

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

Date: Wednesday, October 12, 2016, 7:00 p.m.
Location: DC Boardroom, Gordon Willey Building, A-144

Pages

- 1. CALL TO ORDER**
- 2. INTRODUCTION OF GUESTS**
- 3. ADDITIONS/DELETIONS TO THE AGENDA**
- 4. CONFLICT OF INTEREST DECLARATIONS**
- 5. PRESENTATIONS**
 - 5.1 Carol Beam, Executive Director, Communications and Marketing to Provide an Update on the 50th Anniversary Celebrations
 - 5.2 Alan Dunn, Associate Vice-President, Facilities and Ancillary Services to Provide an Update on the Centre for Collaborative Education
- 6. CHAIR'S REPORT**
- 7. CO-POPULOUS GOVERNORS' REPORT**
- 8. CONSENT AGENDA**

The following items will be addressed through the consent agenda, unless specifically removed by separate attention, by request.

Recommendation

That all items listed under the heading of consent agenda be adopted as recommended.

- 8.1 Approval of the Minutes of the Board of Governors Meeting of June 13, 2016 5 - 11

Recommendation

That the public minutes of the Board of Governors meeting held on June 13, 2016, be approved.

- | | | |
|-----|---|-----------|
| 8.2 | Public Report of the Executive Committee Meeting of September 12, 2016
<u>Recommendation</u> | 12 - 13 |
| | That all actions taken at the Executive Committee meeting held on September 12, 2016 be adopted as recommended, and the affirmative results of the e-vote conducted on September 13, 2016 concerning the posting of the 2016-2017 accessibility plan be ratified. | |
| 8.3 | Public Report of the Governance Review Committee Meeting of September 19, 2016
<u>Recommendation</u> | 14 - 20 |
| | That all actions taken at the Governance Review Committee meeting held on September 19, 2016 be adopted as recommended, and the minutes be approved as read. | |
| 8.4 | Durham College President's Report - October 2016
<u>Recommendation</u> | 21 - 29 |
| | That Report BOG-2016-16 providing the President's report on college activities and initiatives from July to September 2016, be received for information. | |
| 8.5 | Program Advisory Committee Minutes - March to June, 2016
<u>Recommendation</u> | 30 - 155 |
| | That Report BOG-2016-14 providing the minutes of Program Advisory Committee meetings held March 7 to June 20, 2016, be received for information. | |
| 8.6 | Formal Appointment of New Chief of Staff
<u>Recommendation</u> | |
| | That Helene Asselbergs be appointed the new Chief of Staff in the Office of the President effective August 22, 2016. | |
| 8.7 | Durham College Foundation Directors for 2016-2017
<u>Recommendation</u> | 156 - 156 |
| | That BOG-2016-12, providing a listing of Directors of the Durham College Foundation for 2016-2017 be received for information. | |
| 8.8 | Student Association Audited Financial Statements for 2015-2016
<u>Recommendation</u> | 157 - 173 |
| | That Report BOG-2016-21 presenting the Student Association audited financial statements for 2015-2016, be received for information. | |

9. DISCUSSION ITEMS

- 9.1 Approval of New Programs of Instruction - E. Popp and M. Cole 174 - 197
Recommendation
That in accordance with Report BOG-2016-09, the two proposed Ontario College certificate programs of instruction listed below be approved:
- Pre-Health Sciences Pathway to Certificates and Diplomas
 - Pre-Health Sciences Pathway to Advanced Diplomas and Degrees
- 9.2 Recommendation to Suspend a Program of Study - E. Popp and M. Cole 198 - 200
Recommendation
That in accordance with Report BOG-2016-10, the Ontario College Diploma, Journalism-Web and Print (MTCU Code 52005/APS 01029) be suspended for future intake effective September 2017.
- 9.3 Sexual Violence Policy and Protocol - MK. Oliver 201 - 212
Recommendation
1. That the Sexual Violence policy and protocol be approved; and,
 2. That the Board of Governors complete the sexual violence training modules to ensure that Durham College meets regulatory requirements.
- 9.4 Enrolment Update Report - MK. Oliver 213 - 215
Recommendation
That Report BOG-2016-19 providing an enrolment update, be received for information.
- 9.5 2016-2017 Business Plan Update - H. Asselbergs 216 - 233
Recommendation
That Report BOG-2016-15, providing an update on the 2016-2017 Business Plan be received for information.
- 9.6 Update on Strategic Planning Process - H. Asselbergs 234 - 245

10. OTHER BUSINESS

11. UPCOMING EVENTS

Scotiabank Toronto Waterfront Marathon - Sunday, October 16, 2016 from 8 a.m. to 3 p.m., Toronto Waterfront/Lakeshore Road

Fall Convocation Ceremony- Thursday, October 27, 2016 at 5:30 p.m., General Motors Centre, Oshawa

Durham College Alumni Networking Tour and Tasting - Thursday, November 10, 2016 from 6 p.m. to 9 p.m., Brock Street Brewery, 1501 Hopkins Street, Whitby. Tickets are \$5 for alumni and \$10 for guests.

Fall Open House - Saturday, November 12, 2016 from 10 a.m. to 2 p.m. at the Oshawa and Whitby campuses and the Pickering Learning Centre

College Centre for Board Excellence Webinar on the Duties and Obligations of Governors - Tuesday, October 18, 2016 from 12 p.m. to 1:30 p.m. OR Thursday, October 27, 2016 from 8 a.m. to 9:30 a.m. (no cost to register)

College Centre for Board Excellence Good Governance Session - Saturday, November 19, 2016 from 9 a.m. to 3:30 p.m. at the Sheraton Centre, Toronto (no cost to register)

College Centre for Board Excellence Introduction to Risk Management Parts 1 and 2 (part of Advanced Good Governance certificate) - Sunday, November 20, 2016 from 8:15 a.m. to 11:30 a.m., Sheraton Centre, Toronto (no cost to register)

Governor Appreciation Event - Wednesday, December 7, 2016 at 6:30 p.m., Centre for Food

12. MOVE TO IN-CAMERA SESSION

13. ADJOURNMENT



DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY BOARD OF GOVERNORS REGULAR MEETING PUBLIC SESSION **DRAFT MINUTES**

Date: Monday, June 13, 2016
Location: General Motors Centre, Group Suite B
99 Athol St. East, Oshawa

Members Present: Pierre Tremblay, chair
Doug Allingham
Nneka Bowen
Ivan DeJong
Kevin Griffin
Kristi Honey
Don Lovisa, president
Bart Lucyk
Paul Macklin
Debbie McKee Demczyk
Heather Quantrill
Steve Stewart
Jim Wilson

Members Absent: Dan Borowec, vice-chair
Rick Johnson

Staff Present: Sarah Brathwaite, administrative assistant
Scott Blakey, chief administrative officer
Tony Doyle, chief of staff
Barbara MacCheyne, chief financial officer
Meri Kim Oliver, vice-president, Student Affairs
Elaine Popp, vice-president, Academic

1. CALL TO ORDER

With quorum present, the meeting was called to order at 2:02 p.m.

2. INTRODUCTION OF GUESTS

The following guests were introduced: Alan Dunn, associate vice-president, Facilities and Ancillary Services; Rebecca Milburn, associate vice-president, Academic; Jamie Marangon and Zachary Slaughter, students, Horticulture Technician Program and Bryan Chamberlain, student, Computer Systems Technology Program.

3. ADDITIONS/DELETIONS TO THE AGENDA

None.

4. CONFLICT OF INTEREST DECLARATIONS

None.

5. PRESENTATIONS

5.1 Rebecca Milburn, associate vice-president, Academic to present an overview of the Ontario Technological Skills Competition and to introduce medalists Jamie Marangon and Zachary Slaughter (Gold - Horticulture) and Bryan Chamberlain (Silver - IT & Network Systems Administration)

The associate vice-president, Academic provided an overview of the Ontario Technological Skills Competition, Canada's largest skilled trade's competition held at RIM Park in Waterloo, Ontario. The event featured over 67 contests, 2,000 competitors and 20,000 spectators. Winners were awarded with Gold, Silver or Bronze medals and will have the opportunity to compete at the Skills Canada National Competition. From there, competitors could head to a World Skills Competition.

Gold medal winners in horticulture, Jamie Marangon and Zachary Slaughter were recognized, along with the silver medal winner in IT & Network Systems Administration, Bryan Chamberlain. Durham College has garnered 22 medals in the past 6 years.

The Board questioned the vice-president, Academic.

6. CONSENT AGENDA

The Chair stated the items to be included in the consent agenda:

Item 7: Approval of Minutes of the Board of Governors Meeting of May 11, 2016
That the public session minutes of the May 11, 2016 Board of Governors meeting be adopted as read.

Item 11.1: President's Report on Durham College
That the President's report on Durham College, be received for information.

Item 11.2: Colleges Ontario - Committee of Presidents, May 17, 2016 Meeting Summary
That the meeting summary from Colleges Ontario, Committee of Presidents held on May 17, 2016, be received for information.

Item 12: Committee Reports - Governance Review Committee Report - May 16, 2016
That all actions taken at the Governance Review Committee meeting held on May 16, 2016 be adopted as recommended, and the minutes be approved as read.

Item 13.1: Program Advisory Committee Minutes

That the minute summaries from Program Advisory Committee meetings held between October 21, 2015 and May 31, 2016 be received for information.

Item 13.2: Revised 2016-2017 Board and Standing Committee Meeting and Events Calendar

That the revised 2016-2017 Board and Standing Committee meeting and events calendar be adopted as presented.

Item 14.2: Annual Compliance Report 2015-2016

That the 2015-2016 Compliance Report confirming compliance with Board policy, be received for information.

Item 14.2: Quality Assurance and Program Review

That the Quality Assurance Program Review report which highlights the programs that both completed a Comprehensive Program Review and presented results to Academic Council this past academic year, as well as programs currently in process of completing a Comprehensive Program Review, be received for information.

Moved By Governor Macklin

Seconded By Governor DeJong

That all items listed under the consent agenda be adopted as recommended. -
CARRIED.

7. APPROVAL OF MINUTES OF THE BOARD OF GOVERNORS MEETING of May 11, 2016

Approved under the consent agenda.

8. ACTIONS ARISING FROM PREVIOUS MINUTES

None.

9. CHAIR'S REPORT

Governor Tremblay, Governor Griffin and President Lovisa provided an overview of the Colleges Institutes Canada Conference they attended in Quebec City, noting the conference was better than in past years and interest was shown in Durham College practices.

ACTION: Corporate and Board Secretary to send a link to the conference presentations to all Governors

10. CO-POPULOUS GOVERNORS' REPORT

None.

11. PRESIDENT'S REPORT

11.1 Durham College

Received under the consent agenda.

11.2 Colleges Ontario - Committee of Presidents, May 17, 2016 Meeting Summary

Received under the consent agenda.

12. COMMITTEE REPORTS

12.1 Governance Review Committee Report - May 16, 2016

Approved under the consent agenda.

13. CONTINUING BUSINESS

13.1 Program Advisory Committee Minutes

Received under the consent agenda.

13.2 Revised 2016-2017 Board and Standing Committee Meeting and Events Calendar

Approved under the consent agenda.

13.3 Update on Strategic Investment Fund Applications

President Lovisa reported Durham College originally submitted three applications to the Federal Government under the Strategic Investment Fund, and the College received feedback during a teleconference with the Ministry of Training, Colleges and Universities concerning the Simcoe building. Additionally, after further consideration the leadership team decided to withdraw the application related to the Simcoe Residence, as the College doesn't think they could complete the project within the prescribed timelines.

The Board questioned President Lovisa.

13.4 Board Retreat Planning Committee

The Board discussed the Board retreat for 2016-2017, noting the retreat will be held in February 2017. In effort to start the planning process, Governors Bowen, DeJong, Honey and Lovisa agreed to be part of the Board Retreat Planning Committee.

14. NEW BUSINESS

14.1 2015-2016 Annual Report

The 2015-2016 Annual Report was presented, noting this year's report focused on the amazing success stories of the College's graduates. The Annual Report also shares specific data, information, awards and other recognition the College and its employees have achieved over the past year.

Moved By Governor DeJong

Seconded By Governor Mckee Demczyk

That the content for the Durham College 2015-2016 Annual Report, be approved.
CARRIED

14.2 2015-2016 Compliance Report

Received under the consent agenda.

14.3 2015-2016 Audited Financial Statements

The 2015-2016 Audited Financial Statements were presented, noting they were first reviewed at the Audit and Finance Committee meeting on May 25, 2016. No deficiencies in internal control or misstatements were identified.

The Board questioned the Chief Financial Officer.

Moved By Governor Allingham

Seconded By Governor Honey

That the 2015-2016 Audited Financial Statements for Durham College, be approved. CARRIED

14.4 Quality Assurance and Program Review

Received under the consent agenda.

15. OTHER BUSINESS

None.

16. INQUIRIES AND COMMUNICATIONS

None.

17. UPCOMING EVENTS

None.

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 Griffin

Seconded By Governor DeJong

That the Durham College Board of Governors move in-camera after a short recess.
CARRIED.

The meeting recessed at 2:44 p.m. and reconvened in-camera at 2:56 p.m.

The Board rose from the in-camera session at 3:50 p.m.

The Board pulled the Nominating Committee Report of June 6, 2016 from the in-camera session and moved it to the public session of the meeting.

Moved By Governor Macklin

Seconded By Governor DeJong

That Michele James be appointed to the Durham College Board of Governors as an external governor effective June 13, 2016. CARRIED

19. ADJOURNMENT

Moved By Governor Quantrill

Seconded By Governor Honey

That the Board of Governors meeting of June 13, 2016 be adjourned. CARRIED

The meeting adjourned at 3:53 p.m.

Pierre Tremblay
Board Chair

Melissa Pringle
Corporate and Board Secretary

Report of the Executive Committee (Public)

The Executive Committee respectfully recommends to the Durham College Board of Governors the following recommendations from the Executive Committee meeting held on September 12, 2016:

1. Accessibility Plan for 2016-2017 and Progress Report

Recommendation

That the Accessibility Plan for 2016-2017 and progress report be received for information.

2. Review and Approval of the President's Expenses and Purchasing Card Monthly Statements

Recommendation

That the President's expense reports dated December 28, 2015 to February 6, 2016 and February 22, 2016 to June 15, 2016 and purchasing card statements for the months ending June 15, July 15, and August 15, 2016 be approved.

3. Board Goals for 2016-2017

Recommendation

That the Board goals for 2016-2017 be approved.

4. Board Work Plan for 2016-2017

Recommendation

That the Board work plan for 2016-2017 be approved

5. Attendance at the 2016 Colleges Ontario Higher Education Summit and the 2017 Colleges and Institutes Canada Conference

Recommendation

1. That the following Governors and Board staff be invited to attend the Higher Education Summit being held from November 19 to 21, 2016:

- Pierre Tremblay, chair

- Dan Borowec, vice-chair
 - Ryan Cullen
 - Michele James
 - Bart Lucyk
 - Don Lovisa, president
 - The corporate and board secretary
 - The chief of staff; and,
2. That up to seven Governors and one Board staff member be invited to attend the Colleges and Institutes Canada conference being held from April 30 to May 2, 2017 in Ottawa, based on the declining order of priority outlined in the report.

Report of the Governance Review Committee (Public)

The Governance Review Committee respectfully recommends to the Durham College Board of Governors the following recommendations from the Governance Review Committee meeting held on September 19, 2016:

1. Review of Board Policy on Orientation

Recommendation

That the revised Board policy titled 'Board of Governors' Orientation' be approved as amended.

2. Review of Durham College By-law No. 2 and Executive Limitations Policy on Program Advisory Committees

Recommendation

1. That Durham College By-law No. 2 enacted on June 8, 2011 be repealed; and,
2. That Durham College By-law No. 2 as presented in the report dated August 26, 2016 be approved as amended; and,
3. That the Executive Limitations Policy on Program Advisory Committees as presented in the report dated August 26, 2016 be approved as amended.

3. Program Advisory Committee Compliance Report for 2015 2016

Recommendation

That the report confirming compliance with the Executive Limitations Policy on Program Advisory Committees for 2015-2016, be received for information.

4. Review of Board Skills Matrix for 2016-2017

Recommendation

That the Board skills matrix for 2016-2017 be approved as amended.

5. New Report Template

Recommendation

1. That the new report template be approved and implemented effective immediately; and,
2. That all agenda items from the Executive Committee meeting of September 12, 2016, Nominating Committee and Governance Review Committee meetings of September 19, 2016 be numbered retroactively to ensure a consistent numbering system for the 2016-2017 Board year.



DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
PUBLIC MEETING OF THE GOVERNANCE REVIEW COMMITTEE
DRAFT MINUTES

Date: September 19, 2016
Location: DC Boardroom, Gordon Willey Building, A-144

Members Present: Heather Quantrill, Committee Chair
Rick Johnson, Committee Vice-Chair
Ryan Cullen
Don Lovisa, President
Bart Lucyk
Pierre Tremblay, Chair of the Board
Jim Wilson
Melissa Pringle, Corporate and Board Secretary (non-voting)

Staff Present: Helene Asselbergs, Chief of Staff

1. CALL TO ORDER

With quorum present, the meeting was called to order at 6:09 p.m.

The Chair welcomed Governor Lucyk and Governor Cullen to their first meeting.

2. INTRODUCTION OF GUESTS

None.

3. ADDITIONS/DELETIONS TO THE AGENDA

None.

4. CONFLICT OF INTEREST DECLARATIONS

None.

