new testimonials and ensure the employment rates are advertised. M. Roberts will assist in promoting the program and reach out to former graduates Justin Prescott and Cody Lang.

**STATUS OF RECOMMENDATIONS FROM JUNE 5, 2014 MEETING**

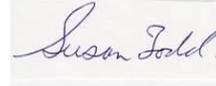
1. Anatomy and Physiology Course Outline – S. Kudla (professor) to make any further necessary changes for 2014 with the dean's approval. COMPLETED
2. Biomedical Equipment – The Biomedical faculty to list what equipment is needed and L. Dillon (Admin. Coordinator) will send this list out to advisory members with the minutes. ON-GOING  
Biomedical faculty to contact companies during the month of February to see if they can donate any needed equipment. ON-GOING
3. Donation of Equipment - S. Kudla to touch base with B. Trussell (industry) regarding the dialysis machines and M. Roberts and M. Capilongo (industry) for an ultrasound donation. PENDING contacting N. Dardaine.
4. Power Bar Slide Show - B. Trussell to prepare a slide show on power bars if the Biomedical faculty request it. PENDING
5. Field Placement – P. Patel (faculty)/S. Todd (dean) to obtain placement timelines from Centennial and St. Clair College. ON-GOING
6. Biomedical faculty to revisit the discussion on tools, screw drivers and investigate a tool package for disassembly. ON-GOING

REPORT PREPARED BY: L. Dillon

DATE: December 10, 2014

DRAFT REVIEWED BY DEAN:

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE:



### Biotechnology Advisory Committee Membership List

*Note: An asterisk in front of the name indicates the member was present for this meeting.*

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
*Crystal Richardson	Laboratory Technician/Quality Assurance Manager	Trace Sciences International
<b>External Committee Members</b>		
Geeta Bhat	Director Diagnostics	Fio Corporation
*Mikeisha Boyd	Clinical & Technical Services Associate	Virox Technologies Inc.
Christi Bristow	Senior Product Development Associate	Luminex Molecular Diagnostics
Julia Green-Johnson	Associate Professor, Faculty of Science	University of Ontario Institute of Technology
*Nicolle Lainsbury	Microbiologist	Therapure Biopharma
Stephanie Laite	Microbiology Analyst	
Nicole Ottley	Sales & Marketing Coordinator	Trace Sciences International
David Wicks	Supervisor, Pilot Mfg. Group	Therapure
<b>Elected Student/Alumni Representatives</b>		
*Doug Wilson	3 <sup>rd</sup> Year Student	Durham College
<b>Elected Faculty/Staff Representatives</b>		
Joy Lavergne	Program Officer	Science & Engineering Technology
*Joyce Myers	Program Coordinator	Science & Engineering Technology
*Sue Todd	Dean	Science & Engineering Technology
*Bruce Trieselmann	Professor	Science & Engineering Technology
*Nadia Trieselmann	Professor	Science & Engineering Technology
<b>Guests/Unelected Faculty Representatives</b>		
*Wendy Smith	Professor	Science & Engineering Technology

## KEY POINTS OF DISCUSSION

- 1. Welcome and Introductions:** C. Richardson welcomed members and asked everyone to introduce themselves.
- 2. Additions to the Agenda:** None - Changes to the POS in the ACR and KPI section.
- 3. Acceptance of the Agenda:** J. Myers accepted. D. Wilson seconded.
- 4. Approval of Minutes from May 1, 2014:** S. Todd approved. N. Trieselmann seconded.
- 5. External Membership Information Sharing/Industry Trends:** Transparency for audits is very important. If a step is skipped in lab manuals, make this as part of a write up so documentation can be understood in future years. Therapure Biopharma is currently not using LIMS system. There are a lot of people with allergies which prevents from doing mold testing.
- 6. College/School Update:** Program update: SET has approximately 1,300 students, and the College has approximately 11,000 students, with 140 programs, 18 programs are in SET. Enrolment numbers are fairly strong for this program. 36 students enrolled in 1<sup>st</sup> year. Fast track is quite strong. More equipment is being purchased to be able to put more students in I210. 51% of students are coming from the demographic area of Durham region. 60% of students are female vs. male. College website is being used to select the program. 33% of students are working between 11-20 hours a week. 95% of the students prefer multiple choice tests. 57% are somewhat familiar with career choices. 52% of students are pursuing employment upon graduating. 29% want to go to UOIT. 24% want to pursue other universities. Biotechnology students have the highest rate of going to university. The possibility of a UOIT Pathway from Biotech to Medlab is under review. Students are interested, but it is limited enrolment. There must be an anatomy and physiology in the Biotech program to be able to come into the Medlab program at UOIT. This is currently under review. A possibility of telling Biotech students that upon completion of program, they must take an anatomy and physiology course before they enter the Medlab program.
- 7. Student Voice:** There are ongoing Test Centre issues. Some students have mentioned having potential for laboratory space across Conlin once the campus master plan is coming into effect. Also, moving a new lab into the dental area that is already so close to the SET area would be beneficial, if Dental moves to the Health Science. The Campus Master plan is 5 years away and is dependent on College funding.
- 8. Continuing Education Update:** Continuing Education representative was unavailable. Could ConEd run an Anatomy and Physiology to bridge for the Medlab UOIT program? S. Todd to ask J. Lavergne this.
- 9. Field Placement vs. Co-op:** There is a struggle with placements in different programs. More students tend to go for more pharmaceuticals in Biotech but this will be changing for the future. It is difficult for some companies to have placement students as they are highly regulated. The College mandate is looking at implementing a full co-op program, paid employment in a workplace that is relevant to the diploma. This is risky as we are required to find those opportunities. What happens if we cannot find enough for all students? Some programs are saying they can do this. Others such as Biomed are saying they cannot do it, as there is no money for this. A tally sheet for this will be provided to the vice president to see which programs are for and against the co-op model. Fleming, Centennial and Seneca have a three month unpaid co-op placement. Industry representatives for the Environmental and Chemical Engineering programs would be in favor of co-op as long as it is unpaid and think of it as a pre-screening for their employment. This could be a lot to ask for the students, but some note they are interested in that unpaid co-op plan. Seneca will have Biotech with co-op and Biotech without co-op. They enter into the stream knowing what they want. (Co-op or non-co-op model). It is

valuable for students to graduate with experience. It's tricky to find placement for all students, as employers are in need of three years' experience for entry level positions. We need to provide to the employers a summary of skillsets that students have. Perhaps we could calculate how many lab hours students have done from the POS and share this with the employers.

10. **KPI and ACR Reports:** Student satisfaction is very high, however, just below the ministry standard, and is lowest in the province. Graduation rate is good at 70.4%. Employer satisfaction is 100% from 12 employers. Graduate satisfaction for the fast-track students is worrisome as there is not enough time to do placement. Graduation employment is up. The largest complaint for students is the lack of use for textbooks and course materials at 42% satisfaction. EBooks are working a bit better. Helpfulness of teachers is down with contract staff. Understanding career path, career nights really helped. Hopefully when KPI's are done this year, the feedback will be high with the career night having been done.  
There are program of study challenges, as we are over by an hour. We are struggling to get the hours down, with the third and fourth semester. Organic chemistry II was taken out as it is not in any of the pathways. L. Benninger is looking at combining Organic Chemistry I and II. Pharmacology was taken out of semester 5. K. Kelly will start to teach the QA/QC course in place of the pharmacology course. The Communication courses will be down to two courses. A new stats course is in the program and the food microbiology courses is still in the POS.
11. **Program Review Update:** The program review is almost complete. Review actions will be finished in two years. Admission criteria may need to be increased. An update is to happen in January.
12. **Future Meeting Date:** Thursday, May 21, 2015 at 5:00 PM
13. **Adjourned:** 8:02 PM

#### RECOMMENDED ACTIONS

1. Suggest some employers to S. Todd. **ACTION BY: W. Smith.** One employer was Justine Kerrigan from Estee Lauder. C. Richardson to provide contact information to S. Todd for Justine Kerrigan.
2. Ask Maureen Calhoun if technologists are receiving the Safety Data training. **ACTION BY: J. Head**
3. Follow-up with UOIT about Anatomy and Physiology courses for the Medlab requirements. **ACTION BY: S. Todd**
4. Mention to Mary Blanchard for the future, the possibility of creating labs in the Dental area near the SET department that would serve the pharmaceutical tech students and serve as multipurpose labs. **ACTION BY: S. Todd**
5. Could CONED run Anatomy and Physiology to bridge for the Medlab UOIT program? **ACTION BY: S. Todd to ask J. Lavergne**
6. Send C. Richardson and N. Lainsbury the QA/QC Course Outline. **ACTION BY: K. Kelly**
7. Look at admission requirement change for biotech fast-track to have a molecular biology for 2017-18. **ACTION BY: J. Myers and Program Team**
8. Invite more students, including 1<sup>st</sup> year students to the PAC. **ACTION BY: N. Trieselmann and J. Myers.**

#### STATUS OF RECOMMENDATIONS FROM *May 1, 2014* MEETING

1. Follow-up with L. Benninger on having the technologists prepare samples prior to the start of class. **ACTION BY: S. Todd** Ongoing for September 2015.
2. Look into developing instrument operation videos. **ACTION BY: J. Myers** Ongoing for September 2015.
3. Request contact information of employers in different industries from the placement coordinator. **ACTION BY: S. Todd** Ongoing
4. Discuss testing students on other elements of the periodic table beyond the first few layers.

**ACTION BY: Program Team** Complete

5. Look into Safety Data Sheet training for the technologists. **ACTION BY: S. Todd** Ongoing. WHMIS is changing. In techniques, N. Trieselmann has discussed some changes to the GIS system. This will eventually cover all the students coming in through techniques.
6. Meet with the math instructors to identify key concepts that must be reinforced in the program. **ACTION BY: Program Team** Ongoing – Math is changing. There is a post-admissions testing, identifying student's gaps and introducing them to SALS. Reinforcing the basic components.
7. Discuss more effective placement options including the possibility of removing the scheduled placement day in year three. **ACTION BY: Program Team** Being discussed at this meeting.

REPORT PREPARED BY: Jenni-Lynn Head

DATE: December 5, 2014

DRAFT REVIEWED BY DEAN:

SIGNATURE: *Susan Todd*

APPROVED BY CHAIR:

SIGNATURE: December 8, 2014

### Chemical Engineering Advisory Committee Membership List

*Note: An asterisk in front of the name indicates the member was present for this meeting.*

Name	Title	Organization
<b>Committee Chair</b>		
*Greg Johnston	Site Manager	Rohm & Haas-Dow Chemical
<b>External Committee Members</b>		
*Colin Davidson	Director of Management & Innovation	CardioMed Supplies Inc.
Mary Duarte	Manager, Fleet Support Services Training	Ontario Power Generation
*Jason Edward Henry	High School Teacher, Donald A. Wilson	Durham District School Board
*Corey Kachmar	Process Engineer	Woodbridge Foam Corporation
*Andrew Pearce	Senior Recruiter	SGS Canada Inc.
Sara Pearce		
*Eric Perry	Process Supervisor	Del Monte
*Mike Sheedy	VP-Technical Development	Eco-Tec Inc.
*Nick Taylor	Supervisor, Technical Services	Eco-Tec Inc.
<b>Elected Student/Alumni Representatives</b>		
*Natasha Beattie	1 <sup>st</sup> Year Chemical Eng. Tech	Durham College
*Brandon Cole	2 <sup>nd</sup> Year Chemical Eng. Tech	Durham College
*Kristina Dodsworth	3 <sup>rd</sup> Year Chemical Eng. Tech	Durham College
*Brendan Doran	3 <sup>rd</sup> Year Chemical Eng. Tech	Durham College
*Kyle Hulse	2 <sup>nd</sup> Year Chemical Eng. Tech	Durham College
Stephanie Manning	Graduate Chemical Eng. Tech	Durham College
*Joshua Seville-Demedeiros	1 <sup>st</sup> Year Chemical Eng. Tech	Durham College
<b>Elected Faculty/Staff Representatives</b>		
Laura Benninger	Professor	Science & Engineering Technology
*Dave Duncan	Professor	Science & Engineering Technology
*Tanya Jessup	Professor	Science & Engineering Technology
Joy Lavergne	Program Officer	Durham College
*Joyce Myers	Program Coordinator	Science & Engineering Technology
Susan Todd	Dean	Science & Engineering Technology
<b>Guests/Unelected Faculty Representatives</b>		
*Wendy Smith	Professor	Science & Engineering Technology

## KEY POINTS OF DISCUSSION

1. **Welcome & Introductions:** J. Head welcomed members and asked everyone to introduce themselves.
2. **New Chemical Engineering Chair:** D. Duncan motioned for nominations. G. Johnston offered to chair.
3. **Acceptance of the Agenda:** M. Sheedy approved and E. Perry seconded
4. **Approval of Minutes from June 12, 2014:** The minutes were approved by J. Henry.

**External Membership Information Sharing/Industry Trends:** The oil and gas sector has generated the most business for Eco-Tec over the past 5 years. It is expected that capital equipment spending in this area will dry up due to the declining price of oil. Eco-Tec is seeing some activity in the pulp and paper sector in South America where new high pressure recovery boilers have been installed. There also appears to be some activity in the copper refining sector. Geographically the areas of most activity at this time seem to be India and the Middle East.

Woodbridge Foam Corporation is seeing trends in automotive polyurethane technologies. They are seeing the automotive industry moving out of Canada and into areas where manufacturing labour and costs are less expensive; however, for molded polyurethane in Ontario, their manufacturing facilities is receiving new business allowing the facilities to run at full capacity and sometimes over capacity.

SGS Canada Inc. trends: The minerals sector has been very slow. As a result, SGS has not hired any new graduates from the Chemical Engineering field in over a year. They expect an upswing in early 2015 and have places for new graduates as well.

5. **College/School Update:** High schools professionals are noticing a push from the Ministry of Education, being asked how they can change education to be better for the individual student. High school teachers are trying to reinvent themselves in creating environments that are more successful in preparing for University or College. Independent skill sets are being instilled. High school teachers are interested in setting up a PD session with College professors to better prepare their students. There seems to be a misconception of high school student's expectations for entry level jobs after College; students think they are guaranteed to make high salaries right away.
6. **Student Voice:** Some students would like some project management components added to the program. Communication in first year is very basic with a lot of grammar, seeming like grade 12 English revised. Students would like their communication to be geared more towards lab reports. Students also expressed their concerns with their lab reports, noting the expectations are different with each professor. Members noted that it's good to have different formats being taught to have more exposure and preparedness for the industry. Some students are feeling very culture shocked and overwhelmed upon first walking into the chemistry lab. Chemistry is not an entry requirement for the program, but is strongly recommended. Program team noted Chemistry I is not only taken by the Chemical Engineering students; it is taken amongst all the science programs. The course starts with a lot of basics and a lot of safety. Analytical Techniques is also designed to help with Chemistry.
7. **Continuing Education Update:** No Continuing Education representatives were present.
8. **Field Placement vs. Co-op:** Field placement is currently 100 hours with 80 hours in the industry with placement being once a week. Some students may complete their placement during the summer and some during the Christmas break. The question is should this program be condensed into 5 semesters and have the 6<sup>th</sup> semester devoted to co-op? Or could the co-op model run through the summer between semesters? Some students are working during the summer and using this as their field placement hours. It would be difficult if they were to do an unpaid co-op model through the summer as they need this time to make money to help pay their tuition/rent. The College is moving away from the Internship model where students would take one year off between studies to work and continue their studies after that year.
9. **KPI and ACR Reports:** Student satisfaction is below the ministry standard, but has gone up 7%. Program of Study changes have been made. Contract teachers are still a

concern of not being prepared and faculty knowledge of the subject. The school is working towards filling gaps for training sessions, etc. Contract staffing is an ongoing challenge, but the KPI satisfaction is going up, so we are doing something right. The employer satisfaction rate is going up. Grad satisfaction is high. Attrition rate is high for the students. Fluid mechanics deterred students. Successful placement is one of the KPI's. For additional information on Key Performance Indicators, please visit the Durham College KPI website.

10. **Program Review Update:** The program team is trying to determine the gaps with high school knowledge of the program. The Instrumentation Lab gets a new piece of equipment every year, as part of the capital. Development of better relationships with industry means trying to provide more networking opportunities. A plant tour has been implemented. Also having PAC support from industry members is important. A career night is in the works and the Science Rendezvous is held every May which will be helpful for college students building rapport with industry representatives.
11. **PAC Effectiveness:** M. Hersey took a survey approximately a year ago that touched on PAC Effectiveness. The survey will be sent with the minutes.
12. **Career Night Event:** Date to be announced but possibly in January, 2<sup>nd</sup> or 3<sup>rd</sup> week. Industry representatives and student body being present will help closing gaps and allow for making connections. Job descriptions could be beneficial for students. Staff would benefit from an employer perspective to see the job descriptions of the jobs.
13. **Future Meeting Date:** Thursday, May 14, 2015 at 5:00 p.m.
14. **Meeting Adjourned:** 6:59 p.m.

#### RECOMMENDED ACTIONS

1. Look at tempering the Calculus course so to be less advanced but still acceptable for the Bridge program at UOIT. **ACTION BY: D. Duncan, J. Myers, T. Jessup**
2. Liaise with J. Henry and arrange a meeting with the Durham District high school teachers, possibly including Durham College students. Perhaps set up a time to speak to the grade 12 classes as well. **ACTION BY: S. Todd, D. Duncan for student volunteers, J. Henry**
3. Look into Career Services portion being brought into the Communications course. Also, look into a Durham District High school student professional development day. Ask Paul Bishop for assistance on this. **ACTION BY: J. Myers, D. Duncan**
4. Look at finding another hour for Chemistry 1 or some kind of modification to the course. **ACTION BY: J. Myers, S. Todd**
5. PAC Members to review the ACR report and make suggestions, and provide comments on courses, changes etc. to D. Duncan. **ACTION BY: PAC Members, D. Duncan**
6. PAC Members to complete PAC Assessment form (sent out with minutes) for next meeting. **ACTION BY: PAC Members**
7. Work with M. Sheedy for tours with Eco-Tec on what is needed of graduates of the program? **ACTION BY: J. Myers, D. Duncan, M. Sheedy**
8. Look into providing something for recognition for member participation. **ACTION BY: S. Todd, J. Head**

#### STATUS OF RECOMMENDATIONS FROM *June 12, 2014* MEETING

1. Review math requirements for program requirement **ACTION BY: Program team** This has been done and is ongoing.
2. Review the content of the Calculus course (MATH 3132) for discussion at the next meeting. **ACTION BY: PAC Members** This has been done and is ongoing. Some industry representatives questioned the relevancy of the course to the program suggesting the course being altered in a way to keep the pathway but become less advanced.
3. Forward MATH3132 and NUCL5100 course outlines to PAC members. **ACTION BY: J. Head complete**
4. Review content of the nuclear physics course (NUCL 5100) for discussion at the next meeting. Could they be lumped in with another course? Is Nuclear Physics needed? **ACTION BY: PAC Members Complete.** Nuclear Physics is staying in the curriculum.

5. Ask S. Todd how the possibility of taking out the Calculus and Nuclear Physics courses might affect the UOIT pathway. **ACTION BY: J. Myers** Complete. Under review.
6. Review Input/Suggestions handout for discussion at the next meeting. **ACTION BY: PAC Members** This will be added to the agenda for the next meeting with D. Duncan discuss.
7. Review POS and look at moving the GNED course in place of Fluid Mechanics. **ACTION BY: J. Myers/Program Team** Complete.

REPORT PREPARED BY: Jenni-Lynn Head

DATE: December 5, 2014

DRAFT REVIEWED BY DEAN:

SIGNATURE: *Susan Todd*

APPROVED BY CHAIR:

SIGNATURE: December 8, 2014

**Child & Youth Worker Program Advisory Committee Membership List**

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

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## KEY POINTS OF DISCUSSION

1. Minutes of June 5, 2014, were approved by T. Doyle and seconded by J. McCormack. Carried.
2. J. McCormack from Turning Point Youth Services has hired two Durham College CYW graduates – one of these students had completed placement with him. Interview on a weekly basis and standards have risen considerably. Human Resources from Starbucks worked with Jason and his team for about six months to help with the interviewing process. They will be going through Accreditation at the end of 2015 and it takes 2 years to prepare.
3. T. Doyle/C. Harris program updates: There are currently 4 full-time faculty in the CWY program. Two Coordinators: T. Doyle (Semesters 4-6) and C. Harris (Semesters 1-3). There are currently 56 second year students on placement. Presently 82 students are completing first semester courses and will be eligible to enter the 1 day/week placement beginning in January if they are successful. Staff continue to meet and explore strategies for providing feedback to students. A variety of methods are currently being used including: written, face to face and using the DC Connect feedback tools. One Faculty member has implemented a professionalism rubric this term. This is a pilot initiative that has experienced success at another College. The Ministry of Training Colleges and Universities recently released new Program Standards for our Program. The team is planning to review the document at the end of the semester. As a first step, Faculty will conduct a program mapping session to identify presence and gaps in the achievements of the new standards. In addition, the Ministry has proposed a name change to “Child and Youth Care”. To prepare for the final block of placement, we are planning an information session for all second year students in early January. This initiative proved successful after being piloted last year. This morning session will include a variety of guest speakers from our placement agencies.
4. S. Sproul School/College updates: Durham College has welcomed more than 11,100 full time post-secondary and apprenticeship students to its Oshawa and Whitby campuses and Pickering Learning Site since classes for the 2014-15 academic year officially began on September 2nd. With the College one of only three in Ontario to experience growth this year, the number marks an overall enrolment increase of more than 2.5% over Fall 2013 including more than 5,600 new students and a new College high of 459 international students from more than 32 countries. Durham College’s Open House will be taking place tomorrow Saturday, November 15th from 10:00 am – 2:00 pm. Every Open House brings in plenty of positive feedback about the friendly and positive nature of our faculty, staff and students. UOIT and DC are working together on a Campus Master Plan designed to address the future expansion and needs of both institutions including decisions on: the best location on our properties for building new facilities, how to effectively use our existing space, the planning of transportation routes to align with neighbouring communities and the type of campus infrastructure required including funding opportunities. Phase One of the plan included input from faculty, staff and students at UOIT and DC on a Vision and Directions Report and Framework Plan. The project has now moved into Phase Two which includes more opportunities for input from students and staff. A workshop was held on Monday, October 20th. Comments can be provided via Twitter and Facebook. A new program, Activation Coordination in Gerontology, was launched this September with 31 students. Kimberlee Neault is coordinating the program. Wendy Aspin-Curran has been hired full time in the PSW program and Justin De Sousa has been hired for the FITS program. Both individuals started August 1st. There is currently a Crowdfunding Campaign happening for the Centre for Food. The campaign is called “Field to Fork” Sowing the Seeds of the Community and is inspired by the College’s commitment to bring locally sourced, quality produce from field to table in Durham Region. The Campaign was launched in an effort to complete landscaping and planting needed at the Centre for Food. The campaign offers donors an opportunity to provide financial assistance to any project where they have a special interest. There are 15 landscaping projects to choose from. For more information visit [fieldtofork.durhamcollege.ca](http://fieldtofork.durhamcollege.ca). Susan announced her retirement as of December 31, 2014.
5. S. Sproul reviewed the KPI results for the CYW Program with the Membership.
6. CYW first year student Alex: very excited to start her placement. The experience and variety will help in the work force. It would be nice to have more of a choice especially for students who already have experience. S. Zibert will provide students with an application for first placement - students need to be made aware of this form.

## RECOMMENDED ACTIONS

1. T. Doyle, C. Harris and S. Zibert are still in the process of polling agencies regarding types of training required by agency.
2. Next meeting – Thursday, June 4, 2015, 12:00-2:00 pm.
3. Adjournment 2:00 pm.

**STATUS OF RECOMMENDATIONS FROM JUNE 5, 2014 MEETING**

1. A poll was completed to see what time was best for members. It was determined 12-2 pm fit most Schedules, so we will keep this timeframe in the Spring and see if we get a better response. A suggestion has been made that we amalgamate the CSCSF PAC with CYW.

REPORT PREPARED BY: Sandra Thomson

DATE: December 15, 2014

DRAFT REVIEWED BY ASSOCIATE DEAN:

SIGNATURE:



APPROVED BY CHAIR: Brandi Kelly

**Communicative Disorders Assistant Program Advisory Committee Membership List**

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

## **KEY POINTS OF DISCUSSION**

1. Welcome and introductions were made around the table. Minutes of May 12<sup>th</sup>, 2014 were approved with two requested corrections; M. Stratton and M. Kennedy identified they had sent regrets to the May 12<sup>th</sup> meeting. Agenda was accepted as presented.
2. W. Ricci – Grandview was awarded additional funding in the 2014 budget year which was used for pre-school speech which resulted in some short term contract hires to help move through waitlist. Hoping to see a larger award for the 2015 budget year given the size of Durham Region. Staff and families involved with Grandview will be invited to attend “vision mapping” to review services available for OT/PT and Speech.
3. D. Adams – Pilot project last year which saw the board hire an additional full time CDA and part speech language pathologist to assist with the waiting list. They have re-hired the full time CDA on a contract for this year and are hoping to see it go full time. The board now has 4 CDA’s.
4. R. Lenhardt – the bulk of clients are those with brain injuries. Will be looking for a full time CDA starting in April for the Hamilton area. Wondered if our CDA’s were finding jobs given the current market place and the increase in programs. The PAC voiced concern at the lack of jobs for CDA’s, many positions are just contract.
5. M. Kennedy – positions are being lost due to lack of funding; staff not replaced when someone leaves. Organization now does centralized scheduling and is aiming for a 122 day max wait time to be accessed. Working with a block service delivery pattern. Will launch a new pilot December 1<sup>st</sup> which will allow clients to go on to the website to access their health records and to network with other families; will start with 10 families as a pilot.
6. M. Stratton – **CDAAC** – Fall conference scheduled for the beginning of November in Bradford with the topic of “Oral Language Development and Literacy Skills” President of CDAAC is moving to Nova Scotia so she will do remote attendance. **TPSLS** – Service areas have been changed from 4 quadrants to 5 geographical service areas; agencies selected through RFP process. This means there will be 5 main employers with Public Health as the lead. This has caused substantial layoffs for staff not part of the 5 agencies selected and many programs have shut down. Currently now only one speech program in Scarborough. This all came about as a result of a review of service over the past 5 years led by Public Health who are trying to standardize practices.
7. B. Lauricella; still waiting for their merger with Mt. Sinai. ACW clinic currently staff with 2.5 full time CDA’s. Have been providing weekend therapy for the last two months – hired some casual staff to cover this. ALC beds increased but no increase in staff. This year they will only be taking 1 CDA student for placement and it will be from Durham College.
8. S. Hinman program updates: Sherry is covering for Elizabeth Maga who is currently on maternity leave. Currently have 33 students enrolled in the program. Finding placements for our CDA students is an issue and would appreciate the PAC members spreading the word about taking a student for a placement. Program continues to have a variety of guest speakers and students will participate in full day motor speak workshop with Deb Goshalak and a half day interactive session with the York-Durham Aphasia Centre. Received a large donation of materials from Super Duper for the program. We have again been awarded \$2500.00 from Harmonize for Speech to be used for our program. Program received CDAAC program approval for the 2012-2013 year; next review is planned for 2016.
9. M. Sich placement updates: 33-35 students currently will require placements to begin in January. Finding more and more students are being interviewed and confirmation of placement may not be made until up to the 17<sup>th</sup> of December. We may need to look at some alternative placement solutions given the lack of available placements. The Ministry of Labour now requires that every student going out on placement complete a 45 minutes on-line safety certificate. Again PAC asked to assistance in spreading the word to their network of contacts that we require placements.
10. S. Sproul updates: CDA program will be undergoing program review in 2015; this process is undertaken every 5-7 years. Durham College overall enrollment is over 11,000 students. Durham College is one of the three colleges that saw their enrollment grow in Ontario this year. Anticipating a 6% growth next year. We have a new Activation in Coordination in Gerontology program that started this September. Susan Sproul announced her retirement and her new replacement Dr. Judeline Innocent. KPI’s were distributed to membership and reviewed by Susan; very good KPI’s for the CDA program
11. C. Knuude – student voice: during a recent student discussion forum students expressed concern that a lot of the courses are heavily weighted towards treatment of children. S. Hinman said that this would be reviewed when the program undergoes its program review.

**RECOMMENDED ACTIONS**

1. Requested that we book both our Spring/Summer meeting as well as our Fall meeting - Next two meetings – Monday, June 22<sup>nd</sup>, 2015, 1:00 – 3:00 p.m. and Monday, October 5<sup>th</sup>, 2015 1:00-3:00 p.m. in the SW106 Boardroom.
2. Distribute “Spring into Literacy Conference” information to ECE and CDA students
3. PAC Membership to provide Mary Sich with any potential CDA placements or contact information
4. Adjournment 3:00 p.m.

**STATUS OF RECOMMENDATIONS FROM May 12<sup>th</sup>, 2014 MEETING**

N/A

REPORT PREPARED BY: Carol Connor      DATE: November 28<sup>th</sup>, 2014

DRAFT REVIEWED BY DEAN: Susan Sproul      SIGNATURE: 

APPROVED BY CHAIR: Donna Adams      SIGNATURE:

**Community Services and Child Studies Foundations Program Advisory Committee Membership List**

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

## KEY POINTS OF DISCUSSION

1. Minutes of May 9, 2014, were approved by W. Rechanicz and seconded by P. Mongeon. Carried.
2. W. Rechanicz: Frontenac Youth Services is holding a fundraiser at Yuk Yuk's on November 28<sup>th</sup>. There will also be an Open House/Fundraiser at Watersdown Crescent in Whitby on December 6<sup>th</sup> from 12:00-6:00 pm.
3. M. Perrino: John Howard Society is undergoing an internal restructuring so there will be a shift in Managers to different portfolios.
4. P. Mongeon updates: currently 49 students in the program. S. Sproul & C. Lovisa visited a class to see which direction the students are thinking of going. There will be a January 2015 intake with a target of 30 students. CSCSF students are participating in varsity sports. There will be a Christmas potluck on December 4<sup>th</sup> from 2-4 pm in the Simcoe Building Room 1060. C. Newman came in to speak to the students in regards to what employers require i.e. challenges, case studies – it was very interactive and the students were notified of night (sleep) positions.
6. S. Sproul: Durham College has welcomed more than 11,100 full time post-secondary and apprenticeship students to its Oshawa and Whitby campuses and Pickering Learning Site since classes for the 2014-15 academic year officially began on September 2nd. With the College one of only three in Ontario to experience growth this year, the number marks an overall enrolment increase of more than 2.5% over Fall 2013 including more than 5,600 new students and a new College high of 459 international students from more than 32 countries. Durham College's Open House will be taking place tomorrow Saturday, November 15th from 10:00 am – 2:00 pm. Every Open House brings in plenty of positive feedback about the friendly and positive nature of our faculty, staff and students. UOIT and DC are working together on a Campus Master Plan designed to address the future expansion and needs of both institutions including decisions on: the best location on our properties for building new facilities, how to effectively use our existing space, the planning of transportation routes to align with neighbouring communities and the type of campus infrastructure required including funding opportunities. Phase One of the plan included input from faculty, staff and students at UOIT and DC on a Vision and Directions Report and Framework Plan. The project has now moved into Phase Two which includes more opportunities for input from students and staff. A workshop was held on Monday, October 20th. Comments can be provided via Twitter and Facebook. A new program, Activation Coordination in Gerontology, was launched this September with 31 students. Kimberlee Neault is coordinating the program. Wendy Aspin-Curran has been hired full time in the PSW program and Justin De Sousa has been hired for the FITS program. Both individuals started August 1st. There is currently a Crowdfunding Campaign happening for the Centre for Food. The campaign is called "Field to Fork" Sowing the Seeds of the Community and is inspired by the College's commitment to bring locally sourced, quality produce from field to table in Durham Region. The Campaign was launched in an effort to complete landscaping and planting needed at the Centre for Food. The campaign offers donors an opportunity to provide financial assistance to any project where they have a special interest. There are 15 landscaping projects to choose from. For more information visit [fieldtofork.durhamcollege.ca](http://fieldtofork.durhamcollege.ca). Susan announced her retirement as of December 31, 2014.
7. S. Sproul reviewed the KPI results for the CSCSF Program with the Membership.

## RECOMMENDED ACTIONS

1. A Chair is required for this PAC if anyone is interested please let S. Thomson know.
2. Discuss with the SSW, ADMH and CYW Coordinators about combining the CSCSF PAC with them.
3. Next Meeting – Friday, May 7, 2015, 9:30 – 11:30 am in the SW106 Boardroom.
4. Adjournment 10:40 a.m.

## STATUS OF RECOMMENDATIONS FROM MAY 9, 2014 MEETING

N/A

REPORT PREPARED BY: Sandra Thomson      DATE: December 12, 2014

DRAFT REVIEWED BY DEAN: Susan Sproul

SIGNATURE:



APPROVED BY CHAIR: Susan Sproul

## Computer Programmer Analyst Membership List

*Note: an asterisk in front of the name indicates the member was present for this meeting.*

Name	Title	Organization
<b>Committee Chair</b>		
Tim Chandler	Resource Manager	Ministry of Revenue
<b>External Committee Members</b>		
*Chris Reid	Senior Developer	Salentica Inc.
*Dave Jewell	IT Architect	IBM
Elio Benincasa	AVP, Infrastructure	Manulife Financial
Robert DeSanti	VP	Deighton Associates Limited
Tom Dickie	Manager of IT	Durham Children's Aid Society
Maddy Dilski	Business Partner	Cisco Canada
*Tim Fenton	Executive CIO & N. American CRM IT	GM Canada
*Judy Gauvin	Programmer Analyst	Ministry of Community and Social Services
*Dave Jewell	Associate Client IT Architect	IBM Canada
*Yasser Khan	Manager of Technical Solutions	McGraw Hill
*Lee Kichko	Software Developer	Mojility
Yasmine Moolla	Project Manager	Ministry of Revenue
*Chris Reid	Senior Developer	Salentica Inc.
Tyler Savery	Business Owner	Young Astronauts
*Murray Schock	Director	CIBC Infrastructure Client Services – Mainframe Operations
Favour Umokoro	Director of Technology	Amazing Print Corporation
*Mark Wilton	Applications Analyst	Town of Ajax
<b>Elected Student/Alumni Representatives</b>		
Name	Year, Program	
*Jillian Arnott	Year 2, CPA	
*Scott Nice	Year 3, CPA	
*Kyle Sullivan	Recent Graduate	
Ian Manley	Alumni	
*Tyler Martin	Year 1, CPA	
Mike Schnurfeil	Alumni	
Jennifer Short	Alumni	
<b>Elected Faculty/Staff Representatives</b>		
Name	Title	Department
*Kevin Dougherty	Program Coordinator/Professor/Acting Chair	School of Business, IT & Management
*Darren Puffer	Professor	School of Business, IT & Management
Thom MacDonald	Professor	School of Business, IT & Management
<b>Guests/Unelected Faculty/Staff</b>		
Name	Title	Department/Organization
*Judy Spring	Dean	School of Business, IT & Management
Donna Boyd	Program Officer	School of Continuing Education
*Victoria Kee	Secretary	School of Business, IT & Management
*Bill Marlow	Professor	School of Business, IT & Management

## KEY POINTS OF DISCUSSION

### 1. Additions to Agenda:

1. Discuss Fundraising to Support Students

### 2. Agenda: accepted by D. Jewell, seconded by J. Arnott.

### 3. Minutes of May 20, 2014 were approved by M. Wilton, seconded by Y. Khan.

### 4. External Membership Information Sharing:

- There are changes on the infrastructure side of programming. Virtualization of virtual applications is a new process. Efficiency of programming needs to be tighter.
- There is a huge demand for soft skills along with technical skills in this industry. Technical skills can be developed over time; however, it can be difficult to teach passion or analytical skills. Medium and small sized companies in particular want a large range of experience however the ability to build relationships is critical.
- Cloud software is growing in popularity although there is some resistance. People tend to prefer data to be stored on their own server.
- A new trend is to create programs that allow votes to be taken online for elections. Ajax is the largest municipality in Canada to accept votes completely online. Challenges with developing this software include ensuring that it is capable of an extremely large number of people accessing the program at the same time. It is also important to ensure that log-in information is correct or can be easily updated in the case of errors.
- Discussed the difference between load testing versus stress testing. Load testing alone is not sufficient, stress testing needs to be implemented to determine the system's breaking point.
- The publishing industry is moving away from the printing business and instead focusing on education and creating value for students in other ways. One of the avenues will likely include adaptive learning – developing software that asks questions and tailors materials or chapters based on student responses. This type of software will involve many different technologies and is in the initial stages of development.
- Discussed high expectations for graduates entering the workplace. Employers often expect them to enter the workplace and be able to perform their job with very little or no training. The committee discussed the adjustment period for any new employee even when technical skills are well developed as there are still policies, procedures and so on to become familiar with. Industry members felt that this is not necessarily a challenge only in the IT industry but perhaps a cross-industry trend in Canada.
- Industry members have had good experiences with Durham College students and graduates.
- Individuals in the industry are approaching retirement and there is difficulty filling positions. It will be important to hire new employees with a long-term view where organizations invest in these employees allowing them to develop an understanding about their work environment and a big picture of the data that they are managing. This field of employment can provide very stable, long-term employment to those who apply themselves.
- The majority of data that gets processed in any big company with a mainframe is primarily generated there and resides on the mainframe. Managing and protecting this data requires a specific skill set and expertise. Students need more experience with mainframe theory including practical aspects about navigating mainframe.

### 5. College/School Update:

1. Two new programs will be introduced fall of 2015, Insurance as well as Accounting and Payroll. In the fall of 2016 Business-Finance and Business Administration-Finance will be offered. Also currently working on IT Fundamentals certificate program.
2. Enrolment in IT programs was up this fall and more students are enrolled for the January start.
3. Durham College will be considering a pilot program for providing eBooks to students in laptop programs by adding an incidental fee to tuition. This would benefit students with financial constraints or are waiting for OSAP funding who may not otherwise have access to textbooks when the semester starts. The cost of eBooks is about 60% that of a textbook and students then own the digital copy of the book. Students felt that they should be able to opt out of this fee because they are often able to buy books inexpensively second hand.
4. There is a new articulation agreement with UOIT for a Bachelor of Science in Computing Science for graduates of the 3-year program with an overall average of 75% or higher. Previously closest pathway was to Trent University. This will be offered in the fall of 2015.

### 6. Student Voice:

- Strongly recommend LinkedIn profile when beginning job search.
- Students notice a lot of interest in the program when they are discussing it with others.
- There is demand by small businesses who would like websites built and want PayPal available on the website. This would be a good addition to the curriculum, as well as COBAL programming language.
- Student complaints include parking, textbook costs, DRT, and wireless access on campus.
- Many students did not realize that they could choose what business courses they took, and were automatically registered for accounting and operations management when they may have preferred human resources or marketing.
- Workshops for students to practice things like UNIX or other mainframe technologies would help with the application of knowledge learned in the course curriculum.
- There is a steep workload in this program, with a large requirement for work to be done outside the classroom. It is very important for students to develop good time management skills.
- There is not enough awareness about this program for high school students. Initiating trips to high schools to speak to the students there about this program would be a great way to create interest. T. Martin has been invited back to his high school to speak to students, K. Dougherty will accompany him.
- The emphasis in class on business rules is very important and will benefit students when entering the workforce.

### 7. Additional Agenda Items:

1. New program – IT Fundamentals (One-year Certificate) – the recommendations from the program review to create a common first year for IT courses was supported by the Computer Systems programs. The addition of this program will be a great way to attract students who are interested in this area and would like to either add to their education or try out the program. This program will be offered in the fall of 2016.
2. Discuss fundraising to support students – K. Dougherty chairs the holiday food drive for Durham College and UOIT.

Last year the food drive supported 184 students and their families, including 240 children, who were struggling. This year there is a greater demand and an expectation of approximately 200 students who require support which means \$40,000 needs to be raised. Please help support the food drive.

## RECOMMENDED ACTIONS

1. Will send list of possibilities for security issues to cover in curriculum to obtain feedback from members. – B. Marlow
2. Investigate the possibility of student society to hold workshops.
3. Discuss full report on Program Review at spring meeting – K. Dougherty
4. Connect external committee members with faculty to arrange one-on-one meetings and obtain feedback regarding the program – K. Dougherty
5. Arrange a visit to speak to high school students – T. Martin and K. Dougherty
6. Next meeting: April 20, 2015 at 6 p.m. Location: CFF
7. Adjournment: 8:05pm

## STATUS OF RECOMMENDATIONS FROM MAY 20, 2014 MEETING

1. Follow-up on interest in position of Chair after resignation of T. Chandler – Y. Khan nominated for position of chair by K. Dougherty, motion seconded by K. Sullivan. Consensus obtained from committee members.
2. Follow-up regarding onsite training for faculty – this training is in process. The next step will be to arrange one-on-one meetings between faculty and PAC committee members for assistance in course development for the new POS.
3. Review books 24x7 access and references – there is a fee included in the ancillary fees that allows students to have access to books 24x7 but there is little control of what is maintained or dropped. There is an effort to provide students with free or cheap resources outside of the traditional textbook. Currently, only a couple of textbooks are required in the program that cannot be replaced with another source.
4. Report on KPI results – for a request a copy of this report please contact J. Spring.
  - CPA - Student satisfaction was 82% for the program compared to the Ontario average of 72%. 85% of students felt that the program prepared them for employment and the graduate employment rate was 87.5%. Strengths of the program were that it teaches skills and abilities that prepare students for their chosen career, provides them with the ability to solve problems and that teachers are teaching up-to-date and relevant information. Weaknesses of the program were mentioned as usefulness of assigned course materials.
  - CP – Student satisfaction was 74% for this program compared to the Ontario average of 71.5%. Students expressed that the program has similar strengths to those of the CPA program. They rated a weakness of the program the quality of field placement; however, there is not a field placement for the two year program. Students likely feel that they would like a field placement. Students commented that teachers are knowledgeable, smart and caring.
5. Follow-up regarding suggestions for applied knowledge of security issues – will send a list of possible security topics to committee members in hopes of obtaining some suggestions. Looking for feedback on potential security issues that should be considered in analysis and design.

REPORT PREPARED BY: V. Kee

DATE: November 24, 2014

DRAFT REVIEWED BY DEAN: J. Spring

SIGNATURE: 

APPROVED BY CHAIR: K. Dougherty, acting chair

**Construction Carpentry-Sustainable Membership List**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
*Steve Snider	Owner	Steve Snider Construction

**External Committee Members**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Steve Snider	Owner	Steve Snider Construction
*Mike Dipalo	Contractor Sales	RONA Millwork
Peter Brooks	Owner	HM Brooks LTD.
*Andy Van Hoof	Building Inspector	Town of Whitby
John Lucyk	Owner	John Lucyk Renovations

**Elected Student/Alumni  
Representatives**

<b>Name</b>	<b>Year/Program/Alumni</b>
Brandon Ballantyne	1 <sup>st</sup> year Construction Carpentry - Sustainable
Rebecca Olajos	Alumni Construction Carpentry-Sustainable

**Elected Faculty/Staff  
Representatives**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Don Fishley	Full time Faculty/ Program Coordinator, Construction Carpentry-Sustainable program	School of Skilled Trades, Apprenticeship and Renewable Technology
*Alan Doyle	Full time faculty, Construction Carpentry-Sustainable program	School of Skilled Trades, Apprenticeship and Renewable Technology
*Mike Henderson	Carpentry technologist	School of Skilled Trades, Apprenticeship and Renewable Technology

**Guests/Unelected  
Faculty/Staff**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Greg Durkee	PT Faculty-Construction Carpentry-Sustainable	School of Skilled Trades, Apprenticeship and Renewable Technology
*Pam Stoneham	Associate Dean	School of Skilled Trades, Apprenticeship & Renewable Technology

**KEY POINTS OF DISCUSSION:**

- Class of 2013 Program Statistics report from Career Services describing how many graduates are working/where our graduates are working/salaries etc.
- Durham College's involvement with Habitat for Humanity.
- How "Baby Boomers" seem to be setting a trend for 1800 sq. ft. homes and how first time home buyers are looking for 3000 sq. ft. homes. It's seems to be a whole new market of large 3000 sq. ft. homes.
- Changes to the Ontario Building Code starting January 2015 and how these changes affect the construction industry and the course outlines for this program.
- Building permits have tripled for 3 storey rentals because the City of Oshawa has rezoned a lot of its downtown; this makes affordable housing.
- New types of basement insulation.
- Examples of skills that employers would find useful: retrofit skills rather than new construction; how to open a wall properly.

**RECOMMENDED ACTIONS:**

1. Provide the Committee a copy of the Employer KPI used by Career Services that provides the data for the Program Statistics (pgs.3 & 4 of this summary) before the April 13<sup>th</sup> 2015 meeting so it can be added to the Agenda as a discussion item. *J. Hauber*
2. Recommendations for a Renovation Program to be forwarded to Julie Hauber prior to the April 13<sup>th</sup>, 2015 meeting so they can be summarized and added to the Agenda as a discussion item. *External Committee Members*

**STATUS OF RECOMMENDATIONS (Bring Forward) :**

1. COMPLETED - Tour of the CFF building as part of Fall meeting -- *P. Stoneham*
2. COMPLETED - Provide stats on where graduates from the 2013 program are working -- *J. Hauber*
3. COMPLETED – Follow-up with Communications and Marketing regarding the website program video for Construction Carpentry-Sustainable -- *Don Fishley*

**Next meeting date: APRIL 13<sup>TH</sup>, 2015**

REPORT PREPARED BY: Julie Hauber

DATE: Dec.22, 2014

REVIEWED BY: Pam Stoneham



APPROVED BY CHAIR:

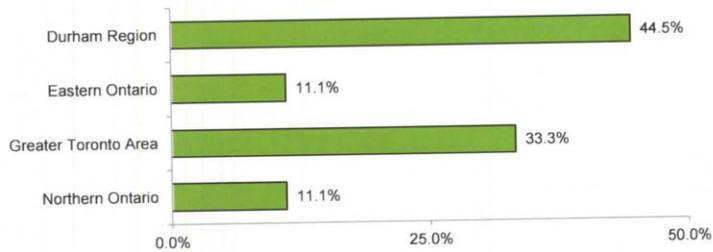
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<b>CONSTRUCTION CARPENTRY - SUSTAINABLE</b>																
	# of Graduates	# Available for Employment	# of Grads Employed	% of Grads Employed	Full-time Related	Part-time Related	% Related	Full-time Unrelated	Part-time Unrelated	Furthering Education	% Furthering Education	Actively Seeking	Not Seeking	Unable to Contact	Median Salaries	Average Salaries
2013	20	13	12	92.3%	9	1	76.9%	1	1	1	7.1%	1	0	6	\$30,556	\$31,493

**Employment Data**

**Companies:** Gordon Bartley Construction; Greco Fine Carpentry; Hayden Renovations; Rutherford Contracting Ltd.; Square Footage Inc.; System Drywall & Acoustics; Viceroy Homes Ltd.

**Job Titles:** Carpenter; Carpenter / Framer; Carpenter Apprentice; General Labourer; Lead Hand; Window Maker

**Job Locations**

**Education Data**

**Schools:** Durham College

**Programs:** Program not specified

**Job Leads**

This program had 29 jobs advertised on the Hired portal in 2013.

For more information contact 905.721.3034 or [careerservices@durhamcollege.ca](mailto:careerservices@durhamcollege.ca)

## Graduate Survey Definitions

### Number of graduates

Total number of student records supplied by the college. Total number of graduates is the sum of the following four columns: not seeking employment, unable to contact, furthering education and available for employment.

### Number of graduates available for employment

Available for employment is the sum of the four employment destinations, accepted a job at a later date and actively seeking a job.

### Number of graduates employed

Sum of graduates in full-time related, part-time related, full-time unrelated and part-time unrelated positions.

### Percentage of graduates employed

Sum of related employment and unrelated employment / available for employment \* 100

### Full-time related

Total number of graduates who reported working greater than or equal to 30 hours a week in a position related to their program of study during the survey reference week.

### Part-time related

Total number of graduates who reported working less than 30 hours a week in a position related to their program of study during the survey reference week.

### Percentage working related

Sum of graduates employed in related positions / available for employment \* 100

### Full-time unrelated

Total number of graduates who reported working greater than or equal to 30 hours a week in a position unrelated to their program of study during the survey reference week.

### Part-time unrelated

Total number of graduates who reported working less than 30 hours a week in a position unrelated to their program of study during the survey reference week.

### Number of graduates furthering education

Total number of graduates who indicated they were pursuing further education during the survey reference week.

### Percentage furthering education

Sum of number of graduates furthering education / total number of graduates minus unable to contact \* 100.

### Actively seeking employment

Total number of graduates who were actively seeking employment during the survey reference week.

### Not seeking employment

Total number of graduates who were not seeking employment during the survey reference week.

### Unable to contact

Graduates who are not categorized in one of the following categories: furthering education, not seeking employment, available for employment. Please note that this category includes graduates who did not complete the survey.

### Median salaries

The mid-point of the highest and lowest gross annual salaries as reported by graduates.

### Average salaries

Sum of full-time related salaries (responses greater than or equal to 30 hours a week) / total number of salaries reported.

**Critical Care E-Learning Program Advisory Committee Membership List**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
To be determined		
<b>External Committee Members</b>		
Joanne Collin	Nurse Clinician, Critical Care Program	Sudbury Regional Health System
Tabitha Carroll	Program Director Critical Care and Acute Inpatients	Northumberland Hills Hospital
Janet Piper	Simulation Lab Specialist	Sault College
Leanne Wakelin	Advanced Practice Nurse	Kingston General Hospital
Tania Pynn	Manger, Nursing Programs	Confederation College
Kim Bazinet	Manager ER/ICU	Timmins and District Hospital
*Shelley Hynes	Patient Care Specialist	Lakeridge Health
<b>Elected Student/Alumni Representatives</b>	Year/Program/Alumni	
<b>N/A</b>		
<b>Elected Faculty/Staff Representatives</b>		
*Judeline Innocent	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
<b>Guests/Unelected Faculty/Staff</b>		
Mary Noble	Employment Advisor/Internship Coordinator	Durham College
*Mary Sich	Placement Officer	Durham College
*Debbie Morrison	Faculty	Durham College

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## KEY POINTS OF DISCUSSION

1. Minutes of May 27, 2014, were approved by M. Campkin and seconded by D. Morrison. Carried.
2. Additions to the Agenda: KPIs
3. S. Hynes: Lakeridge Health Oshawa is implementing a Hemolung. This is the first fully-integrated Respiratory Dialysis System that is used by a Respiratory Therapist and Nurse. This is for patients in extreme lung failure waiting for a lung transplant. They can be on the Hemolung for 2-4 days and it is like dialysis for the lung. It is a very small unit. The education part is complete but they have not had a patient use it yet. M. Campkin will be provided with a copy of the documentation. Bowmanville now has a non-funded rapid response team and Oshawa will be next.
4. M. Campkin's program updates: Enrolment for September cohort was over 100 students enrolled. The January cohort has 80 students with registration still in progress so the number is expected to increase over the next couple of weeks. The Intro to e-Learning and Cardiac courses were revitalized in the Summer of 2014 using Jumpstart Model of Delivery. The remaining 4 courses Foundations, GI/Renal/Endocrine, Respiratory, Neuro approved for revitalization to begin late January 2015. SIM Labs at Durham College for January are in progress and the next full SIM is February/March 2015. At Sault College (Sault Ste. Marie) January 2015 SIM completed and all five students were successful and will be starting practicum. Confederation College in Thunder Bay is having their next SIM January 16-18 and 24-25, 2015 with approximately seven students to attend.
5. J. Innocent reviewed the Employer Satisfaction Survey and Graduate Satisfaction Survey with the Members.

## RECOMMENDED ACTIONS

1. J. Innocent with contact Mrs. Myriam Bloomfield, Nurse Practitioner in the North to encourage Nurses to take our Critical Care e-Learning on-line program. Myriam is going to be invited to join the PAC.
2. M. Campkin will invite one Critical Care Clinical Advisor to join the PAC.
3. M. Campkin will recruit a current or Alumni student to become a member of the PAC.
4. M. Campkin will provide S. Hynes with a SIM Lab schedule.
5. M. Campkin will try and obtain a testimonial from one of the male students.
6. M. Campkin will obtain responses for Question 78: "What would those other skills be?" and Question 79: "Why did you hire this graduate?" in regards to the Employer Satisfaction Survey.
7. Next meeting – Thursday, May 14, 2015, 2:00 – 4:00 pm.
8. Adjournment 3:30 pm.

## STATUS OF RECOMMENDATIONS FROM MAY 27, 2014 MEETING

1. A meeting was arranged with LHO for June 25, 2014, to discuss placements.
2. A Chair is still required for this PAC. If anyone is interested please contact Judeline Innocent.

REPORT PREPARED BY: Sandra Thomson      DATE: January 16, 2015

DRAFT REVIEWED BY DEAN: J. Innocent      SIGNATURE: 

APPROVED BY CHAIR: J. Innocent

**Culinary Skills/Management Membership List**

*Note: an asterisk in front of the name indicates the member was present for this meeting.*

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
*Ron Subden	Chef Professor	Durham College
<b>External Committee Members</b>		
Don Andrews	Owner/Operator	Tin Mill Restaurant
*Kevin Anyan	General Manager/Owner	Kings Court Catering
Bob Brown	Program Facilitator SCWI/SHSM	Durham Board of Education
Sharon Doyle	Manager	Taunton Mills LTC Facility
*Penny Johansen	Owner/Manager	Chatterpaul's
Penny Kertsos	President	PennyKertsos.com
*Georg Krohn	Hospitality Consultant	
Stacey Ritchie	OYAP and Pathways Coordinator	Durham Catholic District School Board
*Mary Solomon	Production and Retail Manager	Ontario Shores Centre for Mental Health
Kevin Thompson	Hospitality Educator	Durham District School Board
Michael Guzzo-Foliaro	Owner/Manager	Bella Notte Ristorante
*Stefanie Martin	Kitchen Manager/Production Chef	Halenda's Fine Foods
Tracey Running	SHSM & Tech Facilitator	Durham District School Board
*Jill Frazer	OYAP/DDSB	Durham District School Board
Derek Leung	Chef/Owner	Chanterelle Bistro
Sean Ashley	Executive Chef	Deer Creek Golf Club
Amy Robertson	Food Services Manager	Northumberland Hills Hospital
Lindsay Harris	Executive Chef	Viva Pickering Retirement Community
<b>Elected Student/Alumni Representatives</b>		
*Tara Haughton	Year/Program/Alumni	
	2, Culinary Management	Durham College-Centre for Food
<b>Elected Faculty/Staff Representatives</b>		
*Dave Hawey	Program Coordinator/Professor	Centre for Food
*Peter Lee	Professor	Centre for Food
*Tanya Heck	Professor	Centre for Food
<b>Guests/Unelected Faculty/Staff</b>		
*Pam Stoneham	Associate Dean	Durham College - Whitby
*Kosta Ristevski	Chef/Owner	Pickles & Olives Bistro
*Amy Serrano	Administrative Support	Centre for Food

## KEY POINTS OF DISCUSSION

1. **Industry trends indicate:** Co-op students are hired in industry. College grads are also being hired. A successful "field program" where four different meals were prepared/served at Watson's Farms; January-start students should be made aware of this event.
2. **College/school update and program update:** Prime Minister Harper ate dinner at Bistro '67 in October. Justin Trudeau was hosted for a Q&A. Student retention strategies are a priority to help identify issues early on. There are 92 first year students and 64 in second year; doubled from last year. Event being hosted November 21/14 - 32 high school teachers to witness "field to fork" integration between agriculture, horticulture, food pharmaceuticals, and culinary programs. Currently waiting for approval for grad certificate in baking.
3. **Continuing education:** classes are going well; feedback is excellent. Demonstration and hands-on classes available to the public. Culinary Arts Certificate program is offered; credits are transferable to day school.
4. **Student Voice:** Consensus from students is they love the program. Students want more butchering; possibly spread out over the course of the semester. Students want more baking; looking to build modules so students can take 7-week semester allowing them to specialize (few years away). Twelve-hour school days are too lengthy.
5. **Apprenticeship:** Do we continue? It is ideal for those who excel in the kitchen but may not be ready to attend college full-time. Close to 50% of students have jobs; some in industry. Red Seal is not common goal. Membership – job-seekers are not looking for apprenticeship, employers do not push cooks to register as apprentices; general thought is at this point consider keeping all options open. Advertising in high schools is a challenge; not all teachers inform students of all pathways. Passing grade for apprenticeship is 70%; post-secondary is 50%.
6. **Field placement:** In both Year 1 and Year 2 of the course; students must complete 80 hours of industry experience. Faculty are currently in the process of creating database of employers searching for field placement students. Most students do not look at the healthcare industry as a preferred placement choice. In future, it would be beneficial to deliver all PDST classes in CFF206-208 and group "interests" across rooms – specific discussions about industries.
7. **Student interviews:** Membership asked if they would be interested in conducting interviews alongside faculty (a few hours in October/November) as part of Professional Development Strategies course material.
8. **Second-year lab courses:** Changes have been made; delivering more large quantity food in curriculum. Retail & Quantity Food; Currently 16 students in a class; 2 classes running. They are divided into three teams-meals to go, recipe development/modification and canning/processing. Twelve-hour day should be eliminated. Academic needs are being met in class; no longer in Bistro. Majority of food being produced to retail store (Pantry) in Whitby & Oshawa. Students do not see the importance of front of house service (they only do 3 days). Consensus from membership is that FOH knowledge is extremely important. Communication between front and back of house is critical.
9. **Extra-curricular events:** Ontario Greenhouse Vegetable Growers came to CFF. Glenda Neatt came in the top 4 and has since won first place. Royal Winter Fair - four students will attend and cook on Lifestyle Stage and feature produce from the Ontario Apple Growers; Road to the Royal Chefs Challenge; D. Hawey will judge the final competition; Winterloo ice carving – DC students will compete in February. Queen's Park for Durham Days – faculty/student attended on Nov.4 and served mini-Reubens, students made bread, mustard, pastrami and cabbage for the event, all local produce used. Mac and cheese cook-off for high school students in planning stages for March- it will be hosted at CFF. Gingerbread competition likely next year; Event Planning students are creating a package to sell sponsorship for the competition.
10. **Skills Ontario:** Culinary Skills student, Sarah Lavergne, won the National Skills title in June.

## RECOMMENDED ACTIONS

1. Forward Con Ed flyer to PAC members with minutes.
2. Recruit more industry members for the PAC. Students can ask approach employers about being a part of the PAC. Include an invitation with OYAP package to their employers. Can a network event be set up between employers and students? Include information on job fair.
3. Send flyer with minutes from D. Hawey.
4. Newsletter format of PAC minutes – include student pictures; employers can post "help wanted" ads. In the meantime, please send posting to T. Heck/D. Hawey to post on FB.
5. Send FB info to PAC members so they may post directly.
6. Reach out to PAC members for interviews next semester.
7. Revisit Apprenticeship offering.
8. Future meeting date - Culinary: Monday, February 2/15 at 8 a.m. Location: TBA
9. Adjournment: 10 a.m.

## STATUS OF RECOMMENDATIONS FROM *May 12, 2014* MEETING

1. Continuation of group workshops

REPORT PREPARED BY: Amy Serrano

DATE: November 3, 2014

DRAFT REVIEWED BY DEAN: Pam Stoneham

SIGNATURE: 

APPROVED BY CHAIR: Via Email

SIGNATURE:

**Dental Programs Advisory Committee Membership List**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
*Catherine Hayes	Alumni	Durham College
<b>External Committee Members</b>		
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. May Daemi	Dentist	Private Practice
*Jane Laniel	Dental Hygienist	Private Practice
*Dr. Sandro Del Rosso	Dentist	Private Practice
Connie Bischoff	Marketing & Treatment Coordinator	Dentistry on Dundas
<b>Elected Student/Alumni Representatives</b>		
*Meghan Van den Oetelaar	DA Student	Dental Assistant
*Lindsay Vemb	Year 1 DH Student	Dental Hygiene
Daralyn Bodrug	Year 2 DH Student	Dental Hygiene
*Caitlin Stirpe	Year 3 DH Student	Dental Hygiene
*Danielle Ritchie	Alumni - DRA	Durham College
<b>Elected Faculty/Staff Representatives</b>		
*Susan Sproul	Dean	Durham College
Carol Burke	Associate Dean	Durham College
*Gillian Dunn	Faculty/Coordinator	Durham College
*Kim Stever	Faculty/Coordinator	Durham College
*Cindy Austin	Faculty/Coordinator	Durham College
*Sandra Meader	Con Ed Representative	Durham College
<b>Guests/Unelected Faculty/Staff</b>		
Mary Noble	Employment Advisor/ Internship Coordinator	Durham College
Lisa West	Student Advisor/ Practicum Officer	Durham College

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## KEY POINTS OF DISCUSSION

1. Welcome and introductions were made around the table.
2. Minutes of May 4<sup>th</sup>, 2014 were approved as presented.
3. Agenda accepted as presented with no additions.
4. New members were welcomed to the committee.
5. D.Ritchie advised membership that her office is currently being reviewed using a process called “transitions” in hopes to make the office more efficient and increase revenues. J. Laniel added that in the past their office had consultants come in and do a similar exercise and that sometimes their recommendations do not work well with what is happening in the office or with standards of practice. E. Hawkins inquired as to whether the clinic is available to make mouth guards for their clients; she was instructed to refer any clients to the DH clinic and we will accommodate them.
6. CE Updates: Considering offering a treatment coordinator workshop in the winter term. Abeldent workshop is filling well. Sandra will be offering two workshop sessions over the winter (February 2<sup>nd</sup> and March 2<sup>nd</sup> from 9-4 p.m.) Membership recommended Sandra consider advertising courses on the ODHA website to get the word about courses offered at Durham College to those who would be interested in taking them. Membership also recommended Sandra look at offering 3 topics (2 hours each) on a one-day workshop. Sandra asked membership to advise her of any other courses they feel she should offer.
7. Dr. Daemi: advised that there is a shortage of DA’s – we need to get the word out that we are graduating DA’s twice a year. One recommendation was to email out any potential jobs provided to the coordinators to students if they have provided email addresses. Dr. Daemi and membership were advised about the services offered on site through our Career Services which employers can post jobs and potential employees(students) can look for jobs - <https://hired.durhamcollege.ca/home.htm>
8. Dr. Del Ross: asked if there was anything that the dentists could do to facilitate student learning. Students agreed that there is always some type of variation between what is taught in classroom and then put in to practice in clinic but understood that this is something that will always happen as you cannot “calibrate” people. G. Dunn is going to set up a meeting with the dentists to introduce them to each other but to review processes in the clinic.
9. DRA Updates: currently 31 students in the program and things are progressing well. There is a student voice coming for the DRA program. Program review document is currently with the VPA for final review. C. Austin will present the results of the review at the Spring PAC meeting.
10. DA Updates: Reported that the Dental Accreditation of Canada is proposal that as of 2017 that coordinators of DA programs should have a degree and faculty should be working towards one. Durham College supports this. Program currently undergoing program review. Currently 32 students from our May intake and will finish the program in January. September intake has 76 students – 71 of which are on track. Was at Heads of Dental meeting two weeks ago and found out we had 11 fails from September starts and 1 fail from our May start; this seemed consistent across the country.
11. DH Updates: 48 students in semester 1 and 42 in semester 6. Have made some significant changes in clinic; if a student has met all their competencies by week 11 in semester 6 they will be allowed to work independently weeks 11-14. Semester 6 student had their mouth guard clinic and made 105 guards – everything ran smoothly. Moving forward with electronic records in the clinic – hoping to start with purchasing hardware and then down the line getting the software in place; currently an ongoing process. CDAC is proposing that as of 2018 DH coordinators hold a master’s degree and that all faculty have a degree. Given that a coordinator usually has one credential higher than what is being offered it is felt that a Degree would be sufficient. Currently working with the college simulators in Pathophysiology to simulate different scenarios that can occur in a dental practice.
12. S. Sproul Updates: Enrollment for September hit 11,000 full time students making Durham College one of 3 colleges that has shown growth. We are striving for 6% increase next year. Durham College open house will take place November 15<sup>th</sup>, 2014. Fall Convocation took place October 30<sup>th</sup>. This fall our “school” launched a new program Activation Coordination in Gerontology which is a post graduate program. Holding a focus group next week to look at a potential new program for Dietetic Technician. Hired 2 new full time faculty in August and hope to hire 2 more next year in our school. Dr. Judeline Innocent will be joining the School of Health & Community Services as the new Dean on December 1<sup>st</sup>, 2014.
13. KPI’s; S. Sproul presented KPI’s for the DA, DH and DRA programs and walked the membership through one of the reports explaining the process and what the faculty and administration do with the results. Explained that the school comes up with an action plan to address the results of the KPI’s as well as using the information provided when completing program review.

**RECOMMENDED ACTIONS**

1. Cindy Austin will provide an overview of the DRA program review recommendations at the next PAC
2. Gillian Dunn will set up a get together for the Dentists
3. Next meeting – Friday, May 29<sup>th</sup>, 2015 12:00 – 2:00 pm.
4. Adjournment 2:00 pm.

**STATUS OF RECOMMENDATIONS FROM MAY 2<sup>ND</sup>, 2014 MEETING**

1. New student representatives joined the advisory committee (Lindsay Vemb, Caitlin Stirpe, Meghan Van den Oetelaar).

REPORT PREPARED BY: Carol Connor                      DATE: November 5<sup>th</sup>, 2014

DRAFT REVIEWED BY DEAN: Susan Sproul              SIGNATURE: 

APPROVED BY CHAIR: Catherine Hayes              SIGNATURE:

**Developmental Services Worker Program Advisory Committee Membership List**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
*Terri Korkush	Director of Operations	Community Living Oshawa/Clarington
<b>External Committee Members</b>		
*Leeanna Cliff	Human Resources Manager	Community Living Durham North
Christine Robinson	Human Resources Manager	Community Living Durham North
*Kim Nevilles	Manager	Kerry's Place Autism Services
Lisa Binns	Manager	Kerry's Place Autism Services
Wendy Holliday	CPP Supervisor	Community Living Ajax/Pickering/Whitby
Doris Maniacco	Human Resources Manager	Community Living Oshawa/Clarington
Cindy Mitchell	Facilitator	Durham Association Family Respite Services
*Jon Gelinias	Adult Community Support Services Worker	Family Services Durham
*Sue Pereira	Director of Operations	The Participation House Project Durham Region
Ann Gyurmancozi	Area Manager	Christian Horizons
*Clar Hayes	Passport Coordinator	Tri-Community Support Services
*Carolyn Shaw	Assessor	Developmental Services Ontario
*K. Bird	CEO	WindReach Farm
<b>Elected Student/Alumni Representatives</b>		
*Siobhan Hall	Alumni	DSW Program
Paige Anderson	First Year Student	DSW Program
*Chelsey McGrath-Gushue	First Year Student	DSW Program
*Abigail Holmes	Second Year Student	DSW Program
<b>Elected Faculty/Staff Representatives</b>		
*Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
*Mary Helen Leddy	Faculty/Program Coordinator	DSW Program
*Kay Corbier	Faculty	DSW Program
*Karen Anderson	CICE Program Liaison	Durham College

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**Guests/Unelected  
Faculty/Staff**

*Donna Boyd	Program Officer/ConEd	Durham College
Mary Noble	Employment Advisor/ Internship Coordinator	Durham College
*Stephanie Zibert	Student Advisor/ Practicum Officer	Durham College

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**KEY POINTS OF DISCUSSION**

1. Minutes of April 24, 2014, were approved by S. Zibert and seconded by L. Cliff. Carried. Please note change in Item #5 the name should read W. Holliday.
2. D. Boyd from Con. Ed. indicated that they will not be offering a DSW apprenticeship as was planned for September 2015. Given a lack of interest from prospective students the request to offer the DSW apprenticeship program was declined by the Ministry.
3. K. Anderson from CICE will no longer be the Program Liaison. Elizabeth Campbell is the new Team Lead.
4. J. Gelinas: Family Services Durham had a tour of WindReach Farm. Major themes in provision of service are housing and transportation issues.
5. C. Hayes: Passport Coordinator for Tri-county Community Support Services. It will take a couple of years to clear the original wait list. Passport will be sending out a quarterly newsletter where agencies can put their information.
6. L. Cliff: Community Living Durham North has a lot of part-time vacancies. They are status quo with helping people achieve their goals.
7. C. Shaw: Developmental Services Ontario will be getting more staff to perform assessments.
8. K. Nevilles: Kerry's Place is expanding program. In need of staff – a DSW grad or students. Also increasing the day sports program.
9. K. Bird from WindReach Farm will continue their program all year round which is good for our placements.
- 10.S. Pereira: The Participation House Project – summer respite program held at residence in July which was coordinated by S. Hall one of our DSW graduates working at Participation House.
- 11.T. Korkush: Community Living Oshawa/Clarington is looking at hosting information sessions. There have been lots of changes in Management Team. There is going to be several posting for DSW grads to watch for with openings at full-time and part-time level.
12. M. H. Leddy: K. Corbier has been awarded a grant in the amount of \$29,527 to conduct a research study on student perception of competence before and after simulation experience (details below). The DSW Program has 60 first year students and 42 second year students. 39 of those students will be going to field placement, 3 students are off-track and will be completing the program over three years rather than two. 25 students graduated this Spring and 1 will be graduating in the Fall. There are no changes to the Program of Study. We now have a new placement partnership with Grandview Children's Centre. We will be exploring e-portfolio options for students during placements which they can take forward to post-graduation. A handout was provided to members re Developmental Services Human Resource Strategy.
- 13.S. Sproul's updates: Durham College has welcomed more than 11,100 full time post-secondary and apprenticeship students to its Oshawa and Whitby campuses and Pickering Learning Site since classes for the 2014-15 academic year officially began on September 2<sup>nd</sup>. With the College one of only three in Ontario to experience growth this year, the number marks an overall enrolment increase of more than 2.5% over Fall 2013 including more than 5,600 new students and a new College high of 459 international students from more than 32 countries. Durham College's Open House will be taking place on Saturday, November 15<sup>th</sup> from 10:00 am – 2:00 pm. Every Open House brings in plenty of positive feedback about the friendly and positive nature of our faculty, staff and students. UOIT and DC are working together on a Campus Master Plan designed to address the future expansion and needs of both institutions including decisions on: the best location on our properties for building new facilities, how to effectively use our existing space, the planning of transportation routes to align with neighbouring communities and the type of campus infrastructure required including funding opportunities. Phase One of the plan included input from faculty, staff and students at UOIT and DC on a Vision and Directions Report and Framework Plan. The project has now moved into Phase Two which includes more

opportunities for input from students and staff. A workshop will be held on Monday, October 20<sup>th</sup>. Comments can be provided via Twitter and Facebook. A new program, Activation Coordination in Gerontology, was launched this September with 31 students. Kimberlee Neault is coordinating the program. On November 6<sup>th</sup> we will be hosting a PSW Whitby House Event. This is an Open House/Showcase event being held at the Whitby Campus to showcase the PSW program and how it has integrated into the curriculum the funding provided by SIM One to purchase equipment to train students to learn how to care for the elderly in their home environment and prevent hospitalization or admission to LTC agencies. Deborah Schuh has been instrumental in moving this initiative forward. Wendy Aspin-Curran has been hired full time in the PSW program and Justin De Sousa has been hired for the FITS program. Both individuals started August 1<sup>st</sup>. There is currently a Crowdfunding Campaign happening for the Centre for Food. The campaign is called "Field to Fork" Sowing the Seeds of the Community and is inspired by the College's commitment to bring locally sourced, quality produce from field to table in Durham Region. The Campaign was launched in an effort to complete landscaping and planting needed at the Centre for Food. The campaign offers donors an opportunity to provide financial assistance to any project where they have a special interest. There are 15 landscaping projects to choose from. For more information visit [fieldtofork.durhamcollege.ca](http://fieldtofork.durhamcollege.ca). Susan announced her retirement as of December 31, 2014.

- 14.S. Sproul reviewed the KPI results for the DSW Program with the Membership and M. H. Leddy explained how the program team uses the results during annual curriculum renewal in the Spring.
- 15.DSW student A. Holmes said that Simulation went very well. It was a great learning experience. There were actors from the University of Toronto and the students were the observers with a general discussion at the end.
- 16.K. Corbier received funding for "The Experience of Simulation and the Perception of Preparedness of Developmental Service Worker Students to Practice in Field Placement Practicum". The Research Project Launch was held October 2<sup>nd</sup>. The proposal was among 94 submissions to be selected for funding from the Ontario Human Capital Research and Innovation Fund 9OHCRIF). K. Corbier is the principal investigator, M.H. Leddy is the co- investigator and Marie McEwan is the Simulation Specialist working on the project. The research team includes community participants from Community Living Oshawa/Clarington, The Region of Durham Adult Community Support Services Program, The Provincial Human Resources Strategy Core Competency Implementation Team and the Standardized Patient Program from the University of Toronto. We also have internal support participants from ORSI and the Café. Two Durham College DSW grads were hired as Research Assistants.

### RECOMMENDED ACTIONS

1. D. Boyd to attend Spring meeting to provide an update on apprenticeship. M.H. Leddy will liaison with Community partners and our Communications & Marketing Department to evaluate marketing tools.
2. Next Meeting – April 9, 2015, 9:30–11:30 am in the SW106 Boardroom.
3. Adjournment 11:30 a.m.