5. PRESENTATIONS

None.

6. ACTIONS ARISING FROM PREVIOUS MINUTES/REGULAR RECURRING ITEMS

6.1 Review of Board Policy on Orientation

The Committee discussed the Board policy on orientation and agreed to amend the policy as presented by striking out the word 'shall' and inserting the word 'may' under Section 2.5 to allow for flexibility.

Moved By Governor Johnson

Seconded By Governor Wilson

That the Governance Review Committee recommend to the Durham College Board of Governors:

That the revised Board policy titled 'Board of Governors' Orientation' be approved as amended. CARRIED

6.2 Review of Durham College By-law No. 2 and Executive Limitations Policy on Program Advisory Committees

The Committee discussed Durham College By-law No. 2 and the Executive Limitations Policy on Program Advisory Committees.

Following discussion, the Committee agreed to amend the language in the by-law to insert the word dean after every instance of executive dean to more accurately reflect the structure of the College, and to amend Section 4.7 of the by-law to state that the Vice-President, Academic will provide a semi-annual report rather than an annual report.

The Committee also agreed to amend Section 3.3 of the Executive Limitations Policy on Program Advisory Committees to state that the Vice-President, Academic will provide a semi-annual report rather than an annual report.

The Committee questioned President Lovisa concerning the proposed changes.

Moved By Governor Tremblay

Seconded By Governor Johnson

That the Governance Review Committee recommend to the Durham College Board of Governors:

1. That Durham College By-law No. 2 enacted on June 8, 2011 be repealed; and,
2. That Durham College By-law No. 2 as presented in the report dated August 26, 2016 be approved as amended; and,

3. That the Executive Limitations Policy on Program Advisory Committees as presented in the report dated August 26, 2016 be approved as amended.
CARRIED

7. DECISION ITEMS

7.1 Program Advisory Committee Compliance Report for 2015-2016

The Committee reviewed the Program Advisory Committee Compliance Report for 2015-2016.

Moved By Governor Tremblay

Seconded By Governor Johnson

That the Governance Review Committee recommend to the Durham College Board of Governors:

That the report confirming compliance with the Executive Limitations Policy on Program Advisory Committees for 2015-2016, be received for information.

CARRIED

7.2 Review of Board Policies - Mission, Vision and Values and Strategic Goals

Moved By Governor Cullen

Seconded By Governor Wilson

That the review of Board policies Mission, Vision and Values and Strategic Goals be deferred to May 2017, pending approval of the College's new strategic plan.

CARRIED

7.3 Review of Board Skills Matrix for 2016-2017

The Committee discussed the Board skills matrix for 2016-2017. The annual review of the Board matrix provides an opportunity to review and update the matrix, and to review the structure of the matrix itself.

The Corporate and Board Secretary advised that the 'additional expertise' and 'community involvement' sections of the matrix are populated from the annual Governor Information Forms. If a Governor had no data, it was because a form for 2016-2017 had not been received or the self-assessment section of the form had not been completed.

Following discussion, the Committee agreed to amend the rating system for the additional expertise section to one (1) point for basic knowledge, two (2) points for intermediate knowledge and three (3) points for advanced knowledge in the areas identified, as it was suggested that zero (0) points may be seen as negative.

Moved By Governor Johnson

Seconded By Governor Lucyk

That the Governance Review Committee recommend to the Durham College Board of Governors:

That the Board skills matrix for 2016-2017 be approved as amended. CARRIED

Action: The Corporate and Board Secretary to circulate the skills matrix to allow Governors an opportunity to provide updates, and further provide hard copies of the self-assessment form at the next Board meeting.

7.4 New Report Template

The Committee reviewed the new report template.

Moved By Governor Tremblay

Seconded By Governor Cullen

That the Governance Review Committee recommend to the Durham College Board of Governors:

1. That the new report template be approved and implemented effective immediately; and,
2. That all agenda items from the Executive Committee meeting of September 12, 2016, Nominating Committee and Governance Review Committee meetings of September 19, 2016 be numbered retroactively to ensure a consistent numbering system for the 2016-2017 Board year.
CARRIED

8. DISCUSSION ITEMS

None.

9. OTHER BUSINESS

The Chair reminded everyone about the Harvest Dinner taking place on September 22, 2016 at the Centre for Food.

10. MEETING CRITIQUE -Roundtable Discussion

A roundtable meeting critique occurred and the Committee indicated they felt the material was explained satisfactorily and that the meeting was very efficient.

Governor Cullen and Governor Lucyk also stated they felt included, comfortable asking questions and were able to follow the agenda material.

11. ADJOURNMENT

Moved By Governor Wilson

Seconded By Governor Johnson

That the September 19, 2016 meeting of the Governance Review Committee be adjourned. CARRIED

The meeting adjourned at 6:53 p.m.

Heather Quantrill

Committee Chair

Melissa Pringle

Corporate and Board Secretary

Report Number: BOG-2016-16

To: Board of Governors

From: Don Lovisa, President

Date of Report: October 3, 2016

Date of Meeting: October 12, 2016

Subject: President's Report - October 2016

Purpose

To provide an update of the President's activities and significant college initiatives for the month of July, August and September, 2016.

Our Students

Interactive Media Design Students Recognized at Digifest – June 2016



Durham College Interactive Media Design students Christopher Chai and Zachary Weaver were the winners of the Interaction Design category in the Best of the Best Student Showcase at Digifest, Toronto's three-day international festival celebrating digital

creativity. The students' winning design, the fully interactive Unreal Museum Showcase, was an engaging way for participants to experience history and learning. Chai and Weaver's Unreal Museum Showcase was one of 30 student projects from 10 institutions across Ontario, spanning categories such as graphic communication, interactive gaming, mobile app development, visual and interactive art, and web design.

More than 120 Students Celebrate Success – June 2016

Hundreds of proud family members and friends were on hand to celebrate the accomplishments of more than 120 students who completed the Centre for Success program. Now in its ninth year, this unique initiative is a partnership between DC and four local school boards – Durham District School Board, Kawartha Pine Ridge School District Board, Durham Catholic District School Board and the Peterborough Victoria Northumberland and Clarington Catholic District School Board. This year, 92 per cent of participants successfully completed the program, which exceeds the provincial average of approximately 85 per cent at other dual credit college programs in Ontario.



DC Students Travel to Peru for Global Learning Partnership – September 2016

Three Durham College students are gaining international experience and perspectives on their chosen fields during a week-long visit to Peru as part of an institutional partnership between DC and the Centro Experimental de Formación Profesional (CEFOP), a technical and vocational college located in the city of Trujillo, Peru. As part of DC's delegation of employees and students, Travis Fortnum (Journalism – Web and Print), Vik Panjwani (Digital Video Production) and Kyle Rist (Culinary Management) are in Peru to document and celebrate the partnership between the two schools, which was formed in 2015 with a view to having DC and its Peruvian counterpart share culinary arts expertise.



Durham College Celebrates Student's Top 40 Hit Single – September 2016



Durham College teamed up with DC alumnus (and returning student) Sarah Mark to celebrate her recent achievements, including her Top 40 hit song Tun Up, with a take on James Corden's popular Carpool Karaoke videos. An international student from Trinidad and Tobago,

Mark graduated from DC in June 2016 just as her song was beginning to get airtime on popular radio stations across Canada, and even catching the attention of TV personality and radio host Ryan Seacrest. She returned to DC in September to complete a third year of studies and earn additional credentials in DC's Music Business Management program.

Our People

Employee Professional Development Day – June 2016

More than 250 employees participated in the second annual Professional Development day. The event's theme was the importance of playing your role, reminding participants that providing the best possible educational experience for DC students is truly a team effort.

Participants took part in breakout

sessions throughout the day, where they discussed current best practices in education with experts from DC, and also learned about current trends in social media, nutrition for families and creating an appropriate work-life balance.

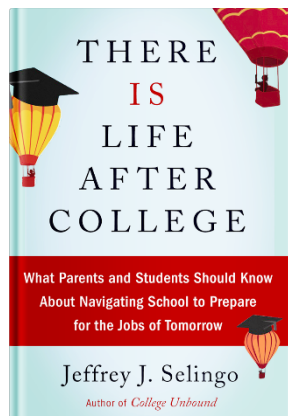


Durham College Dean, School of Health and Community Services Leads Mental Health Seminar – June 2016



Dr. Judeline Innocent, executive dean, School of Health and Community Services lead a Mental Health Seminar hosted by the Canadian Association of Schools of Nursing (CASN). The seminar focused on addressing the stigma surrounding mental health issues within our health care system and across the country. Dr. Innocent, is a Designated Capacity Assessor, trained by the Ministry of the Attorney General of Ontario to assess Ontarian's mental capacity for financial and personal care decision making when required. She spoke in the context of a Capacity Assessor, highlighting ongoing research and available resources to assist and support those living with mental health issues, and also shared her perspective on the impact stigma has on clinical settings and how educators can best prepare their students for a clinical practice that is free from stigmatization.

Academic Kick-Off Event Features Guest Speaker Jeffrey Selingo – August 2016



This annual event is meant to engage and inspire faculty and staff for the upcoming year, and to celebrate our college and all the wonderful people that make up our community. This year's event featured keynote speaker Jeffrey Selingo, a best-selling author and award-winning columnist who helps parents and higher-education leaders imagine the college and university of the future and how to succeed in a fast-changing economy. His newest book, *There Is Life After College* (HarperCollins, 2016), is a *New York Times* bestseller. It explores how today's young adults need to navigate school for the job market of tomorrow.

Durham College Staff Serve Up Support at St. Vincent's Kitchen – August 2016

Durham College is giving back to its community, with staff teams volunteering to assist in St. Vincent's Kitchen in Oshawa. Durham College teams of 8, volunteer the first Thursday of each month to work in the kitchen, preparing food and serving meals. So many staff answered the call to volunteer, that a waiting list has been developed.



Our Business

DC & UOIT Launch Innovative Initiatives Fund – July 2016

Durham College and the University of Ontario Institute of Technology have launched a new Innovative Initiatives Fund that will support collaborative initiatives proposed by staff and faculty at both institutions. The fund has a project budget of \$300,000 to be used in this pilot year, after which funding will be considered on a more permanent basis.

Centre for Food and Bistro'67 Awards and Accolades – August 2016

The Centre for Food and Bistro'67 continues to receive awards and accolades. This past July Bistro' 67 was named a 3 Star Certified Green Restaurant® by the Green Restaurant Association and then was honoured with a Feast On™ designation in recognition of its support for local food producers. This designation is sponsored by the Ontario Culinary Tourism Alliance. In August, the Centre for Food and its unique Field-to-Fork vision was recognized internationally winning Gold in the Green Colleges category at the World Federation of Colleges and Polytechnics (WFCP) Awards of Excellence in Brazil.



Durham College Receives \$13 Million in Federal Funding – September 2016



Durham College has received \$13 million in funding from the federal government through the Post-Secondary Institutions Strategic Investment Fund (SIF) toward the construction of the new Centre for Collaborative Education (CFCE). The announcement was made by Celina

Caesar-Chavannes, Liberal MP for Whitby, on behalf of Innovation, Science and Economic Development Canada at an event held at the college. The \$13 million commitment, combined with the \$22 million in funding received from the provincial

government toward the building in April 2016, brings the total amount being invested in the CFCE to \$35 million, the largest single-project investment by government in the college's history.

Kia Canada Inc. Donates Cadenza to Durham College – September 2016

Kia Canada Inc. automotive manufacturer donated a 2014 Kia Cadenza Premium to Durham College's (DC) School of Skilled Trades, Apprenticeship & Renewable Technology. Known for its well-designed interior cabin, the 2014 Cadenza Premium has loads of standard features and a powerful 293 horsepower V6 engine. This fully-equipped luxury sedan will serve as an important training tool for students enrolled the Automotive Service Technician Apprenticeship, Motive Power Technician Service Management programs along with the School College Work Initiative.



CiCan Leaders Fall Forum on the Hill – October 2016

Presidents and Government Relations Professionals gathered with senior public servants and elected officials to identify opportunities to leverage college and institute assets to help the Government of Canada deliver on its agenda. Discussions were designed to develop a shared understanding of the global and domestic context that is shaping the work of colleges, and to strategically position the college sector's value proposition to maximize its collective impact on Canada.

Our Community

Annual Roger Anderson Charity Classic Raises \$327,000 – June 2016

One of Durham Region's most popular and well-established fundraising events, the 19th annual Roger Anderson Charity Classic golf tournament raised \$327,000. With 230 golfers representing various local



organizations, the tournament enables community members to get involved and make a positive difference for students and youth across the region. Funds will be used to support students in financial need at Durham College and the University of Ontario Institute of Technology, and child and youth programs at Ontario Shores Centre for Mental Health Science.

Durham College Welcomes Announcement of Go Line Extension – June 2016



The provincial government announced that it will extend the Lakeshore East rail corridor east across the rest of Oshawa and into Bowmanville. This is great news for DC students and our community as it will help generate economic growth and development in the Durham Region and beyond.

Second Annual Harvest Dinner – September 2016

More than 130 community members came together with students and faculty at the Centre for Food for the second annual Harvest Dinner. The sold-out event brought DC's field-to-fork vision to life and marked the culmination of countless hours spent in the fields, labs, classrooms and kitchens as students



and faculty from the culinary, horticulture, hospitality and events programs worked side-by-side to plan and execute an evening that guests won't soon forget.

Anne Sabat Leaves Legacy Gift to Students – September 2016



Durham College and the University of Ontario Institute of Technology received a \$900,000 donation from the Estate of Anne Sabat. The gift will be shared equally by the two institutions to create scholarships and bursaries for students to pursue post-secondary education.

Ms. Sabat, who passed away in 2015, was a longtime resident of Oshawa whose family built a successful dry goods and retail business after arriving in Canada in the early 1900s. This generous bequest will create bursaries for graduates from DC's Centre for Success (CFS) program.

Durham College Lecture Series at Whitby Public Library – September 2016

The Whitby Public Library and Durham College have launched a weekly lecture series, taking place at the Central Branch location. A total of 11 lectures will be presented by Durham College faculty members who are experts in their fields, covering a variety of subjects. The program is scheduled to run each Friday from September 16 – December 2 at 1:00 – 2:30 p.m. in Meeting Room 1.

Durham College **Lecture Series**
an inspiring and engaging weekly series of talks.



Fridays

September 16—December 2

1:00—2:30 p.m. at the Central Library



Run for DC - Sponsors Needed

- Goal: **\$20,000**
- Confirmed, as of October 7: **\$13,170**
- DC Alumni Association is matching all sponsorships received from alumni, dollar-for-dollar
- Please consider sponsoring a fellow governor or member of DCLT:

[Kevin Griffin](#)

[Don Lovisa](#)

[Jim Wilson](#)

[Linda Marco](#)

[Meri Kim Oliver](#)

[Elaine Popp](#)



Report Number: BOG-2016-14

To: Board of Governors

From: Don Lovisa, President

Date of Report: October 3, 2016

Date of Meeting: October 12, 2016

Subject: Program Advisory Committee Meeting Minutes – March to June, 2016

1. Purpose

That purpose of this report is to inform the Board of Governors of the activities of the Program Advisory Committees of Durham College.

2. Recommendation

It is recommended to the Durham College Board of Governors:

That Report BOG-2016-2014, providing the minutes of Program Advisory Committee meetings held March 7 to June 20, 2016 be received for information.

3. 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.

4. Discussion/Options

Forty-one (41) sets of minutes for meetings held from March 7, 2016 to June 20, 2016 are attached as Attachment 1 to this report.

5. Financial/Human Resource Implications

There are no financial or human resources implications.

6. Implications for the Joint Campus Master Plan

There are no implications for the joint campus master plan.

7. Implications for UOIT

There are no implications for UOIT.

8. Relationship to the Strategic Plan/Business Plan

This report relates to the “Our Students” pillar of the Strategic Plan, and the goal to provide students with the best possible learning experiences by offering new opportunities for experiential learning, fostering greater mobility within the post-secondary system and ensuring all necessary supports are in place.

Attachment 1 to Report BOG-2016-14



*Horticulture Advisory Committee
School of Science and Engineering Technology
Minutes of March 7, 2016*

Horticulture Technician Membership List

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

Name	Title	Organization
Committee Chair		
*Bill Slute	Private Consultant	WLS Greenspace Solutions
External Committee Members		
*Jeffrey Beaton	Project Coordinator/Landscape Architect	AECOM
Dave Curtis	Owner	Kingsway Greenhouse
Sally Harvey	Manager of Education, Labour Develop.	Landscape Ontario
*Mark Humphries	President	Humphries Landscape Services
*Ingrid Janssen	Coordinator	Durham Master Gardeners
*Pam Love	Director	Master Gardeners of Ontario Inc.

Elected Student/Alumni Representatives	Year/Program/Alumni
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Elected Faculty/Staff Representatives

Name	Title	Organization
Mary Beerman	Professor	Durham College
*Shane Jones	Professor	Durham College
Joy Lavergne	Program Officer	Durham College
*Nancy Lawrence	Professor	Durham College
*Terry Rigby	Field Laboratory Technologist	Durham College
Riaz Shah	Professor	Durham College
Ross Stevenson	Professor	Durham College
*Sue Todd	Dean	Durham College

Guests/Unelected Faculty/Staff

Name	Title	Organization
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KEY POINTS OF DISCUSSION

1. Additions to the Agenda

None.

2. Acceptance of the Agenda

Accepted.

3. Previous Minutes

The minutes of November 2, 2015 were approved by J. Beaton and seconded by I. Janssen.