### STATUS OF RECOMMENDATIONS FROM APRIL 24, 2014 MEETING

1. M.H. Leddy held a DSW Program Advisory Retreat Day here at the College which was well received.
2. D. Boyd provided an update from Con.Ed.

REPORT PREPARED BY: Sandra Thomson      DATE: December 9, 2014

DRAFT REVIEWED BY DEAN: Susan Sproul      SIGNATURE: 

APPROVED BY CHAIR:      SIGNATURE:

**Early Childhood Education Program Advisory Committee Membership List**

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

## KEY POINTS OF DISCUSSION

1. Minutes of April 29, 2014, were approved by K. Sharpe and seconded by J. Chapman. Carried.
2. L. Brennan: YMCA has 8 new extended day programs, 70 new staff hired of which 60% are ECE's.
3. J. Chapman: Fairy Glen Day Care Centre has hired 8 new staff with 4 additional in the New Year.
4. J. Bagshaw: PRYDE Learning Centres has 4 new toddler programs and 12 new before and after school programs (Dunbar and Lakeside).
5. S. Lepine-Fisher: DDSB has 335 FDK classes, 334 ECE's on staff and 252 different early years' programs, full service daycare.
6. B. Cummins: Resources for Exceptional Children & Youth has FDK programs preparing children for going to school next year.
4. M. Ormiston: DCDSB hired 23 new ECEs of which 6 are new grads from Durham College. They are building on early years' partnerships i.e. breakfast with Santa in December.
5. A.M. Ulrich & J. Beechey updates: there are 150 first year students, and 101 second year students with two students with the CICE. The first January intake (2013) will be graduating October 22<sup>nd</sup>. J. Beechey is the 1<sup>st</sup> year Coordinator and A.M. Ulrich is the 2<sup>nd</sup> year Coordinator. T. Hull-Gosse is on secondment for a year with the Centre for Academic and Faculty Enrichment. S. Hartwell is on a sabbatical for the Fall semester finishing her Master's degree. L. West has returned from maternity leave and will be resuming her position as Placement Officer. Securing field placements continues to be a challenge especially in the Winter semester. A high proportion of students want placements in Oshawa/ Bowmanville/Clarington area. T. Hull-Gosse was the Program Lead for the Program Review. The ECE Community Partners Information Sharing Session in September was well attended with 50 participants. The documents that were shared with the community partners were the agency evaluation form, activity plan and the requirements for each field placement. Students are reporting what they are seeing in placement confirms what we are teaching.
6. K. Sharpe: ECE diploma program is only available through Distance Ed. There are currently 99 seats for the apprenticeship program – seeking more seats from the Ministry.
7. S. Sproul's updates: Durham College has welcomed more than 11,100 full time post-secondary and apprenticeship students to its Oshawa and Whitby campuses and Pickering Learning Site since classes for the 2014-15 academic year officially began on September 2<sup>nd</sup>. With the College one of only three in Ontario to experience growth this year, the number marks an overall enrolment increase of more than 2.5% over Fall 2013 including more than 5,600 new students and a new College high of 459 international students from more than 32 countries. Durham College's Open House will be taking place on Saturday, November 15<sup>th</sup> from 10:00 a.m. – 2:00 p.m. Every Open House brings in plenty of positive feedback about the friendly and positive nature of our faculty, staff and students. UOIT and DC are working together on a Campus Master Plan designed to address the future expansion and needs of both institutions including decisions on: the best location on our properties for building new facilities, how to effectively use our existing space, the planning of transportation routes to align with neighbouring communities and the type of campus infrastructure required including funding opportunities. Phase One of the plan included input from faculty, staff and students at UOIT and DC on a Vision and Directions Report and Framework Plan. The project has now moved into Phase Two which includes more opportunities for input from students and staff. A workshop will be held on Monday, October 20<sup>th</sup>. Comments can be provided via Twitter and Facebook. A new program, Activation Coordination in Gerontology, was launched this September with 31 students. Kimberlee Neault is coordinating the program. On November 6<sup>th</sup> we will be hosting a PSW Whitby House Event. This is an Open House/Showcase event being held at the Whitby Campus to showcase the PSW program and how it has integrated into the curriculum the funding provided by SIM One to purchase equipment to train students to learn how to care for the elderly in their home environment and prevent hospitalization or admission to LTC agencies. Deborah Schuh has been instrumental in moving this initiative forward. Wendy Aspin-Curran has been hired full time in the PSW program and Justin De Sousa has been hired for the FITS program. Both individuals started August 1<sup>st</sup>. There is currently a Crowdfunding Campaign happening for the Centre for Food. The campaign is called "Field to Fork" Sowing the Seeds of the Community and is inspired by the College's commitment to bring locally sourced, quality produce from field to table in Durham Region. The Campaign was launched in an effort to complete landscaping and planting needed at the Centre for Food. The campaign offers donors an opportunity to provide financial assistance to any project where they have a special interest. There are 15 landscaping projects to choose from. For more information visit [fieldtofork.durhamcollege.ca](http://fieldtofork.durhamcollege.ca). Susan announced her retirement as of December 31, 2014.
- 11.S. Sproul reviewed the KPI results for the ECE Program with the Membership and J. Beechey explained how the program team uses the results during annual curriculum renewal in the Spring.

**RECOMMENDED ACTIONS**

1. Next meeting April 14, 2014, 4:00 – 6:00 pm.
2. Adjournment 5:45 pm.

**STATUS OF RECOMMENDATIONS FROM APRIL 29, 2014 MEETING**

1. S. Sproul and M. Ormiston had a conversation during the Summer to discuss Membership.
2. M. Ormiston is still trying to meet with D. Boyd and S. Meader – ongoing.
3. T. Hull-Gosse presented the ECE Program Review.

REPORT PREPARED BY: Sandra Thomson      DATE: December 8, 2014

DRAFT REVIEWED BY DEAN: Susan Sproul      SIGNATURE: 

APPROVED BY CHAIR: Maria Ormiston      SIGNATURE: \_\_\_\_\_

**Electro-mechanical Engineering Technology Membership List**

*Note: an asterisk in front of the name indicates the member was present for this meeting.*

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
*William Hineman	Service Technician/Install. Engineer	FANUC Robotics Canada
<b>External Committee Members</b>		
Luke Carson	Plant Engineering/Continuous IMP Mgr.	Lear Ajax
Robert Cullen	Systems Team Leader	Johnson Controls I.P.
Richard Dillane	Control & Instrumentation Designer	RV Anderson
Clinton Dorssers	Software Engineer	GE Hitachi Nuclear Energy.
Lynne Everson	Regional Automation Manager	Westburne Ontario
Edward Thongphanith	Account Executive	Wonderware Canada East
*Bob van den Berg	General Manager	MURR Elektronik

<b>Elected Student/Alumni Representatives</b>	<b>Year/Program/Alumni</b>	
*Thomas Sanders	3, Electro-mechanical	Durham College
*Elliott McKenzie-Halls	Alumni	Howard Marten Co.

<b>Elected Faculty/Staff Representatives</b>		
<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Louis Bertrand	Professor	Durham College
Brent Brooks	Professor	Durham College
*Beau James	Professor	Durham College
*Pravin Patel	Professor	Durham College
Sue Todd	Dean	Durham College

<b>Guests/Unelected Faculty/Staff</b>		
<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Ron Forest	Professor	Durham College

## KEY POINTS OF DISCUSSION

1. **Welcome and Introductions:** William Hineman welcomed members to the meeting.
2. **Additions to the Agenda:** Use of Adobe Connect for future meeting potential.
3. **Acceptance of the Agenda:** Accepted.
4. **Previous Minutes:** The minutes of June 3, 2014 were approved by P. Patel and seconded by L. Dillon.

## 5. Business/Actions Arising from the Previous Minutes

Updates have been reflected in the minutes under "Status of Recommendations".

## 6. Discussion Items

### 6.1 External Membership/Information Sharing - Industry members reported the following:

- Rockwell Automation - Process Integration into PLC environment – Traditional DCS applications/systems are now being designed into PLC. Software and controllers allow for process and line control in one environment.
- Plant-wide network integration via E-Net (information convergence between IT and Operations). Manufacturers are looking to make the plants into completely Connected Enterprises or Smart Manufacturing. The vast majority of all new lines deployed have E-Net infrastructure. Many existing lines are retrofitted with E-Net. Many new devices developed have E-Net connectivity.
- Integrated Safety – Safety continues to evolve and manufactures are interested in protecting people but at the same time ensuring that the safety implemented does not impact production. There is also a big push for Safety over E-Net. The industry interest on the above points is confirmed at the annual Automation Fair.
- Safety over Ethernet is being used.
- In the 3d area, scanners are big.
- Collaborative robots are being done.
- Companies are looking to simplify and modernize their installations.
- In the Western provinces, it is booming. 5 technicians and technologists from one company have left to work out west.
- In the area of graduate employment, process industries and building automation is hot.
- The food industry is huge in the area of automation.
- In the area of Technology, people are looking to automate more in technology and wiring. Back Net and Building Automation is strong.
- Automotive is soft and will take a hit in a couple of years in the flex line which will not be good for vehicle models that will be going to Ingersoll.
- There will be an increase in power generation and mining in the fall.
- OPG will have labour issues due to retirements.
- If the dollar remains where it is, companies will be able to compete in the Canadian market.
- Students need to show what they can do for a career path and be able to network with companies.
- The Engineering Technology students are far superior to students from a college in Northern area.

### 6.2 Advisory Committee Membership

The advisory list is being reviewed. Members who have been on the committee longer than 6 years will be asked to take a break for a period of time or it may be possible that these members can serve on another program advisory committee. Members removed will be asked if they can suggest another representative from their industry.

### 6.3 Integrated Manufacturing Update

Safety is not included in the PLCs. Safety in the IMC is hard wired as part of safety in 2003. Ethernet is on board. Advanced safety needs to be considered. Members should contact B. James for more information.

In the Integrated Automation II course, slick to panel view plus is being run. Ethernet and Control Logics is taught in year 3 which is better for students as they get more exposure to technology and less time is spent on projects by the students. New work cells have been put in the IMC with 23 inch screens. Two applications can go up now at the same time.

### 6.4 Software Pilot Project Update

R. Forest provided an update to members with handouts on the Simulation Software Implementation for CONT 3123 for fall 2014. He noted that Logix Pro 500 was used in the past. Automation Studio, a full blown industrial control simulation package has now been implemented. Simulation was designed in Automation Studio for the lecture and lab portion of the course and it has helped students to learn. Automation Studio is now being used to generate drawings used for CONT 3123 tests and has reduced

**Agenda item for the June 2015 Meeting** – Simulation on software implementation for CONT 3123 and overview of Desire 2 Learn, quiz module and proposal by R. Forest.

### 6.5 Program of Studies

A new course called “Programming for Technology” (including basic programming concepts) will be included in the fall of 2015 in year 1, semester 2 for 2 hours/week.

Electronic Circuits I and Electricity II have been made into 4 hour courses with the subject content being tightened up. Microcontrollers will be used and embedded into everything through the arduino microcontroller.

In semester 4, students get to keep their computer now. Raspberry Pie (a full-fledged computer), students learn Lynex and Python. As a learning tool, automation simulation is good for students.

One member asked if the Program of Studies could be reviewed to add Field Bus Networks and understanding and applying safety in Field Bus Networks. This can be reviewed by the program team.

### 6.6 Student Enrolment

P. Patel provided a handout to members and the information was reviewed. Year 1-34, Year-32, Year 3-28.

### 6.7 Field Placement/Co-op/Versus Internship

It was mentioned that 3 week Field Placements will not work this year due to graduation ceremonies being held two weeks earlier in June 2015. Summer placement is being pushed by the faculty but it is difficult because students are not registered resulting in students not being covered for insurance. The Biomedical Technology students complete a 5 week Field Placement in May and then graduate in the October Convocation. If needed, the Biomedical students can obtain a letter confirming that they have completed all program requirements in June prior to the actual Convocation ceremony.

The college is not promoting internship at this time. Some companies like to take students for an entire year. Internship can be revisited as long as it is paid. Field Placement is unpaid and Co-op is paid placement. Some students are currently doing placement on the weekends. We are keeping all options open for students for placement as we move towards a co-op model. A new placement position (pending approval) may help with students getting placements.

### 6.8 FED/DEV Advanced Manufacturing

The Federal Government has provided an opportunity for the college to tap into a huge portion of money relating to Advanced Manufacturing. The school is seeking feedback from advisory members on opportunities in Advanced Manufacturing as it relates to how Advanced Manufacturing could benefit Durham College, what it would look like and new processes in labs etc.

## 7. Student Voice

The student representatives mentioned the following:

Ethernet has made it easier for students to learn and the students have really benefited from this.

**Manufacturing Processes** – It was felt that the course needs to be improved as it is geared too much to the Mechanical Technology students and not as relevant to the Electro-mechanical students. Students felt that the Electro-mechanical course needs machine time, speeds and feeds. In the Manufacturing Processes course, the formulas are not really related to Electro-mechanical. The final project is set up as a factory to build parts and quality control but the students do not have a Statistics course and it is more difficult in comparison to the Mechanical Technology students who have Statistics as part of their curriculum. The shop set up could also be better for Electro-mechanical students. The Manufacturing Science (MANF 1131) and Manufacturing Processes (MANF 3131) course outlines will be sent to advisory members for review to identify what critical information needs to be included in the outline and advise on what is missing for the Electro-mechanical students.

**Electronic Circuits II and III** - Students do not need to know everything about transistors and how to make a switch. Students could benefit more from on-screen simulations with Mathematics.

**Digital Circuits** – Fewer breakdowns of gates is required and more simulation to learn the concepts and cover stepper motors by using 5 times more visual and simulation in class.

Some advisory members noted that that students are being prepared for the workforce to work through things, work under pressure and meet deadlines. Graduates are needed in electrical on-site in a machine shop and using tools is key to being part of a technologist with cross training from Electro-mechanical to Mechanical Technology.

**On-line Surveys** – Feedback indicated that students who answered the on-line survey are students who really wanted to do the survey, even though the student responses were low.

## 8. Use of Adobe Connect for Future Meeting Potential

Some members felt that there may be potential to hold on-line meetings using Adobe Connect using Web CAM or Google. Members will be asked about their opinion to hold on-line meetings when the minutes are sent out.

9. Next Meeting – Tentatively June 3, 2015

10. Adjournment – 8:30 p.m.

**RECOMMENDED ACTIONS**

1. The advisory membership list will be reviewed by S. Todd and P. Patel and updated as necessary.
2. Add agenda item for the June 3, 2015 meeting – Simulation software Implementation for CONT 3123 and overview of Desire 2 Learn, quiz module and proposal by R. Forest.
3. Electro-mechanical program team to review the suggestion of Field Bus Networks and understanding and applying safety in Field Bus Networks.
4. L. Dillon to send out Manufacturing Science (MANF 1131) and Manufacturing Processes (MANF 3131) course outline to advisory members. Committee to review and identify what critical information needs to be included in the outlines and advise on what is missing for the Electro-mechanical students by February 1, 2015. Information to be sent to Sue Todd, dean or Pravin Patel, program coordinator.
5. Advisory members to provide feedback on Advanced Manufacturing for Electro-mechanical as it relates to how Advanced Manufacturing could benefit Durham College, what it would look like, and new processes in labs etc.
6. L. Dillon to poll advisory members to see if they would be interested in holding on-line meetings to include a suitable time recommendation.

**STATUS OF RECOMMENDATIONS FROM JUNE 3, 2014 MEETING**

1. OACETT – Faculty to advise year 3 students that OACETT is looking for a student enrolled in their final year of a technology program as a Student Representative on Council. PENDING regarding B. James checking with B Brooks then B. van den Berg will be notified.
2. Law and Ethics – S. Todd and the program team to investigate to see if Law and Ethics can be incorporated back into the curriculum. The course is offered as General Education. COMPLETED.
3. Automation Studio Simulation Software – R. Forest to investigate the cost for the software. COMPLETED. S. Todd/program team to review cost and look at implementing this system into the curriculum. COMPLETED. E. Thongphanith to provide samples of Wonderware SCADA solutions to the program team. PENDING.
3. Field Placement – B. Brooks to investigate the new placement model of 3 weeks during the May period for students. COMPLETED.
4. Key Performance Indicator Link – L. Dillon to send this link out with the advisory minutes. COMPLETED.

REPORT PREPARED BY: L. Dillon

DATE: December 23, 2014

DRAFT REVIEWED BY DEAN:

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE: William Hineman

**Electronics Membership List**

*Note: an asterisk in front of the name indicates the member was present for this meeting.*

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
Tom Bradbury	Broadcast Engineering Designer	The Broadcast Office
<b>External Committee Members</b>		
*Jean-Marc Fauteux	<i>Electrical Engineering Manager</i>	ABI Automation Ltd.
Pierre Hinse	<i>Engineer, Wind Tunnel</i>	ACE
*Dave Palachik	Installation Manager Central Canada	Stanley Security
Michael Thibeault	<i>Senior Mgr. Maintenance Staffing</i>	Darlington Nuclear Generation
Theo Welter	<i>Regional Sales Manager</i>	A tech Instruments
*Brian Wright	<i>Training Technician Control</i>	Ontario Power Generation

**Elected Student/Alumni  
Representatives**

	<i>Year/Program/Alumni</i>
Ayle Aus	3
Ken Gardiner	3

**Elected Faculty/Staff  
Representatives**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Louis Bertrand	Professor	Durham College
*Lauren Fuentes	Professor	Durham College
*Phil Jarvis	Professor	Durham College
*Pravin Patel	Coordinator/ Professor	Durham College
*Sue Todd	Dean	Durham College
Tony van Schyndel	Professor	Durham College

**Guests/Unelected Faculty/Staff**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
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## KEY POINTS OF DISCUSSION

1. **Welcome and Introductions:** Dave Palachik, acted as chair and welcomed members to the meeting.
2. **Additions to the Agenda:** Program of Studies.
3. **Acceptance of the Agenda:** Accepted.
4. **Previous Minutes:** The minutes of the April 3, 2014 were approved by L. Bertrand and seconded by S. Todd.
5. **Business/Actions Arising from the Previous Minutes:** Updates have been reflected in the minutes under "Status of Recommendations".

### 6. Discussion Items

#### 6.1 External Membership/Information Sharing - Industry members reported the following:

- Employees still need the basics as a foundation.
- Everything is going to smart devices and the smaller devices are getting smart.
- Arduino and programming safety is big.
- The Food and Beverage industry is huge with the government at the moment.
- Minis are being put into machines with PLCs.
- Codes are changing. The Ontario Government can decide how long code can stay in effect in building codes.
- Automation in the food industry is climbing.
- There is a shortage of employment in the food industry, but in the area of installers, technicians and programmers, it's going up.
- At one security industry, sub-contracting is huge with increases from 15-20% year after year. Quality control issues are created due to this.
- One company has 300 vendors creating something new every 6 months.
- There are now high performance cameras with APAC programming in them.
- At OPG, the employees feel that the technology is too old. They have gone from analogue and moving towards digital equipment. People have to be able to do troubleshooting in analogue.
- The software is all different but the software is operated to talk to the equipment. Software is controlling the drives and now it just gets plugged in and pulls its own software into the machine.
- Graduates are incredible in the programming and embedded area. What the Durham College students are learning is what they need in the programming area in industry.
- People need to know the interface for HTL programming.

#### 6.2 Enrolment

Electronic Technician, year 1 – 27, year 2 – 19

Electronic Technology, year 1 – 37, year 2 – 30, year 3 – 29, Electronic Fast Track – 10

Durham College's competitor is Centennial and Seneca College. The funding model for the college is still enrolment. Growth is needed for new capital and infrastructure money.

#### 6.3 New Program Ideas

Health and Safety needs to start in day 1 of the program. It was mentioned that students need to know the Health and Safety Act as the 1 hour covered in Field Placement is not enough exposure. P. Patel will prepare a report for the next meeting showing what courses have safety covered in them. P. Patel will also touch base with B. Wright on the 4 hour course. The faculty will look at adding more Health and Safety into courses and add an on-line safety quiz. There is a 4 hour safety awareness course for people not putting in the stream of the generation process. There is also an 8 hour course with a requirement of 80% to pass. Videos can be obtained from the vendor on health and safety. It was suggested that Safety Regulations be included in the Industrial Controls course. WHMIS needs to be put in the printed circuit lab and needs to be documented in the CAD 1133 outline.

P. Patel distributed new information for ideas on Modern Home Entertainment Systems and Smart Building Technology. The house located at the Whitby Campus can be linked to the Advanced Technology course.

D. Palachik offered to get a Letter of Understanding for the Smart Technology Building initiative.

#### 6.4 Program Improvements

Electronic Technician program – Programming for Technology I is a new course which will be added in semester 2. Electronics Circuits – 1 hour will be removed. In Electronic Technology, Advanced Electronics is being added in semester 5.

L. Bertrand to prepare a spring outline for MEET 1000 (semester 5) which will be term curriculum for students in January. The capstone project in semester 6 involves students doing external research to address problems and they use the skill sets that they have been taught.

#### 6.5 First Year Student Profile

P. Patel provided an update. L. Dillon will send this information out with the meeting minutes.

#### 6.6 Field Placement/Co-op

A co-op model needs to be investigated. Co-op is 4 months paid employment. It was mentioned that when co-op is included, the program of studies becomes tricky. ABI Automation currently has 4 students at their company which includes a summer or winter timeframe. OPG has the 3 placement models to include internship, co-op and field placement. Outages occur in the fall and spring and are huge at Darlington.

#### 6.7 Key Performance Indicators (KPIs):

The summary will be sent to members with the minutes.

#### 6.8 Career Night:

This event will be held in March 2015. Food and Beverage can be included as a discussion item.

### 7. Student Voice

- K. Gardiner noted that students would like to do on campus events and workshops. The student representative will contact OACETT about doing a session with the graduates.
- The student representatives are glad to see the programming changes and Programming for Technology has

been added to semester 2.

- It is encouraging to hear that PLCs and Embedded Systems is popping up in industry.
- It was mentioned that the Telecommunications courses do not have much relevance. The students do not know much about blue tube or wireless and it is not covered in Telecommunications.
- Simulation of radio is needed versus the radio, soldering and de-soldering.
- The student reps noted that they are seeing the learning outcomes they expected as they are working in the Research Department for ORSI.

**8. Next Meeting** – Wednesday, April 1, 2015, 6:00 p.m.

**Agenda Item for April 1, 2015 Meeting** – Telecommunications

**9. Adjournment** – 8:30 p.m.

## RECOMMENDED ACTIONS

1. P. Patel will prepare a report for the next meeting showing what courses have safety covered in them and he will touch base with B. Wright on the 4 hour safety awareness course. The Electronics faculty to look at adding more Health and Safety into courses and look at including Safety Regulations into the Industrial Controls course. The faculty to look at an on-line safety quiz in the spring of 2015. WHMIS needs to be put in the printed circuit lab. This needs to be documented in the CAD 1133 outline. P. Patel to look at the house located at the Whitby Campus being linked to the Advanced Technology course.
2. D. Palachik to get a Letter of Understanding for the Smart Technology Building initiative.
3. D. Palachik to create the necessary skill set for people needing to be hired for the spring 2015 meeting.
4. L. Dillon to send out the Student Profile and Key Performance Indicator information with the minutes.
5. Career Night 2015 – Food and Beverage will be included as a discussion item.
6. The student representative will contact OACETT about doing a session with the graduates.
7. L. Dillon to invite T. van Schyndel and D. Schuett to the spring 2015 meeting regarding discussion on the Telecommunications courses.

## STATUS OF RECOMMENDATIONS FROM APRIL 3, 2014 MEETING

1. Wireless Telecommunications Certificate - S. Todd/P. Patel to establish a Focus Group to investigate a 1 year Wireless Telecommunications certificate. Information on cost, space, lab resources, donor availability, skills needed and gaps in employees working will be obtained. The Research Office at the college will be contacted or assistance with a market survey. In-progress.
2. Lab H222 – The electronics faculty team is to send S. Todd a wish list for the electronics courses and move any unused old equipment out. Completed.  
P. Patel to place a service call to see why the wireless is not working and the room interference. Completed.
3. Student Timetables – M. Calhoun to have MEET 1000 and the room show on student timetables for fall 2014. Completed.
4. Law and Ethics Course - S. Todd to contact J. Lavergne about a night school Law and Ethics course. Completed.
5. Mix and Mingle – In the future, P. Patel to plan this event after the student presentations. Completed.
6. Budget - S. Todd will look at taking \$6,000 out of instructional supplies for the printed circuit boards. Completed.
7. Advisory Committee Membership – P. Jarvis to contact Siemens regarding getting a representative to be on the committee. This information will be passed onto S. Todd. Completed.
8. Engineering Technology Bridge Program, Draft Proposal – The faculty to look at layering our courses to UOIT courses for the bridge for an embedded bridge. Some faculty will look at the draft proposal further over the summer. Completed.

REPORT PREPARED BY: L. Dillon

DATE: Dec. 12, 2014

DRAFT REVIEWED BY DEAN:

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE:

Dave Palachik

**Fine Art Membership List**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
*Linda Jansma	Curator	Robert McLaughlin Gallery

**External Committee Members**

James Campbell	Executive Director	Visual Arts Centre
Darlene Cole	Artist	Freelance
Jeremy Desjardine	High School Teacher	Bowmanville H. S.
Jessica Field	Artist	Freelance
*Francis Muscat	Artist/Professor	Freelance/Durham College
Todd Tremeer	Artist	Freelance
Olex Wlasenko	Curator	Whitby Station Gallery

**Elected Student/Alumni Representatives**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Sara Bugden	3 <sup>rd</sup> Year Fine Art	Durham College
*Kevin Cormier	3 <sup>rd</sup> Year Fine Art	Durham College
*Kristen	2 <sup>nd</sup> Year Fine Art	Durham College

**Elected Faculty/Staff Representatives**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Herb Klassen	Coordinator, FAD	Durham College
*Paul Koidis	Associate Dean	Durham College
*Sean McQuay	Coordinator, Fine Art	Durham College
Greg Murphy	Dean	Durham College

**Guests/Unelected Faculty/Staff**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
Donna Boyd	Continuing Education Office	Durham College
Steven Evans	Professor	Durham College
*Darren Fisher	Technical Support Specialist	Durham College
Jo-Ann Jordan	Professor	Durham College
Laurie LaFrance	Professor	Durham College
Michelle Mouton	Professor	Durham College

## KEY POINTS OF DISCUSSION

1. Acceptance of Minutes of May 15, 2014 was moved by S. McQuay and seconded by F. Muscat. Carried.
2. Acceptance of the agenda was moved by S. McQuay and seconded by H. Klassen. Carried.
3. **Industry Trends:** the new public space Gallery A is now open at The Robert McLaughlin Gallery. Pete Smith, a part-time faculty member within the School of Media, Art & Design will be showcasing his work in this new space. Workshops with Ontario Arts Council representatives will be held on Saturday afternoon; one topic that may be covered is grant proposal writing. The fundraiser at the RMG was a huge success.
4. **College/Program Updates:** The Coordinators of both programs are currently working on generating complete student lists to share with the three galleries to allow the students to get on their distribution lists. This will allow the students to receive information on gallery events, and shows in the region, as well as workshops in which they can participate. P. Koidis spoke about a new initiative that partners MAD with the research office. The project scope will encompass an art mural. There are opportunities for students to work and get paid. There is also the possibility for space to be created for students to display and sell their artwork. Ontario Shores has contacted the Coordinator to discuss displaying student work in the designated "art space" housed within their Whitby building.
5. **Continuing Education Update:** The Continuing education rep. was unavailable. Equivalent courses for audio/video and photography are potential classes that could be run in the spring for students.
6. **Student Voice:** Would like to see first aid kits and fire extinguishers out into the labs and studios; also the handicap access door on the main studios are inoperable and have caused upset with a student in a wheelchair this year. Feel the mix of lecture and labs is very positive. Feel there is not enough storage space in the studio to start new projects. Shared that D115 is too small to have a painting class in when easels and paints are set-up.
7. **Terms of Reference:** P. Koidis talked about the mandate of membership terms for advisory committees originating in the MTCU and further embedded into the College's Bylaws. The program advisory membership will be reviewed and members will be notified of their current status. Members who have served for two 3-year terms will be thanked for their service and notified that their terms have been completed.

## RECOMMENDED ACTIONS

1. Recommend that new members are recommended to the dean for the PAC committee.  
**ACTION: Advisory Committee**
2. Recommend that the length a member can be on hiatus is reviewed with the Board secretary.  
**ACTION: Administrative Coordinator**
3. Recommend that first aid kits and fire extinguishers are installed in the studio and labs.  
**ACTION: Dean and Associate Dean**
4. Recommend that outside venting is installed in B112. **ACTION: Dean and Associate Dean**
5. Recommend that the next meeting takes places in the B112 studio. **ACTION BY: Dean**
6. Meeting adjourned at 7:15 p.m.
7. Next meeting – April 2015 at the RGM.

REPORT PREPARED BY: Alanna Desaillier

DATE: November 26, 2014

DRAFT REVIEWED BY ASSOC. DEAN: P. Koidis

SIGNATURE:



APPROVED BY CHAIR: L. Jansma

SIGNATURE: via email

**Fitness & Health Promotion Membership List**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
*Barb Gormley	Owner	Custom Fit
<b>External Committee Members</b>		
Marianne Schlottko	Supervisor of Fitness Services	Town of Whitby
Stephanie Medford		Goodlife Fitness
*Leeson Clifton	Registered Massage Therapist	Whitby Massage Therapy Clinic
*Wendy Robinson		City of Toronto & The Running Room
Amanda Hall	Program Coordinator	YMCA
Nancy Tanner	Volunteer Coordinator	Durham Family YMCA
*Angie Wood	Fitness Coordinator	FLEX Fitness Centre, Durham College
Jodie Walker	Kinesiologist	The Village of Taunton Mills
Gabriel Shiu	Manager, Sport Programs & Development	Abilities Centre
Sarah Wintle	Continuing Education Coordinator	Oshawa Senior Citizens Centres Northview Branch
Samantha Low	Senior Wellness Coordinator Health, Fitness Supervisor	Trifit
*Tracy Mahon	Health By Design	Abilities Centre
*Leanne Simons		Owner
<b>Elected Student/Alumni Representatives</b>		
*Brian Stuart	Year 1 Fitness & Health Promotion	Durham College
*Katie Carswell	Year 1 Fitness & Health Promotion	Durham College
*Reno Fernley	Fitness & Health Promotion Alumni	Durham College
<b>Elected Faculty/Staff Representatives</b>		
*Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
*Olga Labaj	Faculty/Coordinator	Fitness & Health Promotion Program
*Mike Longo	Faculty	Fitness & Health Promotion Program
<b>Guests/Unelected Faculty/Staff</b>		
*Lisa West	Student Advisor/Practicum Officer	School of Health & Community Services
Mary Noble	Employment Advisor/ Internship Coordinator	Durham College

## KEY POINTS OF DISCUSSION

1. Minutes of May 22, 2014 were approved by B. Gormley and seconded by O. Labaj. Carried.
2. B. Gormley wrote an article in Fitness Business Canada regarding the importance of retaining group exercise. Members will stay with the Club if they know one another.
3. W. Robinson also commented on the power of group fitness i.e. Seniors do wobble board and rocker board together.
4. A. Wood: the fitness space in Whitby is getting \$140,000 in equipment and they will be posting for a full-time person to manage this facility.
5. T. Mahon filling in for G. Shiu from the Abilities Centre. They are very happy with the Durham College students. They are very enthusiastic and very interested in what they are doing – it's a big part of their life, motivated and understand what is required.
6. R. Fernley is a graduate of our FITS program and currently doing the Kinesiology program with Brock University. Felt very prepared for the program – anatomy and physiology are exactly the same so it was a very smooth transition.
7. B. Stuart is a first year student. He would like to contact the Elite Fitness Centre in Whitby for his placement. The Labs have hard and fast rules but that helps prepare them for the real world. Punctuality and attendance are critical – shows respect for the client when you are on time.
8. M. Longo updates: there are 70 second year students in the Fall 2014 placement course and 68 students are currently out on placement. We have developed and implemented a new approval process for new placements. As well, we will be using this approval process to determine whether placements that were approved in the past (i.e. before this new approval process came into play) will be acceptable moving into the Winter 2015 placements.
9. O. Labaj's updates: there are 126 first year students and 71 second year students in Fall 2014. In August we welcomed a new full time faculty member, Justin DeSousa, who has a strong interest in Research. O. Labaj presented a progress update on the FITS Program Review to Academic Council on September 23<sup>rd</sup>.
10. S. Sproul College/School updates: Durham College has welcomed more than 11,100 full time post-secondary and apprenticeship students to its Oshawa and Whitby campuses and Pickering Learning Site since classes for the 2014-15 academic year officially began on September 2<sup>nd</sup>. With the College one of only three in Ontario to experience growth this year, the number marks an overall enrolment increase of more than 2.5% over Fall 2013 including more than 5,600 new students and a new College high of 459 international students from more than 32 countries. Durham College's Open House will be taking place on Saturday, November 15<sup>th</sup> from 10:00 a.m. – 2:00 p.m. Every Open House brings in plenty of positive feedback about the friendly and positive nature of our faculty, staff and students. UOIT and DC are working together on a Campus Master Plan designed to address the future expansion and needs of both institutions including decisions on: the best location on our properties for building new facilities, how to effectively use our existing space, the planning of transportation routes to align with neighbouring communities and the type of campus infrastructure required including funding opportunities. Phase One of the plan included input from faculty, staff and students at UOIT and DC on a Vision and Directions Report and Framework Plan. The project has now moved into Phase Two which includes more opportunities for input from students and staff. A workshop was held on Monday, October 20<sup>th</sup>. Comments can be provided via Twitter and Facebook. A new program, Activation Coordination in Gerontology, was launched this September with 31 students. Kimberlee Neault is coordinating the program. Wendy Aspin-Curran has been hired full time in the PSW program and Justin De Sousa has been hired for the FITS program. Both individuals started August 1<sup>st</sup>. There is currently a Crowdfunding Campaign happening for the Centre for Food. The campaign is called "Field to Fork" Sowing the Seeds of the Community and is inspired by the College's commitment to bring locally sourced, quality produce from field to table in Durham Region. The Campaign was launched in an effort to complete landscaping and planting needed at the Centre for Food. The campaign offers donors an opportunity to provide financial assistance to any project where they have a special interest. There are 15 landscaping projects to choose from. For more information visit [fieldtofork.durhamcollege.ca](http://fieldtofork.durhamcollege.ca). Susan announced her retirement as of December 31, 2014.
11. S. Sproul reviewed the KPI results for the FITS Program with the Membership.

## RECOMMENDED ACTIONS

1. O. Labaj and K. Moreau to connect with Brock regarding transfer credits.
2. Next Meeting – May 21, 2015, 2:00 - 4:00 pm, SW106 Boardroom.
3. Adjournment 3:50 pm

**STATUS OF RECOMMENDATIONS FROM MAY 22, 2014 MEETING**

1. FITS students are required to complete an Entry Immunization Form.

REPORT PREPARED BY: Sandra Thomson      DATE: December 11, 2014

DRAFT REVIEWED BY DEAN: Susan Sproul      SIGNATURE: 

APPROVED BY CHAIR: Barb Gormley      SIGNATURE:

**Advisory Committee Membership List**

**Note: An asterisk in front of the name indicates the member was present for this meeting.**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
*Phillip Collins	Landscape Architect/Organic Farmer/Professor	Fresh City Farms/Foggy River Farm/Durham College
<b>External Committee Members</b>		
<b>Name</b>	<b>Title</b>	<b>Organization</b>
Fred Archibald	Owner	Archibalds Orchards & Estate Winery
Sandy Archibald	Owner	Archibalds Orchards & Estate Winery
Cathy Bartolic	Executive Director	Ontario Farm Fresh
Elaine Flook	Business Development Consultant	Ontario Ministry of Agriculture, Food & Rural Affairs
Katelyn Larmer	Outreach Coordinator	Ontario Agri-Food Education Inc.
Gabrielle Marroccoli	Senior Food Scientist	E.D. Smith Foods LTD.
Rod McKay	Owner	Willowtree Farm
Nancy Rutherford	Manager	Durham Economic Development, Agriculture & Rural Affairs
Jim Sheehan		Durham Foods
Alissa Smith		Ocala Orchards Farm Winery LTD.
Ashley St. Hilaire	Director of Operations	Canadian Organic Growers
Ted Watson	Owner	Watson Farms LTD.
<b>Elected Student/Alumni Representatives</b>		
<b>Name</b>	<b>Yr/Program/Alumni</b>	<b>Organization</b>
Chris Hart	1 <sup>st</sup> Year Food & Farming	Durham College
*Matthew Morrone	2 <sup>nd</sup> Year Food & Farming	Durham College
*Andrew Sipos	1 <sup>st</sup> Year Food & Farming	Durham College
*Ashley Spence	1 <sup>st</sup> Year Food & Farming	Durham College
*Daniel Tomarchio	2 <sup>nd</sup> Year Food & Farming	Durham College
<b>Elected Faculty/Staff Representatives</b>		
<b>Name</b>	<b>Title</b>	<b>Organization</b>
Carlton Allen	Professor	Science & Engineering Technology
David Hawey	Professor	Centre for Food
Shane Jones	Professor	Science & Engineering Technology
*Joy Lavergne	Program Officer	Continuing Education
*Terrence Rigby	Technologist	Science & Engineering Technology
Riaz Shah	Professor	Science & Engineering Technology
*Wendy Smith	Professor	Science & Engineering Technology
*Corrie Stender	Program Coordinator	Science & Engineering Technology
*Susan Todd	Dean	Science & Engineering Technology
*Ross Stevenson	Professor	Science & Engineering Technology
*Marlene Werry	Professor	Science & Engineering Technology
<b>Guests</b>		
<b>Name</b>	<b>Title</b>	<b>Organization</b>
Kate Bird	Chief Executive Officer	WindReach Farm
*Jacqueline Johnson – Daley	Executive Assistant	YWCA Toronto

## KEY POINTS OF DISCUSSION

1. **Welcome and Introductions:** P. Collins welcomed members and asked everyone to introduce themselves.
2. **Additions to the Agenda:** Student voice was moved up to first discussion item.
3. **Acceptance of the Agenda:** S. Todd accepted the agenda.
4. **Approval of previous minutes from May 15, 2014:** S. Todd approved the minutes. C. Stender seconded the minutes.
5. **Student Voice:** Students met as a group to discuss future hopes/concerns for the program and the following suggestions were made:
  - Incorporation of training certifications to be able to buy pesticides.
  - Planting tree days to be able to put on the resume and good for experience.
  - More opportunities to go to the greenhouse, or go off campus to gain more hands on experience.
  - If food is being sent to the CFF, can the seeds be sent back to the FOOD students so they can be used? From field to fork back to field.
  - Possibly see more machine orientated type scenarios; more things like hand tools, skid-steer, small factory machines.
  - Incorporation of Nutrient management plan certificate. There is a course that farmers can take to do their own plan that farmers must take before they can farm.
  - Training on how to deal with animals and/or farming aspect
  - WHIMS, MSDS, First Aid/CPR training certification.

The concern is students are not sure where the program wants to take the graduates. A lot of students would like to have more of the hands-on practice, and interact with plants a lot more. Students feel they are in class learning about the concepts, but not performing the concepts, so it will be hard to remember. Lecture based approaches are challenging. They feel that some communication of the content is overlapping between some of the courses; for example, the Botony course and propagation for veggies course are overlapping.

A suggestion for students was to fulfill some certificate courses through continuing education either on the weekends, online or at night school.

Students can speak to Pingles Farm, High Hope Farm, Burnham in Cobourg, Judy's Tropical Garden, Whittamore's, Algoma Orchards in Bowmanville (large operation) for volunteer/work/ placement opportunities over the summer. February or March would be a good time to speak to these places.

Certificates need to be paid for by the students, and logistics need to be sorted out. Opportunities are provided on campus and are available, and can be built a plan for the students. Operationally the program of study would need to be figured out. There is a set amount of hours, so we if courses are added, other courses would need to come out.

The question was asked if it would be possible to have the program be general for the first year and then perhaps the second year be set up as two different streams; one farming oriented, and one safety oriented. A third year could also be introduced to specialize with integration with food science, and artisan product development. Enrolment is low, funding is low, which is making it difficult for the program to be changed, courses to be added, possibly being streamed specifically in the second or in a third year. There is a funded model for the outcomes of the particular program. The Food Science stream does exist already, as well as the Culinary stream, so the Food and Farming program would be competing and conflicting with those programs if new streams were built in and specific to those aspects.

This program was designed with a purpose with set outcomes to give a broad overview of food and farming. There needs to be more communication and understanding of what is in the courses, why students are taking the courses and why the program is designed this way to make students more aware of the program. Students should use course outlines as tools throughout their courses to refer back to understand how the program is set up and why they are learning the things they are learning. Farmers and small company owners have helped develop this program.

Second year students have found that the course is more balanced on the food processing and much heavier on the food sector, not so much on the farming sector. There is not a lot of field application. Fortunately the students were able to fulfill work-study positions in the summer to gain the farming experience and apply their knowledge, but they feel that not a lot of students would have the same opportunity. Infrastructures are not quite ready on campus yet, but should hopefully add opportunities for the future when they are finished.

A suggestion was made of moving the harvest course to first year, second semester and moving communication for career development in the second year, third semester. Some students feel this

would be beneficial so there is a balance of theory and action in the first year and have more preparedness for a farming opportunity in the summer. There would be no field trips in the harvest course if this were the case, as everything would be frozen in the winter but the lecture content would stay the same. There could be more hands on in the vegetables course and it could be done in the fall? This course needs to be revisited and inspected.

Could students benefit from starting the program in January and running through the summer? The unfortunate aspect to that is students would miss out on the summer placement/volunteer hands-on opportunities.

Looking at models of students working in January; they would do semester two in January and semester one in the summer.

A suggestion was made from students: If field things need to be done in the field during the year, can there be a volunteer sign-up sheet for the students to help with those types of things.

6. **External Membership Information Sharing/Industry Trends:** Employment trends in farming and horticulture courses are growing. Vineland Research and Innovation Centre is a good resource. There is a lot of new culturally diverse markets, and import replacement. Publications such as Small Farm Canada magazine, the Grower Magazines are good resources for students and are available at the campus library. Focusing on industry trends during class helps to create awareness for students' to be thinking on the right path. The ethnic market likes chicken that has more yellow skin/fat. Farm Credit Canada is a financial institution for farmers that gives out favourable interest rates financing for farmers. You need a good business plan. Standard banks will not touch agriculture, but is an option that is more viable than a standard bank. There needs to possibly be a day/night where students can meet the employers. Students could come to the annual meeting for the Durham Farm Fresh.

D. Hawey was unable to attend the meeting and sent some input to be shared at the meeting:

Is it possible that the Farming & Horticulture students use the Whitby housing lab grounds as an urban gardening project? The idea being plant edibles instead of ornamentals, i.e. herb ground covers rather than lawn, berry bushes instead of shrubs and fruit trees rather than birch or oak.

Complementary planting practices would be incorporated and a potential partnership with a subdivision developer could arise. With the impending world food shortage, the desire to get close to our food and the disappearing farmland, this could be a common practice in the next decade. I realize some subdivisions have community gardens but this may be a more practical approach to decorative/edible landscaping ideas fitting in with the community and the CFF program cluster.

Durham partnered with a company called Ecosource. Durham District School Board is promoting Food in local cafeterias. They want their teachers to see the post-secondary opportunity for their students. A suggestion was made for prospective students from high school to come in for 2 weeks before the program start to have that prior experience. Perhaps this could be set as a camp for two weeks?

7. **College/School Update:** The school participated in the Royal Winter Fair, the Golden Horseshoe MPP project and the Food and Beverage Round table.
8. **Continuing Education Update:** Some certification courses could be offered through Con. Ed. but fees would be required to pay. Any course that students think they would want, or if any industry representatives think would be beneficial are to bring this forward to investigate for continuing education ideas. Pesticide Training is taught in year two.
9. **Are the Following Concepts Covered Enough: Packaging, Sales, and Distribution:** Moving forward to next meeting.
10. **Student Planting Garden:** Students present to share with 1<sup>st</sup> year students and discuss the history of the new gardens. The design plan was shown to the members of the meeting. We are in a fundraising mode to purchase plants to finish in certain areas of the design plan. We will continue to fundraise for permanent perennial plants. What is it that we want to grow? Which students will the plants before? Ross and Terry are going to stake out the earth and determine how big the area is. The storm water sewer needed to move because of the connection with the town of Whitby. The confirmed decisions are curriculum based sections for students to fulfill orders for the CFF. Students could be given areas of the design that they could be responsible for. The goal right now is to have it ready for winter. There have been construction delays. Next spring the beds will be ready for planting. The planting area is basically done other than the rest of the sidewalk needs to be put in to close it back in. There are small patches of herbs, strawberries, blueberries, and smaller groupings. Planting needs to be done by February so seed can be ordered. The CFF needs to be approached to get a list of products they could use for our students to grow and supply? An Integration meeting is to be held in January.

11. **Placement Update:** Moving forward to next meeting.
12. **Program Integration Update:** First year students of the Event Management, Culinary and Hospitality programs are sharing some tasks with Food and Farming, Horticulture, and Pharmaceutical and Food Science students.
13. **Research Ideas:** This is an ongoing matter, and we are open to research ideas.
14. **Future Meeting Date:** Wednesday, March 25 at 5:00 pm in Whitby.
15. **Adjournment: 7:20pm**

#### RECOMMENDED ACTIONS

1. Create a master list for students of places for placement/volunteer opportunities. **ACTION BY: C.Stender, R. Stevenson, P. Collins, M. Werry, W. Smith.**
2. AGPV 1131 needs to be revisited and inspected. **ACTION BY: S. Todd and Program Team**
3. Investigate courses for continuing education for options for students to take on as extra. **ACTION BY: S. Todd and J. Lavergne**
4. Student concerns brought to the meeting will be discussed with program team and revisited and investigated. **ACTION BY: S. Todd, C. Stender and Program Team**

#### STATUS OF RECOMMENDATIONS FROM May 15, 2014

1. Send program of study to Kate Bird and Jacqueline Daley. **ACTION BY: J. Head** Complete.
2. Pick a couple courses that could work for the CICE program, and look into getting CICE into next agenda. **ACTION BY: Membership, S. Todd** Complete. C. Stender noted this action has been currently dropped as there is no current interest; however, we are open for students who would like to participate in the program for the future.
3. Send contact info of CICE to P. Marlow. **ACTION BY: S. Todd** Complete.
4. Send P. Collins the Terms of Reference highlighting the Chair section. **ACTION BY: J. Head** Complete.
5. Revisit where the microbrewery and grow chambers will go. **ACTION BY: T. Rigby, S. Todd** The microbrewery is going in the energy lab and is coming along well. If some classes would like time in there, we can talk to Chris Gillis in the research office. It should be open and ready to go in the New Year.
6. Send the name of Microbrewery to S. Todd. **ACTION BY: M. Werry** Complete.
7. Email J. Lavergne ideas for good opportunities in the Horticulture area. **ACTION BY: J. Head** Complete.
8. Approach Sandra Thomas from the Ministry of Environment to use pesticides for research purposes for the orchard. **ACTION BY: T. Rigby** Complete.
9. Contact R. Aprile for orchard planting dates. **ACTION BY: T. Rigby** Complete.

REPORT PREPARED BY: Jenni-Lynn Head

DATE: Thursday, December 18, 2014

DRAFT REVIEWED BY DEAN:

SIGNATURE: *Susan Todd*

APPROVED BY CHAIR:

SIGNATURE: Friday, December 18, 2014

**Membership List**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
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**Committee Chair**

*Joe Stokes	Associate Registrar	UOIT
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**External Committee Member**

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

<b>Elected Student/Alumni Representatives</b>	<b>Yr/Program/Alumni</b>
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<b>Name</b>	<b>Yr/Program/Alumni</b>
*Bailee Alcock	DC Student GASN
*Alison McCaughey	DC Student GASN
*Christian Naggar	DC Student GASZ

**Graduate**

*Brenna Gillis	UOIT Nursing
*Nicole Krysa	UOIT Chemistry
*Rachel Taylor	DC Paramedic Program
*Samantha Otto	UOIT

**Faculty/Staff Representatives**

<b>Name</b>	<b>Title</b>
*Kevin Baker	Dean,
Bev Neblett	Assoc. Dean
*Lynn Connaty	Professor –
*Katherine Fledderus	Professor
*Kathy Kirkby	Professor
*Ann Conroy	Admin. Coordinator

**Guest**

Karen Founk	Professor
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1.	<b>Welcome and Introduction</b>
	<ul style="list-style-type: none"> <li>• Introductions were made around the table.</li> </ul>
2.	<b>Additions to the Agenda</b>
	<ul style="list-style-type: none"> <li>• There were no additions to the Agenda.</li> </ul>
3.	<b>Acceptance of Agenda</b>
	<ul style="list-style-type: none"> <li>• Proposed by: K Fledderus</li> <li>• Seconded: D. Morrison</li> </ul> <p>Approved</p>
4.	<b>Approval of Minutes from previous meeting</b>
	<ul style="list-style-type: none"> <li>• There were two corrections noted for the previous minutes, the location of the meeting was incorrect on the second page, and Brenna's name was spelled incorrectly.</li> </ul>
5.	<b>Business/Actions Arising from Previous Minutes</b>
	<ul style="list-style-type: none"> <li>• None</li> </ul>
6.	<p><b>Discussion Items</b></p> <p>UOIT are interested in tracking students from DC into university. They find that college students are more successful than someone coming straight from high-school.</p> <p>College students require different supports. UOIT will be bringing consultants to discuss the issues. They are developing a transition program and hope to have it ready for next year intake.</p> <p>D. Morrison said that students coming from both GASH and high-school struggle with the workload in the Nursing Program. There is a higher amount of homework and time management is an issue.</p> <p>The Nursing Program will be increasing their intake to 80 students for three intakes per year, September, January and May, for a total of 240 students by 2015. One challenge will be managing the second semester. Lab space and placements are shared with UOIT. Trent has their own bus to transport students.</p> <p>It was noted that GAS students do not complete the full program. Many do not finish second semester. They are accepted into other programs by using their midterm grades. The cut off for January is 90 for midterm grades. It would be interesting to distinguish if students who complete the certificate were more successful than students who do not complete the GAS certificate. UOIT has done the analysis and will share the results.</p> <p>The Dental Assisting Program is going through program review. It is also an accredited program. There are lots of jobs for Dental Receptionist.</p> <p>Dental Hygiene is an advanced diploma with six semesters. This is the first year, students writing the national exam, received 100 percent. Most of the students in this program are from university. Most of GASH students go to Dental Hygiene and few go to Dental Assisting. Dental Hygiene has 48 students per year. A lot of private colleges offer Dental Hygiene.</p> <p>UOIT will be instituting a cap for high school applicants for advanced standing. They would like to have a higher ratio of college students with more options for seats. They received approximately 1000 applications from high school students.</p>

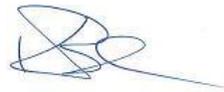
	<p><b>Student Voice</b></p> <p>Seven students attended the General Arts &amp; Science PAC meeting. A round-table discussion was held with the students and the highlights of their comments are below:</p> <p>There are inconsistencies between courses within the program. Not all faculty are using the same student resources. There should be consistency within the program.</p> <p>GASZ – likes that the faculty relate the course content back to students’ career goals.</p> <p>The scope of the physics courses was more comprehensive than Physics 1010 in UOIT.</p> <p>Would like more calculus in Math. There was only 2.5 weeks and more would be very helpful in UOIT. Would like DC and UOIT to work together re calculus.</p> <p>It was suggested that some type of information could be provided to bridge the gap in the transition to university.</p> <p>One student stressed the importance of having a Plan B in case the student is not successful in getting into their program of choice.</p> <p>The math that DC offers for nursing is not relevant to university.</p> <p>Communications courses really helped, however, perhaps more focus on length of essay papers between college and university would be helpful (DC 2 pages/UOIT 6-10 pages).</p> <p>Student had applied to the Paramedic Program in 2007 and was unsuccessful. Student then completed the GAS Program and felt that it was very beneficial in getting in to the Paramedic Program later on.</p>
7.	<b>Future Meeting Date – TBA</b>

REPORT PREPARED BY: Ann Conroy

Date: December 3, 2014

DRAFT REVIEWED BY: Kevin Baker

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE:

**Horticulture Technician Membership List**

*Note: an asterisk in front of the name indicates the member was present for this meeting.*

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
*Bill Slute	Manager, Parks Operations	City of Oshawa
<b>External Committee Members</b>		
Jeffrey Beaton	Project Coordinator/Landscape Architect	AECOM
Sally Harvey	Manager of Education, Labour Develop.	Landscape Ontario
*Mark Humphries	President	Humphries Landscape Services
*Ingrid Janssen	Assistant Coordinator	Durham Master Gardeners
Pam Love	Director	Master Gardeners of Ontario Inc
Brian Malcolm	Executive Director	Parkwood National Historic Site
*Karen Sciuk	Coordinator	Master Gardeners
Ray Shivrattan	Owner	Aquaphyte Remediation Inc.
Sebastiano Signorello		Distinct Landscape Ltd.

<b>Elected Student/Alumni Representatives</b>	<b>Year/Program/Alumni</b>
*Brandon Fayer	2, Horticulture

<b>Elected Faculty/Staff Representatives</b>		
<b>Name</b>	<b>Title</b>	<b>Organization</b>
Mary Beerman	Professor	Durham College
*Shane Jones	Professor	Durham College
*Nancy Lawrence	Professor	Durham College
*Terry Rigby	Field Laboratory Technologist	Durham College
*Riaz Shaw	Professor	Durham College
*Corrie Stender	Professor	Durham College
Ross Stevenson	Professor	Durham College
*Sue Todd	Dean	Durham College

<b>Guests/Unelected Faculty/Staff</b>		
<b>Name</b>	<b>Title</b>	<b>Organization</b>

## KEY POINTS OF DISCUSSION

1. Welcome and Introductions: B. Slute welcomed members to the meeting.
2. Additions to the Agenda: Program of Studies and Marketing Ideas.
3. Acceptance of the Agenda: Accepted.
4. Previous Minutes: The minutes of March 3, 2014 were approved by I. Janssen and seconded by T. Rigby.
5. Business/Actions Arising from the Previous Minutes: Updates have been reflected in the minutes under "Status of Recommendations".

### 6. Discussion Items

#### 6.1 External Membership/Information Sharing - Industry members reported the following:

- Independent garden centres are being swallowed up by the large box stores which make it hard to compete. The commercial side of garden centers is growing.
- Dutchmaster Nurseries in Uxbridge sells to anyone who will buy their products.
- There is more consolidating in business which will offset the graduates.
- Consumers are more educated than ever and there is niche marketing. People are interested in diversity, growing their own food, creating their own gardens and they do the research first before they buy.
- Young families are buying in at Kingsway Nurseries.
- A lot of product is coming for the west coast for nursery products. The west coast has 2 calendar years to grow.
- There are lots of jobs in propagating plants. In the area of helping people to buy, it is going down relating to student employment.
- The title of landscaping is a wide topic and this is good news.
- Education is needed for the independents. Should Kobes Nurseries and Kingsway Garden Centre do an outreach on the campus?
- Emerald ash borer is still an issue with B. Slute. The City of Oshawa is doing the treatment of ash trees.

#### 6.2 College/School/Program Update

##### 6.2.0 Greenhouse

Members were given a tour of the new greenhouse. The advisory meeting was held in one of the greenhouse rooms. B. Slute offered to go with S. Todd to look at greenhouses at Courtice High School, Cobourg East and Fenelon Falls.

##### 6.2.1 Program of Studies

The Woody and Deciduous course was discussed regarding moving it from the winter semester to the fall. The advisors felt very strongly that this course should stay in the winter semester. It is harder to do plant identification in the winter but the students learn about bark etc. It was suggested that D. Hawley teach the course, if this is an option.

The Topics in Horticulture course should be discussed on an annual basis.

Student enrolment numbers are lower this year but retention is up. 12 to 15 students are needed for the May 2015 intake.

##### 6.2.2 Marketing Ideas

I. Janssen is working with the Sustainability group in the spring at the Oshawa Community Centre. The Horticulture students to be advised of this. Ingrid will send S. Todd the information to possibly host this event on campus. The Oshawa Garden Club and Horticulture Clubs contact names should be sent to the faculty to see if they are interested in being a guest speaker. The college is to look at holding the database of speakers in the region and topics collaboratively with Durham College.

Food and Farming started in September 2013. The paths are different in entrepreneurship and growing as opposed to ornamentals. The program is not what some students thought it was going to be as more science and mathematics is included. It was also difficult not having a greenhouse to learn in.

Marketing ideas suggested were:

- look at marketing the program as a creative science
- Market through Canada Blooms, open houses, the Royal Winter Fair, high school visits, dual credit and target parents through garden clubs.

- Industry employees should go out to the schools and educate the educators to get the message out.
- Catch the university students on the college website for advanced standing students.
- Investigate and establish pathways through UOIT and the University of Guelph.
- Include employers in Durham College program videos and produce testimonials from program graduates highlighting what they are doing now.
- Create a package to give to people on what the Horticulture program includes and does.
- Distribute program pamphlets through the guidance counselors/employers of what the program includes and does to include information on careers.
- Good Seeds put in an envelope could be used for marketing the Horticulture program. S. Todd will contact S. Harvey regarding this.

### 6.2.3 Placement/Co-op

Co-op should be 4 months in duration and paid placement. More than 80% of Horticulture students do placement in the summer. Most employment will be in the summer which is easy to sustain at Durham College and provides flexibility. Co-op does take more work to set up. K. Sciuk hired graduate Carol Ann Walker and M. Humphries noted that he takes both placement and co-op students. Monsignor Pereyma and G.L. Roberts schools take approximately 6 co-op students a year.

### 6.2.4 Student Planting Garden

A Horticulture student can be taken downtown and shown the areas for designing and hanging baskets. It would be advertised that the Horticulture students did the design for spring 2015. The color scheme is the Pan Am Games. This would have to be finalized before Christmas and could be part of the Greenhouse Production course in winter 2015. B. Slute would supply the baskets for the students and the guidelines for color and conditions. The baskets would then be designed, hung, and maintained by the students.

City gardens could also be done at major intersections in Oshawa. The May 2015 intake students could do this. S. Todd noted that for plant fundraisers that this has to happen on campus. Donor's lists can be obtained from David Chambers.

### 6.2.5 Christmas Spirit Creations

S. Todd is looking at possibly having the Horticulture students make 36 arrangements for Christmas for the Board of Governors as Christmas gifts. S. Todd will touch base with T. Doyle in the President's office and J. Clarke to see if they can provide a donation. The Greenhouse and the Centre for Food will be decorated as well.

### 6.2.6 Continuing Education

Look at courses or mini workshops or mini certificates. Continuing Education can develop their own certificates through on-line or classroom workshops and model it like the Water Quality certificates. Post-secondary recovery courses could also be offered.

### 6.2.7 Advisory Committee Composition

A nursery representative is needed for the committee. S. Todd requested that if people cannot attend the meeting to send industry trends to Linda Dillon via email so that they can be incorporated into the minutes. Members that have not attended meetings in the last couple of years will be removed from the committee.

### 6.2.8 Research Update

R. Shaw submitted a proposal through the Research Office for an Integrated Pest Management Chair position. A head house and chambers were built in November with research space. This project could be paid placement for some college students working on the research project. A company had a soil fertilizing issue to improve soil fertility. We will know by March 31, 2015 if the position was approved through FED/DEV.

### 6.2.9 Student Voice

Brandon Fayer, year 2 student noted that there were program of studies issues with some courses. The Landscape Planning Materials and Construction course was moved to semester 3 and one course was not moved to semester 4. Two weeks of work was completed for no reason. General Education was moved to semester year 4 but not taken off semester 3.

Brandon noted that the Communications course last year is exactly the same as the Communications course this year (Technical communications). The first year students are in the year 2 course this year. Communications for Success has been taken out. The Communication concerns will be raised with M. Calhoun and B. Neblett.

#### 6.2.10 Upcoming Events:

Harvest Dinner Fundraiser in the fall of 2016 (Horticulture and Food and Farming students will be included).

Program Integration Update (through Donna McFarlane).

Royal Winter Fair is in November.

Wounded Warriors, Sat. October 25, Cullen Gardens.

Camp X Community Tree Planting, Saturday, November 8<sup>th</sup>, 10:00-12:00.

#### 6.2.11

Next Meeting – Monday, May 25<sup>th</sup> 2015, 4:00 p.m., Whitby Campus

\*Please wear planting attire as the committee will be planting flowers at the Whitby Campus.

#### 6.2.12

Adjournment – 7:50 p.m.

### RECOMMENDED ACTIONS

1. Education is needed for the independents. Look to see if Kobes Nurseries and Kingsway Garden Centre should do an outreach on the campus?
2. B. Slute and S. Todd to look at greenhouses at Courtice High School, Cobourg East and Fenelon Falls.
3. The Topics in Horticulture course should be discussed on an annual basis.
4. I. Janssen is working with the Sustainability group in the spring at the Oshawa Community Centre. I. Janssen to send S. Todd the information on this. The faculty will notify Horticulture students when the details are finalized. I. Janssen to send Horticulture faculty contact information for the Oshawa Garden Club and Horticulture Clubs.
5. Marketing Ideas - Review and implement the ideas mentioned under 6.2.2.
6. Student Planting Ideas - Review and make a decision on student planting ideas noted in 6.2.4.
7. Christmas Arrangement for the Board of Governors - Look at suggestions under 6.2.5 on this idea. S. Todd to follow-up with T. Doyle and J. Clarke for a possible donation.
8. Continuing Education - Faculty/Advisors to look at mini workshops or mini certificates.
9. Advisory Committee Composition – S. Jones/C. Stender to look for a nursery representative to be on the committee.
10. It was requested that members not able to attend an advisory meeting send an industry trends update to Linda Dillon ([linda.dillon@durhamcollege.ca](mailto:linda.dillon@durhamcollege.ca)) so that this information can be incorporated into the meeting minutes. The advisory list will be updated and members not attending will be removed from the committee.

### STATUS OF RECOMMENDATIONS FROM MARCH 3, 2014 MEETING

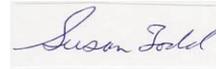
1. Horticulture faculty to review course outlines in the spring of 2014. COMPLETED
2. S. Todd to update the committee on the status of the May Horticulture intake in the fall 2014 meeting. COMPLETED
3. Horticulture faculty to update the committee on the idea of a heritage/historical certificate. PENDING
4. S. Jones to decide what pesticide courses students need. Joy Lavergne to update the committee on pesticide courses that could run through Continuing Education and investigate the possibility of a partnership with Landscape Ontario in areas such as irrigation, stone etc. COMPLETED
5. Faculty to review certification and accreditation to see if it should be embedded into the program. ON-GOING
6. S. Jones and P. Love to discuss field placement ideas through a community organization.
7. P. Love to discuss workshop ideas for fall 2014/spring 2015 with Joy Lavergne in Continuing Education. ON-GOING.
8. B. Fayer to obtain further information relating to students' concerns expressed about the relevancy of information in the "Topics in Horticulture" course. COMPLETED
9. M. Calhoun to review the weighting of assignments and tests in the Mathematics course. COMPLETED
10. S. Todd and C. Stender to review the advisory committee membership. COMPLETED

REPORT PREPARED BY: L. Dillon

DATE: December 9, 2014

DRAFT REVIEWED BY DEAN:

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE: Bill Slute

**Hospitality Skills/Management, Special Events/Event Planning Membership List**

*Note: an asterisk in front of the name indicates the member was present for this meeting.*

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
*Kelly O'Brien	Food and Beverage Director	Oshawa Golf Club
<b>External Committee Members</b>		
Don Andrews	Owner/Operator	Tin Mill Restaurant
Penny Johansen	Owner/Manager	Chatterpaul's
Penny Kertsos	President	PennyKertsos.com
*John Kerr	Director of Food Services	Aramark Food Services
Doug McKay	Industry Member	College Board of Governors
*Jacque Macmillan	Director of Sales and Marketing	Residence Inn by Marriott Whitby
Kelly Ing	Industry Relations Manager	Central Counties Tourism
George Ogston	Owner	Gervais Party and Tent Rental
*Kim Tafertshofer	Marketing & Events Coordinator	Town of Whitby
*Jason Weir	General Manager	Quality Suites Whitby
*Lynda Hoff	Global Account Manager	Conference Direct
Dean Cantwell	Hospitality Supervisor	The Village at Taunton Mills
<b>Elected Student/Alumni Representatives</b>	<b>Year/Program/Alumni</b>	
<b>Elected Faculty/Staff Representatives</b>		
*Robert Grieve	Program Coordinator (HOSM)/Professor	Centre for Food
*Tricia Wiseman	Professor	Centre for Food
*Kolleen Brunton	Professor	Centre for Food
<b>Guests/Unelected Faculty/Staff</b>		
Pam Stoneham	Associate Dean	School of Skilled Trades, Apprenticeship & Renewable Tech./Centre for Food
*Val Gilham	Program Officer	School of Continuing Education
*Sophia Bishop	President	Tifidin Chocolate & Motivational Gifts
*Federica Black	Owner & Lead Event Planner	Federica Black Events
*Amy Serrano	Administrative Support	Centre for Food

## KEY POINTS OF DISCUSSION

1. The minutes from May 14, 2014 were accepted by T. Wiseman/K. Tafertshofer. The agenda was accepted by J. Macmillan/L. Hoff
2. **Industry trends indicate:** The many Pan-Am volunteering opportunities for students conflict with job opportunities and field placement. Students are working many hours a week and going to school full-time. Special Events network across municipalities; sharing issues and how to deal with them; recreation and leisure diploma required for municipalities. LinkedIn connections are important; student contributions to discussions are beneficial. This is emphasized in classes. Market to the person, not the organization. Networking skills face-to-face are challenging for some students. Students should make appointments to speak with hotel management. Project Management skills are sought after in candidates (taught in both programs). “Celebration of life” – memorial planning is trending. Food budget is a big part of event planning.
3. **College/school update and program update:** Discussed in additional agenda items.
4. **Continuing Education update:** Event Planning is available through ConEd. Please contact V. Gilham for ideas you may have if there is a need. Events Planning design and decor would be a beneficial offering; students are interested in this since it is not currently in the daytime program.
5. **Student voice:** No updates at this time.
6. **Update on Enrolment:** Event Management (EVMT); post-secondary diploma/degree needed. Originally there were 15 enrolled, the current number is 13. Hybrid delivery. Special Events Planning (SEVP) = 60 in second year; 54 in first year; enrolment was down this year; the move to Whitby/CFF confused people. EVMT and SEVP are now in the Culinary/Golf/Hospitality cluster; work is being done so that the programs are easy to find in program searches. Those in program are enjoying their learning experience. Hospitality 55 in year 2; 50 in year 1.

### Update on EVMT program

7. **Program name changes as directed by MTCU:** “Management” must be removed from “Hospitality – Hotel, Tourism, Management” program name to simplify for students; and because learning outcomes do not reach Management outcomes. Currently, work is being done to cross-reference program with School of Business.
8. **Changes to the program suggested for 2016 - Split into two programs:**

The PAC engaged in a discussion regarding a proposed “split” of the HMGT program into two distinct programs. See attached notes describing the changes which have been proposed to administration at the college. The PAC expressed their support for these changes.
9. **Change to semester 3 for HMGT- allowing students to work for 6 months between years:**

Possibly compress 3<sup>rd</sup> semester to 7 weeks. Students would have a standard first and second semester and then be available to work from May to mid-October. Feedback from resorts is they want students in the fall. Class-time and homework would double; but this would give students the ability to work for a 6-month period. Field placement would be impacted; this gives students the opportunity to choose a time period to complete their F.P. Students working from Sept-Dec is more valuable than from Jan-March. Intense learning will be valuable. Gen Eds will be a challenge. Employers want/need them until mid-October. A mental health piece is included.
10. **HOTS-description and request for support:** Hotel operation training simulation (HOTS); the DC program team want to implement this in the Hospitality program. Course set-up - students are in groups in a competitive market; no restaurant services. This would be a multi-layered simulation program. DC would like to move forward and offer this to students as part of a course or as a stand-alone (capstone) course. Capstone would be switched with HOTS and groups would compete over the course of the semester. This would run in the Hospitality diploma program and then be run in the one-year certificate; it can be built upon. There is unanimous interest PAC membership.
11. **Driving membership-ask them to invite/suggest a colleague to build the PAC:**

There is a need for more local support. Please feel free to invite an industry associate to join us as a guest at our next meeting.
12. **Practical projects for Capstone-thoughts form the PAC:** It is a challenge to acquire enough projects for our HMGT student teams. There is an opportunity for employers to have students work on projects that need to be completed. Minimum of 15 projects needed for Hospitality students. Students have the entire 4<sup>th</sup> semester to complete the project. In order to not conflict with the Events programs, HMGT capstone projects cannot choose to work on an event based project. Please give faculty any thoughts/ideas (for Special Events Planning as well). Capstone projects can be integrated across programs.
13. **Career Fair:** Representatives from Fairmont Hotels and Resorts, Deerhurst, J.W. Marriott and Taboo spoke to students November 3<sup>rd</sup>; held pre-screening/interviews. Employers were impressed with the turnout; the hiring process starts now. A career fair will be held on January 27; reaching out to different

employers who would need students for summer season or for grads. Aiming for 20-25 tables.

### RECOMMENDED ACTIONS

1. Send PAC membership updated Placement handbook – A. Serrano.
2. Pursue HMGT program split and continue to investigate the possibility of compressing two semesters
3. Membership – Please contact R. Grieve/T. Wiseman/K. Brunton for Capstone projects.
4. Attach program split information from R. Grieve – A. Serrano.
5. HOTS Description to be sent with minutes (get from T. Wiseman) – A. Serrano.
6. Future meeting date: early February 2015 Location: TBA
7. Adjournment: 11:10a.m.

### STATUS OF RECOMMENDATIONS FROM *May 14, 2014* MEETING

1. Test information regarding AODA to identify whether or not a company needs it and to what extent. – K. Ing to send to A. Serrano.
2. Invite an industry member as guest speaker or participate in in-class simulations to reinforce importance of professionalism/interview skills; math skills; communication skills – completed; use of more guest speakers in the classroom.
3. Investigate adding a math course in semester 1 and report back in fall – looked at and will be discussed this meeting; currently teaching a grade 10 level math; more math included in computer class; touched in Finance and accounting more than in the past.
4. Report back on KPI results from spring 2014 – we exceed provincial numbers in this program; much work to be done; questions are not specific so it can be a challenge interpreting the data. There were 75 students; there are over 60 in year 2.
5. SEVP first year completion - Report back at next meeting; survey only indicates 19 respondents.
6. Send info regarding Hospitality placement for review and feedback – will send updated info to membership; 80 hours must be complete but students can do more hours; any placement in industry qualifies; student has to find their own placement which is good experience. Grad certificate has a normal first semester and then an 11 week second semester where they do 3 weeks of field placement takes place.
7. Consideration of changes to the program of study for HMGT: Investigate offering program with food and beverage course and one without. – will be discussed today.

REPORT PREPARED BY: A. Serrano

DATE: November 4, 2014

DRAFT REVIEWED BY DEAN:

SIGNATURE: \_\_\_\_\_

APPROVED BY CHAIR:

SIGNATURE: Via Email \_\_\_\_\_

**HVAC and GAS Technician Membership List**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
<b>Steve Storey</b>	General Manager	Service Experts

**External Committee Members**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Joanne Boticella		Direct Energy
Paul Duncan		Frontier
Victor Ferreira		Goodman/Amana
Jack Jewell		Rodman's Heating
*Steve Moore		Town of Whitby
*John O'Connor		Direct Energy

**Elected Student/Alumni Representatives**

<b>Name</b>	<b>Year/Program/Alumni</b>
*Adam Anisiewicz	HVAC Student
*Anthony Cairns	HVAC student
*Ian MacInnis	GAS 2 student

**Elected Faculty/Staff Representatives**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Shayne Bedford	HVAC/GFIT Faculty	Durham College
*David Watkins	HVAC/GFIT Program Coordinator	Durham College
*Pam Stoneham	Associate Dean	Durham College

**Guests/Unelected Faculty/Staff**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Greg Moran	HVAC/GFIT Faculty	Durham College

**KEY POINTS OF DISCUSSION:**

Discussion around the program review recommending the passing grade be increased to 70%.

Faculty discussed a capstone project which would expand on the student’s skills in code, blueprints and within their hands on training.

Faculty advised that from the last PAC meeting the curriculum has been altered to allow more time in gas and less time in oil.

Industry members inquired about the skills of the students in furnace maintenance as grads would usually start with furnace cleaning.

An inquiry regarding introducing tank less water heaters into the curriculum; however it was determined that the curriculum needs to abide by the TSSA guidelines for the exam.

**RECOMMENDED ACTIONS**

No recommended actions at this time due to the program review report outcomes being finalized.

**STATUS OF RECOMMENDATIONS FROM PREVIOUS MEETING**

1. Members to send Dave Watkins a list of what is important to them regarding customer service and a checklist of what their expectations are for future new grad hires and Co-Op placement students – Joanne commented that Shayne had received their wish lists.
2. Set up schedule for members to be guest speakers to students regarding their hiring processes and what they deem essential for their employees – faculty are working on a schedule.
3. Faculty to review Gas Technician 2’s sequence of instruction for delivery of Heat module before Co-Op begins – curriculum being reviewed within the program review.