4. External Membership/Information Sharing – Industry members reported the following:

- Humphries Landscape – 2016-2017 seems positive for consumer confidence in the landscape industry. Landscape continues to advance.
- AECOM - There are 20 job postings on the AECOM website through the private sector for junior people and senior people. There is development in the CAD3 area. Microstation and Revit software are good interfaces. DynaSCAPE is used in Horticulture for small business solutions to build projects with links for sketching.
- In the landscape consulting area, there are currently no changes in horticulture practices. Infrastructure funding may be coming in the near future. Parks and Landscape are on the bottom end of receiving things at the moment.
- C. Wilshire and M. Meisinger, former Horticulture graduates have become Master Gardeners.
The second National Master Gardeners Conference will be held at Deerhurst Resort, April 8-10, 2016 where the 2016 Canadian Awards of Excellence will be presented. Durham College will host a table.

5. College/School/Program Update

5.1 Advisory Committee Membership – S. Jones has secured one current student representative for the 2016/2017 meetings.

P. Love will reach out to C. Wiltshire and M. Meisinger to be on the committee as alumni for the fall/winter advisory meetings.

5.2 School/Program Updates

The Horticulture-Food and Farming program received the Durham Farm Connections “In the Spirit of Agriculture” award.

Landscape Ontario Congress - In January 2016, Horticulture students created and displayed a garden with an agricultural theme to honour the first harvest of the field at the Centre for Food (CFF). It provided valuable experience and networking opportunities for the students.

Arboretum Project – S. Jones provided an update and mentioned that there is currently \$100,000 to spend. Planting will be done in three phases at the Whitby Campus with more paths/walkways, ornamental space. Students will create the pollinator garden and the pathways. This will be part of a legacy project.

Second Marsh - Durham College is involved with the milkweed project for the third year.

We Grow Food Project – The college is participating on August 21, 2016.

Urban Arborist Design – This program has been put on hold at the moment. Members suggested to look at offering the program as a graduate certificate program. S. Todd will establish a focus group to include B. Slute. Members to send S. Todd arborist contact information.

Whitby Garden Tour – Master Gardeners is involved with the tour on July 16, 2016.

Ontario Parks Association – This association supports student awards. B. Slute will send S. Todd the link so that the school can reach out to the students with the awards information.

Clarington Agricultural Summit (March 22, 2016) – This event brings together local farmers and representatives from post-secondary education to network and discuss the future of farming. Jessica Kelly from the Ontario Ministry of Agriculture will be one of the guest speakers.

Program of Studies – Program mapping will occur in April 2016. A SWOT (strengths, weakness, opportunities, threats) analysis will be used to evaluate the program for missing topics and course overlap. Mapping will identify the need for more plant identification and design. Advisory members to inform S. Todd about an expert in the horticulture field to be part of the committee as an external assessor.

Field Placement – All year 2 students have completed their 80 hours field placement requirement for graduation. Placements were completed at companies such as the City of Oshawa, Town of Whitby, Parkwood Estates, Oshawa Golf Club and Flannigan Water Pond. Fifty percent of year 1 students have completed field placement with some students finishing it over the summer.

Research - Cold Frame Technology – The underground greenhouse is being started up again because of rodent damage and moisture problems.

- 6. Continuing Education Update** – I. Janssen provided J. Lavergne with information on the Small Garden Series workshops which will take place at the Whitby Campus. Cost information is in the process of being confirmed for workshops. Horticulture students will prepare the seedlings and materials for planting.
Terry Rigby is the contact for the workshops and space.

7. Student Voice – N.A.

8. Other

Ontario Skills Competition, May 2/3 2016, Waterloo – Year 2 Horticulture students J. Marangon and Z. Slaughter won gold in the Horticulture and Landscape category, beating out several teams for the top prize in constructing a garden based on plans and criteria provided to them during the competition. These students will advance to compete at the Skills Canada competition on June 5-8 in Moncton, New Brunswick.

9. Next Meeting – Monday, November 14, 2016, 5:00 p.m. Whitby Campus

10. Adjournment – 6:40 p.m.

RECOMMENDED ACTIONS FROM MARCH 7, 2016 MEETING

1. Program Promotion – S. Todd to send the power point presentation to the high schools. **Action By: S. Todd**
2. Guest Speakers - M. Humphries or a representative from Landscape Ontario can visit the Horticulture students. **Action By: M. Humphries/Landscape Ontario**
3. Advisory Membership – P. Love/I. Janssen to approach graduates C. Wiltshire and M. Meisinger to be representatives on the advisory committee for the 2016/2017 year.
4. Urban Arborist Design Program - Establish a focus group to include B. Slute. Look at the feasibility of offering this program as a graduate certificate program. **Action By: S. Todd**
Advisory members to send S. Todd arborist contact names. **Action By: Advisory Members**
5. Program Review Committee - Advisory members to inform S. Todd about an expert in the horticulture field to be part of the committee as an external assessor. **Action By: Advisory Members**
6. URL Links/Celebrations – Advisory members to provide S. Todd with URLs to link the college, industries and careers together. **Action By: Industry Members**
7. B. Slute to send S. Todd the link from the Ontario Parks Association regarding information on student awards. **Action By: B. Slute**

STATUS OF RECOMMENDATIONS FROM NOVEMBER 2, 2015 MEETING

1. Master Gardeners - Joining Master Gardeners is an opportunity for the Horticulture students. P. Love offered to come and speak with the class to talk about career opportunities. This idea could also be included in a communication class when addressing career paths. P. Love to contact S. Todd with further details. **Action By: P. Love** - On-going
2. 401 Tree Planting from Trenton to Toronto – Volunteer help is needed with donations from the community. The information can only be shared through a job posting as emailing students through DC Connect is prohibited. **Action By: S. Todd/S. Jones**
3. Advisory Committee Membership - The current membership will be reviewed. Members not attending will be sent a "thank you" letter and removed from the committee. New members will be sought in the areas of people who employ the students, turf or golf courses, nurseries, greenhouse or landscape contacts. A student representative and a recent graduate will be found for the committee. B. Slute agree to call people or research LinkedIn to reach out for new members. **Action By: S. Todd/S. Jones/B. Slute/L. Dillon** - On-going
4. Future Advisory Meetings – Meetings will be scheduled later in November 2016 and spring 2017 meetings will be scheduled in mid-March for better meeting attendance. **Action By: S. Todd/L. Dillon** – Completed

5. Marketing and Promotion - Horticulture program brochures will be given to P. Love for program promotion. S. Jones to provide M. Beerman with program cards for the Ecological Growers conference in December. **Action By: S. Jones** - Completed
A statement will be made in program marketing to include that "some people find it is hard work in this occupation". B. Slute to help with program promotion through the schools. A list of schools in Durham Region and rural areas will be obtained and given to B. Slute. Advisory members to determine which schools will be visited. If a representative from Admissions and Recruiting is needed, arrangements will be made. The marketing package (to include the college power-point) will be sent to advisory members. **Action By: S. Todd/B. Slute/Advisory Members** On-going
6. Members to provide S. Todd with details/cost of any spring 2016 conferences. This will include the Ecological Growers Conference in December that M. Beerman wishes to attend. **Action By: Advisory Members** - On-going
7. J. Lavergne and I. Janssen to discuss workshop ideas and bring them back to the committee. **Action By: J. Lavergne/I. Janssen** - Ongoing

REPORT PREPARED BY: L. Dillon

DATE: June 24, 2016

DRAFT REVIEWED BY DEAN: Sue Todd

SIGNATURE:



APPROVED BY CHAIR: Bill Slute

SIGNATURE: *Bill Slute*

Biomedical Membership List

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

Name	Title	Organization
Committee Chair		
*Michele Roberts	Technical Account Manager	GE Healthcare Canada
External Committee Members		
Ravindra Anand	Area Service Manager	Siemens Canada Ltd.
*James Bellamy (teleconference)	Technical Manager	St Joseph's Healthcare Hamilton
*Marco Capilongo	TLP and Education Leader	GE Healthcare Canada
*Michael Dixon	CTM Manager, Biomedical Eng.	Mackenzie Health
Gabe Gasparotto	Regional Support/Technical Acct. Mgr.	North York General Hospital
*James Linton	Biomedical Eng. & Equipment Mgr.	Aramark Healthcare Technologies
*Bryan Trussell	Manager, Clinical Engineering	Lakeridge Health

Elected Student/Alumni Representatives

	Year/Program/Alumni	
*Hailey Webb	2, Biomedical Technology Student	Durham College

Elected Faculty/Staff Representatives

Name	Title	Organization
*Louis Bertrand	Professor	Durham College
*Sandra Kudla	Professor	Durham College
*Bill Lewis	Professor	Durham College
*Pravin Patel	Professor	Durham College
*Rick Tidman	Coordinator/Professor	Durham College
*Susan Todd	Dean	Durham College

Guests/Unelected Faculty/Staff

Name	Title	Organization
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KEY POINTS OF DISCUSSION

1. Welcome and Introductions

M. Roberts welcomed members to the meeting.

2. Additions to the Agenda

Programming Software Update – L. Bertrand

3. Acceptance of the Agenda

Accepted.

4. Previous Minutes

The minutes of October 20, 2015 were approved by B. Trussell and seconded by H. Webb.

5. Discussion Items

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

- Ontario's health minister has given the green light to build a mega hospital located between Pickering and Oshawa. It will be an acute health-care services to help improve integration and access.
- Ministry funding went to the Local Health Integration Networks (LINS). The LINS plan, integrate and fund local health care to improve access and patient care. The Ministry is moving towards more home therapies (including renal treatments) for cost savings.
- Non-traditional roles in hospitals are assigned to the biomedical department staff.
- More biomedical staff are alone in a patient's home, without a nurse to provide clinical support.
- Home care dialysis is increasing and provides a better lifestyle for patients with people being able to respond quicker to patients. It usually includes a collaborative care model with nurses and biomedical technologists.
- People hired in the biomedical field need to understand that the patient is increasingly going beyond the hospital boundaries.
- Students need to be able to understand static ids. Students need to be able to extract information in SQL and be able to utilize the information and look for and find the difference in the information and how it is compiled. How servers are interfaced and how information is linked to servers, reset servers etc.
- Hand held tablets are at patients' bed sides now.
- The Ontario Telemedicine Network (OTM) has increased remote clinics.
- Networking – Biomedical people are expected to determine if it is a networking or IT problem. Biomedical employees are now teaching nurses the information technology in areas of electronic medical records (EMR). EMR is being used with data lakes for records integration. HL7 is good for integration with medical records. Ventilation is in its infancy stage.
- Protocols are being built for the model of care.
- Alarm notification systems are now being included under Information Technology (IT).
- It is important that biomedical graduates understand and be careful with patient data (including border crossings).
- Graduates are expected to do Six Sigma and Lean Six Sigma as large companies are using this. Biomedical staff need to know where to go for Risk Management.
- GE Healthcare mentioned that the 6 students from the biomedical program did the Field Placement (practicum) components at various GE sites and it was noticed that the students were really focused and prepared to work in their environment.
- M. Capilongo (GE Healthcare) was very impressed with the dialysis lab at the college and the students' articulation ability, what they have learned in the program and what they are able to integrate into practicums.
- Students are skilled at troubleshooting in both electrical and mechanical issues, use of test equipment, navigating through service manuals, calling the manufacturer and working as a team. This has given placement supervisors a better appreciation for the Field Placement course.
- The collaborative model works best for nurses, Biomedical and IT people. Flexible systems are being looked at.
- Physical infrastructure is going away and it is in the cloud now.
- Lakeridge Health, Oshawa has approached Durham College to be more collaborative as a learning tool in the dialysis area.

6. College, Program and School Updates

6.1 Advisory Committee – Michael Dixon is a new member as Team Lead from Mackenzie Health. S. Todd will discuss the role of team lead with M. Dixon.

6.2 Courses for Review

The committee will review the following courses in the November 15, 2016 meeting: Biomedical Terms and Devices I, II, III (BMDV 4131, 5131, 6131), Customer Care and Service (BMCS 6131) and Computers and Networking I and II (COMP 4131, COMP 6131). It was suggested that privacy be layered into the program.

Networking – Changes have been made with HL7 and Human Factors being built up higher in the Biomedical Terms and Devices course.

Programming for Technology (PROG 1331) course – This is taken with other programs. Should the Biomedical program have a programming course that is specific to their program? Industry feedback indicated:

- Bedside analysis, on-line health, inscription and security should be included.
- The language or tool is not that important.
- VPNs (virtual private networks) – Will it overlap with the two Networking courses?
- Is VMWare (cloud and virtualization software) included? Physical devices/infrastructure is gone and it is now in a cloud.
- Students need to know Microsoft Excel (including filtering which includes the logical steps for using the applications).

L. Bertrand requested that industry members provide further feedback to him to include ideas to include for the Programming for Technology course outline.

6.3 Fast Track Students

In the 2016-2017 Program of Studies, the Fast Track program has moved from a one year program to a two year program. The rationale for this was because the Fast Track students struggled with the lab components of the program. Data had been collected for multi years prior to this change.

6.4 Health Care Technology Management Degree

An update was provided mentioning that the new proposed degree will consist of business, management and patient care. More evidence is needed for the final submission in June to the Quality Committee. Letters of endorsement have been received and a Healthcare Technology Management Advisory Committee has been formed. One concern raised was that people have not been responding to the survey sent out. B. Trussell, B. Lewis, M. Dixon and J. Bellamy will be sent a copy of the survey to complete. A link will be sent to the advisory members so that members can forward the survey to other industry people. Follow-up phone calls will be completed.

6.5 Field Placement

In the Introduction to Biomedical Engineering Technology course, students learn to contact companies to search out placement opportunities and prepare themselves for interviews. It was mentioned that the Durham College Biomedical program can accommodate an 8 week field placement opportunity. One model that was suggested was to look at 5 weeks placement with an additional 3 weeks added on if students have not secured employment in their field.

6.8 Research Update

The Wearable Project will be demonstrated during Research Day. The project includes a head set with 4 vital signs to include real cloud service with security being demonstrated with a nurse moderator. The application can be turned on from one hospital to another.

The Office of Research Services, Innovation and Entrepreneurship (ORSIE) supports local businesses and industry by helping them solve technical problems and become more competitive through research teams comprised of faculty experts and students. Assistance can include the acquisition of funds for applied research projects from sources such as Colleges Ontario Network for Industry (CONII), Natural Sciences and Engineering Research Council (NSERC), Ontario Centres of Excellence (OCE) and the Federal Development Agency of Southern Ontario (FedDevARC).

6.9 Canadian Medical and Biomedical Engineering Society (CMBES)

The conference takes place in Calgary, Alberta from May 24-27, 2016 and is for biomedical engineering professionals in Canada. CMBES encourages collaboration among healthcare professionals through presentations and discussions of new research.

7. Student Voice

- First year students are happy that a programming course is included in their program.
- Certifications were clarified for students. Certification depends on where a student is going and the size of the company. Large companies use Net Plus, Field Service use CCNA (CISCO Certified Network Assoc.) Durham College runs CISCO training for anyone interested in taking it.

8. Other – Some advisors offered to do mentorships to students through tours with companies in semester 5. Advisors were welcomed. Advisors were welcomed to come on campus to visit the Biomedical students and tour the labs.

The Field Placement Appreciation Dinner will be held for placement employers on Mon. May 2, 2016, 5:00 pm. Centre for Food, Whitby.

9. Next Meeting - Tuesday, November 15, 2016, 6:00-7:00 p.m.

Note: A Mix and Mingle will follow the meeting for advisory members and students from 7:00 to 8:00 p.m.

10. Adjournment – 8:15 p.m.

RECOMMENDED ACTIONS – MARCH 22, 2016

1. M. Dixon and S. Todd to discuss the meaning of a team lead position at Mackenzie Health. **Action By: S. Todd and M. Dixon.**
2. (i) Biomedical Courses – Course outlines will be reviewed for the following:
 - Look to see if privacy has been layered into the program to ensure that students understand patient privacy.
 - Ensure that static id is included.
 - Embed six sigma and Lean Six Sigma into the curriculum.
 - Ensure students know where to go for Risk Management.
 - Work with IT and be able to understand how machines are operating and working collaboratively.(ii) The advisory committee to review the following courses in the November 15, 2016 meeting:
Biomedical Terms and Devices I, II, III (BMDV 4131, 5131, 6131), Customer Care and Service (BMCS 6131) and Computers and Networking I and II (COMP 4131, COMP 6131). Course outlines will be sent out prior to the meeting for industry to review. **Action By: L. Dillon**
3. Review industry suggestions for inclusion in the Programming for Technology course outline.
 - Bedside analysis, on-line health, inscription and security should be included.
 - The language or tool is not that important.
 - Check to see if VPNs (virtual private networks) – Will it overlap with the two Networking courses?
 - Is VMWare (cloud and virtualization software) included? Physical devices/infrastructure is gone and it is now in a cloud.
 - Include Microsoft Excel (including filtering and ensuring that students know the logical steps for using the applications).
 - Check to see if VMW is included? **Action By: L. Bertrand.** Advisory members to provide any additional feedback for topics to be included in the programming outline. **Action By: Advisory Members**
4. Health Care Technology Management Survey - B. Trussell, B. Lewis, M. Dixon and J. Bellamy will be sent a copy of the survey to complete. A link will also be sent to the advisors so that the survey can be sent to other industry. **Action By: L. Dillon/S. Todd**
5. Field Placement – Review the placement model to possibly include 5 weeks placement plus 3 additional weeks added on for students that have may not secured a job. **Action By: S. Todd/S. Kudla**
6. Certifications - Look at semester 5 courses for certifications as a learning outcome in the Safety Standards and Risk Management course in semester 5 as a learning tool. **Action By: Biomedical Faculty**

STATUS OF RECOMMENDATIONS FROM OCTOBER 20, 2015

1. Review the Biomedical Terms and Devices and the Customer Care and Standards course outlines to see if any TLP is included. Review the Customer Service course to see if it can be broken up as an assignment. **Action By: S. Kudla**
2. The Networking course outlines will be reviewed for HL7 and DCOM. **Action by: S. Kudla/D. Schuett**
Networking course outlines can be sent to advisory members if they wish to review course content. **Action By: L. Dillon**
3. The Continuing Education contact information will be sent to M. Capilongo to investigate if an on-line course in Anatomy and Physiology can be offered. **Action by: L. Dillon**
4. The Program of Studies changes to be sent to advisory members as an attachment for the minutes. **Action By: L. Dillon**
5. CICSO Training – S. Todd agreed to look at the program of studies (semester 5) for certifications. **Action By: S. Todd**

REPORT PREPARED BY: L. Dillon

DATE: June 23, 2016

DRAFT REVIEWED BY DEAN: Sue Todd

SIGNATURE:



APPROVED BY CHAIR: Michele Roberts

SIGNATURE: Michelle Roberts

Electronics Membership List

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

Name	Title	Organization
Committee Chair		
*Dave Palachik	R and D Manager	Birdeye Solutions
External Committee Members		
*Mike Barnett	Senior Project Engineer	Ministry of Transportation
*Scott Card	Innovation Team Leader	Omachron Science
Tom Emrich		We Are Wearables Toronto/BetaKit
*Jean-Marc Fauteux	Electrical Engineering Manager	ABI Automation Ltd.
Pierre Hinse	Engineer, Wind Tunnel	ACE

Elected Student/Alumni Representatives	Year/Program/Alumni
*Ken Gardner	Alumni
Nathan Mueller	3
*Colin Selfridge	3
*Nicholas Wierstra	3

Elected Faculty/Staff Representatives

Name	Title	Organization
Louis Bertrand	Professor	Durham College
*Lauren Fuentes	Co-coordinator/Professor	Durham College
*Phil Jarvis	Co-coordinator/Professor	Durham College
*Pravin Patel	Research Coordinator/Professor	Durham College
*Sue Todd	Dean	Durham College
Tony van Schyndel	Professor	Durham College

Guests/Unelected Faculty/Staff

Name	Title	Organization
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KEY POINTS OF DISCUSSION

1. Welcome and Introductions

Jean-Marc Fauteux welcomed members and chaired the meeting.

2. Additions to the Agenda

None.

3. Acceptance of the Agenda

Accepted.

4. Previous Minutes

The minutes of the September 29, 2015 meeting were approved by S. Card and seconded by J.M. Fauteux.

6. Discussion Items

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

- ABI Automation - Controls and robotics are using new technologies such as ultrasonic cutting, water jets and end of arm tooling. Ultrasonic cutting using a 3d scanner that locates the top and center of an object then proceeds to the robot for cutting and scoring from a machine. They are also more concerned about using robotic safety controls in automation environments. A new tool has been developed for croissants in the bakery industry. Vision systems (laser scanners taking pictures/videos with 3d scanners) are being used in bakeries which can give the owner/manager the flexibility of not having someone in the bakery at all times by monitoring the atmosphere from the pictures/videos being taken. Robots are not being engineered as fast as they have been in the past.
- Programmable logic controllers (PLCs) and dedicated control systems (smart phones, dedicated devices, PLCs with two levels of controls) are being used to control and engineer to set up systems properly. PLCs are also being seen for control systems in consumer appliances.
- In electronics, smart relays are being introduced with version 4.0. Industry now connects to the internet. This trend is coming from Europe and is a standard for Electro-mechanical.
- Electronics has become cost control friendly with so much processing power available so quickly.
- Raspberry Pi's and Arduino's are great learning tools and very powerful but not to be confused with industrial tools. Electro Safety Authority Device (ESA) is being seen.
- Industry is looking for graduates that have knowledge of electrical code such as Canadian Standards Association Standards (CSA) and Transportation Security Administration (TSA).
- There are new trends to enhance analogue systems. Barrier gates are PLC controlled, identification for trucker gates is huge (control gates have lights that live monitor from Europe in real time to open gates electronically when needed. Larger mega pixels in cameras and two-way voice connections is everywhere.
- Security is huge. W5 produced a television show recently relating to \$13,000,000 in trucking thefts. Birdeye Solutions is looking for someone to start designing solar powered trailers.
- EV Fern Ltd. – People want wireless monitoring to include an application. All controls are microprocessors and not attached to grids. CAN bus is popular for communications. Batteries are becoming popular for consumers. There is research in reusable energy storage for house sensors for installations. A residential project is underway for 100 homes to include low powered batteries. In the future batteries will be in full charge within 15 minutes. Cells are monitored on lithium batteries.

6.2 Fast Track Survey - A survey was created to obtain feedback from the Electronics Technology International Fast Track students. L. Fuentes will advise the International Office that the international students do not get information on the IWork Employment Program designed to assist full-time students in need of finances by providing them with part-time employment on campus during the academic year. Two additional questions will be added to the survey next year to determine trending information. i) What was your prior credential? ii) What university did you get your credential from?

S. Todd mentioned that the international students come to Canada because they love Canada and it is a safe environment. International students have the opportunity of getting a three year work Visa. The school will continue with the current 2 year program of studies and the curriculum for the international students. If students are struggling, a success plan will be developed for them.

6.3 Program Mapping – This occurs every 7 years where all courses are looked at and mapped to the Ministry Program Standards. A mini mapping session will occur in spring 2016 with a report completed in fall.

6.4 Program of Studies 2016-2017- The program of Studies for 2016-2017 was distributed. The following discussion was held:

- **Electrical Code** has now been included in semester 5 in the Electronics Technology program as an on-line course.
- The microprocessors content will be included in the Digital Circuits III (CIRD 3131) course and by doing so, we open up the space in the program of studies to place the Electrical Code course. The logic taught will be using code, versus logic using gates.

Programming – L. Bertrand is looking for feedback from industry members on programming and what software/topics students need to know. Feedback indicated that:

- Students need to understand programming fundamentals in their first course (and not just on a screen), have learned structured language/programming, understand the logic and be adaptable.
- Python is used in all security applications in industry with the Information Technology department.
- HTML is important as it is embedded (versus Python).
- HTML, C++ or C Sharp is used for robotics or programmable logic controllers in the automation industry.
- Smart relays are being introduced. Industrial Controls I (CONT 3123) will be a new course.

6.5 Fluid Power/Motor Controls Lab (H230) - Ontario Power Generation has donated money to upgrade this lab. Smart relays are being introduced and alternative Programmable Logic Controller (PLC) systems are being looked at.

6.6 Field Placement/Co-Op – The year 3 students do not have classes scheduled on Fridays in fall or winter so that they can complete their required field placement component for graduation. Placement is being promoted to students in year 2 as well. Students need to complete the Ministry placement requirement of a minimum of 80 hours. A longer placement period may be more meaningful to students. The college is investigating what the feasibility would be for us to develop a co-op stream of programs. In order to do this there are some Ministry guidelines that will need to be investigated. Co-op is desirable as employers can apply for some financial assistance.

6.7 Research Update – P. Patel is the Research Coordinator for the School of Science and Engineering Technology. Funding is available from the Provincial Government for small to medium sized companies if the company comes up with an idea that they need help with through working collaboratively with the Research Office. This opportunity can provide a paid Field Placement for students which is equivalent to the placement requirement for graduation.

6.8 Other

- D. Palachik would like to partner with Durham College to design sensors for solar systems remotely. He will seek funding with a proof of concept in the summer of 2016. When approval is received from Birdeye Solutions, D. Palachik will submit a package of information to the college. This will create a hiring opportunity for students which would include paid employment. More information to follow in April 2016.
- International Security Conference West (ICS) will be holding a conference on April 5, 2016 in Las Vegas. Topics such as security, systems integration and communication platforms will be discussed.

7. Student Voice

- The professors provide good instruction but could give year one and year two students a bit more independence to gain more troubleshooting experience on their own to solve problems with unsuccessful labs. Year three students are left more on their own to solve issues which is good because the students are in their graduating year and this prepares them for working in industry.
- Students raised some concerns with the disorganization using SCRATCH software. Students used more programming in other courses than in SCRATCH and learned a small amount from Python.
- The alumni representative mentioned that he wished he had learned CSA standards and code (i.e. TSA, CSA). Industry is looking for graduates that have code. It is assumed that you know standards and code in industry and when you don't have it, you lose creditability. S. Todd mentioned that on-line components will be created for codes with a completion date of January 2017.
- Most graduates are working in good manufacturing industries. Their skill set was good enough to go and be able to find work in their field. Some graduates did not know how to apply equipment to other fields.
- Students learned ISO 9001 and found it to be very beneficial.

8. Next Meeting – Tuesday, October 25, 2016, 6:00 p.m.

9. Adjournment – 8:20 p.m.

RECOMMENDED ACTIONS FROM MARCH 29, 2016 MEETING

1. Program Advisory Committee – Three to five additional people will be approached to be on the committee for diversification. **Action By: S. Todd, L. Fuentes, P. Jarvis**
2. Electronic Curriculum Mapping – When mapping occurs, faculty to look at the level of independence and critical thinking skills for students. **Action By: Electronics Faculty**
3. L. Fuentes to advise the International Department that the international students do not get information on the IWork Employment Program. **Action By: L. Fuentes**
4. Two additional questions were added to the Electronics Fast Track survey to determine trending information.
i) What was your prior credential? ii) What university did you get your credential from? **Action By: L. Fuentes**
5. Programming Feedback – L. Bertrand to review and include the topics suggested from industry members under 6.4 in the minutes. **Action By: L. Bertrand**
6. Field Placement – Look to see if a longer placement period would be beneficial to some students. **Action By: L. Fuentes, P. Jarvis**
7. D. Palachik to follow-up with S. Todd on the partnership idea regarding designing sensors for solar systems remotely with Durham College. **Action By: D. Palachik/S. Todd**
8. Electronics Curriculum Mapping - Faculty to look at the level of independence and critical thinking skills for students. **Action By: Electronics Faculty**
9. Code – Continue to develop on-line components for code by January 2017. **Action By: Electronics Faculty**
10. Digital Circuits Learning Outcomes – Review these and implement any necessary changes. **Action By: Electronics Faculty**
11. Printed Circuit Board Lab – S. Todd to contact P. Ferron regarding a meeting on the lab issues. **Action By: S. Todd**

STATUS OF RECOMMENDATIONS FROM SEPTEMBER 29, 2015 MEETING

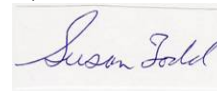
1. Orientation ideas for the Fast Track student will be implemented, a survey will be prepared for the Fast Track students to gather feedback and a review of the website will be done as noted under 6.3. **Action By: Electronics Faculty, Completed**
2. The program team needs to drill down to see what the new emerging technologies are needed for the students. **Action By: Electronics Faculty, On-going**
3. Tom Emrich has been confirmed as a guest speaker for the global classroom through L. Fuentes and P. Jarvis. This could provide an opportunity for students to work on projects or sensors. **Action By: L. Fuentes/P. Jarvis, Completed**
4. Humber Hospital has moved to a wireless hospital where they can monitor everything that happens. A tour will be arranged to visit Humber Hospital. **Action By: L. Fuentes/P. Jarvis, Completed**

REPORT PREPARED BY: L. Dillon

DATE: June 30, 2016

DRAFT REVIEWED BY DEAN: Sue Todd

SIGNATURE:



APPROVED BY CHAIR: Dave Palachik

SIGNATURE:



Electro-mechanical Engineering Technology Membership List

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

Name	Title	Organization
Committee Chair		
*William Hineman	Service Technician/Install. Engineer	FANUC Robotics Canada
External Committee Members		
Mitchell Bennett	Controls Design Technologist	Autodyne Machinery Inc.
*Luke Carson	Plant Engineering/Continuous IMP Mgr.	Lear Canada
*Robert Cullen	Systems Team Leader	Johnson Controls I.P.
Clinton Dorssers	Software Engineer	GE Hitachi Nuclear Energy.
Chris Hickling		Westburne Ontario
*Ajanthan Kandish		Johnson Controls I.P.
*Sean Richardson	Engineering Technologist	HGC Engineering
Dave Stogios	Channels Manager, North/East	Rockwell Automation
*Edward Thongphanith (teleconference)	Account Executive	Wonderware Canada East
Stephen Webster	Electrical Engineering Manager	Howard Marten Co.
Chad Wootton	Automation/Robotics Technologist	Ventra Plastics
Elected Student/Alumni Representatives		
	Year/Program/Alumni	Durham College
*Joshua Hill	1, Electro-mechanical	Durham College
Cameron Lunau	2, Electro-mechanical	Durham College
Elliott McKenzie-Halls	Alumni	Howard Marten Co.
Elected Faculty/Staff Representatives		
Name	Title	Organization
Louis Bertrand	Professor	Durham College
*Brent Brooks	Professor	Durham College
*Lauren Fuentes	Professor	Durham College
*Beau James	Professor	Durham College
*Phil Jarvis	Professor	Durham College
*Pravin Patel	Professor	Durham College
*Sue Todd	Dean	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization

KEY POINTS OF DISCUSSION

1. Welcome and Introductions

W. Hineman welcomed members to the meeting.

2. Additions to the Agenda

None.

3. Acceptance of the Agenda

Accepted.

4. Previous Minutes

The minutes of October 7, 2015 were approved by S. Richardson, seconded by L. Carson.

5. Discussion Items

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

- Cloud computing is becoming more widely used.
- Bluebeam software is a trend where multiple people can work in a document/project at one time.
- Fanuc Robotics mentioned there is a push towards collaborative robots with fenceless design that works right beside a robot. The robot has the ability to sense how close a person is to the robot and the speed that a person is working at. Lear Canada has looked at collaborative robots but space was an issue with the build rate as it was too fast for the collaborative speed of the robot.
- Lear seat assembly continues to be strong. Spartan vehicles are being built that interact with peoples bodies. This company is big on torque and revolutions in transducers to ensure they meet through Programmable Logic Controllers (PLCs). There is a push to total productive maintenance to check fluid levels.
- People are looking at ways of operational expenditures and local markets for job creation. Money is being spent on major capital.
- Johnson Controls – This company is slowly switching to tablets. Systems integration is becoming big in areas of fire, medical and security systems. These systems oversee PLC's to GE buildings which provide a snapshot of everything that is occurring in buildings. Gaming and security is big.
- Doctors are using tablets to see biometrics that tie into one master patient data system.
- There is remote access to water control. Walkerton is servicing the First Nations site to obtain water remotely. Reliable connections are needed for remote areas to include communication to get to these areas.

6 Discussion Items

6.1. College/Program/School Updates

6.1.1 Advisory Committee Membership – B. Brooks will contact Magna International (automotive supplier) and also Honda (in Alliston) for new industry representation on the advisory committee. E. Thongphanith will recommend a contact from Northern Ontario.

6.1.2 Program of Studies (POS) - 2016-2017- L. Fuentes distributed a copy of the POS outlining the changes.

- The Electro-mechanical Program Standards have been received from the Ministry and program mapping will occur in the spring of 2017. This will include Electrical Code being embedded as an on-line course in 2018.
- Programming for Technology I (TPRG 1131) – This semester two course has had resistance from the students with students not understanding why they need programming. SCRATCH was taught (visual on screen) and Python (converting protocols) and C++ with Arduino to include programming to the real world with inputs and outputs. In the 2016-2017 program of studies, the programming course will move away from graphics programming to align more with the fundamentals of the program.
- The lecture hours in Electronic Circuits I was reduced by one hour with the implementation of the new Programming course being introduced in semester two.
- P. Jarvis mentioned that a cloud-based system is needed in room H221. A database system may be too much for year one students; therefore, it was suggested that an SQL database might be more suitable for students to grasp the concepts. Some year three students struggle with the use of formulas and graphs in Excel. The use of macros has been included in the Computer Applications and Simulation (COMP 1107) course which includes three weeks of Excel with the Electronic Circuits I course covering graphing. Excel could be used in the mathematics course if there was a specific reason to use it. The student representative mentioned that students would benefit from on-line modules in Excel as a refresher. This idea will be investigated through The Centre for Academic and Faculty Enrichment (C.A.F.E.) or through The Student Academic Learning Services (SALS).

6.1.2 Program of Studies (POS) - 2016-2017 (Cont'd)

- A major donation has been received from Ontario Power Generation (OPG) to upgrade the Fluid Power/Motor Controls Lab. Motor controls equipment will be changed to International Electrotechnical Commission (IEC). Pneumatic timers will be minimized and kept as history. The programmable device will not be used - time on, time off inputs and outputs will be used and incorporated into the Advanced Electronics Emerging Technologies (AEET 6101) course with integration through the cloud and tablets. New personal computers and power supplies will be purchased before September 2016. These changes will affect the Controls I and II and Fluid Power courses. Changes were supported by B. Brooks but there was a concern expressed about the layer of software to make a timer work. A hard-wired timer is needed in the Fluid Power and Motor Controls lab. It would be advantageous for faculty and students to have a simple digital timer in their hands. A hard-wired timer is also needed in H230. Another concern raised was that new contract faculty do not receive any training in H230 prior to teaching in the lab. The program team will need to meet with the associate dean to discuss this matter.
- Collaborative robot topics will be included in one of the Electro-mechanical courses and the Microprocessors course will be taught about Microprocessors only. These suggestions being covered in program mapping.
- 20 seats of simulation software is being received with unlimited maintenance for three years.