**Next meeting date:** May 13, 2015

REPORT PREPARED BY: Julie Hauber

DATE: December 22, 2014

DRAFT REVIEWED BY: Pam Stoneham

SIGNATURE:

APPROVED BY CHAIR: Pam Stoneham – Acting Chair

SIGNATURE:



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

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
Mike Chesson (POFD)	Sgt.	Durham Regional Police
Dana Cardinal (LAW)	Resourcing & Specialized Training	OPG
Michael White (PSI)	Consultant	Security Risk
<b>External Committee Members</b>		
Elsa Gadsdon	Recruiter	OPP
*Chauntel Inman	Recruiting	RCMP Recruiting
Rob Kobayashi	Staff Sgt.	OPP, Whitby
June MacDonald-Jenkins	Dean, PLC	Durham Regional Police
Samantha Petrow	Recruiting	RCMP
Sarah Schutt	Constable	Durham Regional Police
Shayne Simpson	Sgt.	OPP, Whitby
*Ken Polley	Assistant Crown Attorney	
*Anne Weber	Office Manager	Ministry of Attorney General
Wyatt Johns		Youth Connections
Mark Gilbert		Youth Connections
*Gary Hasenhindl		Youth Connections
Chris Priebe		OPG
*Steve Lawson	Acting S/Sgt.	DRPS/PLC
*Neil Weaver	Vice President Strategic Accounts	GardaWorld Prot. Services
Derek Hannan	By-Law Enforcement	Ajax
Chris Swift	SSgt.	Alcohol & Gaming Comm.
*Carolyn Homes	Operations/Resource Protection	Sears - National
Lisa Robles	Nuclear Security Training Technician	OPG
Chris Collins	Darlington Security Shift Manager	OPG
Laura Hicks	Supervisor	City of Oshawa
Louis Duranleau	Director of Corporate Security	D & H, The East Mall
Ian Falzon	Customs	Canada border Services
Douglas Walker	Nuclear Security Training Manager	OPG
<b>Elected Student/Alumni Representatives</b>		
	Year/Program/Alumni	
Diji Ayodej	Alumni, LAW	Durham College
<b>Elected Faculty/Staff Representatives</b>		
	Title	Organization
Name		
*Stephanie Ball	Dean	Durham College
Marisa Cassar	School of Continuing Education	Durham College
*Maria Iannuzziello	Faculty Rep/Coordinator/PFP	Durham College
*Charles McAfee	Faculty Representative	Durham College
*Charlene Di Danieli	Faculty Representative	Durham College
*Bonnie St. George	Faculty Rep/Coordinator-LAW	Durham College
*Jason Vassell	Faculty Rep/Coordinator-PSI	Durham College
*Lynne Leroy	Faculty Rep/PSI	Durham College
<b>Guests/Unelected Faculty/Staff</b>		
Name		
None	Title	Organization

## KEY POINTS OF DISCUSSION

1. The minutes of June 11, 2013 were approved by N. Gonsalves and seconded by G. Hasenhindl.  
CARRIED
2. **Industry Trends:** Small pockets of training in lockdown drills, fire drills, shooter type training will be offered for security guard companies. Workplace violence, mental health and the inability to cope with staff and/or management on the job is on the rise. Community involvement is becoming a highlight in all programs. Students are getting hired by their volunteer experience/community based involvement within their programs.
3. **Program of Study:** A new course, Introduction to Fitness & Academic Preparation, will be offered in September 2015 in the first semester of the Protection, Security & Investigation program to prepare students for the second year Fitness course. The winter semester has introduced a new course, Retail Loss Prevention and the Surveillance component has been embedded into the replacement course, Interviewing, Investigation & Surveillance in the Protection, Security & Investigation program.
4. **Program Review Update:** The Protection, Security & Investigations program review will take place in 2015.
5. **Field Placement:** Youth Connections has been taking on placement students from the Advanced Law Enforcement & Investigations and the Youth Justice & Interventions Programs. Youth Connections has added Foster homes to their program. This will provide additional placement opportunities to students.
6. **Employment:** Youth Connections hires approximately two Durham College students per year. For new hires for Youth Connections, the Children's Aid Society does complete background checks on the applicant and their family members looking for previous incidents and/or involvements with CAS. These searches take three months to complete. The RCMP, DRPS, Sears Canada/Loss Prevention and Gardaworld Protection Services with a security license are currently taking applications.
7. **Pan Am Games:** CSC has hired approximately 100 of our students to work at the Pan Am Games and will provide training for the Security Guard License. Gardaworld Protective Services will also be hiring licensed Security Guards for the Pan Am Games.

## RECOMMENDED ACTIONS

### Advanced Law Enforcement & Investigation, Police Foundations and Protection, Security & Investigation Programs

1. The importance of interview preparation and use of Career Services will be stressed by the faculty with the perspective graduating students.

### Protection, Security & Investigation Program:

2. Incorporating lockdown drills, fire drills, shooter type training and violet situation training into the course content or through certificate training (CIJS) will be reviewed by the faculty.
3. Additional volunteer opportunities/community involvement/experiential learning will be sought by the faculty through their contacts.

## STATUS OF RECOMMENDATIONS FROM JUNE 11, 2014 MEETING

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

REPORT PREPARED BY: T. Kennington/M. Bartosik

DATE: December 10, 2014

DRAFT REVIEWED BY DEAN: S. Ball

SIGNATURE: \_\_\_\_\_



APPROVED BY ACTING CHAIR: S. Ball

SIGNATURE: \_\_\_\_\_



**Legal Research & Information Management Membership List**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
TBA		
<b>External Committee Members</b>		
*Connie Crosby		Crosby Group Consulting
Marilyn Elkin		
*Amy Kaufman	Lawyer	William R. Lederman Law Library
John Olver	Acting Manager, Library Services	Scott and Olver LLP
*Michael David Reansbury		Canadian College of Naturolog Medicine
*Ryan Ban	Year/Program/Alumni	OpenText
<b>Elected Student/Alumni Representatives</b>		
Jade Noble	Alumni	Durham College
*Justin Harvey	Alumni	Durham College
*Caroline Konsik	Student	Durham College
<b>Elected Faculty/Staff Representatives</b>		
Name		
Title		
Organization		
*Stephanie Ball	Dean	Durham College
*Dalton Burger	Professor	Durham College
*Nicole Doyle	Professor/Coordinator	Durham College
<b>Guests/Unelected Faculty/Staff</b>		
Name		
Title		
Organization		

## KEY POINTS OF DISCUSSION

1. The minutes of May 15, 2014 were approved by Michael D. Reansbury and seconded by R.Ban. CARRIED
2. **Industry Trends:** The Royal Society of Canada has released its report called "The Future Now: Canada's Libraries, Archives, and Public Memory". The OALT/ABO Conference will take place on May 6 – 9, 2015 at the Newnham Campus of Seneca College. There are changes in the Courthouse libraries with the closing of LibraryCo and a move to reduce staff involved in that system. There is an increase in consulting on Records Management and "Big Data". There is a move toward storing records in the "cloud" which brings up issues around where data resides. Vendor updates include the launch of WestlawNext (new platform), and LexisNexis buying CCH. Osgoode Law Journal is now online.
3. **Changes in Program:** The program delivery format will be introduced for September 2015. Delivery will be condensed into modules and students will be doing fewer courses at a time but with more focus on each course. An "Industry Night" or wrap-up was proposed so that students can present their projects. Part time registration is possible and a part-time 'track' will be shared with potential students interested in pursuing this avenue.
4. **Student Voice.** Feels that the program mimics the real world; likes the 2 days per week on campus; the use of tools such as Westlaw, flexibility of the schedule and the wide range of courses.

## RECOMMENDED ACTIONS

1. The new program delivery format will be implemented for the fall of 2015 by N. Doyle and S. Ball.
2. The course title of "Records Management" will be retained as part of the new program format by N. Doyle.
3. Communication on part-time completion of the program for prospective students will be developed by N. Doyle.
4. An "Industry Night" or other wrap-up activity as part of the Applied Project course with the new delivery format will be explored by N. Doyle.

## STATUS OF RECOMMENDATIONS FROM *May 15, 2014* MEETING

1. A discussion will be held with the faculty team about changes to the program of study to include a U.S./international Research course for implementation in the fall 2015 by N. Doyle. COMPLETED
2. Next year's students will be encouraged, whenever possible, to do projects with external partners/industries by the professor, N. Doyle. COMPLETED
3. The use of Adobe Connect will be piloted in one of the courses in Fall semester by N. Doyle. CANCELLED DUE TO PROGRAM RESTRUCTURE.
4. Continuing Professional Development (CPD) accreditation will be pursued for selected Winter semester courses by N. Doyle and the faculty team. ONGOING

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

DATE: December 2, 2014

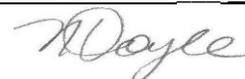
DRAFT REVIEWED BY DEAN: S. Ball

SIGNATURE: \_\_\_\_\_



APPROVED BY ACTING CHAIR : N. Doyle

SIGNATURE: \_\_\_\_\_



**Mechanical Membership List**

*Note: an asterisk in front of the name indicates the member was present for this meeting.*

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
Dave Collings	Systems Manager	EXCO Engineering
<b>External Committee Members</b>		
*Ryan Beatty	Program Manager	Messier Dowty
Peter Bhavra	Tooling Eng. Specialist	Messier–Bugatti-Dowty
Jerry Brown	Events & Educational Coordinator	Sandik Coromant, Canada
Jeff Dayman	President	Dayman Design Inc.
*Christopher Howes	Programs Facilitator	Durham District School Board
*John Komar	Director, Engineering & Operations, ACE	UOIT
Michael Kube	Tissue Mill Supervisor	Cascades Tissue Group – PM
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
*Brad Sheehan	Mechanical Design Supervisor	Autodyne
Tom Siklos	Design Project Manager	Praxair
David Street	President	Pro-Bel Group Ltd.
<b>Elected Student/Alumni Representatives</b>		
	Year/Program/Alumni	
*Allan Kimpel	3, Student	
Stephen Dawson	Alumni	
*Kyle Elliott	Alumni (Mechanical Design)	Autodyne
Denis Losier	Alumni (Mechanical Design)	Autodyne
<b>Elected Faculty/Staff Representatives</b>		
<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Terry Dragomatz	Professor	Durham College
*Sue Todd	Dean	Durham College
*Katy Zaidman	Coordinator/Professor	Durham College
<b>Guests/Unelected Faculty/Staff</b>		
<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Colin Cunningham	Professor	Durham College
*Linda Dillon	Administrative Coordinator	Durham College
*Don Dragomatz	Professor	Durham College

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## KEY POINTS OF DISCUSSION

### Welcome and Introductions

1. Sue Todd acted as chair and welcomed members to the meeting.

### 2. Additions to the Agenda

None.

### 3. Acceptance of the Agenda

Accepted.

### 4. Previous Minutes

The minutes of May 5, 2014 were approved by T. Dragomatz and seconded by L. Dillon.

### 5. Business/Actions Arising from the Previous Minutes

The updates have been reflected in the minutes under "Status of Recommendations".

### 6. Discussion Items

#### 6.1 External Membership/Information Sharing - Industry members reported the following:

- Many industry members mentioned that people hired need to know the fundamentals in their field.
- Messier Dowty mentioned that they have hired a graduate from the college and that they are also looking for a machinist in CNC. In this industry, people are needed with manual background knowledge to understand what is coming from a machine, they need to be able to machine a part, know what a footprint looks like, and have the ability to identify a mechanical problem. The College Mechanical Technician students will be looked at because of the CAD and CAM courses they have completed. These students also take a higher level of Mathematics than apprenticeship people.
- Apprenticeship programs are closing.
- General Motors is growing and funding in the area of green energy and media production. There has been a reduction in GM work. Tool design/designers are needed for research. Projects are difficult to find for UOIT due to the need for completion on short timelines. The best tool designers are coming from the machinists or the best tool makers. There is a huge need for designers for designer houses. J. Komar mentioned that he is currently looking for a UOIT/DC project. He needs fiscal tool design and belts for an experimental test stage. He is also looking in manufacturing and electrical to take a concept for a 2 or 3 year project but the timing for the project creates a challenge as most want the project completed yesterday. Certification of Qualification (C of Q) is needed for a machinist and a tool and die maker. It was mentioned that C of Q courses could be run perhaps through Continuing Education.
- Autodyne is busier than ever in laser and mig welding tools. This company is looking for a lot of designers that have the core fundamentals, design and know how to assemble a machine. Employees can then be trained from this point on. People learn from practical experience. The engine project that students do at Durham College is a great experience. Students learn how to draw sketches, draw it on sound works, put the engine together, troubleshoot and tell people how the engine works. The engine experience is incorporated into new hires training.
- There is a strong need for people with Unigraphics.
- The College and UOIT programs need to be designed to be more collaborative.
- On-line learning is still increasing but this will shift in future years to come.

#### 6.2 School Update

The school is looking at taking more students in for enrolment in the Mechanical Technician and Mechanical Technology programs for September 2015. Enrolment for January 2015 is currently as follows:

Mechanical Technician – year 1 – 25, year 2 – 23

Mechanical Technology – year 1 – 67, year 2 – 41, year 3 – 39

First year students have been scoring high in Mathematics.

Mathematics and Physics – S. Todd mentioned that the first Mathematics course is at a lower level than we should be teaching. The bar was lowered because the Mechanical Technician (2 year) students were in the course with the Mechanical Technology (3 year) students. These two courses are being reviewed to see if the courses can be combined into one course at 6 hours/week. We are looking at teaching the Mechanical students Mechanical Mathematics, the Electronics students Electronics Mathematics and the Chemical Technology students Chemical Mathematics which is more specific to their program. Pre-Calculus and Calculus will also be reviewed.

## 6.2 School Update (Cont'd)

Mechanical Program Review - On February 5, 2015 there will be a meeting held with the external assessors relating to the review. Two or three program advisory members are needed for this meeting. If interested, contact Katy Zaidman.

**Manufacturing Processes Course (MANF 3131)** – This very compressed course (3 hours/week) is taught in the fall semester to the Mechanical students in year 2 and to the Electro-mechanical students in year 3. Advisory members were asked to review the course outline and identify the following:

- What is critically important in the course and note what is missing (keep in mind that course learning outcomes need to align with the Ministry outcomes).
- Advise if students should return to the Machine Shop in year 3.
- Identify if the Electro-mechanical students should be included in the same course at the Mechanical Technician/Technology students.

It was noted that the Mechanical Technician/Electro-mechanical students go to the Whitby Campus to do the course in the shop. One shop at the Whitby Campus will be closing this academic year. K. Zaidman/C. Cunningham to do a preliminary investigation to see if the students will fit into the small shop at the Oshawa Campus. C. Cunningham to look at what other colleges are offering in Manufacturing Processes.

L. Dillon to email the Manufacturing Processes course outline to advisory members asking that feedback be sent to K. Zaidman ([katy.zaidman@durhamcollege.ca](mailto:katy.zaidman@durhamcollege.ca)) by February 15<sup>th</sup>.

## 6.3 Advisory Committee Membership

The advisory membership list will be reviewed. Members who have been on the committee longer than 6 years will be asked to take a break for a period of time. Members removed will be asked if they can suggest another representative from their industry to sit on the committee. After the program review is completed, the reviewers will be invited to join the Advisory Committee.

## 6.4 Program of Studies 2015-2016

There will be no changes to the POS until the Mechanical Program Review is completed.

## 6.5 Co-op

The college is not set up for co-op at this time. Industry members were asked if they could support a paid co-op model for a work term. If so, would the term be for 4 months or a year term. It could be set up as a September or January intake, depending on industry's needs. Autodyne mentioned that they could take two students at this time. The UOIT representative also noted that co-op is a valuable experience for students. There are a lot of industry partners that want graduates that have co-op experience.

## 6.6 Advanced Manufacturing

The Advanced Manufacturing Fund (AMF) is a \$200 million fund that will be delivered province-wide by the Federal Economic Development Agency for Southern Ontario (FedDev Ontario). AMF promotes continued growth of Ontario's advanced manufacturing sector by supporting efforts to develop cutting-edge technologies and large-scale activities that will improve processes and increase productivity, establish clusters or global supply chains and collaborate with private sector, research and post-secondary. The college has received money to improve classrooms/labs. Some of the money can be used to enhance the Mechanical programs in areas of cutting tools and enhancing areas with equipment.

Things identified as enhancements were:

- advanced machines (high end machine tools for machining, new composite molding machine)
- composite materials (structural, autoclaves for design)
- advanced measurement techniques (visual inspection in measurement, measurement surface preparation)
- vision assembly (CAD is virtual assembly packaging and modelling)
- advanced quality control
- HVOF (furnace)
- 3D printing
- Unigraphics for virtual assembly (J. Komar mentioned that he may have a donor for a piece of Unigraphics equipment and will give the contact name to S. Todd).

S. Todd mentioned that The School of Science and Engineering Technology could do something collaboratively with UOIT also. J. Komar stated that he needs students in NDE analysis of composite materials and the inspection and repair side of industry would benefit.

**6.7 Measurement Update**

D. Dragomatz provided an update noting that there is a new image to the measurement lab which was a low cost refresh in the area of digital, while still keeping the fundamentals intact for students. Some new lab equipment has also been received. Laser printers and Inventor software is needed and has been included as part of the “wish list”.

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

**8. Next Meeting:** Tuesday, May 26, 2015, 5:00 p.m.

**RECOMMENDED ACTIONS**

1. UOIT Projects - J. Komar to touch base with P. Patel for the electronics side of projects and the Whitby Campus for manufacturing relating to UOIT. S. Todd will get some Architecture students to touch base with J. Komar regarding projects relating to designer houses and experimental fixture design.
2. Program Review Meeting, Feb. 5, 2015 – Two or three advisors are needed. If advisory members interested in participating in this meeting, contact K. Zaidman (katy.zaidman@durhamcollege.ca).
3. Mathematics and Physics – Faculty to continue to review these courses to see if the courses can be combined into one course at 6 hours per week.
4. Mathematics and Physics – S. Todd mentioned that she is in the beginning stage of reviewing the Mathematics and Physics courses with the faculty to see if combining them into one course would work. Pre-Calculus and Calculus will also be looked at.
4. Manufacturing Processes Course – Advisory members were asked to review the course learning outlines and identify the following:
  - What is critically important in the course and note what is missing (keep in mind that course learning outcomes must align with the Ministry outcomes).
  - Advise if students should return to the Machine Shop in year 3.
  - Identify if the Electro-mechanical students should be included in the same course at the Mechanical Technician/Technology students.
  - K. Zaidman/C. Cunningham to do a preliminary investigation to see if the students will fit into the small shop at the Oshawa Campus.
  - C. Cunningham to look at what other colleges are offering in Manufacturing Processes.
  - L. Dillon to email the course outline to advisory members asking that feedback be sent to K. Zaidman ([katy.zaidman@durhamcollege.ca](mailto:katy.zaidman@durhamcollege.ca)) by **February 15<sup>th</sup>, 2015**.
5. Co-op Model - Advisory members to think about if their company can support a co-op model for a 4 month or year period.
6. J. Komar to provide S. Todd with the name of a possible donor for Unigraphics equipment.

**STATUS OF RECOMMENDATIONS FROM MAY 5, 2014 MEETING**

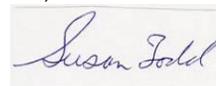
1. Advisory Members – Advise S. Todd of any new members in a specific area that are missing. On-going.
2. Program Review - Advisory members to let S. Todd know of highly regarded people who might be interested in being on the review panel. Completed.
3. CAM 1, CAD I and CAD 2 – L. Dillon to send the electronic documents showing the changes to the three courses to the advisory members. Completed.
4. Industry Partnerships – If anyone knows of people who might be interested in industry partnerships, advise Colin Cunningham. Completed.
5. L. Dillon to send advisory members contact information for the Research Office. Completed.
6. K. Zaidman and faculty to plan an alumni or career night for the Mechanical Technician and Mechanical Technology programs. On-going for spring 2015.
7. A. Kimpel was tasked with homework on “how would you communicate what a program advisory is to take the information back to the student body”. On-going.

REPORT PREPARED BY: Linda Dillon

DATE: January 23, 2015

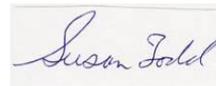
DRAFT REVIEWED BY DEAN: Susan Todd

SIGNATURE:



APPROVED BY CHAIR: Susan Todd

SIGNATURE:



**Program Name Membership List**

Name	Title	Organization
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**Committee Chair**

Chris Tozer	Mechanical Maintenance Training Manager	OPG
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**External Committee Members**

Name	Title	Organization
*Shawn Beavis		BMM Industrial Maintenance
Ed Conboy		LCBO
Drew Chittenden	Business Representative	Millwright Regional Council Local 2309
Paul Fraser	Technology Coordinator	Durham Catholic District School Board
Rob Irving		Rolls Royce
*John Lambert		Benchmark Maintenance
Paige Marlow	Researcher	Durham Workforce Authority
Joe Matheson	Mechanical Group Leader	Associated Tube Canada
*Brendon Vanderweert	Mechanical Technician	Pepsico
Jigar Vyas		Covanta
Matt Wroblewski	Owner	Robly Mechanical Maintenance Ltd.

**Elected Student/Alumni  
Representatives**

Name	Title	Organization
Matthew Salsbury	Year 2 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
*Henry Forderer	Faculty	Durham College

**KEY POINTS OF DISCUSSION**

**Quorum was not reached.**

Discussion around the volatile state of the industry took place. Darrin mentioned that the apprenticeship numbers are decreasing.

Discussion around sending out specific questions prior to the PAC meeting so members have time to research and prepare.

Discussion around co-ops took place with Darrin providing the comment that it is very hard to get industry members to commit to taking on a number of students especially when the high schools are looking for placement opportunities for their OYAP students.

Student is enjoying the program. Discovered industrial millwright through the trade’s fundamentals program. Matthew felt more training in documenting would be enhance his employable skills.

**RECOMMENDED ACTIONS**

No recommendations due to lack of quorum.

**STATUS OF RECOMMENDATIONS FROM October 3, 2014 MEETING**

Invite a trade person into the Taste of the Trades events to describe what it means to be a millwright.

Chris Tozer has attended the Mechanical Technician program and Clair will arrange for an industry representative to speak with the trades fundamental students.

Next meeting date: April 23, 2015

REPORT PREPARED BY: Mary Pearce

DATE: December 22, 2014

DRAFT REVIEWED BY DEAN: Darrin Caron

SIGNATURE:



APPROVED BY CHAIR: Darrin Caron – Acting Chair SIGNATURE: \_\_\_\_\_

**Mechanical Technician – Plumbing Techniques Membership List**

Name	Title	Organization
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**Committee Chair**

*Brandon Bird		Bird Mechanical
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**External Committee Members**

Name	Title	Organization
Brian Cochrane		Integracon Inc.
Bill Clarke		Bill Clarke Plumbing & Heating Ltd.
John Foster		Prairie Plumbing Ltd.
*Ryan Johnston		Brent's Plumbing & Heating Ltd.
*Jeff Hayes		Hayes Plumbing
Jim Metrow		Mutual Mechanic
Boris Varga		Mutual Mechanic
*Ryan Voscek		Brent's Plumbing & Heating Ltd.

**Elected Student/Alumni Representatives**

Name	Year/Program/Alumni
*TBD	Year 1

**Elected Faculty/Staff Representatives**

Name	Title	Organization
*John Platnar	Plumbing Program Coordinator	Durham College
*Richard Lamarche	Plumbing Faculty	Durham College
*Darrin Caron	Dean/Principal	Durham College
Pam Stoneham	Associate Dean	Durham College
*Ed Westerdyk	Plumbing Faculty	Durham College

**Guests/Unelected Faculty/Staff**

Name	Title	Organization
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**KEY POINTS OF DISCUSSION**

Darrin explained the purpose of program advisory committees and gave a general overview of the responsibilities of the members.

Darrin described the difference between apprenticeship and post-secondary programs and the evolving role of the College of Trades.

The question of implementing a co-op component into the Mechanical Technician – Plumbing Techniques program was raised. Darrin explained the challenge of obtaining enough placements for the students without being in competition with the high schools for OYAP student placements.

The needs of industry were discussed with a focus on back flow as these devices have become mandatory for both commercial and residential new construction.

Industry members were invited to the classroom as guest speakers.

Brandon Bird volunteered as the chairperson.

**RECOMMENDED ACTIONS**

Send the Terms of Reference, program of study, and course descriptions to the members for review prior to next meeting.

**STATUS OF RECOMMENDATIONS FROM PREVIOUS MEETING**

Not applicable as this was the inaugural meeting.

**Next meeting date:** April 23, 2015

REPORT PREPARED BY: Mary Pearce

DATE: January 20, 2015

DRAFT REVIEWED BY: Darrin Caron

SIGNATURE: 

APPROVED BY CHAIR:

SIGNATURE:

**Pre-Media Program Advisory Committee Membership List**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
*Gail MacKenzie	Manager of Strategic Initiatives	Durham College

**External Committee Members**

<b>Elected Student/Alumni Representatives</b>	<b>Year/Program/Alumni</b>	<b>Organization</b>
Matisse Hamel-Nelis	2 <sup>nd</sup> Year Public Relations	Durham College
Amelia Nardo	Pre-Media Alumni	Durham College

**Elected Faculty/Staff  
Representatives**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
Linda Cheng	Coordinator, Multimedia	Durham College
Wade Clarke	Coordinator, Multimedia	Durham College
*Donna Crome	Professor, Pre-Media	Durham College
Paul Koidis	Associate Dean	Durham College
Brian Legree	Coordinator, Journalism	Durham College
*Greg Murphy	Dean	Durham College
*John Starling	Coordinator, Pre-Media	Durham College
*Marni Thornton	Coordinator, Music Business Mgmt.	Durham College

**Guests/Unelected Faculty/Staff**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
Donna Boyd	Continuing Education Officer	Durham College

## KEY POINTS OF DISCUSSION

1. Approval of minutes of April 14, 2014 was moved by J. Starling. Carried.
2. Approval of agenda of November 19, 2014 was moved by D. Crome. Carried.
3. **Program/College Update:** Members discussed Durham College's recent Open House, and recommended that the School of Media, Art & Design develop its own individual day to discuss their outcomes of MAD programs. G. Murphy commented that the program learning outcomes have been reviewed and modified to work with the program name change, and will be discussed at the next annual curriculum review. PAC discussed having opportunities for students in programming and coding without having the evaluation of coding affecting their grade.
4. **External:** No external representatives present. Faculty from receiving programs function on this PAC as external advisors as graduates from this program usually enter another MAD program.
5. **Continuing Education Update:** Representative was not present.
6. **Student Voice:** Representative was not present.

## RECOMMENDED ACTIONS

1. G. Murphy would like G. Mackenzie present at the January All Staff meeting to give a presentation on SCWI and dual credits. **ACTION: G. Murphy**
2. It was proposed that a video course become a dual credit course offering in the fall. **ACTION: G. Mackenzie & Program Team**
3. G. Murphy would like to have both Nathalie Stutt and Sue Hawkins present in the next PAC meeting for both Media Fundamentals and Foundations in Art and Design, to elaborate on different recruiting ideas, and would also like to include them in the Coordinators' Meeting in January 2015. **ACTION: G. Murphy & Program Team**
4. Next meeting – Monday, March 30<sup>th</sup> at 5:00 p.m. Room TBA
5. Adjournment 11 a.m.

## STATUS OF RECOMMENDATIONS FROM April 14, 2014 MEETING

1. Recommended that a Specialist High Skills Major (SHSM) coordinator to sit on the Advisory committee. G. Mackenzie will re-approach for spring meeting, and will reach out to board level coordinators that oversee High School Specialist Majors, and a guidance person from High Schools. G. Murphy suggested sending out minutes to board members electronically, and include them in discussions.
1. Video Capture and Editing course outline has been updated for fall 2014, focusing on working with cameras has been the primary change.
2. Communications and Marketing will hire students from the School College Work Initiative program to work on a webpage or promotional video.
3. Recommendation that Information Technology related programs are added to the list of Specialist High Skills Major programs is ongoing. G. Mackenzie will send a list of schools and contact persons
4. Communications and Marketing will post program change information on the Durham College website.

REPORT PREPARED BY: S. Leaming-Conroy

DATE: November 19, 2014

DRAFT REVIEWED BY DEAN: G. Murphy

SIGNATURE: 

APPROVED BY CHAIR: G. Mackenzie

SIGNATURE: via email

**Music Business Management Committee Membership List**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
*Evelyn Cream	President	Athena Music International
<b>External Committee Members</b>		
*Michelle Baily	Director HR	Re:Sound
*Linda Bush	Owner/Manager	New Romantic Music
Brian Chick	Director National Promotions	Universal Music Canada
Sari Delmar	President	Audio Blood Inc.
Catherine Jones	Director, Bell Media Music	Bell Media Inc.
Ron Morse	Co-Owner, CFO.C.O.O	Wax Records
*Nicole Rochefort	Owner/Agent	Artists in Motion
Allen Weinrib	Head of Production	Fadoo Production Inc.
<b>Elected Student/Alumni Representatives</b>		
	Year/Program/Alumni	
*Simon Chartrand	2 <sup>nd</sup> Year Music Business Mgmt.	
Emmalee Lovelace	3 <sup>rd</sup> Year Music Business Mgmt.	
*Matt Nolson	Music Business Alumni	
<b>Elected Faculty/Staff Representatives</b>		
Name	Title	Organization
Paul Koidis	Associate Dean	School of Media, Art & Design
*Greg Murphy	Dean	School of Media, Art & Design
*Tony Sutherland	Professor	School of Media, Art & Design
*Marni Thornton	Coordinator	School of Media, Art & Design
*Greg Jarvis	Professor	School of Media, Art & Design
<b>Guests/Unelected Faculty/Staff</b>		
Name	Title	Organization
Donna Boyd	Continuing Ed. Officer	Durham College

## KEY POINTS OF DISCUSSION

1. Approval of minutes of June 3, 2014. Moved by M. Thornton and seconded by M. Baily. Carried.
2. Approval of agenda was moved by L. Bush and seconded by G. Jarvis. Carried.
3. **Industry trends indicate:** There was a discussion around the use of personal cell phones in the workplace. Pending ticket speculation policies and their legal implications were also discussed. Ontario Music Fund has generated jobs. Grant writing is also on the rise. Breaking international stars into the Canadian market should be covered in the curriculum. HMV will be closing their doors across Canada. YouTube will be changing their format around audio/visuals.
4. **College Update:** Our enrollment has declined for the first time in 6 years in the School of MAD. This has caused significant issues with our budget and as a result Live Sound equipment has been repaired instead of being replaced. The main office and three classrooms underwent a major renovation through the summer.
5. **Program Update:** The grad certificate is currently being developed, Music Industry math course will be launched in January 2015.
6. **Student voice:** Felt that the Study Skills course is redundant with the current College resources readily available to students. S. Chartrand asked if there could ever be a portfolio admission process. A discussion around this ensued outlining the pros and cons and if this would discourage potential students from applying. S. Chartrand surveyed 48 students in first, second and third year and shared the results in a handout. 42% strongly agreed they will get a job in Industry and have gained the practical skills they will need. Would like to see a brief update shared at the beginning of the Music Business Practicum course each week sharing what is happening in the Industry. They would like to see a mentoring program included in the Practicum course by reaching out to MBM alumni and third year students. This could create a profile for the program.

## RECOMMENDED ACTIONS

1. Recommend that Music Canada joins our next Advisory meeting. **ACTION BY: E. Cream**
2. Recommend that the program markets itself in the Ottawa area via newspapers and magazines. **ACTION BY: Program Team**
3. Recommend that a mentoring program be included in the Music Business Practicum course. **ACTION BY: Program Team**
4. Recommend that the budget for MBM is reviewed to see what resources can be re-directed into other areas of the program that are under-resourced. **ACTION BY: Dean and Program Team**
5. Recommend that the Study Skills course be reviewed in the curriculum. **ACTION BY: Dean and Program Team**
6. Next meeting – Wednesday, May 13, 2015 at Re:Sound at 12:00 p.m.
7. Adjournment 7:00 p.m.

## STATUS OF RECOMMENDATIONS FROM June 3, 2014 MEETING

1. Re-scheduling MBM reception during CMW is still in the development stages for the spring.
2. Partnering with industry to market the program is on-going; one group came on site in September and was very well received by the students. Music Ontario should also be approached for partnerships.
3. Students gained more experience in the City of Toronto through their Distribution and Marketing classes. Re:Sound is holding a fundraiser in February/March and members and faculty are invited to attend and bring students.
4. Leadership and Management has been removed from the program of studies, there was a discussion around combining the Networking and Study skills classes but at this time it does not seem very feasible, as content would be lost that is considered valuable.
5. Having the Publishing class as a standalone course within the curriculum is still being developed and will be worked on in the spring. **ACTION BY: Program Team**

REPORT PREPARED BY: A. Desaillier

DATE: December 3, 2014

DRAFT REVIEWED BY DEAN: G. Murphy

SIGNATURE: 

APPROVED BY CHAIR: E. Cream

SIGNATURE: via email

**Mechanical Technician – Non-destructive Evaluation Membership List**

*Note: an asterisk in front of the name indicates the member was present for this meeting.*

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
Meghan Rodger		Acuren group Inc.
<b>External Committee Members</b>		
Mike Bouman	NDE Inspector	Messier Bugatti Dowty
Evan Choi	Project Manager	CANDU Owners Group Inc.
Harris Goodyear	Quality Leader	GE Power and Water
*Alex Sakuta	Project Mgr. Inspection Maint.	Ontario Power Generation
*Mike Trelinski	Senior Technical Expert	Ontario Power Generation
John Zirnhelt	President	Ponteca
<b>Elected Student/Alumni Representatives</b>		Year/Program/Alumni
Sean Beaudin	Alumni	Domson Engineering & Insp Durham College
*Courtney Nixon	2, Non-Destructive	
<b>Elected Faculty/Staff Representatives</b>		
<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Tom Greve	Professor	Durham College
Clair Sigus	Professor	Durham College
*Sue Todd	Dean	Durham College
*Katy Zaidman	Coordinator/Professor	Durham College
<b>Guests/Unelected Faculty/Staff</b>		
<b>Name</b>	<b>Title</b>	<b>Organization</b>

**1. Welcome and Introductions:** S. Todd acted as chair and welcomed members to the meeting.

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

**3. Acceptance of the Agenda:** Accepted.

**4. Previous Minutes:**

The minutes of June 11, 2014 were approved by K. Zaidman and seconded by L. Dillon.

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

Updates have been reflected in the minutes under "Status of Recommendations".

T. Greve to touch base with C. Sigus on what new samples she needs for the NDE lab. Samples such as Ultrasonics are needed.

C. Sigus to investigate where to buy a cracked aircraft wheel for Eddy Current and obtain a cost for the aluminum needed so that S. Todd can include these costs into the budget.

**6. Discussion Items**

**6.1 External Membership/Information Sharing** - Industry members reported the following:

- Preventive maintenance is very hot across all companies.
- Quality systems is reviewed and added in inspections and frequencies. Monitoring and replacement is done.
- The aircraft industry in Canada will be growing through Pratt and Whitney. At Bombardier, engine and assembled air crafts are increasing and will experience high volumes.
- The gas and oil (pipeline) industries are doing well out of Ontario.
- There will be a huge amount of work for refining at Fort McMurray and the pipeline.
- Sperry Rail is hiring anyone who wants to go on the railroad with long term projects.
- Manufacturing is coming back.
- Reshoring (growth) is coming to Canada.
- There is a high demand for innovative technologies in industry for in-process, post-process NDE inspections.
- With today's highly competitive markets, companies are looking at ways to become more cost efficient and Lean in their production processes. This can be accomplished through in-process inspection involving automation or timed-specific inspections. Industry recognizes the advantage of NDE through reduced disassembly and downtime, less change of product damage, preventive maintenance, an audible inspection document etc.
- Customers are big on supportive evidence that highlights the quality of the product and NDE provides that.
- Audits are becoming challenging for industry. Audits drive compliance to specific standards such as ISO, CSA and once again documentation to support quality and traceability is easily achieved with NDE methods and auditors love that. Reproducibility and Repeatability have always been at the top of most business goals. NDE is continually improving in these two facets and is getting great visibility and traction with new emerging technologies.
- Industry wants a fast way of doing business without undermining the quality of the product. A viable solution is 'NDE'.
- China is behind in NDT education, especially at the college level with a complete program. This could be a good opportunity for the college NDE program for accepting students from China. China is building over 35 nuclear units for power generation and it is building the highest number of NPPs in the world by a huge margin.
- There is steady employment at Ontario Power Generation. The volume of work will be the same until the year 2020 but contract work will be the future of students.
- Caution is needed as to not saturate the market with graduates by not pushing for an increase in student numbers.

### 6.1 External Membership/Information Sharing (Cont'd)

- There is a shortfall at Bruce Power and OPG as it gets into refurbishing and post-refurbishing in inspections although some employment is being created through contracting companies. Critical areas such as engineering and inspector (union positions) will not be contracted out but there may be more opportunities in higher level or senior positions. Some people will be lost to retirements.
- At Darlington, the reactor won't increase a lot of work. There is a small increase in mechanical and power engineering with contract people being hired.
- The cost of power is twice as expensive at 5.6 cents per kilowatts in Quebec. The government will have to make a decision on a new build which will be a 10 year project. It will cost 2 billion for hydro lines. The government will need to make a decision for the new build.
- There is a push in level 2 and level 3 Ultrasonic testing. Durham College is the official training site for OPG for level 2 and 3 UT.
- Measurement/drawing interpretation, video scopes, physics and metallurgical backgrounds is valuable to be taught to students so that students become more marketable.

## KEY POINTS OF DISCUSSION

### 6.2 Program Advisory Composition

The advisory is being reviewed. Members who have been list will be reviewed. Members who have been on the committee longer than 6 years will be asked to take a break for a period of time or it may be possible that these members can serve on another program advisory committee. Members removed will be asked if they can suggest another representative from their industry.

### 6.3 Program of Studies (POS) 2015-2016

Enrolment numbers are healthy for the Non-destructive Evaluation program as there are more accepted and paid students than ever this academic year. We have our first year of 5 Fast Track students as well. The regular Mechanical Engineering students are feeling they are being pulled back a bit with the Fast Track students, even though the curriculum is exactly the same.

K. Zaidman outlined the changes to the POS mentioning that feedback received is that semester 1 is boring because there are no labs due to theory only classes being taught. Liquid Penetrant will be moved to semester 1 to include 2 hours hands-on to address the concern.

Radiation and Radiography have been collapsed and will be taught together in year 2 for 5 hours/week for a total of 70 hours and Welding Inspection will be moved to semester 3. Fast Track students have indicated that they are bored with Radiation and Radiography at the moment.

The Magnetic Particle course is in semester 2 and the Liquid Penetrant course has also been repackaged.

There is overlap in the Intro. to NDE course. Materials and Processes also overlaps with the Metallurgy course. This will be reviewed next year.

Structure of Materials will be taught first and then Processes. The two topics will then be combined and then students will then do the Manufacturing Processes course. If students are successful, they would receive a certificate. It is important to do changes slowly and evaluate things as we go along.

Students are struggling with Mathematics in Radiation. It was mentioned that C. Sigus should be teaching Mathematics to the Non-destructive students versus the Biomedical students. S. Todd will speak to M. Calhoun about this.

M. Trelinski noted that high school students do not know what metal is and asked how much MPI is retained by the students. It was suggested that the Introduction to NDE course be run in parallel to help. Students want to do hands-on as well.

A new certificate has been created in Visual Testing for a September 2016 start date. Equipment for the laboratories will need to be identified when the curriculum is determined. Durham College will be the approved test centre for this new initiative.

### 6.4 Durham College Job Fair

K. Zaidman provided an update on the Job Fair and mentioned that professors do a lot of preparation for this event. Students are picked for integrity. Katy mentioned that she reviews the resumes and students' passion is fitted to specific companies. Students can connect with NDE groups already in the field. At the moment, Katy is working on ethical customer service, union people, QCC and working to get a list of updated employers. Students still need to complete their resume skills though. Students have the opportunity to post their resumes through K. Zaidman.

### 6.5 Co-op

The committee did not support the co-op model. It was mentioned that when students graduate, they should start their careers in the field.

### 6.6 First Year Student Profile

S. Todd updated the committee on this information.

### 6.7 FED/DEV Advanced Manufacturing

The question was asked “How would the Visual Testing Centre support Advanced Manufacturing? It can depend on the application (videoscopes are complex geometry and expensive). From a manufacturing perspective, there are nuclear components. It could be done from a quality control piece for advancing quality. Visuals would be associated with Advanced Manufacturing. General Electric could be approached for equipment and software. A. Sakuta offered to send K. Zaidman some information on ASNT standards.

T. Greve indicated that he can help with Advanced Manufacturing with quality and prepare a Letter of Support from Pratt and Whitney to support for the Centre.

The Advisory Committee reinforced that Non-destructive Evaluation is Advanced Manufacturing. The college could also be a Non-destructive Evaluation Advanced Manufacturing Centre.

It was recommended that “Advanced Inspection Technology Centre” should be the name for new centre.

## 7. Student Voice

- The student representative agreed to help students understand why they are taking different topics in courses as it makes them more employable. This includes measurement/drawing interpretation, video scopes, physics and metallurgical backgrounds.
- The student representative mentioned that the students really liked having the guest speakers come in from CINDE and Mohawk College as it made the classes really interesting.

## 8. Next Meeting: Wednesday, May 27, 2015 at 4:00 p.m.

## 9. Adjournment: 6:20 p.m.

## RECOMMENDED ACTIONS

1. The student representative agreed to help students understand why they are taking different topics in courses as it makes them more employable.
2. The NDE faculty to reinforce to students that the oil and gas industry outside Ontario are doing well.
3. S. Todd will share E. Choi’s email on the market trends with the International Office regarding looking at opportunities for our NDT students to go to China.
4. A. Sakuta agreed to find out what opportunities there are for contracts in Shanghai.
5. C. Sigus to investigate where to obtain a cracked aircraft wheel and obtain costs for aluminum.
6. L. Dillon and S. Todd to review the advisory committee membership list and update it as necessary.
7. S. Todd to speak with M. Calhoun about the possibility of Clair teaching Mathematics to the Non-destructive students. Other items under the Program of Studies in 6.3 will be followed up on as necessary.
8. It was suggested that the Introduction to NDE course be run in parallel with the MPI course with a “hands on” format versus all lecture.
9. FED/DEV Advanced Manufacturing – Follow-up on recommendations noted under 6.7 to include:
  - i) T. Greve to prepare a Letter of Support from Pratt and Whitney to support the Centre.
  - ii) A. Sakuta to send K. Zaidman and S. Todd information on ASNT standards.
  - iii) S. Todd to move forward the recommendation that the name should be **“The Advanced Inspection Technology Centre”**.
  - iv) K. Zaidman to investigate equipment and software with General Electric.

**STATUS OF RECOMMENDATIONS FROM JUNE 11, 2014 MEETING**

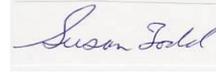
1. New Advisory Members - K. Zaidman (coordinator) or S. Todd (dean) to contact Mike Baumann (alumni) and a representative from Sperry Rail to be new members on the committee. Completed.
2. Guest Speakers – K. Zaidman (coordinator) to invite guest speakers to discuss advanced methods. Completed.
3. Samples - K. Zaidman to look at current samples to introduce more advanced samples into the program and look at the cost for aluminum wheels. Pending.
4. Advertising - M. Rodger (chair) to advertise that The Quality Control Council of Canada (QCC) has approved Durham College as the official place for doing refresher courses. Post-Admission Mathematics - S. Todd will investigate to see if students can do a post-admission mathematics test in September 2015 to fill the mathematics gap. Completed.
5. Crib Sheets - S. Todd to speak with M. Jelavic (professor) to see if students would benefit from using crib sheets in the Fluid Power and Fluid Mechanics courses. Completed.
6. Testimonials - S. Todd to contact the Marketing Department to ensure that testimonials have been placed on the college website. Completed.
7. Key Performance Indicators – The focus group to review the KPI data and the areas that need to be improved and create an improvement plan. This plan will be shared with the advisory in the fall of 2014. Completed.

REPORT PREPARED BY: L. Dillon

DATE: December 19, 2014

DRAFT REVIEWED BY DEAN:

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE:



**Nursing & PSW Programs Advisory Committee Membership List**

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

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**Guests/Unelected  
Faculty/Staff**

Mary Noble	Employment Advisor/ Internship Coordinator	Durham College
*Mary Sich	Placement Officer	Durham College
*Stephanie Zibert	Student Advisor/ Placement Officer	Durham College

**KEY POINTS OF DISCUSSION**

1. Minutes of April 3, 2014, were approved by T. Powers and seconded by K. Rautenberg. Carried.
2. Additions to Agenda: new PAC Chair required and increased enrolment in PN program.
3. T. Powers - Ontario Shores has a preceptor training program for staff which they hope to implement in the Winter.
4. M. Cellamare is a new member from the Rouge Valley Health System. The PAC Chair, Cheryl Owen has stepped down. They are preparing for Accreditation in the Fall. M. Cellamare will keep us informed about training required for the new documentation system.
5. S. Lewis: Hillsdale Terraces went through Accreditation in May with 100% exemplary status. There is potential for doing Research with Durham College and Fairview Lodge.
6. A. Laird: Fairview Lodge is in the midst of a new build with an expected completion date of mid to late January. They are unable to take students at this time. D. Schuh is going to provide A. Laird with a copy of "what the students can and cannot do" as requested.
7. Con. Ed. is developing a few courses to be done through DCConnect.
8. PSW Program Updates provided by D. Schuh: W. Aspin-Curran has been hired as a new full-time faculty for the program. The Spring intake had 24 students and the intake for the Fall is 48 students. The New Program Standards have been implemented for Fall 2014 with a few curriculum enhancements – already include GPA Training and Fundamentals of Hospice Palliative Care Certificate. Adding 7 hours to Mental Health course as there is a big demand area for PSW. Adding 35 hours to Pharmacology for PSW course. Looking to collaborate with CFF for meal preparation. Hosted PSW & Simulation Regional Workshop at Whitby House "Unlocking the Potential of Simulation". The Goal is to develop improved understanding, attitudes and skills for the use of effective techniques for using simulations. The overall objective by the end of the course is for participants to be familiar with the essential principles for simulation and how they can be applied to PSW practices. A Community Event is being held November 6, 3:00-5:00 pm at the Whitby Campus Senior's House.
9. PN Program Updates provided by D. Morrison: we currently have Semester I, II and V running. Semester I – 124 including 4 international students with a successful start up to date, midterms are approaching with marks due in Week 7. Semester III – currently we have placed 120 students with half in a 7 week community placement and half in a mental health placement. Community placements are challenging; however we were able to attain a great variety in our catchment area. We continue to use Lakeridge Health Oshawa, Ontario Shores and Rouge Valley for the mental health placements. Semester V – 50 students are currently placed for their final consolidating experience in many agencies across the Durham Region and beyond (Ross Memorial, Northumberland Hills, Rouge Valley) expected to be finished by November 21, 2014. The Winter semester will have 15 groups out in Semester II and IV each (8 students per group); Semester III will have about 45-50 students. The PN and PSW programs are involved in a research project with the C.A.F.E. involving the use of e-Portfolios as a tool to assess Essential Employability Skills. We have a research project with the BScN team which will involve a group of PN Semester II and BScN Semester II in a combined Health Assessment course. We are hoping that we may also attempt a combined clinical group (currently a practice at Seneca). As School/College we are working on an evergreen plan to maintain our Simulation practices within our curriculum.
- 10.S. Sproul's updates: Durham College has welcomed more than 11,100 full time post-secondary and apprenticeship students to its Oshawa and Whitby campuses and Pickering Learning Site since classes for the 2014-15 academic year officially began on September 2<sup>nd</sup>. With the College one of only three in Ontario to experience growth this year, the number marks an overall enrolment increase of more than 2.5% over Fall 2013 including more than 5,600 new students and a new College high of 459 international students from more than 32 countries. Durham College's Open House will be taking place on Saturday, November 15<sup>th</sup> from 10:00 am – 2:00 pm. Every Open House brings in plenty of positive feedback about the friendly and positive nature of our faculty, staff and students. UOIT and DC are working together on a Campus Master Plan designed to address the future expansion and needs of both institutions including decisions on: the best

location on our properties for building new facilities, how to effectively use our existing space, the planning of transportation routes to align with neighbouring communities and the type of campus infrastructure required including funding opportunities. Phase One of the plan included input from faculty, staff and students at UOIT and DC on a Vision and Directions Report and Framework Plan. The project has now moved into Phase Two which includes more opportunities for input from students and staff. A workshop will be held on Monday, October 20<sup>th</sup>. Comments can be provided via Twitter and Facebook. A new program, Activation Coordination in Gerontology, was launched this September with 31 students. Kimberlee Neault is coordinating the program. On November 6<sup>th</sup> we will be hosting a PSW Whitby House Event. This is an Open House/Showcase event being held at the Whitby Campus to showcase the PSW program and how it has integrated into the curriculum the funding provided by SIM One to purchase equipment to train students to learn how to care for the elderly in their home environment and prevent hospitalization or admission to LTC agencies. Deborah Schuh has been instrumental in moving this initiative forward. As mentioned Wendy Aspin-Curran has been hired full time in the PSW program and Justin De Sousa has been hired for the FITS program. Both individuals started August 1<sup>st</sup>. There is currently a Crowdfunding Campaign happening for the Centre for Food. The campaign is called "Field to Fork" Sowing the Seeds of the Community and is inspired by the College's commitment to bring locally sourced, quality produce from field to table in Durham Region. The Campaign was launched in an effort to complete landscaping and planting needed at the Centre for Food. The campaign offers donors an opportunity to provide financial assistance to any project where they have a special interest. There are 15 landscaping projects to choose from. For more information visit [fieldtofork.durhamcollege.ca](http://fieldtofork.durhamcollege.ca). Susan announced her retirement as of December 31, 2014.

- 11.S. Sproul reviewed the KPI results for the PN and PSW programs with the Membership.
- 12.Students were all very thankful for their placement opportunities. Michelle Brand expressed an interest in remaining on the PAC.
- 13.S. Sproul put forth a motion to the Membership to support an increase in enrolment for the PN program. The motion was accepted by those in attendance. The PN program will have 3 consecutive intakes of 70 students each. This will start with a new January 2015 intake.
- 14.M. Sich – flu shots are being pushed as students will be pulled from placement if there is an outbreak. Health and Safety training is mandatory as of January 1, 2015. Mask fit testing is now every 2 years and the stickers go on the back of the student's I.D.

#### RECOMMENDED ACTIONS

1. S. Meader from ConEd will explore offering courses through DCConnect by Fall 2015.
2. We require a PAC Chair so if anyone interested, please contact S. Sproul.
3. There is a need for more Community partners on the Advisory Committee.
4. New PSW program standards will be e-mailed to Membership.
5. Next meeting – June 18, 2015, 2:00-4:00 pm.
6. Adjournment 4:10 pm.

#### STATUS OF RECOMMENDATIONS FROM APRIL 3, 2014 MEETING

1. A meeting to discuss a Research opportunity has been arranged for October 22, 2014, with M. Awalt and S. Lewis from Hillsdale Terraces.
2. D. Morrison will recruit second year PN student.
3. D. Schuh recruited a Grad and first year student.

REPORT PREPARED BY: Sandra Thomson      DATE: December 8, 2014

DRAFT REVIEWED BY DEAN: Susan Sproul

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE:

**Office Administration Membership List**

*Note: an asterisk in front of the name indicates the member was present for this meeting.*

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>External Committee Members</b>		
Donna Boyd	Program Officer	Durham College, Continuing Education
Melissa Picard	International Coordinator	UOIT
*Marianne Boucher	Clerk	Lakeridge Health Oshawa
*Marnie Salenius	Fundraising & Events Planner	Community Living Oshawa/Clarington
*Tina Powers	Education & Student Affairs	Ontario Shores
*Michelle Osborne	Admin. Assistant	Durham College, Campus Safety
Amy Serrano	Admin. Assistant	Durham College, Centre for Food
Genevieve Vezina	Book Store Clerk	Durham College, BookStore
<b>Elected Student/Alumni Representatives</b>		
*Lisa Copson	Current Student	Durham College
*Korina Keays	Current Student	Durham College
<b>Elected Faculty/Staff Representatives</b>		
*Bev Neblett	Associate Dean	Durham College
*Fran Jeffery	Professor	Durham College
*Dina Papaiakovou	Professor	Durham College
<b>Guests/Unelected Faculty/Staff</b>		
Name	Title	Organization

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## WELCOME & INTRODUCTIONS

Committee members were welcomed and introduced.

## ADDITIONS TO AGENDA

No additions

## ACCEPTANCE OF AGENDA

Accepted. Motion by Tina Powers and seconded by Fran Jeffery.

## APPROVAL OF MINUTES

Approved. Motion by Tina Powers and seconded by Fran Jeffery.

## BUSINESS/ACTIONS ARISING FROM PREVIOUS MINUTES

None due to not having quorum at previous meeting.

## DISCUSSION ITEMS

### External Membership

**Ontario Shores** - student orientation materials have been moved online, which has saved a full day of orientation. Ministry of Labour is now asking for faculty advisors to be trained along with students. Have been discussions with School Field Placement Officer regarding placement opportunities. Are able to take 3 students for fall semester.

**Lakeridge Health Oshawa** - there is not a lot of hiring occurring at Lakeridge Health Oshawa. Most of the hires are internal postings. Testing in Anatomy is increasingly being requested for job postings. A copy of the posting will be provided.

**Community Living Oshawa/Clarington (CLOC)** – provided overview of organization services. Do take students for placement and are open to having field placement students from the OFAD programs. Could possibly take 1 to 2 students for the winter semester. Shared with the committee the types of skills that CLOC would be looking for with a strong emphasis on verbal and written communication. Another skill set mentioned as an asset is event planning.

**Durham College, Campus Safety Office** – stressed the importance of communication skills (written and verbal) in the job. It is a primary skill requirement that is found on all job postings and asked about in interviews.

### Student Voice

- Students are enjoying their program.
- The fast-track option for medical has been well received. Students are appreciative of the fact that they will finish their program in a much quicker timeframe.
- Suggestion was made to reinforce the importance of the resume development of the program, and make the use of the Career Services a mandatory component of the program. It is felt that the service is very valuable; but not utilized to its fullest potential by students.
- The variation in field placement length between the OFMD and OFEX programs were discussed. It is felt that OFEX's placement is too long and OFMD's placement could be longer. Possibly both could be 4 weeks in duration.

### College Update

- Recruitment for next academic year has begun. There is a new program book for recruitment. Programs are now grouped into theme area clusters with ACAR placed with Health Sciences. This will help direct students to their areas of interest as opposed to specific programs if they are not sure what program they are interested in yet.
- Fall Convocation will be held on October 29, at the GM Centre for the first time to accommodate the increase in graduates.
- Fall Open House will be on November 15 at both campuses. We are recruiting for the 2015-2016 semester.
- The Centre for Students with Disabilities has been renamed to Access Support Centre, The new name removes the negative labeling and fosters a more positive identification with the service.
- The dates for the June Convocation have been moved up by three weeks to June 8<sup>th</sup> -10<sup>th</sup>

- to accommodate the Pan-Am Games.

### **School Update**

- School enrolment is up 700 student with a projected 250 students for the winter semester
- We have two pilot programs starting September 2015. Office Administration, year 1 program of students will have a compressed delivery of three days. Students will have a timetable that runs Monday – Wed or Thursday – Saturday. Course delivery for this program will be in hybrid and online format. The second year of the program is being redesigned in preparation for its introduction the 2016-2017 academic year.
- The colleges 94 Communication courses have been streamlined and developed into 13 courses based on 6 themes of communication: Academic Writing, Business Writing, Technical Writing, Presentation, Interpersonal, and Business Writing. Each theme has two levels of learning: Strategies and Applications. A post-admission test will be implemented to appropriately identify a students' level communication. If a student does not meet the proper level for strategies, they will be enrolled in an Essentials communication course in order for them to develop their foundation skills necessary for the Strategies level of learning. This new communication model will be piloted in the General Arts and Science programs Fall 2015 and will then be rolled out to all other programs Fall 2016.
- There is now a Field Placement Officer who is responsible for all field placement components in all programs (this is not in the immediate future for ACAR but may be on the horizon at some point).

### **Program Update**

- Seventy four new students for fall and 40 new students projected for January.
- The KPI program results for this year are as follows:
- OFAD Certificate
  - Student Satisfaction, 79.5%
  - Grad Employment (employed 6 months after grad), 77.8%;
  - Grad satisfaction 68.8%;
  - Employer Satisfaction 100% satisfied;
  - Grad Rate, 65.0%.
- OFEX
  - Student Satisfaction, 72.5%
  - Grad Employment (employed 6 months after grad), 58.3%;
  - Grad satisfaction 57.1%;
  - Employer Satisfaction 100% satisfied;
  - Grad Rate, 61.5%.
- OFMD
  - Student Satisfaction, 77.5%
  - Grad Employment (employed 6 months after grad), 91.3%;
  - Grad satisfaction 82.6%;
  - Employer Satisfaction 50.0% satisfied; (2 employer responses)
  - Grad Rate, 65.9%.
- OFMD (medical fastrack)
  - Student Satisfaction, 50%
  - Grad Employment (employed 6 months after grad), n/a (first year of delivery)
  - Grad satisfaction n/a (first year of delivery)
  - Employer Satisfaction n/a (first year of delivery);
  - Grad Rate, n/a (first year of delivery)
- Fall Intake numbers
  - Year 1 (OFAD 20, OFEX 15, OFMD 60, OFMF 20) = 115;
  - Year 2 (OFEX – 17, OFMF 20, OFMD 44) = 81
- Winter intake numbers
  - OFAD 20
  - OFEX 20
- Office Administration, year 1 program of students will have a compressed delivery of three days. Students will have a timetable that runs Monday – Wed or Thursday – Saturday. Course delivery for this program will be in hybrid and online format. The second year of the program is being redesigned in preparation for its introduction the 2016-2017 academic year. The delivery format will be hybrid/online and be delivered over three days.
- The faculty shared their ideas and the format of the second year of the programs. The 3<sup>rd</sup> semester will be common for both programs with the following course possibilities:
  - General Education Elective ♦ Interpersonal Communication ♦ Field Placement Preparation ♦ Keyboarding ♦ Advanced Word with Outlook ♦ Excel and integration in document production ♦ and Professionalism II (a continuation of their professionalism course in year 1)

- The 4<sup>th</sup> semester would be extended to 14 weeks and consist of the following possible courses for Medical:
  - Medical Billing ♦ Medical Terminology ♦ Hospital Information Systems ♦ Doctor's Office/Hospital Procedures ♦ Field Placement (2 days a week)
- The 4<sup>th</sup> semester for Executive would include the following possible courses:
  - Desktop Publishing ♦ Event & Travel Planning ♦ Business Principles (Project Management) ♦ Bookkeeping (QuickBooks) ♦ Meeting Management ♦ Field Placement (2 days a week)
- Further development of the course curriculum will begin in the spring/summer and will be reported back to the committee in the Fall 2015
- Provincial Vocational Learning Objectives are under review this year. They will be ready for implementation 2015 - 2016

**RECOMMENDED ACTIONS**

- Share program of study and curriculum for year 2 programming when available in Fall 2015.
- Faculty to review student voice feedback and see how to implement into new curriculum design.
- Update the outcome of the review of the provincial vocational learning objectives.

**STATUS OF RECOMMENDATIONS FROM May 14, 2014 MEETING**

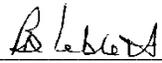
N/A

**NEXT MEETING DATE:** April 29, 2015 at 6 p.m. @ Whitby Campus

REPORT PREPARED BY: J. Haslett

DATE: October 30, 2014

DRAFT REVIEWED BY Associate Dean:

SIGNATURE: 

**Occupational Therapist Assistant/Physiotherapist Assistant Program Advisory Committee**
**Membership List**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
*Matt Sanchez	Director of Rehab and Tech	Aim 2 Walk
<b>External Committee Members</b>		
*Amy Maebræ-Waller	District Stroke Coordinator	Lakeridge Health Oshawa
Charlene Perrin	Rehab Assistant	Lakeridge Health
Jennifer Leo	Director, Research	Abilities Centre
*Meghann Lloyd	Assistant Professor	UOIT
*Robert Balogh	Assistant Professor	UOIT
*April Moir	Rehab Assistant	Lakeridge Health Oshawa
*Cindy Malachowski	PhD Candidate	University of Toronto
Jennifer Townsend	Physiotherapist	Active Recovery
Linna Tam	Occupational Therapist	Ontario Shores
Carole Barbe	Occupational Therapist	One Kids Place
*Krista Griffin	Director of Rehab & Recreation	Revera
Cherie Kerr	PTA/Occupational Therapy	Grandview Children's Centre
*Andrea McCartney	Occupational Therapist	Lakeridge Health Oshawa
*Cathleen Edwards	Director of Research	Abilities Centre
<b>Elected Student/Alumni Representatives</b>		
*Elaine Searle	Student	OTA/PTA Program
Lindsay Seaton	Student	OTA/PTA Program
Sarah Smart	Student	OTA/PTA Program
*Madison Taillon	Student	OTA/PTA Program
<b>Elected Faculty/Staff Representative</b>		
*Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
*Teresa Avvampato	Faculty/Coordinator	OTA/PTA Program
*Laura Maybury	Faculty	OTA/PTA Program
<b>Guests/Unelected Faculty/Staff</b>		
Mary Noble	Employment Advisor/ Internship Coordinator	Durham College
*Lisa West	Student Advisor/ Placement Officer	Durham College

## KEY POINTS OF DISCUSSION

1. Minutes of May 16, 2014, were approved by L. Maybury and seconded by C. Edwards. Carried.
2. T. Avvampato/L. Maybury updates: First year – 38 students returning from initial 45, Second year cohort has 58 students. A Focus group was held November 25<sup>th</sup> to evaluate student perspective of program. A meeting was held in Spring 2014 with Lakeridge to hear their perspective regarding placement and the feedback received led to other program changes including:
  - Revising program of studies regarding placement days
  - Moved PTA skills to semester 1 so student are prepared for hands on practicum
  - Moved neuro to semester 3 to allow more instruction time
  - Last semester will be consolidative and application basedPlacements continue to be a challenge. We are very thankful for the support provided, however we continue to require more placements to meet the needs of our students. In response we have established a few community partnerships to address the issue. Also investigating running a fine motor clinic on-site to provide a community service and generate placements. A copy of the POS changes was circulated and explained to PAC group. We are appreciative of any assistance you can provide regarding placements. OPECO group had teleconference in October – main discussion points were around the new accreditation requirement that states we need to be peer review members. If interested, please contact Teresa. Onsite evaluation will be in 2018/2019. We have achieved accreditation candidacy and Teresa will be acting in the peer review role beginning this May 2015 and doing an on-site visit in the Fall 2015.
3. College/School updates: Durham College has welcomed more than 11,100 full time post-secondary and apprenticeship students to its Oshawa and Whitby campuses and Pickering Learning Site since classes for the 2014-15 academic year officially began on September 2nd. With the College one of only three in Ontario to experience growth this year, the number marks an overall enrolment increase of more than 2.5% over Fall 2013 including more than 5,600 new students and a new College high of 459 international students from more than 32 countries. Durham College's Open House will be taking place tomorrow Saturday, November 15th from 10:00 am – 2:00 pm. Every Open House brings in plenty of positive feedback about the friendly and positive nature of our faculty, staff and students. UOIT and DC are working together on a Campus Master Plan designed to address the future expansion and needs of both institutions including decisions on: the best location on our properties for building new facilities, how to effectively use our existing space, the planning of transportation routes to align with neighbouring communities and the type of campus infrastructure required including funding opportunities. Phase One of the plan included input from faculty, staff and students at UOIT and DC on a Vision and Directions Report and Framework Plan. The project has now moved into Phase Two which includes more opportunities for input from students and staff. A workshop was held on Monday, October 20th. Comments can be provided via Twitter and Facebook. A new program, Activation Coordination in Gerontology, was launched this September with 31 students. Kimberlee Neault is coordinating the program. Wendy Aspin-Curran has been hired full time in the PSW program and Justin De Sousa has been hired for the FITS program. Both individuals started August 1st. There is currently a Crowdfunding Campaign happening for the Centre for Food. The campaign is called "Field to Fork" Sowing the Seeds of the Community and is inspired by the College's commitment to bring locally sourced, quality produce from field to table in Durham Region. The Campaign was launched in an effort to complete landscaping and planting needed at the Centre for Food. The campaign offers donors an opportunity to provide financial assistance to any project where they have a special interest. There are 15 landscaping projects to choose from. For more information visit [fieldtofork.durhamcollege.ca](http://fieldtofork.durhamcollege.ca). Susan announced her retirement as of December 31, 2014.
4. S. Sproul reviewed the KPI results for the OTA/PTA Program with the Membership and T. Avvampato explained how the KPIs are used in the Spring when working on program quality assurance.
5. Students feel putting PTA Skills in first semester is a good change. If the students were able to get more OT placements, it would help them get to know whether they want to be an OT or a PT.

## RECOMMENDED ACTIONS

1. Next meeting March 6, 2015, 2:00-4:00 p.m.
2. Adjournment 10:20 a.m.

## STATUS OF RECOMMENDATIONS: N/A

REPORT PREPARED BY: Sandra Thomson

DATE: December 16, 2014

DRAFT REVIEWED BY DEAN: Susan Sproul

SIGNATURE:



APPROVED BY CHAIR: Matt Sanchez

SIGNATURE:

**Project Management Program Advisory Committee Membership List**

*Note: an asterisk in front of the name indicates the member was present for this meeting.*

<b>Name Committee</b>	<b>Title</b>	<b>Organization</b>
<b>Chair</b>		
*Kevin Aguanno	Principal Consultant/Senior Consultant / Managing Editor / Professional Speaker	GenXus Corporation/World Class Productivity/Multi-Media Publications Inc.
<b>External Committee Members</b>		
*Elaine Catell	Student Awards Advisor	Durham College
Michelle Darling	Senior Project Manager	Durham College
Cheryl Helm	Project Manager, Owner	Helm
Fiaz Jadoon	Coordinator/Officer,	City of Pickering
Sanja Kliska	Part-time Professor	Durham College
<b>Elected Student/Alumni Representatives</b>		
*Karen Bridgman	Current	
*Katy Brouwer	Recent Graduate	
*Meredith Dodge	Current	
*Tammy Hill	Current	
*Kristen Macneil	Current	
Jodie Owens	Recent Graduate	
<b>Elected Faculty/Staff</b>		
*Sylvie Edwards	Part-time Professor	Business, IT & Mgmt.
*Geoff Crane	Part-time Professor	Business, IT & Mgmt.
*Anthony King	Part-time Professor	Business, IT & Mgmt.
<b>Guests/Unelected Faculty/Staff</b>		
*Jackie Bathe	Associate Dean	Business, IT & Mgmt.
*Donna Boyd	Program Officer	Continuing Education
*Victoria Kee	Recording Secretary	Durham College

## KEY POINTS OF DISCUSSION

1. **Agenda:** accepted by consensus of membership.
2. **Minutes** of May 7, 2014 were approved by consensus of membership.
3. **External Membership Information Sharing:**
  - PMI is developing a mass enrolment procedure which needs to be approved by PMI global. The Project Management program needs to be accredited by PMI and then mass enrolment will be possible for Durham College students. This membership is extremely important for students and provides networking opportunities.
  - Due to the fact that this is a graduate program there are many mature students who may not have been in school recently. It is important to make sure that these students are aware of the services the school can provide for them such as workshops on studying skills.
  - There are many approaches to project management; the most traditional is the waterfall approach. However, agile and lean project management approaches are quickly gaining popularity as they allow increased flexibility and reduced costs.
  - Agile certification at PMI is the fastest growing certification in recent years.
  - Many employers require agile background and experience when hiring.
  - Organizations have a need for Senior Project Managers, a position which requires the ability to think strategically.
  - It is difficult to teach structured problem analysis and decision making techniques and therefore the ability to think and plan strategically is very important when entering the workplace.
  - Students should have some experience with the proper procedures for brainstorming and SWOT analysis.
  - The project management course at Trent has made a strategic decision to teach waterfall and agile approaches and has received high reviews.
  - Classes with mixed mode learning have the advantage of multiple teaching methods which can benefit students with many different learning styles. Online courses allow people to more easily fit continuing education into their work/personal lives.
  - Self-paced learning has become popular at other post-secondary institutions.
  - The addition of more in-depth business analytics would be a great addition to the program.
4. **College/School update and program update:**
  - Colleges across Ontario have been experiencing lower enrolment; however, Durham College did experience growth in the last year.
  - There are 29 Project Management students which is a great number for a graduate certificate.
  - A January start is available for this program and has an increased enrolment. There is also an increased enrolment with the international student population.
  - New programs that will be offered in 2015 include Accounting and Payroll as well as an Insurance program. The hope is to offer Business – Finance and Business Administration – Finance programs in 2016. A suggestion by K. Aguanno was to ensure course material on finance for non-profit organizations is included. Additionally, he suggests teaching “project finance” which includes financing structures for large, complex capital projects such as public-private partnerships and joint ventures using special purpose entities, mezzanine financing, and so on
  - Students want choice with regards to course times and classes are now being scheduled between 8 a.m. and 9 p.m. with options for online learning.
5. **Continuing Education update:**
  - Enrolment in class is down and classroom space is limited due to the demand from day school. There is an increase in focus on distance education and increased opportunities for online learning.
  - A Project Management certificate is offered through the School of Continuing Education and 43 students graduated this month from the program.
6. **Student Voice:**
  - An unpaid internship may be difficult for some students enrolled in the program who have financial commitments. However, this program is Ministry approved for OSAP which would still provide financial assistance to students throughout a field placement. E. Catell is willing to speak to students at the January orientation to ensure they are aware of the services available to them.
  - The possibility was discussed of creating an industry trends course to help address pieces of information that do not fit in other courses.

- Students mentioned that they have only briefly discussed agile approaches in class. K. Aguanno felt that covering the basics of this method would take several days; however, as agile training is high level and required in the industry it could be a course on its own, ideally with a practical component allowing students to gain experience.
- It is difficult to include all relevant information in this program without extending it past one year; however, students felt, overall, satisfied with the program and felt that they would graduate prepared to perform in the workforce as a project coordinator.
- Students preferred in-class learning to online learning when enrolled in this program.
- There is a steep learning curve after graduation and although business communication is addressed in this program, there is not enough focus on stakeholder engagement. Curriculum should also address resistance, pushback and negotiation.
- Often students in this program do not have a business background and lack strategic thinking and decision making skills, which can put them at a disadvantage. One consideration would be to use a business acumen simulation program to help students develop decision making and collaboration skills.
- Social media experience is important and can set a graduate apart from other applicants when entering the workforce. Many employers are looking for experience in this area.
- Students should learn key metrics, how to measure them and how to prioritize.
- Project 2010 is taught to students in the program, which is the tool most predominantly used in the industry. However, students noticed that some jobs in the construction industry were asking for experience with Primavera. The goal of this program is to teach students the logic behind these tools so that they can apply the information with any software. The tools that are used in the industry can change frequently. K. Aguanno advised that there are online courses that teach Primavera and provide online simulators if students want to learn this software.
- Students find group work difficult as people are commuting and working, which creates schedule conflicts. The use of drop boxes does assist with document sharing but does not promote discussion between group members.

#### **STATUS OF ACTIONS FROM NOVEMBER 13, 2014 MEETING**

1. Deliver KPI results – insufficient results were received as students were aware of the KPI survey taking place and did not attend class. This survey usually takes place in February so the committee can review February 2015 results at the spring 2015 meeting.
2. Build membership – a continued effort will be made to reach out to industry members to request their participation on the committee. K. Brouwer will reach out to members in the healthcare industry. An invitation will be extended to Jessica Harris (Manager, ITSM & Governance, Durham College) for the spring meeting in 2015.
3. Incorporate social media aspect into Communication courses – this action item has been completed. Will discuss student feedback at spring meeting in 2015 as surveys have been completed but results are not yet compiled.
4. Review rubric for assessments and evaluations of courses – add to all course outlines – this has been addressed. In most cases students feel that expectations are clear and the rubrics tie into assessment and can be found in the course outlines.
5. Build relationship between college program and PMI/DHC integration with DC – this has been a challenge due to some changes taking place within PMI. K. Brouwer and S. Edwards would like to hold a presentation in February for new intake students. Will need to schedule a room for this presentation.
6. Investigate integrating PMI into incidental fees – As PMI is working on a standardized procedure to enroll students as members this process should run more smoothly in the future. The membership is one year and matches the program length – students can then continue their membership once they have completed the program.
7. Review Project Management specific policies and consistencies on course outlines – specific policies are very important and course policies are determined by the program type. Specifically, a policy for tardiness needs to be developed and enforced. Will begin notifying students of these policies in January and will add to course outlines. The concern is to address students who are consistently late for class. In the future will discuss at orientation and in each class to ensure all instructors are on the same page.
8. Continue to pursue co-op – the college is going through transition with regards to co-op placements largely due to changes for insurance requirements and coverage. K. Aguanno suggested the possibility of unpaid co-op placement where employer only covers the cost of the insurance premium – this would be a great option for small/medium businesses and could increase placement opportunities.