6.1.3 Capital Update – The college approved funds to purchase Roboguide software/licenses for the Integrated Manufacturing Centre (IMC). It was mentioned that the software would be valued at approximately \$500,000 in industry but it was purchased for \$35,000. The software will be used to supplement the hands-on programming that students learn.

6.1.4 Field Placement – Placement is being promoted to students in year two. Students will have the opportunity to complete the Ministry placement requirement of a minimum of 80 hours during the summer or one day a week in the fall semester. It was discussed that a longer placement period may be more meaningful to students.

It was mentioned that the college is investigating what the feasibility would be for us to develop a coop stream of programs. In order to do this there are some Ministry guidelines that the program team is investigating. Coop is desirable as employers can apply for some financial assistance.

6.1.5 Full-time Employment Opportunities - Employment has been good for the 2016 graduates with companies such as Johnson Controls hiring four students, Honda (in Alliston) employing three students and Wonderware Canada East is looking at hiring one or two graduates. It was mentioned that 10 Electro-mechanical students will not graduate in June 2016 due to not completing the placement component. Some students lack motivation in applying for positions or doing research on a company even though the professors provide the students with good job leads. Job search skills, researching companies and interviewing are some of the topics covered in the Career and Employment course.

6.1.6 Research Update – P. Patel is the Research Coordinator for the School of Science and Engineering Technology. Funding is available from the Provincial Government for small to medium sized companies. Students are hired to work with a company on a research project that industry may not have the time to do. This opportunity provides a paid Field Placement for students which is equivalent to the placement requirement for graduation.

7. Student Voice

- Refer to 6.1.2 regarding suggestions to help students be more proficient in Excel software.
- **Ontario Association of Certified Engineering Technicians and Technologists Accreditation (OACETT)** – Students apply on their own and write the examination for certification through OACETT to become a Certified Engineering Technician/Technologist.

8. Next Meeting – Tuesday, September 27, 2016, 6:00 p.m.

- **Agenda Item for September 27, 2016 meeting – Completed Program Standards Review**

9. Adjournment – 7:55 p.m.

RECOMMENDED ACTIONS FROM APRIL 5, 2016 MEETING

1. Advisory Committee Representatives - Magna International (automotive supplier) and Honda (in Alliston) will be contacted for new industry representation on the advisory committee. **Action By: B. Brooks/B. James**
2. A contact from Northern Ontario will be provided to S. Todd. **Action By: E. Thongphanith**
3. S. Todd to look at the professional development budget to see if the \$1200 shortfall for the Roboguide software can come out of Professional Development. **Action By: S. Todd.**
4. On-line modules will be investigated through The Centre for Academic and Faculty Enrichment (C.A.F.E.) or The Student Academic Learning Services (SALS) to provide students with a refresher course in Excel. **Action By: S. Todd**
5. Program Mapping – Collaborative robot topics will be looked at and included in one of the courses. LabVIEW will be mapped back to the usage that students get in different courses in the program of studies. Microprocessors will be addressed. **Action By: Electronics Faculty**
6. The program team will need to meet with the associate dean to discuss concerns that the contract faculty do not get training in H230 prior to classes beginning. **Action By: Electronics Faculty/M. Calhoun**

STATUS OF RECOMMENDATIONS FROM OCTOBER 7, 2015 MEETING

7. Contact automotive supplier companies to have a representative sit on the advisory committee. **Action by B. Brooks** - Pending
8. Contact the IT Department regarding DC Connect issues. **Action By: P. Jarvis** – Completed
9. Continue evaluating the simulation software. **Action By: B. James** – Completed
10. Review comments made from the students on Electronic Circuits II. **Action By: S. Todd** - Pending

REPORT PREPARED BY: L. Dillon

DATE: June 27, 2016

DRAFT REVIEWED BY DEAN: Sue Todd

SIGNATURE:



APPROVED BY CHAIR: William Hineman

SIGNATURE: *William Hineman*

*denotes attendance

Program Name Membership List

Name	Title	Organization
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Committee Chair

*Steve Good	Service Manager	Nurse Chevrolet Cadillac
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External Committee Members

Name	Title	Organization
Michael Chiaramonte	Fixed Operations Manager	Pickering Chrysler Dodge Jeep Ram
*Paul Fraser	Technology coordinator	Durham Catholic District School Board
*Gord Garner	Owner	Garner's Auto Pro
*Ming Kong	Service Manager	Volkswagen
*Christian Owen	Parts and Supply	Tesla
*Stuart Peak	Service Manager – Auto	OWASCO
Mark Verwey/*Adam Closter	Service Manager – RV	OWASCO
*Keith Weidmark	Owner	LRP Automotive

**Elected Student/Alumni
Representatives**

Name	Title	Organization
*Jake Burrows	Alumni	
Kristofer Cooper	Year 1 student	
*Patrick Gould	Alumni	
Sara Bugden	Year 1 Student	

**Elected Faculty/Staff
Representatives**

Name	Title	Organization
*Robert Grant	Motive Power Professor	Durham College
*Pam Stoneham	Associate Dean	Durham College
*Ralph Ruffo	Motive Power Professor	Durham College

**Guests/Unelected
Faculty/Staff**

*Robert Bremner	Motive Power Professor	Durham College
*Rick Nicholson	Motive Power Professor	Durham College
*Steve Quantrill	Motive Power Professor	Durham College

KEY POINTS OF DISCUSSION

Kevin Baker thanked Steve Good for his term as Chair. A new chair will be selected for the next meeting.

Industry members felt that students lack self-motivation and initiative. Students from rural areas are better prepared for the Motive Power program because most have experience working with equipment.

Industry representatives should highlight their particular vehicle by having a technician at the college for a whole day.

Dealerships have a hard time hiring and keeping employees for entry level positions. Putting in place a mentoring program could be beneficial in keeping them motivated.

Kevin Baker provided an update on the college enrolment stats, indicating that maybe a name change could improve applications as it has in other programs.

Kit car interest has increased enrolment.

A recap of the Auto show experience took place.

A request went out to industry members for connections to approach for sponsorship of the kit car.

Two summer students have been hired to attend auto shows through the summer to showcase the Willy Jeep project.

Discussion around the textbooks and the relevance to today's curriculum took place. The material in the texts appears to be somewhat outdated. The idea of having a separate text for theory and shop were discussed. Electronic textbooks were mentioned as an alternative to traditional books, although they can provide more up to date information students felt they would be harder to learn from than traditional texts. Textbooks for the Motive Power program will continue as more research is conducted.

Rick Nicholson discussed the business courses in the program and welcomed any feedback that the industry members might have. Year one business course focuses on customer service where the year 2 course focuses on the management side of business.

RECOMMENDED ACTIONS

No recommendations were made at this time.

STATUS OF RECOMMENDATIONS FROM PREVIOUS MEETING

Increase the depth of the electrical component of the program.

Include a portfolio project as a final evaluation tool.

Motive Power curriculum under review by the College of Trades, Durham College program is mapped to the apprenticeship curriculum however industry moving at a faster pace.

Invite members for a tour at the start of the next meeting.

Invite program advisory members for a tour of the automotive shop prior to the fall meeting.

Email TradeSmart flyer to the PAC participants.

Event added to January calendar in order to provide PAC members advance notice of Tradesmart event.

Next meeting date: October 13, 2016

REPORT PREPARED BY: Mary Pearce

DATE: May 24, 2016

DRAFT REVIEWED BY DEAN: Kevin Baker

SIGNATURE:

APPROVED BY CHAIR: Steve Good

SIGNATURE: _____

Power Engineering Technician Membership List

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

Name	Title	Organization
Committee Chair		
*John Souther	Plant Manager	GTAA Central Utilities Plant and Cogen - SNC Lavalin

External Committee Members

Name	Title	Organization
Todd Brillinger	Chief Operating Engineer	Eastern Power Limited
Lori Cater	HR Specialist	Cameco
*Greg Cornett		OPG
Paul Fraser	Consultant for Tech Ed	Durham Catholic District SB
*Kirk Gowdy		OPG
Paige Marlow	Researcher	Durham Workforce Authority
Dave Servos		OPG
Jamie Strachan		General Motors of Canada

Elected Student/Alumni Representatives

Name	Year/Program/Alumni
*Andrew Damant	Year 2
Michelle Simms	Year 1

Elected Faculty/Staff Representatives

Name	Title	Organization
*David Beals	Power Engineering Program Coordinator	Durham College
*Mike Gambier	Power Engineering Faculty	Durham College
*Kevin Baker	Dean	Durham College
*Ralph Trauzzi	Power Engineering Faculty	Durham College

KEY POINTS OF DISCUSSION

External Membership Information Sharing:

- John Souther reported that SNC Lavalin had no turnover and they are doing well despite some technical issues due to the plant being 10 years old.
- Ontario Power Generation (OPG) advised Darlington refurbishment approved a 10 year project and that the Pickering Plant is approved to move to 2024 before closing and this project will last another 40 years after it is decommissioned.
- OPG reported that their staffing profile is changing. They will now be hiring new employees as temporary, contractual basis instead employees as permanent, full-time. The interview process will remain the same but staff will be hired through the union and not directly by OPG. Staff will be full time operators and will receive regular benefits. Kirk Gowdy advised that 23 Durham College students have recently been interviewed by OPG.
- Both OPG & SNC indicated that staff are not retiring early. OPG advised that most staff are staying on average 2 years past eligibility before retirement.

College Update:

- Boiler Project: Kevin Baker advised that President Lovisa wrote a letter to the TSSA urging for an expedited review of the college's "Binder" submission. The steam plant drawings are currently out to tender with a goal of starting construction in September 2017.
- David Beals reported that Joe Rosso (TSSA) reviewed the college's "Binder" submission and it was approved-in-principle.
- Kevin Baker advised application numbers should increase significantly once we receive TSSA certification, reduce the program from four to two semesters, and if tuition is reduce/aligned with that charged by competitor colleges.

RECOMMENDED ACTIONS

No recommended actions at this time.

Next meeting date: September 26, 2016

REPORT PREPARED BY: F. Hurlburt

DATE: April 18, 2016

DRAFT REVIEWED BY DEAN: K. Baker

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE:



Animation, Game Development & VFX Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
*Courtney Hilbig - Games	Art Director	Digital Leisure
External Committee Members		
*Leslie Boychuk	Animator	Freelance
*Vincent Bui	Sr. VFX Producer	Soho, VFX
*Cindy Diogo	Manager, Talent Acquisitions	ARC Productions
Julia Galwin	Human Resource Generalist	ARC Productions
*Paul Gold	General Manager	Digital Leisure
Scott Heatherley	Animator	Toonbox Entertainment
Lisa Hemeon	Creative Resource Manager	Spin, VFX
Trevor Hunter	Animator	Toonbox
*Justin Jackson	Animator	Freelance
Suzanne Miller	Animator	9 Story Entertainment
Corey Morgan	Human Resource Generalist	ARC productions
*Gary O'Brien	Assistant Director	Nelvana
Mike Rivera	Game Play Animator	Ubi Soft
Heather Woods	Animator	Nelvana
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
*Cody Drake	3 rd Yr. Game Development	Durham College
*Andrew Mroki	3 rd Yr. Game Development	Durham College
Chris Gilbert	3 rd Yr. Animation	Durham College
*Stefan Lipsius	Game Development Alumni	Ubi Soft
*Ryan Miller	Animation Alumni	Conjured Graphics
Sedona Parnham	Animation Alumni	UOIT
Elected Faculty/Staff Representatives		
Name	Title	Organization
*Gary Chapple	Coordinator, Animation	School of Media, Art & Design
*John Goodwin	Coordinator, Game Development	School of Media, Art & Design
*Dan Hopen	Coordinator, VFX	School of Media, Art & Design
*Greg Murphy	Executive Dean	School of Media, Art & Design
Guests/Unelected Faculty/Staff		
Name	Title	Organization
*Chris Gould	Professor	Durham College
*Matthew Grabinsky	Professor	Durham College
*Edin Ibric	Professor	Durham College
*Miguel Maglutac	Game Designer	Digital Leisure
Simon Paquette	Co-ownerr	Reptoid Games

KEY POINTS OF DISCUSSION

1. Additions to Agenda: no additions
2. Approval of Agenda: accepted by consensus
3. Approval of minutes from October 28, 2015: accepted by consensus
4. **External Membership Information Sharing:**
 - Demo reels say level design on them but are not showing actual level design.
 - Environment artist specialist roles are becoming less prominent in the industry, would prefer to see the students more as generalist.
 - Would like to see more characters in the demo reels.
 - Students should tailor their reels more to each job they are applying for.
 - Members would like to see students have more than one demo reel as opposed to one broad reel.
 - Job titles are not specific to the work the student will be doing in Industry.
 - Modellers and texture artists need to be more aware of basic cinematography.
 - Students should be framing the work that they are trying to showcase.
 - Communication and soft skills are very important in this industry.
 - The ability to share and critique their work in the workplace is very beneficial.
 - Would like to see the students have more focus when applying for a job position, saying that they will 'work for free' is a turn off to employers. Would like to see passion in the students when they share why they are applying for the position.
 - Keeping an inventory of what jobs graduates are getting after graduation would be beneficial for incoming cohorts. Also list what sorts of companies are hiring and what jobs they are actually hiring graduates for.
 - When reviewing the demo reels, a question members have is how long did each section take the student to do?
5. **College/School and Program Updates:**
 - New Computers are being installed in the gaming lab along with new video cards.
 - The Animation Lab B110 is having new MacIntosh (MAC) Pro computers installed.
 - New furniture and dual screens are being installed in the other Animation lab.
 - Would like to see additional green screen spaces installed in the B and L wings in the future.
6. **Continuing Education Update:** No updates at this time.
7. **Student voice:**
 - The ability to time line/save their projects was very beneficial and was a positive experience when working on actual projects.
 - The use of production pipelines in the curriculum was well received.
 - Would like to see the capstone project class changed to incorporate more work on the demo reel, specifically using After Effects and Premiere.
 - Another production class would be beneficial.
 - Would like to see the Blueprint software introduced earlier in the program.
 - Like the group work challenges that are on a time line. Group work is very important.

RECOMMENDED ACTIONS

1. Recommend that Cinematography is stressed in the curriculum.
2. Recommend that students are encouraged to work on more than one demo reel.
3. Recommend introducing mock interviews into the curriculum.
4. Recommend that Industry members come into the classroom to critique student work.
5. Recommend that students are encouraged to apply for more general positions even if they have a specialty.
6. Recommend that time limited tests are introduced in the third year of the curriculum in all three programs through various challenges. This could happen more than once through the year.
7. Recommend more production and demo reel building, using advanced techniques in Premiere and After Effects in casual gaming IV.
8. Next meeting: Wednesday, September 21, 2016
9. Adjournment 7:00 p.m.

STATUS OF RECOMMENDATIONS FROM October 28, 2015 MEETING

1. B110 is currently poised for upgrades in the spring with new MacIntosh (MAC) Pros.
2. The second Animation lab will have new 27" iMac 4K Retinas installed in the spring.
3. Having flat screen installed in the Games and Animation labs to replace the projectors is still an on-going discussion.

4. B110 has been equipped with dual monitors.
5. New furniture for the labs has been added to the summer renovation agenda.
6. A recommendation to students that want to become character animators to show lip sync pieces on their reels.
7. Faculty creating a curated list of resources, events, etc. to help engage students' passion for their field. (will be reviewed in the spring semester).
8. Motion capture (MOCAP) software was used in this year's curriculum.

REPORT PREPARED BY: A. Desallier

DATE: April 20, 2016

DRAFT REVIEWED BY Greg Murphy:

SIGNATURE: 

APPROVED BY C. Hilbig

SIGNATURE: via email

Construction Carpentry-Sustainable Membership List

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

Name	Title	Organization
Committee Chair		
*Steve Snider	Owner	Steve Snider Construction

External Committee Members

Name	Title	Organization
*Steve Snider	Owner	Steve Snider Construction
Mike Dipalo	Contractor Sales	RONA Millwork
Peter Brooks	Owner	HM Brooks LTD.
*Andy Van Hoof	Owner	Canada Windows
*John Lucyk	Owner	John Lucyk Renovations

Elected Student/Alumni

Name	Year/Program/Alumni
Becca Olajos	Alumni of the Construction Carpentry sustainable program

Elected Faculty/Staff Representatives

Name	Title	Organization
*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

Name	Title	Organization
Greg Durkee	PT Faculty-Construction Carpentry-Sustainable and construction carpentry business owner.	School of Skilled Trades, Apprenticeship and Renewable Technology
*Kevin Baker	Principal/Dean	School of Skilled Trades, Apprenticeship & Renewable Technology

KEY POINTS OF DISCUSSION:

Approval of minutes from OCTOBER 21, 2015: One revision requested by D. Fishley to revise the term "Net Zero home" to "Net Zero Ready home." (**see attached**) October 21, 2015 minutes otherwise accepted by consensus.

External/Membership Information Sharing:

- A discussion regarding the current trade strikes involving framers and drywallers. Members advised that a rotating strike was taking place.
- Ontario Building Code changes for 2017 will include that the Net Zero Ready home be mandatory by 2021.
- There is industry talk that by 2026 a residential home cannot be sold without a provincial energy audit label. No definitive statement has been made however if made mandatory, it would significantly stimulate the home renovation industry.