## RECOMMENDED ACTIONS

1. Increase membership – seek members from industries including engineering and healthcare, invite J. Harris.
2. Review the feedback from the communication course at the 2015 spring meeting.
3. Arrange dining room for PMI presentation for students.
4. Add policy regarding tardiness to course outlines.
5. Investigate insurance premiums for small/medium business placements for students.
6. Investigate work study opportunities.
7. Arrange for E. Catell to speak to students at January orientation regarding services available at the college.
8. Ensure that future students are informed of resources available to them at the college – email sent to T. Blackburn by J. Bathe.
9. Introduce more business analysis content throughout the program.
10. Research business acumen simulation software.
11. Report KPIs from February 2015 at spring 2015 meeting.
12. Future meeting date: Thursday, May 28, 2015 at 6 p.m. Location CFF

REPORT PREPARED BY: V. Kee

DATE: December 3, 2014

DRAFT REVIEWED BY DEAN: J. Spring

SIGNATURE: 

APPROVED BY CHAIR: K. Aguanno

**Program Name Membership List**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
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**Committee Chair**

*Jackie Coffey	President	Intri Energy
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**External Committee Members**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
Adam Azhari	Coordinator Project Management	City of Burlington
*Ryan Baetz		Panasonic Eco Solutions
William Beardmore	President/CEO	Blue Water Energy Inc
*Jay Boychuk	Program Manager	Kiwi-Newton
*Bobby MacCannell	President	Bright Works Solar
Brian Mandolesi		Etho Solar
*Adam Murree	Energy Manager	Atlantic Packaging

**Elected Student/Alumni Representatives**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Kevin Campbell	Alumni	
*Gord Lee	Year 1 student	
*Mike Reeve	Year 1 student	

**Elected Faculty/Staff Representatives**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Darrin Caron	Dean/Principal	Durham College
*Al Martin	Faculty	Durham College
*Mike McKenney	Program Coordinator	Durham College
*Kevin Segriff	Faculty	Durham College

**Guests/Unelected Faculty/Staff**

**KEY POINTS OF DISCUSSION**

Darrin briefly explained the program advisory and what the responsible of the members.

Faculty spoke to their areas of expertise within the program to explain the course curriculum semester by semester.

Industry members confirmed that fall arrest was a good certification for the students.

Industry members expressed a desire for more construction type courses as they offer various transferable skills.

Some other course which could potentially be offered are electronics over electricity, water conservation, project management, and expand the computer course to include Visio and MS Project.

The fact that there are no industry standards in place was discussed in relation to the number of program of study changes.

**RECOMMENDED ACTIONS**

Focus group made up of industry members and students.  
A full program review.

**STATUS OF RECOMMENDATIONS FROM PREVIOUS MEETING**

Not Applicable

**NEXT MEETING DATE:** May 14, 2015

REPORT PREPARED BY: Mary Pearce

DATE: December 22, 2014

DRAFT REVIEWED BY DEAN: Darrin Caron

SIGNATURE: 

APPROVED BY CHAIR: Donna Barnard

SIGNATURE: \_\_\_\_\_

**Victimology Program Advisory Committee Membership List**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
<b>Committee Chair</b>		
TBA		
<b>External Committee Members</b>		
Mary Beamer	Faculty	Durham Alternative Second
*Kathie Rideout	Manager, Programs	Family Services, Durham
Debbie Falconer	Victim Services Worker	Durham V/WAP
Jeff Gauthier		
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
Wendy Leaver		
Shelley Tarnowski	Provincial Coordinator-Abuse Issues	OPP
Susan Pidlubny	Head of Special Programs	Durham Alternative Second
<b>Elected Student/Alumni Representatives</b>		
*Almerinda Collela	Year/Program/Alumni Alumni	Durham College
<b>Elected Faculty/Staff Representatives</b>		
<b>Name</b>	<b>Title</b>	<b>Organization</b>
*Stephanie Ball	Dean	Durham College
Vicki Heenan	Professor	Durham College
Tracey Marshall	Professor	Durham College
*Joanne Paterson	Coordinator/Professor	Durham College
<b>Guests/Unelected Faculty/Staff</b>		
<b>Name</b>	<b>Title</b>	<b>Organization</b>
None		

## KEY POINTS OF DISCUSSION

1. The minutes of May 15, 2014 were approved by K. Rideout and seconded by J. Paterson.  
CARRIED
2. **Industry Trends:** The Partnership Assault Response Program (PARP) changed from 16 to 12 sessions as per the Ministry directive. Attendance is mandatory in order to attain the certification. 416 Community Centre Support for Women holds mindfulness sessions and holds mindfulness sessions to any of their clients or staff. It is a form of meditation and relaxation.
3. **Admission Requirement Changes Update:** The change in admission requirements to include the submission of a resume and questionnaire had reduced the enrolment, slightly. Those students selected are committed and focused in dealing with victimization and the faculty feedback supports that.
4. **Program of Studies Changes:** The only change for next year is switching the Reflections, Self-Care & Professional Practice course to the first semester and the Victimology: Theory and Practice into the second semester. The Self Care course will provide the students with the opportunity to look at self-care and vicarious trauma to better prepare them for the second semester course load.
5. **Community Partnerships (field placement):** M. Theophille Kennedy is the placement coordinator. The students are required to research perspective employers and devise a plan on the type of research they could provide the host agency as part of the Research & Grant/Proposal Writing course.
6. **Pickering Learning Site Update:** The parking issue has been resolved and food service is now available for the students.
7. **Mapping Process:** A mini-mapping session will be organized for the spring whereby the course outlines will be reviewed to ensure all learning outcomes are addressed.
8. **Continuing Education Update:** Algonquin College offers this program on-line and all the courses are equivalent to those at Durham College except for Research Grant/Proposal Writing. This would give our students the opportunity to retake a failed course or take a course to see if they are interested in pursuing this career.
9. **Committee Chair:** A. Cotella volunteered to be Chair of the committee.
10. **Student Voice:** A capstone project that encompasses the victimization of children, men and women would be a better approach rather than individual projects for each course. It could be incorporated into the Research & Grant/Proposal Writing course. The students would be better prepared to advocate for the client utilizing the proper format. An increase from 112 to 200 placement hours would be preferable to complete projects.

## RECOMMENDED ACTIONS

1. Any advisory member interested in the Chair position should put forward their name to M. Bartosik or J. Paterson.
2. Increasing field placement hours and capstone projects will be addressed at a program team meeting.

## STATUS OF RECOMMENDATIONS FROM MAY 15, 2014 MEETING

1. J. Paterson will be reviewing the course outlines for the on-line program offered through Algonquin College to ensure equivalency with our courses. ONGOING
2. Additional certifications through the provincial website may be beneficial to our students and will be investigated by J. Paterson. COMPLETED

REPORT PREPARED BY: M. Bartosik

DATE: November 14, 2014

DRAFT REVIEWED BY DEAN: Stephanie Ball:

SIGNATURE: \_\_\_\_\_

*SDBall*

APPROVED BY ACTING CHAIR: J. Paterson

SIGNATURE: \_\_\_\_\_

Joanne Paterson

**Program Name Membership List** (\* denotes attendance at the meeting)

Name	Title	Organization
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**Committee Chair**

*Donna Barnard	President/Owner	Canadian Elite Welding Products
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**External Committee Members**

*Barry Budd	Training Tech - Mechanical	OPG
*Joe Cacioppo	Managing Director	Indalco Alloys
Conrad Cousineau	Operations Manager	Hampton Regal
Paul Fraser	Technology Program Coordinator	Durham Catholic School Board
Jill Frazer	OYAP Program Facilitator	Durham District School Board
*Sheldon Howell		Black & MacDonald
Kathy Landry	Payroll Administrator	Nordock Inc.
Paige Marlow	Researcher	Durham Work Force Authority
John Michel	President/Owner	Raglan
*Chris Reilly	Manufacturing Manager	Koch Heat Transfer Canada
Tom Stack	Owner	Anchor Shoring
Brian Werner	Owner	Flash Powder Coating/NuLook Metals

**Elected Student/Alumni Representatives**

Name	Title
*Sean Rose	Alumni
*Joshua McCulloch	Year 1 student

**Elected Faculty/Staff Representatives**

Name	Title	Organization
*Gregg Peel	Welding Faculty	Durham College
*Wes Hanzuk	Welding Faculty	Durham College
*Darrin Caron	Dean/Principal	Durham College
*Joshua Dykes	Welding Faculty	Durham College

**Guests/Unelected Faculty/Staff**

*Pam Stoneham	Associate Dean	Durham College
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**KEY POINTS OF DISCUSSION**

Gregg Peel provided an update the members on the progress of the two year program curriculum.

An update advising on the welding shop renewal/expansion was provided indicating the project was ready to go, however approval from the ministry is still outstanding. Expected start date is summer of 2016, with the first intake being Fall 2016.

Discussion around running a non-destructive testing (NDE) post graduate diploma program beginning after the two year program has been established.

**RECOMMENDED ACTIONS**

None at this time.

**STATUS OF RECOMMENDATIONS FROM PREVIOUS MEETING**

A panel of employers was recommended to talk to students about the industry needs.

Gregg Peel to coordinate with the industry members.

**NEXT MEETING DATE:** January 21, 2015

REPORT PREPARED BY: Mary Pearce

DATE: October 8, 2014

DRAFT REVIEWED BY DEAN: Darrin Caron

SIGNATURE: 

APPROVED BY CHAIR: Donna Barnard

SIGNATURE: \_\_\_\_\_

# BOARD REPORT



Public   
In-camera

**Action Required:**  
Information/Discussion   
Decision

**MEETING DATE:** February 11, 2015

**REPORT DATE:** February 03, 2015

**FROM:** Don Lovisa, President, and Ron Chatterton, Chair

**SUBJECT:** Early results of Employer Roundtables

## A. Purpose

To update the Board of Governors on a series of meetings between the college and senior leaders from a number of the largest employers in Durham Region.

## B. Background

As we continually work to engage our broader community and partners, Durham College launched a series of round-table discussions in late 2014 targeted at the senior leadership from the 60 largest employers in Durham Region, as ranked by total number of employees. To date there have been five meetings, led by the college president and Board chair. The discussions are designed to better understand the employers' knowledge of Durham College and the broader Ontario college system, how they approach their hiring decisions/work placements, and where the college can better partner and work with them.

## C. Discussion/Options

While meetings are still planned for the weeks ahead, a number of common themes have begun to emerge from the discussions. This report is an opportunity to share some of the common themes to date with governors, for their information:

- While the employers are well aware of Durham College's presence in Durham Region, there are opportunities for the college to better share the depth and breadth of our post-secondary education and other training, including our Corporate Training operation.
- There is general agreement among employers about the value of offering paid co-op placements for students. Given Durham College is considering how it can enter the co-op realm (in addition to work placements already in place), this feedback is particularly valuable. Employers indicate they are willing to pay, provided the rate is reasonable. They also note that for co-op placements to have value, they need

to be regular positions over many weeks or months, versus one or two days a week for an extended period of time. The months immediately following the end of academic courses would be ideal – it is felt students are most job-ready at that point. There is also the expectation that students must be ready to move into their positions in all ways (e.g. have an understanding of health and safety training), to save time. In many cases, co-op terms/work placements lead to full-time employment.

- A number of employers are struggling to find the right trainer and method of curriculum delivery for their training needs (balance between online, which is flexible with workers on the job, and in-class where more time is taken away from the work place). There is a desire to learn if the college can better meet these training needs and as such, follow-up meetings will be set up in the weeks and months ahead with a number of the employers.
- There has been a shift over the past number of years, from a primary focus on hiring only university graduates, to recognizing the job-ready skills that college graduates bring to the work place. Related to this issue, there is an agreement that credential creep is a reality with many job postings. Often human resources departments are posting job opportunities that request a degree as a minimal credential, when job descriptions and responsibilities do not require it. The employers agreed the perceptions have to change broadly across industry and in the secondary education system.
- There is little desire to invest time or money in taking on apprentices. There is a feeling that the cost is significant and that much of an apprentice's time is spent on training, versus contributing markedly to operations. Being larger organizations, they feel it is better to 'poach' talent from within the industry and thus save significant time in training. However, the downside to this approach is that often the industry is broadly impacted as there is only so much skilled talent to go around.

The employers to date have represented a cross-section of the health-care sector, advanced manufacturing, energy, the service industry and publishing. In the coming weeks, meetings will take place with leadership from a number of other industries as well.

**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 this report for information.

# BOARD REPORT



Public   
In-camera

Action Required:  
Information/Discussion   
Decision

**MEETING DATE:** February 11, 2015

**REPORT DATE:** January 28, 2015

**FROM:** Paul Bishop, executive director, Strategic Enrolment Services

**SUBJECT:** 2015-16 Tuition and Compulsory Ancillary Fees

## A. Purpose

To gain approval from the Board of Governors for compulsory ancillary fees for the 2015-16 academic year.

## B. Background

The government of Ontario regulates tuition fees. As per the Minister’s Binding Policy Directive 2.0 Finance and Administration – Tuition and Ancillary Fee Reports, the college is responsible for ensuring that tuition and ancillary fees for all programs of instruction and courses operated by the college have been approved by the board of governors.

Last year the Board approved a two year plan for tuition fee increases. This approval allowed for tuition fee increases for all domestic full-time post-secondary programs by 3 percent for each of 2014-2015 and 2015-2016.

Exceptions to these increases were:

- Advanced Care Paramedic
- Power Engineering Technician
- Pre-Service Firefighter Education and Training
- Primary Care Paramedic
- VFX and Digital Cinema

For reasons of competitive pricing, annual tuition increases of 1.5 percent were approved for these programs – or 3 percent over the two years.

Provincial policy (MBPD 2.0) requires that a Compulsory Ancillary Fee protocol be negotiated between each college board of governors and the student association.

Based on the success of last year's ad hoc ancillary fee approval process, a new Fee Protocol Agreement was jointly developed this year with the Student Association. A key component of this agreement is the Student Ancillary Fee Committee, which is comprised of student representatives. This group receives proposed increases, discusses them with their peers, provides feedback to the College, and votes on whether to approve them or not.

Specifically, the Durham College protocol allows compulsory ancillary fees to be increased as follows:

- by 2 percent without student approval;
- by 3 percent with approval of Student Ancillary Fee Committee;
- by up to 20 percent if higher than normal expenses to administer the service can be demonstrated; and
- by an amount greater than 20 percent if approved through a student referendum.

### **C. Discussion/Options**

This year, the Student Ancillary Fee Committee was comprised of five student representatives. The group met on two separate occasions, January 14 and January 20, 2015. The following outlines the changes to mandatory ancillary fees resulting from these meetings.

As allowed within the Fee Protocol Agreement, the College will implement a 2 percent increase to all mandatory ancillary fees with the following exceptions:

- **UPASS Transit Fee:** Last year Durham Region Transit and Durham College agreed to a three year plan which called for an annual increase of 16 percent per year for three years, resulting in an overall increase of 48 percent by 2016. This increase was endorsed by the student body through a College-wide referendum vote.
- **Health Services Fee:** This fee will increase by 14.2 percent next year to address increasing costs in delivery of mental health supports and administration of services. The increase was endorsed unanimously by the Student Ancillary Fee Committee.
- **Access Copyright Fee:** This fee will increase by 20 percent next year to offset the overall fee the College must pay annually to the Access Copyright Board. The increase was endorsed unanimously by the Student Ancillary Fee Committee.
- **Information Technology (IT) Services Fee:** Because of savings realized by the introduction of a new copier contract, this fee will decrease by 1.8 percent next year. This reduction was endorsed unanimously by the Ancillary Fee Committee.

- There will be no fee increase this year to the following Student Association levies:

Health Plan  
Dental Plan  
Student Association  
Student Centre  
Campus Radio Station

**D. Financial/Human Resource Implications**

The increases to these fees will allow the college to maintain current service levels to our student body.

**E. Implications for UOIT (if applicable)**

UOIT is also mandated to have and implement a protocol that is used for their fee reviews.

**F. Recommendation(s)**

That the Durham College Board of Governors approves the 2015-16 compulsory ancillary fees as presented in Appendix A.

## Appendix A

Mandatory Ancillary Fees	2014/15	2015/16
Athletic Complex Membership Fee	\$33.99	\$34.66
Intercollegiate Athletics	\$35.18	\$35.88
Health Services Fee	\$14.88	\$17.00
Student Handbook	\$5.67	\$5.78
Student I.D.	\$16.99	\$17.32
Information Technology (IT) Services	\$183.22	179.88
Security (24 hour access to computer lab)	\$25.54	\$26.05
Athletic Centre Expansion Fee	\$161.80	\$165.03
U Pass Transit Fee	\$178.00	\$206.00
Graduation Fee (all 1st year and direct entry students)	\$33.47	\$34.13
Access Copyright Fee	\$3.38	\$4.06
Student Association Levies	2014/15	2015/16
Student Association	\$102.31	\$102.31
Health Plan	\$105.53	\$105.53
Dental Plan	\$88.13	\$88.13
Student Centre	\$58.51	\$58.51
Campus Radio Station	\$10.90	\$10.90
<b>Total</b>	<b>\$1,057.50</b>	<b>\$1091.17</b>

**Notes:**

- Health and Dental insurance plan fees are estimates. Actual fees will be determined and confirmed by the insurer under the agreement with the Student Association.
- Students may opt out of the Health and Dental plans at the Student Centre with proof of comparable, supplemental medical coverage.
- International students pay a separate fee of \$560.00 for health coverage under a College contract with Sun Life in lieu of OHIP.



# Durham College Enrolment Update February 2015

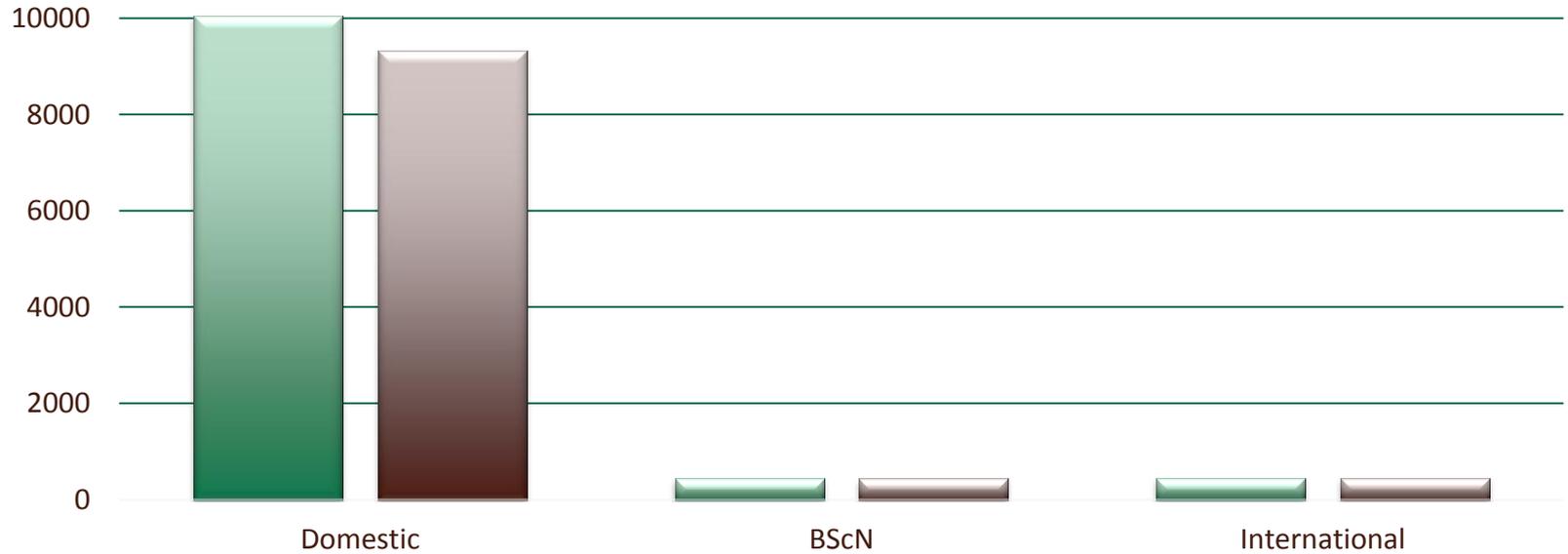
**Meri Kim Oliver, VP Student Affairs**  
**Nevzat Gurmen, VP Corporate Services**





# September to November 2014 Post-Secondary Enrolment Comparison

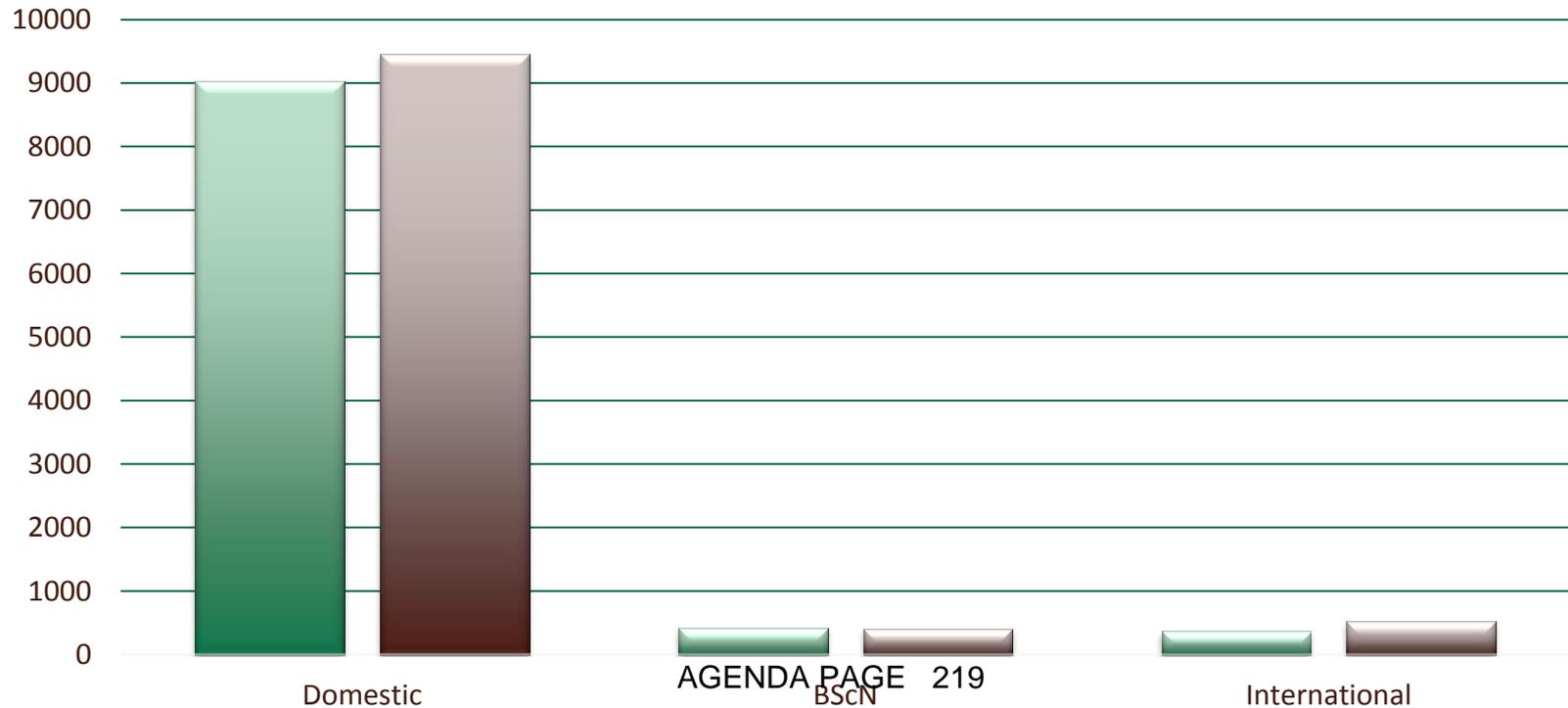
	<b>Sept. 2014</b>	<b>Nov. 2014</b>
Domestic	10,056	9,323
BScN	442	438
International	452	453
<b>TOTAL</b>	<b>10,950</b>	<b>10,214</b>





# Post-Secondary Enrolment Comparison Winter 2015

	<b>2014</b>	<b>2015</b>
Domestic	9,029	9,453
BScN	425	409
International	374	523
<b>TOTAL</b>	<b>9,828</b>	<b>10,385</b>

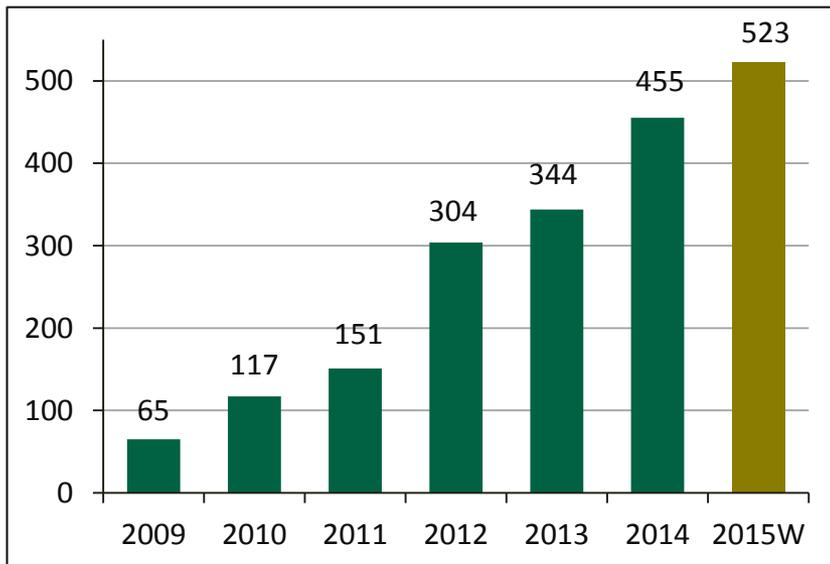




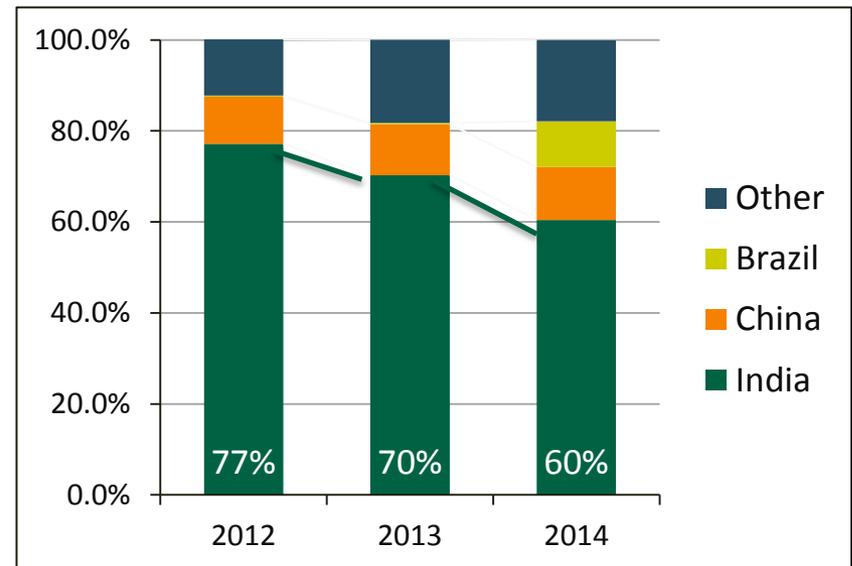
# International Enrolment – Winter 2015

- Winter 2015 enrolment realized as 523 students – Total enrolment in winter 2015 has been 523 students. 149 (40%) more than last year and 98 (23%) more than budget.
- Wider diversity of students – number of represented countries increased from 32 to 42 as of fall 2014.
- Better prepared students – retention rate of international students from first year to the second is 80%, a higher ratio than domestic students retention.
- Emerging markets include Brazil, West Africa and Caribbean countries.

Fall semester international enrolment



Diversity of students



# BOARD REPORT



Public   
In-camera

Action Required:  
Information/Discussion   
Decision

**MEETING DATE:** February 11, 2015

**REPORT DATE:** January 23, 2015

**FROM:** Judy Robinson, vice president, Academic

**SUBJECT:** **Approval of New Continuing Education Programs of Instruction**

## A. Purpose

To obtain approval from the Board of Governors for the following continuing education programs of instruction for the spring 2015 intake:

1. Building Environmental Systems – Facility Management
  - Credential: Durham College Certificate
  - Duration: 312 hours – Course Based – total of 8 courses
  - School: Continuing Education
2. Perinatal/Obstetrics-RN/RPN
  - Credential: Durham College Certificate
  - Duration: 228 Hours – Course Based – total of 4 courses and a clinical practicum
  - School: Continuing Education
3. Food Service Worker
  - Credential: Durham College Certificate
  - Duration: 210 Hours – Course Based – total of 6 courses
  - School: Continuing Education

## B. Background

The goal of the School of Continuing Education is to introduce new programming and courses, with particular emphasis on flexible delivery options, including in-class and online options. The delivery of the proposed programs fulfills this goal by offering its target market access to flexible learning options for students. These programs also align to all five SMA components including our area of strength within the health, business, and hospitality sectors.

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

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

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

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

### **C. Discussion/Options**

#### **1. Building Environmental Systems – Facility Management, Durham College Certificate**

The Building Environmental Systems – Facility Management program will appeal to current and newly employed Facilities Managers by providing them with key concepts, relevant skills and enhanced knowledge in the field. This program is geared toward individuals who have years of experience and/or prior knowledge in the building systems industry. Graduates will be versed in legal aspects pertaining to building operation, hiring practices, environmental issues, jurisdictions and regulatory agencies and insurance issues. Students will build on their technical skills in building environmental systems by gaining the critical business skills to be a successful property manager.

Instructors of this new program will have both industry and business experience and will bring real-world experiences to the classroom.

The program complements existing programs offered by the School of Continuing Education such as the Building Environmental Systems Operator Class I and Class II certificates.

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

2. Perinatal/Obstetrics-RN/RPN, Durham College Certificate

The suite of courses for the Perinatal/Obstetrics-RN/RPN program are currently offered as a Recognition of Achievement but with a view of raising the profile and recognition of the quality of instruction, the certificate program includes a 102 hour field practicum component and can be recognized as a Durham College Certificate program. Taught by nursing faculty employed in the field, this program is available to current Registered Nurses and Registered Practical Nurses looking to enhance their skills and knowledge in the care of mothers and their newborns in order to be an effective team member in the Perinatal and Obstetrics care units.

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

3. Food Service Worker, Durham College Certificate

The School of Continuing Education currently offers the Food Service Worker Recognition of Achievement. In order to enhance the profile and recognition of this suite of courses, this proposed Durham College Certificate program includes additional course hours to enhance students' knowledge in new areas of interest in the field. The courses focus on food preparation, service, nutrition, and sanitation practices as well as customer service, communications and business skills allowing graduates to be effective members of a food service team.

The Ministry of Health and Long-term Care requires this program for food services employees working in hospitals and long-term care facilities. Graduates may also have opportunities to work as food service workers at both industrial and commercial institutions.

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

**D. Financial/Human Resource Implications**

There are no financial or human resource implications for the delivery of the Building Environmental Systems and Food Service Worker certificate programs as current faculty have the expertise to teach in the programs and curriculum is already developed. Classes will be delivered using current classroom facilities at the Oshawa and Whitby campuses and in online formats.

Curriculum development is required for the Perinatal/Obstetrics program at the costs of \$1,000.00.

**E. Implications for UOIT (if applicable)**

N/A

**F. Recommendation(s)**

That the Durham College Board of Governors approves the programs of instruction for the Building Environmental Systems-Facility Management, Perinatal/Obstetric RN/RPN, and Food Service Worker programs.

## Submission for Board Approval: New Continuing Education Program

<b>Durham College Certificate in Building Environmental Systems-Facility Management</b>	
<b>School:</b>	School of Continuing Education
<b>Program Title:</b>	Building Environmental Systems-Facility Management
<b>Credential:</b>	Durham College Certificate
<b>Total Program Hours:</b>	312 Hours – Course based – total of 8 courses, 7 mandatory and choice of 1 elective course.
<b>Proposed Start Date:</b>	Spring 2015
<b>Frequency of Intakes Per year:</b>	Part-time delivery in all three intakes
<b>Delivery Mode:</b>	Courses are offered in a face-to-face delivery only.
<b>Host College(s) [if applicable]:</b>	Durham College, Whitby campus
<b>Curriculum Development Required:</b>	N/A – Curriculum provided by Seneca College
<b>Capital Needs:</b>	N/A
<b>Staffing Needs:</b>	Part-time instructors
<b>Space Requirements:</b>	Current classrooms at Whitby campus
<b>Student Cost Per Course:</b>	\$273.75 per course plus varied costs for textbooks
<b>Total Program Cost For Student:</b>	Approximately \$2,190.00 (based on the current tuition rate plus additional costs for required textbooks)
<b>Expected Revenue:</b>	\$3276.00 per course (with enrolment of 12 students)

### 1.0 APPROVAL STAGES:

Check (√)	Approval Stage
√	New concept paper reviewed by Director of Continuing Education
√	Career Opportunities Assessed
√	Student Demand Assessed
√	New Program Proposal Document Reviewed by Manager, Program Development and Quality Assurance and Director
√	Reviewed by Program Proposal Review Committee
√	Approved by Vice President - Academic
N/A	Approved by Credentials Validation Service [if applicable]
√	Reviewed by President
	Approved by Board of Governors

## 2.0 PROGRAM OVERVIEW:

### Description:

This program is for entry-level managers, current managers of building systems, and building operations staff. It covers the essential elements of building operations administration, staffing, communications with an introduction to the legal and financial requirements for this industry.

### Program Learning Outcomes:

Program Learning Outcomes in Continuing Education are built from the individual course outcomes. Students receiving credits for these courses will have demonstrated their ability to:

1. Identify and describe building classifications and occupancies.
2. Define the facility manager's role in various types of building ownership.
3. Apply government regulations related to property and building administration.
4. Manage energy efficiency, barrier-free access, procurement, health and safety, waste and recycling.
5. Prepare and use budgets to control costs.
6. Participate in long-range planning.
7. Interpret and use financial reports.
8. Apply controls to the work of a facility department.
9. Perform recruitment, selection, hiring, training and monitoring staff in accordance with accepted human resources principles and legislative requirements.
10. Use effective oral and written communications of technical information.
11. Explore one additional aspect of building management (alternative forms of energy, fire safety, and technological solutions) as it relates to the facility manager's role.