College/School Update and Program Update:

- May 5 2016 was the first year Durham College entered a team of students to compete in the Skills Ontario Carpentry competition and the team received a bronze medal.
- D. Fishley advised that local companies are hiring graduates from the Construction Carpentry Sustainable program.
- Kevin Baker updated the committee about The Centre for Collaborative Education to be created on the Simcoe Building site thanks to a \$22 million grant from the provincial government. The Whitby campus Welding shop is being expanded over the summer and will be ready for students January 2017.
- Kevin Baker shared information the DCLT received from guest speaker Michael Unger PhD. on the topic of "Raising Resilient Kids: Are we bubble wrapping our children?" The inability of young people to cope as adults is a result of "helicopter parenting."
- Kevin Baker suggested a focus group be organized to assist in designing of a new program, "Renovation Techniques". The committee will be asked to participate if their schedules permit.

Student Voice: DEFERRED (no student in attendance)

NEW RECOMMENDED ACTIONS:

- Don Fishley and Alan Doyle to recruit current students and alumni as PAC members.
- The committee asked to invite industry members to attend future PAC meetings with the option to join.
- Kevin Baker to work with the Program Development and Quality Assurance office regarding a focus group for "Renovation Techniques."

STATUS OF PREVIOUS RECOMMENDATIONS (Bring Forward) :

- **Don Fishley** to schedule a field trip for students to tour Steve Snider's Net Zero Ready home.
- Purchase Durham Home Builders Association membership **COMPLETED**

Next meeting date: OCT. 26, 2016

REPORT PREPARED BY: Julie Hauber

DATE: Aug. 10 , 2016

DRAFT REVIEWED BY: DEAN

SIGNATURE:



APPROVED BY CHAIR:

via email

Child & Youth Care Program Advisory Committee

Membership List

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

Name	Title	Organization
Committee Chair		
*Jason McCormack	Program Manager	Turning Point Youth Services
External Committee Members		
Brandi Kelly	Special Education Support Staff Assistant	Kawartha Pine Ridge District School Board
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 Bailie	Child Youth Worker	Lakeridge Health Oshawa, Youth & Family Program
*Wayne Cain	Child & Youth Counsellor	Durham Catholic District School Board
*Nicola Crow	Executive Director	Durham Family Court Clinic
Elected Student/Alumni Representatives		
Dylan Thompson	Alumni	Child and Youth Worker
Mikki Decker	Alumni	Child and Youth Worker
Kelsey Spreen	Alumni	Child and Youth Worker
Michelle Grant	Alumni	Child and Youth Worker
Alexandra Menard	Year 2 Student	Child and Youth Worker
Kendra Parkinson	Year 1 Student	Child and Youth Care
Emily Brine	Alumni	Child and Youth Worker
Elected Faculty/Staff Representatives		
Judeline Innocent	Executive Dean	School of Health & Community Services
*Bev Neblett	Associate Dean	School of Health & Community Services
*Chris Harris	Faculty/Coordinator	Child & Youth Care Program
*Tina Doyle	Faculty/Coordinator	Child & Youth Care Program

Guests/Unelected Faculty/Staff

Stephanie Tufts

Placement Officer

School of Health & Community Services

Mary Noble

Employment Advisor/
Internship Coordinator

Durham College

KEY POINTS OF DISCUSSION

1. Agenda approved with no additional items.
2. Minutes of September 30, 2015, were approved by W. Cain and seconded by N. Crow. Carried.
3. **Business/Action Items Arising from previous minutes:**
 - Information gathering on training in agencies had a low response. C. Harris will be sending an email to related agencies Human Resource departments to gather information on types of training required in their agencies.
4. **External Membership Information Sharing:**
 - Training is being offered to staff in the area of Mental Health and resiliency.
 - Collaboration and partnerships are happening amongst agencies needing services.
 - Support and services are being offered to outreach workers.
 - Apps and technology is a major trend within the industry. This is a means to help with getting immediate services for client's, families and staff.
 - Experts are being brought in to agencies to help with complex youth needs.
 - A discussion around the importance of having a Pharmacology course or training on the subject within the program.
 - Communication is an important skill that agencies are now introducing in their interview process.
 - Recommended that mock interviews be offered to students as a helpful exercise to prepare them for the employment interview process. It was suggested that an employer in the field could be brought in to conduct these interviews and provide feedback to students.
 - Provided feedback on effective methods of evaluation for employability skills that are required in the field. Discussion on how professionalism, an integral skill to the field, can be evaluated within the curriculum.
5. **College/School and Program Updates:**
 - The School's program growth was discussed. The success of recent College events that have occurred were highlighted. An update on enrollment numbers and recruitment activity for the next academic year was provided.
 - Shared new program of study for September 2016, and it's alignment to new Ministry Standards.

RECOMMENDED ACTIONS

1. C. Harris will contact placement agencies' Human Resource department via email to discuss their evaluation methods of employability skills required in the field.
2. C. Harris will be sending an email to related agencies Human Resource departments to gather information on types of training/skills required in their agencies.
3. Coordinators will approach the Access and Support Centre (ASC) to speak at orientation and explain the process and steps to take on services offered.
4. S. Donner will email the Program Advisory Committee Assessment Form to the members.

FUTURE MEETING DATE

1. Next meeting – Wednesday, October 26, 2016 12:00 – 1:30 p.m.
2. Adjournment at 1:35 pm.

STATUS OF RECOMMENDATIONS FROM SEPTEMBER 30, 2015 MEETING

1. J. McCormack has agreed to Chair the CYC Program Advisory Committee meetings.

REPORT PREPARED BY: Sara Donner

DATE: April 28, 2016

DRAFT REVIEWED BY DEAN: Judeline Innocent

SIGNATURE: 

APPROVED BY CHAIR: Jason McCormack

SIGNATURE:



**Animal Care Program Advisory Committee
School of Health & Community Services
April 28th, 2016**

Animal Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
*Jennifer Newhouse	Veterinarian/Owner	Taunton Road Animal Hospital
External Committee Member		
Carolyn DeBenedictis	Manager	Durham Animal Emergency Clinic
Joan Weston	Animal Behaviour Consultant	K9 Shrink
*Judi Cannon	Central Region Manager	OSPCA
Mark Coleman	Veterinarian/Owner	Taunton Road Animal Hospital
*Megan Koressis	Vet Tech	Locum Tech
*Sandra Campbell	Sales Rep	MERCK Animal Health
Tanis Manahan	Manager	Durham Animal Emergency Clinic
*Eleanor Locke	Ambassador	Pets Plus Us

**Elected Student/Alumni
Representatives**

*Hannah Kiezebrink	Student	Durham College

Faculty/Staff Representatives

Robin Voisey	Faculty	Durham College
*Bev Neblett	Associate Dean	Durham College
*Keri Semenko	Faculty/Program Coordinator	Durham College

GUESTS/Unelected Faculty/Staff

KEY POINTS OF DISCUSSION

1. **Welcomes** and introductions were made. New members were introduced and welcomed.
2. **Additions to Agenda:** no additions
3. **Acceptance of Agenda:** agenda accepted as presented
4. **Approval of Minutes:** Minutes of October 22nd, 2015 accepted as presented
5. **Business/Actions Arising from Previous Minutes:** We were successful in recruiting a current student to become a member.
6. **External Membership Information Sharing:** External membership expressed a common theme of ticks being the hot topic right now in the field; emphasis needs to be on proactive education to general public and preventing ticks in animals. Clinics are busy right now as spring is flea and tick season. Many pet owners are also concerned about rabies. The City of Hamilton has reported 90 cases of raccoon strain rabies and two cases of fox strain rabies since December 2015. Industry members also discussed "compassion fatigue" which affects staff who must deal on a daily basis with death and trauma to animals. OSPCA promoting "get a pet, get a vet" to new pet owners.
7. **College/School Update and Program Update:** The School's program growth was discussed. The successes of recent College events were highlighted. Enrollment numbers and recruitment activities for the next academic year were provided. Membership was advised that starting September 2016, Durham College will be introducing simulated animals for students to use in class to enhance their learning. Updates to the Program of Study for the next academic year were discussed.
8. **Student Voice:** Felt the program over all was very good and had no complaints about the curriculum. Students felt they were provided with information and educated on a good variety of animals.
9. **Next Meeting,** November 3rd, 2016 6-8pm at the Centre for Food Whitby Campus
10. **Meeting Adjourned** at 8:00 pm

RECOMMENDED ACTIONS

1. Recruit a recent graduate for the PAC

REPORT PREPARED BY: Carol Connor

DATE: May 25th, 2016

DRAFT REVIEWED BY DEAN: Judeline Innocent

SIGNATURE:



APPROVED BY CHAIR: Jennifer Newhouse

SIGNATURE:

Jennifer Newhouse

Hospitality/Event Planning Membership List

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

Name	Title	Organization
Committee Chair		
Lynda Hoff	Global Account Manager	Conference Direct
External Committee Members		
Don Andrews	Owner/Operator	Tin Mill Restaurant
Penny Johansen	Owner/Manager	Chatterpaul's
John Kerr	Director of Food Services	Aramark Food Services
*Doug McKay	Owner	Restaurant Owner (RETIRED)
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
Dean Cantwell	Hospitality Supervisor	The Village at Taunton Mills
Susanne Gagnon	Chief Event Office	Evention Agency
*Sophia Bishop	President	TIFIDIN Chocolate & Motivational Gifts
*Paulina Alamo-Metuaze	General Manager	Holiday Inn Express & Suites Bowmanville
*Jeannie Maidens	Events Coordinator	Municipality of Port Hope
*Kelly O'Brien	General Manager	Durham College-Centre for Food
Shruti Suppiah	Project Manager	Informa Canada Inc.
Elected Student/Alumni Representatives	Year/Program/Alumni	
Kelsey Rodger	1, Event Management	Durham College - Centre for Food
Abe Alexander	2, Special Events Planning	Durham College - Centre for Food
Elected Faculty/Staff Representatives		
*Robert Grieve	Program Coordinator /Professor	Centre for Food
*Tricia Wiseman	Professor	Centre for Food
*Kolleen Brunton	Professor	Centre for Food
Guests/Unelected Faculty/Staff		
*Kevin Baker	Principal	Whitby Campus
*Amy Serrano	Administrative Support	Centre for Food

KEY POINTS OF DISCUSSION

1. Table acceptance of minutes until fall due to insufficient quorum.

2. **PAC 360 Activity:**

Trending now: Interactive spaces – hands-on exploration. Marketing should be analyzed since target markets for trending items such as adult colouring and “paint nights” are female-dominated. Demand for restaurants and farms as wedding venues is growing. “Scent-conscious” people are wearing essential oils rather than perfume (trending in offices). Accessibility of documents, websites, etc. is a focus throughout industry. Partnership marketing (i.e. restaurants bringing in craft breweries); more understanding needed regarding target markets when combining cultural events with other events. Health and wellness is trending; a focus on “local” food and beverage (micro-breweries); people want to know where their food is coming from.

Soft skills: Strength needed in: professional office behaviour; eye-contact; people and phone skills; communication; confidence; students are too reliant on their phones/technology making face to face conversations difficult; eye contact, problem solving skills (critical thinking and creativity); wardrobe; time management

Hard skills: Strength needed in: math; graphic skills (knowledge of terms/communication); marketing – focus on activation and execution; writing (i.e. letter-writing/different types of letters), proofreading – they are too focused on efficiency; surveys (creation and analysis) which is covered in the program

Next big thing: Technology – replacement of people

3. **College/school update and program update:** Registration numbers: 35 first year Hospitality; 45 Special Event Planning; 24 Event Management. Actively pursuing an Associate Dean for the Centre for Food (CFF). The College system is down across the board about 2%; Trades are up in confirmations; applications for CFF programs are up; 50th anniversary of College for 2016/17; lots of events will be held; \$29 million in funding to replace one of the original buildings at the Oshawa Campus (Simcoe Building)

Faculty-attended events: Durham Region Symposium in Ajax and the Terroir Symposium; Hospitality and Events faculty hosted the Durham Region Hotel Association in March at the CFF. Faculty were able to promote programs at these events.

Student and faculty events: Field placement employer appreciation event was held April 4; Purple Woods Maple Syrup Festival – Hospitality/Events students worked front of house; culinary students were back of house; approximately 2000 attendees over two days. Money generated will be used for bursaries. Open House was busy. The CFF hosted its second annual epic mac n’ cheese event; 100 attendees; media coverage; money from ticket sales will go to bursaries. Third-year Advanced Baking students opened pop up bake shops for their capstone project and sold out within 3 hours.

Field placement – 120 students working in Durham and Toronto regions; 30-40% are hired at their field placements. One student, with Under Armour, worked a big event in Los Angeles.

Capstone – 5 events - field trips and year-end dinner for 125 people; project prom supported Durham Region Police Services. There are two active students with Meeting Professionals International (MPI).

4. **Chair replacement and resignation:** Lynda Hoff has been elected.
5. **Vice Chair:** Please inform R. Grieve/T. Wiseman/K. Brunton of your interest in this position.
6. **PAC Membership:** Please invite friends and colleagues from industry to the PAC meetings.

RECOMMENDED ACTIONS

1. Please email R. Grieve/T. Wiseman/K. Brunton if you are interested in being vice-chair.
2. PAC members, please invite friends and colleagues from industry to PAC meetings.
3. Future meeting date: TBA @8:30am breakfast, 9am meeting Location: Centre for Food, room TBA
4. Adjournment: 11:10am

STATUS OF RECOMMENDATIONS FROM FEBRUARY 11, 2016 MEETING

1. Durham Region Symposium –3/23 at Ajax Convention Centre – attended by R. Grieve & T. Wiseman
2. Survey results and report – K. Ing will send to A. Serrano to pass on to membership
3. PAC membership growth- Ongoing
4. March 9 – DHA meeting – R. Grieve/T. Wiseman would like to attend. Completed.
5. Send email to external members to express interest to be chair of the committee – A. Serrano

REPORT PREPARED BY: A. Serrano

DATE: April 28, 2016

DRAFT REVIEWED BY DEAN:

SIGNATURE: 

APPROVED BY CHAIR:

SIGNATURE: _____



Advertising & Marketing Communications Advisory Committee
School of Media, Art & Design
Minutes of May 2, 2016

Advertising & Marketing Communications Membership List

Name

Title

Organization

Committee Chair

*Shannon Cone

Digital and Social Media
Specialist

Tag Ad Agency

External Committee Members

Alex Berube

Account Executive

Vigorate Digital Solutions

*Erica Brodie

Search Strategist

OMD Media Agency

*Mike Burton

Buyer Digital Media Assistant

Media Experts

Samantha Catherwood

Media Director

UM Canada, Media Director

Catherine Childerhouse

Account Supervisor

DDB Ad Agency

Amanda Desouza

Senior Art Director

Freelance

John Dowds-Hotts

Art Director

One Method Inc.

*Tiffany Dowson

Account Supervisor

Blue Hive Agency

*Kory Gray

Senior Designer

The Unitas Reputation Agency

Paul Irving

CEO / Designer

Chatterbox Branding

Michael McFayden

Media Planner

Mindshare Media

Doug Poad

Partner / Strategic Planning

Chatterbox Branding

Jeff Quipp

CEO

Search Engine People

**Elected Student/Alumni
Representatives**

Year/Program/Alumni

*M. Guylas

3rd Year Student

*K. Nickerson

2nd Year Student

**Elected Faculty/Staff
Representatives**

Name

Title

Organization

*Greg Murphy

Executive Dean, School of MAD

Durham College

*Dawn Salter

Coordinator, Professor

Durham College

KEY POINTS OF DISCUSSION

1. Additions to Agenda: no additions
2. Approval of Agenda: accepted by consensus
3. Approval of minutes from November 5, 2016: accepted by consensus
4. **External Membership Information Sharing:**
 - Members expressed a general concern that recent graduates lack strong attention to detail in terms of professional writing and follow-up with deliverables. Supervisors are being required to look over materials prior to distribution as details are being overlooked. Members suggested an increase in practice assignments where student's craft formal business communications (e.g. email point-of-views) and have these evaluated by external members versus professors/instructors. This may strengthen accountability. Several external members agreed to participate in such assignments. Faculty discussed the importance of a renewed focus on professional writing and business etiquette to be included in writing and professional practice courses.
 - Members reinforced the importance of students being able to write and interpret the content in Project and Creative Briefs. These documents are important in advertising and marketing, so emphasis on developing and using these forms will continue.
 - Differentiating the terms 'objectives' and 'key performance indicators' was discussed; students often fail to recognize that one is used to evaluate the other. The need to develop clear objectives, strategies, tactics, and key performance indicators is becoming more important.
 - Members agreed there must be continued focus on the consumer journey / path to purchase process. This is particularly useful in helping students recommend media tactics and messages to be used at the different stages throughout the consumer decision making process. Ensure students understand the difference between the tactics best used to deliver 'brand' versus 'competitive conquering' activity (this is related to the delivery of specific communication objectives e.g. awareness over engagement over activation etc.)
5. **College/School/Program Updates:**
 - College enrolment was discussed and strategies have been put in place. The committee was encouraged to provide suggestions on engaging program applicants.
 - The School of Media, Art & Design's new lab spaces and equipment were discussed. Eight new innovative studios spaces have been created for students to practice skills over the past four years.
 - A discussion around declining grades and student dissatisfaction over the communication writing courses ensued. Members (several former students, now alum) suggested grammar content is not the correct action and instead feel there must be emphasis on effective business communication writing (teaching how to write professionally, clearly, persuasively, and concisely for intended audiences). Effective communication should remain the objective and not an understanding of theories of proper sentence construction. The faculty team agreed to table this discussion with other administrators to ensure the challenge is addressed and students are developing the writing skills most in demand for their field
 - A suggestion to have an earlier delivery of the Media courses within the program of study was brought forward. Membership agreed and team will look to revising course sequencing to accommodate
6. **Continuing Education Update** - No updates at this time.
7. **Student Voice:**
 - Students expressed desire for an increase in self-directed / independent creative exploration that while guided by instructors, would allow for greater interpretation of individual solutions (instructors to consider providing less formal direction with assignments to allow for more creative interpretation of taught techniques/practices)

RECOMMENDED ACTIONS

1. Recommended that field trips (e.g. Advertising Agency Tours) are included within the curriculum to provide students with a true feel of the agency environments. Although

- a historical practice, new restrictions posed by the Human Resource departments at some companies have made it challenging (e.g. due to concerns with client privacy and student safety). The program team will continue to explore if field trips can be re-instated. Several members said they would work with faculty to try and arrange through their organizations
2. The program team in consultation with the Dean will work on strategies going forward for the communications course based on tonight's discussion.
 3. Membership to review the current programs of study for the 2-Year Diploma and Graduate Certificate and provide any feedback around current delivery, sequencing, and balance of workload.
 4. Next Meeting: Tuesday, November 1, 2016
 5. Adjournment 8:00 p.m.

STATUS OF RECOMMENDATIONS FROM November 5, 2015 MEETING

- An agency template on how to conduct a formal creative presentation to a Client continues to be crafted and will be provided by the end of June 2016. This template will be utilized in the Selling Technique and Advertising Campaign courses.
- An interactive process using presentation Karaoke is also being supplied end of June.
- Canadian Anti-Spam Legislation (CASL) content has been incorporated into the first year curriculum within the Advertising Law and Research course. This information is to be reinforced in all content creation courses so students understand the importance of delivering communication in compliance with legislation whereby businesses are accountable and consumers are protected. Links from the Canadian government website will be shared and reviewed with students so roles and responsibilities from participating and governing bodies are clear.

REPORT PREPARED BY: D. Salter

DATE: May 2, 2016

DRAFT REVIEWED BY DEAN:

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE: via email

*denotes attendance

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
Drew Chittenden	Business Representative	Millwright Regional Council Local 2309
Paul Fraser	Technology Coordinator	Durham Catholic District School Board
John Lambert		Benchmark Maintenance
Joe Matheson	Mechanical Group Leader	Associated Tube Canada
Brendon Vanderweer	Mechanical Technician	Pepsico
Jigar Vyas		Covanta
Matt Wroblewski	Owner	Robly Mechanical Maintenance Ltd.

**Elected Student/Alumni
Representatives**

Name	Title	Organization
*Mike Ashford	Year 1 student	
*David Baranowsky	Year 1 student	

**Elected Faculty/Staff
Representatives**

Name	Title	Organization
*Kevin Baker	Dean	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
Jim Boyden	Senior Sector Advisor	MEDEI/MRI
Les Tanaka	Senior Sector Advisor	MEDEI/MRI

KEY POINTS OF DISCUSSION

Quorum was not reached.

Chris Tozer will contact Drew Chittenden to see if he has any contacts.

Gary Noordstra will contact John Lambert in regards to writing an article highlighting the gold and silver winners of the Skills competition for the Trades Magazine.

Clair Cornish discussed the program name change to Mechanical Technician - Millwright. It was suggested that the new name (Millwright) be added to transcripts for **current** students. Clair Cornish will bring this forward to the registrar. Shawn Beavis advised that students should not have difficulties with their job search with a program name Maintenance Technician.

Clair Cornish provided the new program of study for review. Changes to semester 3&4 were made to exclude math as per the committee.

Chris Tozer suggested including more flange torqueing, bolt stressing and more physical hands on components into the curriculum. Shawn Beavis will connect with Atlantic Packaging regarding pipes/flanges for training.

Working at heights training will be incorporated into the 2016 curriculum. It was suggested to add First Aid into the 2017 curriculum.

Kevin Baker advised that its astonishing that applications tripled due to the new name change; although numbers will stay at 40 for the 2016/2017 school year.

Whitby space issues were discussed and some suggestions brought forward included: Over lapping shop area, renting high school space for shops, online theory and shops on Saturdays.

Kevin Baker discussed the 2.5 million donated from OPG. 500 thousand will go into developing 9 online courses for the next academic year. It was suggested to add more professional development courses or a grad certificate to include more PLC and electrical.

Kevin Baker advised the committee of the Consumers Drive road extension and the potential effects it will create for the Whitby Campus.

Add as a standing item to the program advisory agenda "Continuous Professional Education Opportunities," such as graduate certificates in electrical for mechanical.

As Chris Tozer's term as chair has ended, an email to go to the membership regarding interest in the assuming the chair position to be sent out before the fall meeting.

RECOMMENDED ACTIONS

Chis Tozer to contact Drew Chittenden's regarding contacts.

John Lambert to write an article on the Skills winners.

Clair Cornish will contact Registrar regarding transcripts.

Kevin Baker & Clair Cornish to discuss IMM online training.

Include more physical hands on in the new curriculum.

Next meeting date: November 15, 2016

REPORT PREPARED BY: Falon Hurlburt

DATE: May 9, 2016

DRAFT REVIEWED BY DEAN: Kevin Baker

SIGNATURE:

APPROVED BY CHAIR: Chris Tozer

SIGNATURE: _____

Membership List

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

Name	Title	Organization
Committee Chair		
*Joe Stokes	Associate Registrar	UOIT
External Committee Members		
*Joe Muldoon	Head	Trent University Durham
Hailey Wright	Coordinator, Articulation and Pathways	Trent University Durham
*Marc Ford	Professor	School of Business, IT & Management
*Kathleen Stewart	Coordinator, Law Clerk Advanced Program	School of Justice and Emergency Services
*Deb Flintoff	Head of Guidance	R.S. McLaughlin Secondary School
*Kim Boss	Pathways and Credit Transfer Coordinator	Durham College
*Val Gilham	Con-Ed Program Development	Durham College
*Dawn Salter	Coordinator, Advertising	Durham College

Elected Student/Alumni Representatives

*Kent Stevens		Durham College
*Mackenzie Ross	GASA (Trent Stream)	Durham College
*Cassandra Chen	Forensics	Alumni

Elected Faculty/Staff Representatives

*Stephanie Ball	Executive Dean	IS
Kevin Dougherty	Associate Dean	IS
*Katie Flynn	Professor, GNED	IS
*Lynne Kennette	Professor, GNED Coordinator GAS Liberal Arts	IS
*Nathan Wilson	Professor, GNED	IS
*Janice Haslett	Administrative Assistant	IS

Guests/Unelected Faculty/Staff

Jeff Zakoor	Coordinator GAS Health	IS
Catherine Patterson	Professor, GAS	IS

KEY POINTS OF DISCUSSION

1. **Additions to Agenda:** None
2. **Agenda:** Accepted by J. Muldoon and seconded by N. Wilson
3. **Minutes** of November 2015 approved by N. Wilson and seconded by K. Flynn
4. **External Membership Information Sharing:**
 - GASS – 41 students registered to date with two more signup sessions week of May 9
 - R. S. McLaughlin had 116 college applicants of which 54 have accepted Durham College (DC) offers and 6 of those are to the GAS Program
 - School of Media Art & Design reported that employers have expressed concern that students do not have enough practice in writing, presentation skills and professional communication
 - School of Business, IT & Management made comment that the COMM pre-admission test was an excellent idea
 - School of Justice & Emergency Services, Law Clerk, reiterated that the COMM pre-admission test was an excellent idea
 - Trent is working along with Durham to ensure the alignment of psychology courses for GASA (Trent Transfer) program
 - DC Transfer Credits Coordinator is communicating with students regarding transfer credits including the fact that GNEDs will satisfy any GNED credit at DC unless a mandatory GNED is specified
5. **College/School and Program Updates:**
 - School of Business will have a new Executive Dean and Associate Dean
 - School of Interdisciplinary Studies has hired Robert Wager as Manager, School College, Work Initiatives & Academic Upgrading
 - A provincial grant has been given for new building to replace Simcoe Building. Scheduled opening is September 2018 and will house the global classroom, labs and dual credit/academic upgrading/school college work programs
 - Students not offered admission at Trent will be mailed marketing materials from Durham College for GASA
 - Preparing for Academic Success course has been approved as part of the program of study for Trent. Awaiting approval from DC
 - GASF will move moving from a three to a two semester program. Approved by UOIT and awaiting approval from DC
 - GASB and GASS are now officially two semesters although most students are likely only to remain with DC for one semester
 - GASF – strong interest at Spring Open House
6. **Continuing Education**
 - Live chat has been implemented on the website during business hours
7. **Student Voice**
 - GASA student found COMM courses beneficial with the second semester COMM being more helpful
 - GASF grad – COMM was very helpful in university as was the Biology course taken at Durham College
 - GASC student – COMM courses beneficial with the first semester COMM being more helpful due to grammar content

Recommended Actions

 - Program team to review online learning curriculum and modify as necessary
8. **Status of Recommendations from November 2015 meeting**
 - None to report

9. **Future Meeting Date**

- Next meeting – November 16, 2016, A144

REPORT PREPARED BY: J. Haslett
DRAFT REVIEWED BY DEAN: S. Ball
APPROVED BY CHAIR: J. Stokes 5/31/16

DATE: May 11, 2016
DATE: May 11, 2016

Environmental Technology Advisory Committee Membership List

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

Name	Title	Organization
Committee Chair		
*Tim Mullings	Senior Environmental Consultant	Golder Associates Ltd.
External Committee Members		
*Kathy Coupland	EHS Specialist	GFL Environmental
*Philip Gleeson	Environmental Technologist	Arcadis
*Colin Hall	Works Technician	Regional Municipality of Durham
*Neil Jones	Environmental Scientist/Consultant	PGL Environmental Consultants
Stewart McLellan	President	Cardinal Environmental Consulting Services Ltd.
Dan Moore	Aquatic Resource Analyst	Central Lake Ontario Conservation Authority
Rebecca Peters	Superintendent, Radiation Protection, Environment & Quality	Cameco Corporation
*Kyle Schumacher	Technician	Miller Compost
Elected Student/Alumni Representatives		
Ashley Audit	3 rd Year Environmental	Durham College
*Eric Lacina	2 nd Year Environmental	Durham College
Samantha Moore	2 nd Year Environmental	Durham College
*Eric Roffey	3 rd Year Environmental	Durham College
Elected Faculty/Staff Representatives		
*Dimitri Stathopoulos	Professor	School of Science & Engineering Technology
*Corrie Stender	Program Coordinator	School of Science & Engineering Technology
*Sue Todd	Dean	School of Science & Engineering Technology
*Katherine Wilson	Professor	School of Science & Engineering Technology
Guests/Unelected Faculty/Staff		
	Title	Organization

KEY POINTS OF DISCUSSION

1. **Welcome and Introductions:** T. Mullings welcomed members and asked everyone to introduce themselves. S. Todd reviewed the committee bylaws for new members.
2. **Additions to the Agenda:** There were no additions.
3. **Acceptance of the Agenda:** S. Todd and E. Lacina accepted.
4. **Approval of Minutes from November 19, 2015:** K. Schumacher approved. E. Roffey seconded.
5. **External Membership Information Sharing:**
 - Employers are finding graduates from the program are fitting in well with their industry.
 - Soil classification is important for studying how contaminants move.
 - Agricultural regulation, designated substance surveys, remote sensing and monitoring, and remedial techniques were discussed.
 - Technologies such as laser induced fluorescence and membrane interface probe are expensive technologies used in industry however the benefits outweigh the costs.
 - Including a representative from a drilling company to the PAC was recommended. N. Jones to provide S. Todd with a contact.
 - Low-level radioactive waste from the Port Hope Area Initiative was discussed. Trimble GPS and Ludlums are just some of the technologies being used on site.
 - Radioactive materials are often found due to individuals taking artifacts from decommissioned power plants.
 - Submersible Remotely Operated Vehicles (ROV) have saved Durham Region lots of money. Drones are being used to inspect areas such as easements and landfills but have strict regulations in terms of its use and require special permits.
 - Environmental Compliance Approval (ECA) requires everything to be sampled.
 - Municipalities are struggling with cross-connection of storm and sanitary sewers. Installing remote samplers for detection can be challenging.
 - Health and safety in industry is key. Awareness in hot work, Transportation of Dangerous Goods (TDG), hazard assessments, and obtaining specific permits are important.
 - The environmental industry will see many employees retiring in the next few years. Project management and utilizing resources to find answers are important skillsets for new employees to have.
 - The committee requested a fast track student attend the fall meeting.
 - The external membership was asked to provide feedback on which program courses supported their business area (hand out at meeting, email to be provided to those not in attendance).
6. **College, Program and School Update:**
 - Committee members were asked if offering a Radiation Safety certificate was worthwhile. Employers felt that it would make an applicant's resume stand out. It may not be a requirement for a position but it may save employers time and money for any future work that required orange badge certification.
 - The program will undergo its Annual Curriculum Review (ACR) within the next few weeks.
 - A new three storey facility named the Centre For Collaborative Education (CFCE) will replace the college's Simcoe building.
 - Employers looking for field placement students were asked to contact K. Wilson.
 - The program team is looking into employer presentations in class as opposed to organizing a career night due to lack of attendance.
 - As requested by the members, C. Stender & K. Wilson will review the job descriptions listed on the program website.

7. Student Voice:

- Students asked employers where they should be looking for jobs. Members recommended going directly to the company website as popular job sites often generate hundreds of applicants. It was highly recommended graduates use a resume expert and target each resume to the job they are applying for. Networking and having a profile on LinkedIn was also discussed.

8. Continuing Education Update: Continuing Education representative was unavailable.

9. Future Meeting Date: November 24, 2016

10. Adjournment: 7:04 PM

STATUS OF RECOMMENDATIONS FROM *November 19, 2015* MEETING

1. Follow up with R. Stevenson regarding changes in policies on agriculture. **ACTION BY: S. Todd – Complete.**
2. Appoint a new chair. **ACTION BY: PAC – Complete.**
3. Prepare a video for the program website highlighting industries that aren't conservation based. **ACTION BY: Program Team – Ongoing.**
4. Look into organizing a field trip or video tour of the Durham Waste Management Centre. **ACTION BY: Program Team – Ongoing.**
5. Audit field trip data. **ACTION BY: Program Team – Complete.**

RECOMMENDED ACTIONS

1. Provide S. Todd with contact from drilling industry to add to the committee. **ACTION BY: N. Jones**
2. Invite fast track student to attend fall meeting. **ACTION BY: Program Team**
3. Review job descriptions listed on program website. **ACTION BY: C. Stender & K. Wilson**
4. Arrange a session on Environmental Careers as part of an Environmental Science Lab for 1st year students in September. **ACTION BY: C. Stender, P. Gleeson, & Matt Smegal (Durham Region)**

REPORT PREPARED BY: Amy Derald

DATE: May 13, 2016

DRAFT REVIEWED BY DEAN: Susan Todd

SIGNATURE: 

APPROVED BY CHAIR: Tim Mullings

DATE: July 29, 2016

Library and Information Technician Program Advisory Committee Membership List

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

Name	Title	Organization
Committee Chair		
*Michael David Reansbury	Manager, Library Services	Canadian College of Naturopathic Medicine
External Committee Members		
Aaron Bangay	Acting Archivist & Records Manager	Northumberland County
Christine Evans	Library Support Specialist	PVNCCDSB
Trish Johns-Wilson	Reference Librarian	DC-UOIT
*Beckie MacDonald	Manager, Member Services	Ontario Library Association (OLA)
*Mary McDiarmid	Librarian	Ontario Shores
*Fiona Munroe – for Trish Johns-Wilson	Business and Online Learning Librarian	DC-UOIT
*Ian Ross	Chief Executive Officer	Whitby Public Library
Jennifer Weymark	Archivist	Oshawa Community Museum
Sarah White	Public Service Coordinator	Scugog Memorial Public Library
Elected Student/Alumni Representatives		
Name	Year, Program	
Jennylynn Brown	Alumni	
*Jennifer Floyd	1, Library & Information Tech	
*Amanda Perriman	2, Library & Information Tech	
Dawn Wright	Alumni	
Elected Faculty/Staff Representatives		
Name	Title	Department
*Anne Donnellan	Professor	School of Business, IT & Management
*Nicole Doyle	Professor	School of Justice and Emergency Services
*Susan Pratt	Program Coordinator/Professor	School of Business, IT & Management
Guests/Unelected Faculty/Staff		
Name	Title	Department/Organization
*Jackie Bathe	Associate Dean	School of Business, IT & Management
*Victoria Kee	Secretary	Durham College
*Andrew Mayne	Professor	Durham College