### Essential Employability Skills:

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

### Admission and Certificate Requirements:

- 19 years of age OR Ontario Secondary School Diploma (OSSD) OR Grade 12 equivalency certificate achieved through College academic upgrading
- All course requirements must be completed within 5 years
- Overall average of 60% or a GPA of 2.0
- A minimum of 25% of courses must be completed through Durham College

### 3.0 PROGRAM OF STUDY:

There are eight academic courses, seven mandatory and one elective, required to complete this certificate program:

Course Hours	Course Code	Course title and brief course description
39	BES 7000	<b>Building Systems: Practical Overview</b> This practical course is designed to offer an overview of building systems, enabling students to relate to the operation of a building in a safe, energy efficient and environmentally conscious manner.
39	BES 7100	<b>Energy Efficiency – Large Buildings</b> <b>Prerequisites: BES 7000: Building Systems: Practical Overview</b> Students learn to analyze all aspects of large building operations and from the analysis, suggest changes complete with realistic capital expenditure proposals that include payback periods. These changes are designed to improve utility consumption within that building.
39	BES 7200	<b>Human Relations for Facility Managers</b> <b>Prerequisites: BES 7000: Building Systems: Practical Overview</b> This course provides an overview of human relations and personnel management for facility managers. Employee hiring and selection, training and development, performance review and evaluation, employee delegation and empowerment, disciplining and discharge, effective interpersonal skills, crisis and time management are some of the topics covered. Students also learn how to develop and implement a training and development program as well as a performance review/appraisal system.
39	BES 7220	<b>Property Building Administration</b> <b>Prerequisites: BES 7000: Building Systems: Practical Overview</b> This course is intended for graduates of the Building Environmental Systems Class II and Class I Program and students interested in facilities and physical plant management. This course introduces students to the role of a Facility Manager within various types of buildings and organizations. The jurisdictions and regulatory agencies and their relation to the Facility Manager, insurance issues, and essential services affecting the Facility Manager are also covered. Property managers who are also responsible for the facility and physical plant management will find this course a useful complement to their overall responsibilities.
39	BES 7230	<b>Site Maintenance and Building Safety</b> <b>Prerequisites: BES 7000: Building Systems: Practical Overview</b> This course deals with the building envelope, its maintenance, and its relationship to indoor environmental conditions and energy efficiency concerns. Issues related to barrier free access, parking, and landscaping are examined. Environmental measures such as waste management, recycling and hazardous waste handling are discussed. Various health and safety issues, including security and emergency planning, are also included.
39	BES 7240	<b>Strategic Financial Planning - Facilities</b> <b>Prerequisites: BES 7000: Building Systems: Practical Overview</b> This course provides an overview of today's strategic and financial planning techniques for facility management. Budgeting, materials procurement and

		management, work order systems, work planning and scheduling, cost control concepts and techniques, and use of computers in facility management are some of the topics that are covered. A prime focus of this course is to raise the awareness of efficient energy and environmental management and to control such costs through effective planning and budgeting, and other financial techniques.
39	BES 7250	<b>Technical Writing</b> <b>NOTE: A Grade 12 Level English is strongly recommended</b> This course introduces the study of technical writing through a series of writing assignments, placing emphasis on brevity, clarity, conciseness, unity and coherence - all essential to good technical communication. Basic research, effective oral communications and/or collaborative skills are also covered. Employment communication may also be covered.
<b>Electives – Choose One</b>		
39	BES 7262	<b>Introduction to Fire Alarms</b> <b>NOTE: Current employment in the fire safety industry/related field is strongly recommended.</b> This course provides a general understanding of fire alarm protection systems. It discusses the purpose and specific application of the different codes and standards that regulate the industry. It introduces the student to architectural considerations regarding fire containment. Information about testing laboratories, their procedures, testing methods and how listed/approved materials achieve greater degrees of life safety are covered. Other topics include: the nature of fire, extinguishing methods, fire alarm testing methods, interpretation of drawings, specifications and other contract documents.
39	BES 7261	<b>Fire Safety Basics</b> This course covers the basics of fire science based on its chemical and physical properties. Topics include introduction to fire codes and standards, properties of and protection from hazardous and combustible materials, life safety, containment and compartmentation as related to building construction and extinguishing methods, limitations and effects on various combustibles.
38	BES 7260	<b>Basics of PLC Programming</b> Prerequisite(s): Experience with the Windows Operating System and microcomputers This course introduces the student to the function and operation of the Allen Bradley - Rockwell PLC and PAC Ladder logic Programming. Topics include PLC5; SLC 500 and CLX 5000 hardware, typical PLC cards, memory map, program execution, the software library, contacts, output coils, timers, counters, Math and Compare instructions on line edit; forcing inputs, Using EMU-5 Emulator; EMU-500 and EMU-5000, setting up communication via RS-Linx and programming the PLC and PAC using RS-Logix 5; RS-Logix 500, RS-Logix 5000 also a basic interface design using FTAP-VIEW ME Software.
39	BES 7263	<b>Introduction to Sprinklers</b> This course provides students with a basic understanding of the requirements for design, fabrication, installation and approval of automatic sprinkler systems. Relevant codes and standards are included with a special emphasis placed on the NFPA13 general code.
<b>Total – 312 hours</b>		

#### **4.0 APPLICANT MARKET AND CAREER OPPORTUNITIES:**

Graduates of this program will be prepared for positions in facility and property management, with knowledge of the legal, financial, staffing and administrative requirements of effective management of commercial, office, institutional and residential buildings.

It is expected many graduates of this program will have years of experience and/or prior knowledge in the building systems industry. Graduates will be versed in legal aspects pertaining to building operation, hiring practices, environmental issues, jurisdictions and regulatory agencies and insurance issues.

This program will be of interest to:

- Graduates of Class I & II Operator Levels of the Building Environmental Systems Program;
- Newly appointed Facility Managers;
- Industry personnel wishing to upgrade their skills and knowledge in facility management; and
- Individuals with an engineering or business background seeking a career change.

#### **5.0 FINANCIAL IMPLICATIONS:**

##### Existing Programming:

- This program is brought to us by Seneca College who provide us with the curriculum. We have a residency requirement of 25% of the courses to be completed at Durham College in order to receive the certificate. These courses are offered at many of the other Ontario Colleges.
- The program complements and adds to existing programs offered by the School of Continuing Education and the School of Skilled Trades, Apprenticeship & Renewable Technology.
- Students will build on their technical skills in building environmental systems by gaining the critical business skills to be a successful property manager.
- Faculty teaching the courses will have both industry and business experience and will bring real-world experiences to the classroom.

##### Funding Implications:

Each course is offered individually; students register for each course independently.

##### Budget Information:

There are no other development or capital costs required to run this program. Each course requires a minimum enrolment of 10 students in order to run.

**6.0 OPERATING REVENUE AND EXPENSES – PROJECTION:**

<b>Budget Projections</b>			
<b>This program is operated with part-time course revenues and expenses are offset by the revenues.</b>			
<b>Projections are based on tuition (\$6.25) and grant (\$3.53) for 39 hour courses with an average enrolment of 12 students (per semester), assuming potentially every course is offered 3 times/year.</b>			
<i>Revenue</i>	<i>Per Student</i>	<i>X 12 Students Per Semester</i>	<i>X 8 Courses</i>
<b>Tuition/Admin (\$6.25x 39 hrs + \$30)</b>	\$273.75	\$3,285.00	\$26,280.00
<b>Grant (3.53 x 39 hrs)</b>	\$137.67	\$1,652.04	\$13,216.32
<b>Total Revenue</b>	\$411.42	\$4,937.04	<b>\$39,496.32</b>
<i>Expenses</i>	<i>Per Course</i>		<i>X 8 Courses</i>
<b>Instructor (\$41/hour)</b>	\$1,599.00		<b>\$12,792.00</b>
<b>Potential NET CONTRIBUTION</b>			<b>\$26,704.32</b>

**Submission for Board Approval: New Continuing Education Program**

<b>Durham College Certificate: Food Service Worker</b>	
<b>School:</b>	School of Continuing Education
<b>Program Title:</b>	Food Service Worker
<b>Credential:</b>	Durham College Certificate
<b>Total Program Hours:</b>	210 Hours Course based – 6 courses in total
<b>Proposed Start Date:</b>	Spring 2015
<b>Frequency of Intakes Per year:</b>	Part-time delivery in all three intakes
<b>Delivery Mode:</b>	Durham College currently offers the face-to-face courses as a Recognition of Achievement – being proposed as a local certificate. Online courses will be offered by another institution.
<b>Host College(s) [if applicable]:</b>	Durham College,
<b>Curriculum Development Required:</b>	N/A – Courses are already developed
<b>Capital Needs:</b>	N/A
<b>Staffing Needs:</b>	Part-time instructors
<b>Space Requirements:</b>	Regular classroom face-to-face and online delivery.
<b>Student Cost Per Course:</b>	From \$217.00 (1 course) to \$255.00 (5 courses) plus cost of textbooks and field trip.
<b>Total Program Cost For Student:</b>	\$1492.00 (based on the current tuition rate plus additional costs for required textbooks)
<b>Expected Revenue:</b>	\$2604.00 to \$3060.00 per course (based on a varying hours per course with enrolment of 12 students)

## 1.0 APPROVAL STAGES:

Check (√)	Approval Stage
√	New concept paper reviewed by Director of Continuing Education
√	Career Opportunities Assessed
√	Student Demand Assessed
√	New Program Proposal Document Reviewed by Manager, Program Development and Quality Assurance and Director
√	Reviewed by Program Proposal Review Committee
√	Approved by Vice President - Academic
N/A	Approved by Credentials Validation Service [if applicable]
√	Reviewed by President
	Approved by Board of Governors

## 2.0 PROGRAM OVERVIEW:

### Description:

The program provides the knowledge and skills to be an effective member of a food service team in commercial, institutional or long-term care facilities. The courses focus on food preparation, service, nutrition, and sanitation practices. Also covered are customer service, communications and business skills.

**Note:** This is the training program the Ministry of Health and Long Term Care requires in order to be employed in long-term care Nutrition and Food Service Departments. For this reason, several of the courses are specifically tailored to long-term care. This program has been developed and reviewed by members of Dietitians of Canada and the Ontario Society of Nutrition Management.

### Program Learning Outcomes:

Program Learning Outcomes in Continuing Education are built from the individual course outcomes. Students receiving credits for these courses will have demonstrated their ability to:

1. Complete food service tasks in long-term care homes, retirement homes, hospitals and commercial settings in compliance with all relevant legislation and regulations, ethical considerations, and recognized best practices.
2. Explain the role of menu planning, production, forecasting, supply management, and legislation/regulation compliance within the food service system in long-term care homes, retirement homes, hospitals and commercial settings.
3. Participate as an effective team member in the delivery of food services in long-term care homes, retirement homes, hospitals and commercial settings.
4. Demonstrate the principles of exceptional customer service.
5. Apply information from the Long-Term Care Homes Act & Regulations to Food Services, resident services and care.

### Essential Employability Skills:

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

### Admission and Certificate Requirements:

Applicants must be 19 years of age, or have completed an Ontario Secondary School Diploma (OSSD) or equivalent, or have a Grade 12 equivalency certificate achieved through College academic upgrading.

### 3.0 PROGRAM OF STUDY:

There are six academic courses required to complete this certificate program. Students may take the courses in a classroom setting or online. The program also includes a field trip to a long-term care facility or to the Centre for Food at Durham College (CFF) to observe food preparation and conduct in a commercial kitchen setting.

Course Hours	Course Code	Course Title and Course Description
36	FSW 1550 FSW 1580	<b>Communication/Customer Service</b> This course is designed to help you develop the effective written and verbal communication skills needed to interact with clients, managers, and co-workers as individuals and in groups. It is essential that graduates of the Food Service Worker program possess superior people skills and teamwork skills.
36	FSW 1553 FSW 1583	<b>Sanitation and Safety</b> This course covers the essential skills required to handle food and equipment in a safe manner to prevent contamination and food borne illnesses. Topics include personal hygiene, factors of food borne illnesses, safe food handling techniques, legislation, hazard awareness, safe work habits, fire hazards, and WHMIS.
36	FSW 1551 FSW 1581	<b>Nutrition, Introduction for the Food Service Worker</b> You will be given an overview of the nutritional needs and factors affecting food intake throughout the life cycle, with an emphasis on older adults and frail elderly. Upon completion of the course you will be able to identify factors that affect food intake; describe social aspects of meals; understand Canada's Food Guide, and apply it to basic menu planning principles.
36	FSW 1552 FSW 1582	<b>Nutrition in Health Care</b> <b>Prerequisite: Nutrition Introduction for the Food Service Worker</b> This course builds on the solid understanding of nutrition and the digestive system covered in the Nutrition, Intro for FSW course. You will discuss many disease and health conditions that benefit from nutritional intervention. Topics also include nutrition texture, supplementation, meals and nourishments as well as the dining atmosphere.
30	FSW 1555 FSW 1585	<b>Role of the Food Service Worker</b> This course highlights the topics covered throughout the Food Service Worker program and the responsibilities of the food service worker employed in long-term care homes. You will be introduced to food service operations, quality and risk management, ethical issues standards and legislation, customer service, and communication.
36	FSW 1554 FSW 1080	<b>Food Preparation and Production</b> The final course of the series was designed to provide you with the basic skills required in the work environment. You will learn about menu planning, portion control, food procurement, quantity food

		preparation and production, role of production staff, preparation equipment and quality improvement.
<b>Total Hours - 210</b>		

**4.0 APPLICANT MARKET AND CAREER OPPORTUNITIES:**

This program will meet the needs for students by building upon the current high quality of programs through expansion of experiential approaches to teaching and learning.

Graduates are gaining employment in long-term care in institutional settings. Currently enrolments vary from 10-20 students per course (F2F).

Graduates may find employment in:

- Commercial institutions
- Hospitals
- Industrial institutions;
- Long-term care homes

**5.0 FINANCIAL IMPLICATIONS:**

Existing Programming:

The program hours were increased for some of the courses to include new topics of interest in the industry. The program now meets the hours for Local Certificate standards and is more recognized than a Recognition of Achievement (ROA).

Funding Implications:

Each course is offered individually; students register for each course independently.

Budget Information:

These courses are currently delivered by Durham College in classroom settings and delivered by other Ontario colleges online. There are no other development or capital costs required to run this program.

Registrations vary from semester to semester. Current enrolment varies from 10-20 students per semester. Minimum enrolment to deliver the courses in a classroom setting is 10 students.

**6.0 OPERATING REVENUE AND EXPENSES – PROJECTION:**

<b>Budget Projections</b>			
<b>This program is operated with part-time course revenues and expenses are offset by the revenues.</b>			
Tuition based on \$6.25/credit hour.			
Ministry Grant based on \$3.53/credit hour.			
<b>Projections are based on tuition and grant for 30 and 36 hour courses with an eventual enrolment of 12 students (per semester)</b>			
<i>Revenue</i>	<i>Per Student</i>	<i>X # Courses</i>	<i>X 12 Students Per Semester</i>
Tuition/Admin (x 36 hrs + \$30 x 5 courses)	\$255.00	\$1275.00	\$15,300.00
Tuition/Admin (x 30 hrs + \$30 x 1 course)	\$217.50	\$217.50	\$2,610.00
Grant(x 36 hrs x 5 courses)	\$127.08	\$635.40	\$7,624.80
Grant(x 30 hrs x 1 course)	\$105.90	\$105.90	\$1,270.80
<b>Total Revenue</b>	\$705.48	\$2233.80	\$26,805.60
<i>Expenses</i>	<i>Per Course</i>		<i>X # Courses</i>
Instructor Fees (36 hrs x 5)	\$1,440.00		\$7,200.00
Instructor Fees (30hrs x 1)	\$1,200.00		\$1,200.00
<b>Total Expenses</b>	\$2,640.00		\$8,400.00
<b>NET CONTRIBUTION PER SEMESTER</b>			<b>\$18,405.60</b>
<b>X 3 SEMESTERS</b>			<b>\$55,216.80</b>

## Submission for Board Approval: New Continuing Education Program

<b>Durham College Certificate in Perinatal/Obstetrics-RN/RPN</b>	
<b>School:</b>	School of Continuing Education
<b>Program Title:</b>	Perinatal/Obstetrics-RN/RPN
<b>Credential:</b>	Durham College Certificate
<b>Total Program Hours:</b>	228 Hours – Course based – total of 4 courses and a clinical practicum
<b>Proposed Start Date:</b>	Spring 2015
<b>Frequency of Intakes Per year:</b>	Part-time delivery in all three intakes
<b>Delivery Mode:</b>	Courses are offered in a face-to-face, online and hybrid delivery
<b>Host College(s) [if applicable]:</b>	Durham College
<b>Curriculum Development Required:</b>	Courses will be modified for hybrid delivery and new course to be developed. Curriculum development cost of \$1,000.00
<b>Capital Needs:</b>	N/A
<b>Staffing Needs:</b>	Part-time instructors
<b>Space Requirements:</b>	Current classrooms
<b>Student Cost Per Course:</b>	Varied costs for textbooks
<b>Total Program Cost For Student:</b>	Approximately \$1,599.00 (based on the current tuition rate plus additional costs for required textbooks)
<b>Expected Revenue:</b>	\$2,850.00 to \$4,500.00 per course (based on a varying hours per course with enrolment of 20 students)

### 1.0 APPROVAL STAGES:

Check (√)	Approval Stage
√	New concept paper reviewed by Director of Continuing Education
√	Career Opportunities Assessed
√	Student Demand Assessed
√	New Program Proposal Document Reviewed by Manager, Program Development and Quality Assurance and Director
√	Reviewed by Program Proposal Review Committee
√	Approved by Vice President - Academic
N/A	Approved by Credentials Validation Service [if applicable]
√	Reviewed by President
	Approved by Board of Governors

## 2.0 PROGRAM OVERVIEW:

Durham College currently offers this suite of courses as a Recognition of Achievement certificate. There are sufficient course hours to meet the criteria to offer students a Durham College Certificate.

Students will be responsible for finding their own practicum placements and making appropriate arrangements in the Labor and Delivery as well as in Post-Partum departments of hospitals. Lakeridge Health Oshawa will occasionally take Durham College field placement students, space permitting. Markham Stouffville accommodates field placement students more often, however it can take two to three semesters for them to be placed (as is the trend for all nursing placements).

### Description:

This program is intended for nurses wishing to enhance their knowledge and skills in the maternal child area of nursing care. Courses provide a rigorous review of relevant material from conception to six weeks post-partum for mother, fetus/newborn, and family. The program will focus on the nurse's role as a part of the interdisciplinary team in perinatal and obstetric care units. Students will acquire the knowledge and skills needed to care for women and their families during all phases of the perinatal period and explore the cultural, ethical dimensions that are specific to mothers, newborns and their family needs.

### Program Learning Outcomes:

Program Learning Outcomes in Continuing Education are built from the individual course outcomes. Students receiving credits for these courses will have demonstrated their ability to:

1. Practice in a professional manner in accordance with all relevant legal, legislative, ethical, and professional standards of practice
2. Provide comprehensive and family-centred maternity care to clients experiencing a normal pregnancy and birth, in institutional and community settings
3. Provide comprehensive and family-centred maternity care to clients experiencing a high risk pregnancy and birth, in institutional settings
4. Provide surgical assistance and comprehensive and family-centred maternity care to clients experiencing a pregnancy resulting in a Caesarean section birth, in institutional settings.

### Essential Employability Skills:

1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.
3. Apply a systematic approach to solve problems.
4. Use a variety of thinking skills to anticipate and solve problems.
5. Locate, select, organize, and document information using appropriate technology and information systems.
6. Analyze, evaluate, and apply relevant information from a variety of sources
7. Show respect for the diverse opinions, values, belief systems, and contributions of others.
8. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.

9. Take responsibility for one's own actions, decisions, and consequences.

Admission and Certificate Requirements:

- Applicants must be 19 years of age.
- Have completed an Ontario Secondary School Diploma (OSSD) or equivalent, or have a Grade 12 equivalency certificate achieved through College academic upgrading.
- Clear criminal reference check with vulnerable section screening.
- Current RN/RPN certificate of competence or eligible for registration in Ontario.
- Up-to-date entry immunization form.
- Current (within one year) B.C.L.S. certificate prior to beginning clinical practicum component.
- Workplace education agreement form (prior to beginning clinical practicum).

### 3.0 PROGRAM OF STUDY:

There are four academic courses and a clinical practicum experience required to complete this certificate program:

Course Hours	Course Code	Course Title and Course Description
36	RN 1566	<p><b>Perinatal/Obstetrics I – Normal Pregnancy</b>  <b>Prerequisite: Proof of current RN or RPN Certificate of Competence and B.C.L.S.</b></p> <p>This module is designed to explore trends and issues in Family Centred Maternity Care and transcultural nursing. Focus will be on the physiological and psychological changes in pregnancy, intrapartal assessments, and care expectations, postpartum adaptation and support for early breastfeeding. Community resources available for the client and her family will be identified.</p>
36	RN 2566	<p><b>Perinatal/Obstetrics II – High Risk Pregnancy</b>  <b>Prerequisite: Perinatal/Obstetrics I</b></p> <p>Level II is designed to enhance the knowledge and skills of the RN/RPN already working or preparing to work in a traditional Obstetrical or Perinatal unit (i.e. labour and delivery, postpartum/antepartum and newborn). Part II is designed to assist the nurse in assessment skills required to care for a labour client. Pain management options are explored.</p>
18	RN 3556	<p><b>Perinatal/Obstetrics III – Newborn</b>  <b>Prerequisite: Perinatal/Obstetrics II</b></p> <p>Level III Provides the RN/RPN with the knowledge and skills required to care for the healthy newborn and introduction to the infant at risk immediately after birth as well as during their first 48 hours. The transitions of the neonate from intrauterine to extra uterine life are explored. Immediate assessment of the infant and family include physiological, behavioural and cognitive aspects. The health teaching role of the RN/RPN will assist the family as they develop their new roles as parents and as a family. Perinatal bereavement strategies are discussed.</p>

<b>36</b>	<b>RN 3566</b>	<p><b>Perinatal/Obstetrics IV: Operative Delivery (OR caesarean section)</b>  <b>Prerequisite: Perinatal /Obstetrics III</b>  This model covers the protocols and roles required for a Caesarean birth, including having an understanding of the efficiency and safety required in the operating room. Aseptic technique, procedure set up and circulating/scrub nurse roles are discussed. Roles and responsibilities pre operatively, intra operatively and immediately after the procedure are the main focus.</p>
<b>102</b>	<b>RN 4566</b>	<p><b>Perinatal/Obstetrics V – Clinical Practicum</b>  <b>Prerequisite: Perinatal/Obstetrics IV</b>  This clinical practicum is designed to provide students with opportunity to incorporate theory and clinical practice, in the traditional obstetrical or perinatal settings including the role of the nurse in caesarean section and recovery room settings.</p>
<b>Total Hours - 228</b>		

**4.0 APPLICANT MARKET AND CAREER OPPORTUNITIES:**

Graduates may work as a nurse in specialized areas of:

- Community settings
- Hospitals

RPNS are hired at regional hospitals in various perinatal roles. Graduates of this program typically care for low to medium risk labour patients. They also scrub for C-sections. In labour, they can be responsible for induction with oxytocin, assisting and monitoring of epidurals and some RPNS’ also work in postpartum units.

**5.0 FINANCIAL IMPLICATIONS:**

Existing Programming:

This program consists of 4 courses varying in hours and a field practicum of 102 hours for a total of 228 hours. Registrations vary from semester to semester. Current enrolment in many of these courses is 10 to 25; Courses will usually run with a minimum of 10 students.

Funding Implications:

Each course is offered individually; students register for each course independently.

Budget Information:

These courses are currently delivered by Durham College in classroom settings. There are no other development or capital costs required to run this program.

**6.0 OPERATING REVENUE AND EXPENSES – PROJECTION:**

<b>Budget Projections</b>			
<b>This program is operated with part-time course revenues and expenses are offset by the revenues.</b>			
Tuition based on \$6.25/credit hour.			
Ministry Grant based on \$3.53/credit hour.			
<b>Projections are based on tuition and grant for 18 + 36-hour courses</b>			
<b>with an enrolment of 20 students per course (per semester)</b>			
<b>Note: Field Placement is not funded activity. Students are charged a flat rate.</b>			
<i>Revenue</i>	<i>Per Student</i>	<i>x # Courses</i>	<i>x 20 Students Per Semester</i>
Tuition/Admin (x 18 hrs x 1 course)	\$142.50	\$142.50	\$2,850.00
Tuition/Admin (x 36 hrs x 3 courses)	\$225.00	\$675.00	\$13,500.00
Grant(x 18 hrs x 1 course)	\$63.54	\$63.54	\$1,70.80
Grant(x 36 hrs x 3 courses)	\$127.08	\$381.24	\$7,624.80
Field Placement	\$337.00	\$337.00	\$6,740.00
<b>Total Revenue</b>	\$895.12	\$1599.28	\$30,786.60
<i>Expenses</i>	<i>Per Course</i>		<i>x # Courses</i>
Instructor Fees (18 hrs x 1 course)	\$900.00		\$900.00
Instructor Fees (36 hrs x 5 Courses)	\$1,800.00		\$9,000.00
Instructor Fees – Field Placement (fees per student)	\$160.00		\$1,920.00
<b>Total Expenses</b>	\$2,860.00		\$11,820.00
<b>NET CONTRIBUTION PER SEMESTER</b>			<b>\$29,666.60</b>
<b>NET YEARLY CONTRIBUTION (3 semesters)</b>			<b>\$88,999.80</b>

# BOARD REPORT



Public   
In-camera

Action Required:  
Information/Discussion   
Decision

**MEETING DATE:** February 11, 2015

**REPORT DATE:** January 22, 2015

**FROM:** Judy Robinson, vice president, Academic

**SUBJECT:** **New Post-secondary Program of Instruction**

## A. Purpose

To obtain approval from the Board of Governors for the following postsecondary program of instruction for the September 2015 intake:

1. Critical Care Nursing International Certificate
  - Duration: 280 hours, six courses online, one nursing simulation course
  - Credential: Durham College Certificate
  - School: Health & Community Services

## B. Background

The proposed program is a modification of the existing Critical Care Nursing Ontario College Graduate Certificate and it has been designed for internationally educated baccalaureate nurses. The program will provide internationally educated nurses with an opportunity to access advanced nursing education based on Canadian Standards via online learning and the use of simulated nursing practice. Completion of the Durham College Critical Care Nursing International Certificate program will enhance the skills of international nurses in the assessment, monitoring and nursing care of vulnerable adult patients who are critically ill.

The program is categorised as an area of growth and institutional strength within the college's Health programs, and aligns with all five areas of Durham College's Strategic Mandate Agreement (SMA); Jobs, innovation and economic development; Teaching and learning; Student population; and Program Offerings; and Institutional collaboration to support students.

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

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

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

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

### **C. Discussion/Options**

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

Building on previous baccalaureate nursing degree curriculum and skills this program provides students the opportunity to explore various advanced aspects of nursing in the care of critically ill adult patients in their country of employment.

The program will be delivered in the English language using an online delivery mode followed by one nursing simulation course in Durham College's Nursing Simulation lab.

### **D. Financial/Human Resource Implications**

There are no financial or human resource implications for the delivery of this certificate program, as current full-time and part-time faculty have the expertise to teach the Critical Care online and simulation courses.

### **E. Implications for UOIT (if applicable)**

N/A

### **F. Recommendation(s)**

That the Durham College Board of Governors approves the postsecondary programs of instruction for the Critical Care Nursing International Certificate.

## Submission for Board Approval: New Durham College Certificate Program

<b>Durham College Critical Care Nursing International Certificate</b>					
<b>School:</b>	School of Health and Community Services				
<b>Program Title:</b>	Critical Care Nursing International Certificate				
<b>Credential:</b>	Durham College Certificate				
<b>Total Program Hours:</b>	280 Hours – 6 flexible e-learning (online) and one simulation course - total of 7 courses				
<b>Proposed Start Date:</b>	September 2015				
<b>Frequency of Intakes Per year:</b>	Three				
<b>Delivery Mode:</b>	Theoretical courses will be provided online and the Simulation course will be in the college's nursing simulation lab.				
<b>Host College(s) [if applicable]:</b>	Durham College				
<b>Curriculum Development Required:</b>	Modification of existing Critical Care Nursing Graduate Certificate program				
<b>Capital Needs:</b>	N/A				
<b>Staffing Needs:</b>	Part-time instructors				
<b>Space Requirements:</b>	The current Nursing Simulation Lab will be used				
<b>Student Cost Per Course:</b>	e-textbooks approximately \$300 CAN				
<b>International Tuition Fee:</b>	5000.00\$ per student plus travel and accommodation for Simulation course. Program will also be promoted through Corporate Training so program fees may vary.				
<b>Net Contribution - % of Gross Revenue</b>	<b>47.9%</b>	<b>47.9%</b>	<b>47.9%</b>	<b>48.0%</b>	<b>48.1%</b>
<b>TARGET Net Contribution</b>	<b>n/a</b>	<b>Breakeven</b>	<b>40.0%</b>	<b>40.0%</b>	<b>40.0%</b>

### 1.0 APPROVAL STAGES:

<b>Check (√)</b>	<b>Approval Stage</b>
√	Internal Review with Major Stakeholders
√	Career Opportunities Assessed and International Need Established
√	Student Demand Assessed
<b>N/A</b>	Reviewed by Program Proposal Review Committee
√	Approved by Vice President – Academic
<b>N/A</b>	Approved by Credentials Validation Service [if applicable]
√	Reviewed by President
	Approved by Board of Governors

## **2.0 PROGRAM OVERVIEW:**

### Description:

The Critical Care Nursing International Certificate is proposed as a Durham College Certificate program for internationally educated baccalaureate nurses. The curriculum will be based on Canadian Nursing Standards and be provided in English. The program is comprised of six e-learning courses delivered online, a one week simulation course scheduled at Durham College and a comprehensive examination for a total of 280 hours of instruction and evaluation. Graduates of the program will be prepared with a combination of theoretical and hands-on learning. Upon successful completion of the program, the graduate will receive a Durham College Critical Care Nursing International Certificate.

### Program Learning Outcomes:

Graduates of this program will have demonstrated their ability to:

1. Practice and promote the professional requirements of a critical care nurse based on Canadian Standards.
2. Use nursing science, knowledge and skills to promote health and healing in the nursing care of critically ill adult patients.
3. Use critical thinking, scientific inquiry and problem solving within a decision-making framework to manage the nursing needs of the critically ill adult patient in a simulated setting.
4. Utilize a variety of conceptual frameworks to inform nursing practice, decision-making and in prioritizing nursing interventions to support the care of critically ill adult patients in a simulated setting.
5. Apply leadership abilities in making ethical decisions in the care critically ill adult patients in a simulated setting.
6. Engage in reflective practice and self-directed learning to support their individual professional growth.

### Essential Employability Skills:

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

Admission Requirements:

1. Baccalaureate degree in Nursing
2. English language proficiency:
  - IELTS: 7.0 with no band less than 6.0;
  - IBT TOEFL: 94 with minimum section score of 23; or
  - Pearson PE: 65 – 72; and
3. Minimum 2 years nursing care experience.

**3.0 PROGRAM OF STUDY:**

There are seven academic courses required to complete this certificate program. Six courses delivered on-line and one nursing simulation course scheduled at Durham College.

Course Hours	Course Code	Course Title and Course Description
28	CCIN 1500	<b>Introduction to E-Learning</b> This course prepares students for learning online. In this course students will develop their research and information literacy skills and learn how to navigate the curriculum delivered online via the edX platform. A strong focus is placed on engaging learners through online media and interactive learning activities.
42	CCFO 1500	<b>Foundations: Critical Care</b> In this course students will explore the fundamentals of pathophysiology and related disease processes. The underlying concepts of homeostasis, cellular changes, inflammation, infection, healing and abnormal immune responses will also be examined. Concepts of fluid-electrolyte and acid-base balance will be analyzed along with how imbalances can promote disorder in the body and physiological function. Students will develop a foundational knowledge of homeostasis and related dysfunctions that will be applied in the care of adult patients who are critically ill.
42	CCCC 1501	<b>Management of the Critical Care Patient: Cardiac</b> In this course students will be introduced to the core cardiac skills required to provide nursing care in a critical care unit including: arrhythmia and 12 lead interpretation, pacemakers and hemodynamic monitoring. In addition, the care of a cardiac patient experiencing myocardial infarction with associated pharmacology, lab and diagnostics will be explored. Advanced cardiac topics such as intra-aortic balloon augmentation, percutaneous cardiac interventions (PIC) and cardiac tamponade will also be discussed. Case studies and interactive learning activities assist students in learning these essential skills.
42	CCRE 1503	<b>Management of the Critical Care Patient: Gastrointestinal, Renal and Endocrine</b> In this course students will be introduced to related physiological and

		psychological principles and theories in the management of adult patients in a critical care setting. This course will concentrate on dysfunction within gastrointestinal, endocrine and renal systems. Learning activities are utilized to apply the homeostatic principles and concepts discussed in the Foundations: Critical Care course as they relate to gastrointestinal, endocrine and renal system and related disease entities.
42	CCRN 1505	<b>Management of the Critical Care Patient: Respiratory</b> In this course students will be introduced to the skills required to care for a patient who is being mechanically ventilated. This course will include key nursing management of patients with advanced pulmonary disorders such as Adult Respiratory Distress Syndrome and pneumonia.
42	CCRN 1503	<b>Management of the Critical Care Patient: Neurological</b> In this course students will be introduced to the skills required to care for a critically ill patient with neurological complications. This course will include advanced neurological assessment, common diagnostics, pharmacology, neurological emergencies and the key nursing management of these patients.
40	CCSI 2501	<b>Critical Care Simulation</b> In this course students will have an opportunity to apply the knowledge gained through the completion of the five core critical care courses in a simulated critical care nursing setting under the guidance and supervision of experienced critical care nurses. Through the use of high-fidelity patient simulators and case-based scenarios students will develop their skills in assessing, monitoring and caring for the adult critically ill patient. Points of emphasis will include the management of critically ill patients who are mechanically ventilated, hemodynamic monitoring, arrhythmia interpretation, and priority setting and decision-making in a critical care setting. Team communications, ethical/legal implications, pharmacological and diagnostic implications will also be covered.
<b>238 hours: E-Learning Theoretical Courses</b> <b>40 hours: Simulation</b> <b>2 hours: Comprehensive Test</b> <b>280 hours: Total</b>		

#### 4.0 APPLICANT MARKET AND CAREER OPPORTUNITIES:

The program is designed to advance the nursing skills of internationally educated BScN nurses in the care of critically ill adult patients.

Successful completion of the program will enable the graduates to demonstrate knowledge and skills in the care and management of critically ill adult patients within a prescribed scope of practice.

**5.0 OPERATING REVENUE AND EXPENSES.**

DURHAM COLLEGE	Durham College Certificate	weight	0.0	F.U.	0.0	# Yrs
Projected Budget	Program: Critical Care Nursing International Certificate	Per Year	0.000	Grant / WFU	\$0	1
BUDGET YRS	2015-20					
		2015-16 Projection	2016-17 Projection	2017-18 Projection	2018-19 Projection	2019-20 Projection
<b>Student Enrolment - Nov. 1</b>						
	Year 1	10	10	10	10	10
	<b>Total</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>REVENUE</b>						
	Tuition Fees - per academic year	\$5,000	\$5,150	\$5,305	\$5,464	\$5,628
	Set-Aside Fee Removed	\$0	\$0	\$0	\$0	\$0
	Tuition Fee realized by college	\$5,000	\$5,150	\$5,305	\$5,464	\$5,628
	<b>Total Tuition Fees</b>	<b>50,000</b>	<b>51,500</b>	<b>53,045</b>	<b>54,636</b>	<b>56,275</b>
	Other Revenue - Contract Training	0	0	0	0	0
	Total Other Revenue	0	0	0	0	0
	Program Wtd Funding Unit (Wt X FU / Dur)	0.00	0.00	0.00	0.00	0.00
	Grant - MTCU Operating (assume \$4160/wfu)	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>		<b>\$50,000</b>	<b>\$51,500</b>	<b>\$53,045</b>	<b>\$54,636</b>	<b>\$56,275</b>
<b>EXPENDITURES</b>						
	Salaries - Faculty (FT)		0	0	0	0
	Salaries - Co-ordinator Allowance	0	0	0	0	0
	Salaries - PT Teaching	21,780	22,433	23,106	23,800	24,514
	Salaries - PL Teaching	0	0	0	0	0
	Salaries - Sessional Teaching	0	0	0	0	0
	Contract Teaching	0	0	0	0	0
	<b>Total Teaching Salaries</b>	<b>21,780</b>	<b>22,433</b>	<b>23,106</b>	<b>23,800</b>	<b>24,514</b>
	Benefits - Faculty - FT 25%	0	0	0	0	0
	Benefits - Faculty - PT 13.0%	2,831	2,916	3,004	3,094	3,187
	Benefits - Admin 25%	0	0	0	0	0
	Benefits - SS (FT) 28%	0	0	0	0	0
	<b>Total Employee Benefits</b>	<b>2,831</b>	<b>2,916</b>	<b>3,004</b>	<b>3,094</b>	<b>3,187</b>
	<b>Total Labour</b>	<b>24,611</b>	<b>25,350</b>	<b>26,110</b>	<b>26,894</b>	<b>27,700</b>
	Instructional Supplies	1,000	1,000	1,000	1,000	1,000
	Instructional Other Costs	0	0	0	0	0
	Field Work	0	0	0	0	0
	Membership & Dues	0	0	0	0	0
	Professional Development	0	0	0	0	0
	Travel/accommodation/meals	0	0	0	0	0
	Promotion/Public relations	0	0	0	0	0
	Maintenance- Equipment	500	500	500	500	500
	Telecommunications	0	0	0	0	0
	Software Costs	0	0	0	0	0
	Office supplies/Other Expenses	0	0	0	0	0
	Rental	0	0	0	0	0
	<b>Total Other Expenditure</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>TOTAL DIRECT PROGRAM EXPENSES</b>		<b>26,111</b>	<b>26,850</b>	<b>27,610</b>	<b>28,394</b>	<b>29,200</b>
<b>TOTAL REVENUE FOR PROGRAM</b>		<b>50,000</b>	<b>51,500</b>	<b>53,045</b>	<b>54,636</b>	<b>56,275</b>
<b>Net Contribution \$</b>		<b>23,889</b>	<b>24,650</b>	<b>25,435</b>	<b>26,243</b>	<b>27,075</b>
<b>Net Accumulated Contribution / (Deficit)</b>		<b>23,889</b>	<b>48,539</b>	<b>73,974</b>	<b>100,216</b>	<b>127,292</b>
<b>Net Contribution - % of Gross Revenue</b>		<b>47.8%</b>	<b>47.9%</b>	<b>47.9%</b>	<b>48.0%</b>	<b>48.1%</b>
<b>TARGET Net Contribution</b>		<b>n/a</b>	<b>Breakeven</b>	<b>40.0%</b>	<b>40.0%</b>	<b>40.0%</b>
<b>Capital Requirement</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>