KEY POINTS OF DISCUSSION

1. **Additions to Agenda:** none.
2. **Agenda:** accepted by B. MacDonald and seconded by S. Pratt.
3. **Minutes** from November 5, 2015 approved by S. Pratt and seconded by N. Doyle.
4. **External Membership Information Sharing:**
 - Libraries have been a recent focus in the news as they are facing potential budget cuts and have been found to be an insecure employment source with over fifty percent of employees working part time. There has been a lot of support from the public.
 - The Toronto Public Library Board has recently ratified a new collective agreement.
 - Libraries serve as a community hub and provide very valuable services. In particular, the expertise of library staff can often help individuals find information that they are unable to locate on their own.
 - Both the students who were shadowing and the Field Placement students did very well overall and employers were happy with the one day a week format of the field placement.
 - Mosaic/Mosaïque, joint conference of the Medical Library Association, Canadian Health Library Association/Association des bibliothèques de la santé du Canada, and the International Clinical Librarians Conference was held at the Toronto Convention Centre. This conference is only held once every 10 years.
 - Library staff often stay in their positions for long periods of time; however as individuals retire there has been a greater amount of turnover.
 - It is important for library staff to meet individuals in the community and develop relationships in order to provide help where it is needed. The success of libraries is all about partnerships and collaboration, building relationships and doing things in the community.
 - Marketing may be a key tool that libraries need to take advantage of in order to promote and market their services to the community.
 - The Public Library Association Conference in Denver was very informative and beneficial. Denver is a large city with a bigger homeless population than seen in Durham Region and this can create challenges for libraries.
 - Advocacy for the profession should be taught in the program because it is becoming increasingly important that library staff have the tools for advocacy for themselves and for the profession.
 - The Mentoring Committee from the Ontario Library Association (OLA) visited the fourth semester class and held mock interviews for selected students with the rest of the class observing. This exercise really re-enforced messages that students are already receiving that presentation is important in an interview and also what information employers are looking for from interview candidates.
 - Students can volunteer at the OLA Super Conference and receive full conference registration for half a day volunteer work. They also have the opportunity to volunteer at the Festival of Trees. Twenty-seven percent of the volunteers for the OLA Super Conference are students from Durham College.
 - The Festival of Trees is a celebration of literacy which involves 12,000 children over three days. This will be the first year the festival will run for three days instead of two. The third day will be devoted to French literature.
 - The Ontario Association of Library Technicians/Association des bibliotechniciens de l'Ontario (OALT/ABO) is currently working on salary and library profiles with a survey the Association sends out every two years. There is a wide salary range in the field with employees in the \$30,000 range performing administrative jobs. Library technicians are paid at the high end of the salary range of approximately \$100,000. This wide range is in part due to the level of post-secondary education required for different positions.
 - The Toronto Public Library has experienced an increase in precarious jobs and employees who are working multiple jobs.
 - Technical skills are important and students should be able to indicate the name of the library integrated system they are using.
 - The Canadian Library Association is officially dissolving at the end of June. The main concern is around the Guidelines for the Education of Library Technicians. The Canadian Library Association has been the only organization creating Library Technician guidelines as this position is unique to Canada. It will be necessary to work with the OLA or other provincial associations. The guidelines were updated in 2011 but due to technological advances were outdated almost immediately after their creation.
 - The 3D printer at the campus library sits at the reference desk and has created a lot of interaction with students.
 - Library budgets are heavily affected due to the poor exchange rate with the American dollar.
5. **College/School and Program Update:**
 - Durham College continues to grow with close to 11,000 full time students enrolled.

- Twenty-two million dollars has been allocated to replace the Simcoe Building which was built in 1967 and was intended to be a temporary building. The new building will be a three story Centre for Collaborative Education which will include departments such as Aboriginal, Entrepreneurship and the Spark Centre, health sciences, some foundation programming and a student success program. Construction will start within the next few months.
 - Elaine Popp has joined Durham College in the role of Vice-President, Academic and Rebecca Milburn has also joined in the role of Associate Vice-President, Academic.
 - The School of Business, IT & Management has also grown and now has a total of approximately 2100 students with the addition of the Office Administration programs. Additionally, a Business-Finance and Business Administration-Finance program will be offered in the fall and are currently under development.
 - Judy Spring, Executive Dean of the School of Business, IT & Management will retire in May and Marianne Marando will replace her in this role. Jackie Bathe, Associate Dean will retire in June and Debbie Johnston will replace her in this role.
 - The Library & Information Technician (LIBT) program has 78 applications for September, which is comparable to 84 applications at the same time last year. The expectation is to have a full classroom in September with approximately 35 students.
 - In the fall the incoming students in this program will participate in a pilot program which requires students to complete post-admission testing for literacy. If they have a low level of basic literacy they will take an additional communications course in Semester 1.
 - The next program review is scheduled for 2019. The program is currently based on the CLA guidelines. The provincial guidelines are extremely outdated. Currently, meetings are being arranged with the staff at CAFÉ to take the CLA guidelines as a starting point in order to develop program learning outcomes. Ideally, this information could be shared with other colleges. When the Ministry of Training, Colleges and Universities does review the provincial guidelines this information should be favourably received. Committee members may be approached for feedback and suggested revisions throughout this process.
 - The program now includes a full semester of Records Management instead of seven weeks due to feedback from students and committee members that this is a growing area.
6. **Continuing Education:**
- No update at this time.
7. **Student Voice:**
- Students are planning on looking for potential placements for winter 2017 during the summer and are also currently looking for jobs. They are doing well and really excited for the experience.
 - Student members agree unanimously that they would like communications in the first semester as they feel that there was a lot of material in the course that they could have benefited from right away.
 - Students appreciate the opportunity to give feedback directly.
 - Students were introduced to Trello for program management and felt that it was very beneficial, particularly because they were able to use it for projects in other courses. The introduction of Trello in the first semester of the program would be really beneficial because of its practical application throughout the course.
 - There is positive feedback regarding the records management course and the instructor. Covering the material in 7 weeks did feel rushed and future students will benefit greatly from the full semester on this topic.
 - Additionally, students felt that the Information Services course was very helpful as it provided information on a variety of topics. The large number of field placement hours that students must complete is also extremely beneficial.
 - Volunteering for the OLA is a great opportunity.
 - The mock interview process in front of classmates was intimidating; however, students saw the benefit and felt that overall the experience was effectively helping them prepare for future interviews.

RECOMMENDED ACTIONS

1. Share information about what differentiates this program from other colleges at the fall meeting.
2. Feedback on proposed new learning outcomes at the fall meeting.
3. Implement a field trip to the Makerspace at Oshawa Public Library.
4. Discuss Knowledgeable Globalization project
5. Next meeting: Tuesday, November 29th at 6:00 p.m. Location: CFF
6. Adjournment: 8:10 p.m.

STATUS OF RECOMMENDATIONS FROM November 5, 2015 MEETING

1. Follow up on potential articulation agreements – students can be referred to: www.ontransfer.ca. It is important for students to be aware of how they can use their diploma. Some students have proceeded to graduate school. McGill University does look favourably upon students with a three year BA and a


two year LIBT diploma for the Masters in Library Science. There has been some dialogue with Trent University about advanced standing for their Communications degree program; however, discussions with Trent have been postponed to be re-visited in the future. Graduates of the diploma can always bridge after two year diploma and take the Bachelor of Commerce at UOIT.

2. Update on Knowledgeable Mobilization project – there has been a lot of progress in the last several months with a focus on social services in the region. With college involvement the scope could be broader and there could be roles for students in this program. Knowledge mobilization is the process of connecting academics with global researchers and the college is in a unique position to be involved. Currently they are looking for ideas where the interests and needs align between social service organizations and the college and university. In June there will be a large meeting for brainstorming and there will hopefully be details regarding a project to discuss in the fall meeting.
3. Presentation on FastStart – J. Fisher presented to students on FastStart and entrepreneurship. The purpose of the workshop was to expose the students to the type of thinking that is required by entrepreneurs. Students were divided into groups and were challenged to problem solve. The goal will be to continue to include this entrepreneurial component in the program moving forward.
4. Presentation by Doug Hart to students – spoke to D. Hart and he will come to speak to the Circulation class. He will discuss the customer experience.
5. Follow up on 3D printing presentations at the Whitby Library – UOIT has two 3D printers, one at the Faculty of Education and one at the main campus. The first year students have an assignment of making a video on how to use a new technology and faculty have been encouraging students to focus on 3D printers. In the fall of 2016 more information about 3D printers will be incorporated into the curriculum of the Introduction to Libraries course. There is currently also a three hour course so that this field trip can take place. The 3D printers from Whitby Library can also be brought to the campus for demonstrations to students in the classroom.
6. Approach colleges with other LIBT programs to share course outlines and standards – Algonquin, Seneca, Confederation and Mohawk keep their outlines on an internal server. It is possible to request copies of Mohawk's outlines, as they are offered through Continuing Education, and these will be examined this spring. Each college tends to have a different focus for their library programs and it will be important to differentiate the program at Durham College. The program at Durham College does aim to give a broad overview and involves a lot of active learning.
7. Follow up on the number of students that applied summer employment to field placement hours in 2016 – Some of the students had worked previously and asked about getting credit for those hours. A process has been developed whereby students who have had a paid position and worked under a library technician, librarian or archivist within the last two years can apply to get credit for one assignment in the program (70 hours). Five students did take this opportunity. Their employers filled out an evaluation and submitted a letter confirming that they had worked the hours.
8. Field Experience Directory – Part of the goal of the second year placement is to prepare students to go on a job search after graduation. The contact list helps prevent employers from being asked multiple times. In June will the faculty will approach employers to ask if they are willing to continue to host students in the fall.

REPORT PREPARED BY: V. Kee

DATE: November 5, 2015

DRAFT REVIEWED BY DEAN: J. Spring

SIGNATURE: 

APPROVED BY CHAIR: M.D. Reansbury



Public Relations Committee Membership List

Name	Title	Organization
Committee Chair		
Teresa McKenna	Marketing & Promotions	Brimacombe
External Committee Members		
Amanda Bickle	Marketing Specialist	East Penn Canada
*Dale Brusselers	Community Development Specialist	Children's Wish Foundation
Amanda Chambers	Public Relations Coordinator	Toronto Zoo
*Matisse Hamel-Nelis	Communications Specialist	CNIB
*Leslie Hetherington	Manager, Partnership Advancement	Community Care Access Durham College General Motors of Canada
Cosette Kazarian	Communications Officer	Freelance
Kaitlin Keefer	Communications Specialist	UOIT
Liana Krmpotic	Consultant	Westin Harbour Castle
Melissa Levy	Communications Officer	Kinark
Sage Livingstone	Marketing Manager	CNIB
Ashley Slater	Communications Specialist	Town of Ajax
Josh Terry	Communications Specialist	
Rachael Wraith	Senior Communications Officer	
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
*Carly Cunningham	Year 2 Public Relations	Durham College
*Richard Dickenson	Year 2 Public Relations	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
*Margret Campkin	Associate Dean	Durham College
Lynn Gough	Coordinator, Public Relations	Durham College
Greg Murphy	Executive Dean	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Donna Boyd	Continuing Education Office	Durham College
*Jacquie Hoornweg	Professor	Durham College
*Paul Welsby	Professor	Durham College

KEY POINTS OF DISCUSSION

1. Additions to Agenda: no additions
2. Agenda: Quorum was not met.
3. Approval of minutes from November 17, 2015: Quorum was not met. The approval of minutes will be deferred to the next meeting. The meeting continued to provide an opportunity for information sharing and updates.
4. **External Membership Information Sharing:**
 - Deliverables and metrics are important, as well as website analytics as stakeholders receive the information they require.
 - Social media continues to grow, so enhancing the hands on approach to video production, and the additions to this program will be beneficial in industry.
 - Social media advertising is becoming more relevant for advertising purposes.
 - Learning how to create a social media calendar using a program like Hootsuite would be beneficial as well as integrating an accessible technology course into the program.
 - Crisis [REDACTED] on social media knowledge would be an asset within the program.
 - The Media Relations Rating Points will be utilized more in class.
5. **College/School and Program update:**
[REDACTED]
 - There were forty three students out on Non-Profit placement, and forty three students are placed at corporate placements.
 - The students received their [REDACTED] training this winter to enhance their portfolios.
 - The Chicago trip was a great success and the students made a great impression on companies that were visited.
 - The Public Relations program now has a website dcpr.ca which includes course descriptions, a link to The Reflections magazine, testimonials and pictures from past Chicago trips.
 - A program name change was discussed, the name discussed was Public Relations and Communications.
 - A pilot project in the fall will have a part-time faculty member maintain and develop a marketing strategy to recruit students.
6. **Continuing Education Update:** No update at this time.
7. **Student Voice:**
 - The Chicago trip was excellent and included various presentations with speakers from various public relation agencies.
 - Having the students plan and organize the trip was an excellent experience.
 - Would like to see more advertising for the program, and more strategic partnerships would help increase awareness of the program.
 - Students suggested that the principals utilized in creating the Reflections magazine be applied to the social media course.
 - The hands on experience gained in the field placement component help prepare the students for working in industry.
 - Posting graduate statistics from the program on the website will help raise the awareness for perspective students.

RECOMMENDED ACTIONS

1. No recommendations as quorum was not met.
2. The meeting was adjourned at 8:00 p.m.
3. Next meeting date: Tuesday, November 15, 2016 at 6:30 p.m.

STATUS OF RECOMMENDATIONS FROM November 17, 2015 MEETING

1. The Social Media course has just been completed for winter.
2. Crisis lectures have been enhanced in this past winter as well as the importance of understanding the role that a crisis can play within a company.
3. Faculty ensured the addition of two more pieces of original work for the term, and will be reviewed in the spring.

REPORT PREPARED BY: S. Leaming-Conroy

DATE: May 12, 2016

DRAFT REVIEWED BY ASSOC.DEAN:

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE: via email

Dental Program Advisory Committee

Membership List

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

Name	Title	Organization
Committee Chair		
*Nadine Vandergaast	Dental Hygienist	Private Practice
External Committee Members		
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
*Dr. Howard Newman	Dentist	Private Practice - Bowmanville
Elected Student/Alumni Representatives		
*Michelle Krotki	DA Student	Dental Assistant
*Mandy Weber	DRA Student	Dental Reception & Administration
*Sharron Brown-Walker	Year 1 DH Student	Dental Hygiene
Lindsay Vemb	Year 2 DH Student	Dental Hygiene
Daralyn Bodrug	Year 3 DH Student	Dental Hygiene
Danielle Ritchie	Alumni - DRA	Durham College
Elected Faculty/Staff Representatives		
Judeline Innocent	Executive Dean	Durham College
*Carol Burke	Associate Dean	Durham College
*Gillian Dunn	Faculty/DH Program Coordinator	Durham College
*Kim Stever	Faculty/DA Program Coordinator	Durham College
*Donna Pegg	Faculty/DRA Program Coordinator	Durham College
Sandra Meader	Con Ed Representative	Durham College
Guests/Unelected Faculty/Staff		
Mary Noble	Employment Advisor/ Internship Coordinator	Durham College
*Julie Pickell	Dental Technologist	Durham College
Lisa West	Placement Officer	Durham College

KEY POINTS OF DISCUSSION

1. Agenda approved with no additional items.
2. Minutes of November 20, 2015, were approved by M. Krotki and seconded by D. Pegg. Carried.
3. **Business Actions Arising from Previous Minutes:**
 - A Doodle Poll will be sent out to the membership to help determine the best time in an effort to improve attendance.
 - An update was provided on hosting a Health and Wellness Expo. This will be held in December.
 - Investigating the possibility of providing the students with a Dental Terminology course is still being explored.
4. **External Membership Information Sharing:**
 - The industry is working with digital x-rays and online charting, with many offices going paperless.
 - The Durham College dental students are being recognized for the quality of their work and knowledge.
 - Advertising is becoming a major component within the dental industry.
 - Hours are being extended and offices opened on the weekends.
 - Some dental offices are working on commission.
5. **College/School and Program Updates:**
 - The School's program growth was discussed. The success of recent College events that have occurred were highlighted. An update on enrollment numbers and recruitment activity for the next academic year was provided. The Dental Accreditation process was discussed. A second Dental Technologist was recently hired, C. Hayes. A full-time dental faculty hire will happen for the Fall.
 - Dental Reception and Administration program updates were shared: Compiling information regarding what students would like to see increased in the program as a result of their Field Placement. Dental computer software is being recognized. Discussion around Program Review and Renewal and presented changes were approved.
 - Dental Hygiene program updates were shared: Received approval in November for a May 2016 intake. Accreditation was highly successful and received great feedback with minor recommendations made. Students are now working on electronic records with the new Dental Software as well as digital radiography. Dental Hygiene jobs are on the rise. Recent graduates securing employment soon after graduation. National Board exam results for January had a 96% success rate. New marketing initiatives to ensure we have an adequate client pool are being looked at.
 - Dental Assisting program updates were shared: September enrollment has increased to 100 students. Accreditation and Program Review was discussed. Waiting on Accreditation final report and approval of recommendations for Program Review. Experiencing a shortage of Dental Assistants therefore wages are being increased.
6. **Student Voice:**
 - More training on conducting patient impressions would be beneficial.
 - Finding it difficult to find study space.
 - Pleased with the program and was hired from placement.

RECOMMENDED ACTIONS

1. S. Donner will email a Doodle Poll to determine a time that would work best for the majority of the membership to conduct the PAC meetings.
2. G. Dunn will poll the Semester 1 Dental Hygiene students and K. Stever will poll the Semester 1 Dental Assisting students regarding the need for a Dental Terminology course.


FUTURE MEETING DATE

1. Next meeting – Friday, November 4, 2016, 12:00 – 2:00 pm.
2. Adjournment 1:30 pm.

STATUS OF RECOMMENDATIONS FROM NOVEMBER 20, 2015

1. A Doodle Poll will be sent to the members regarding a time that will work best for everyone to attend the Dental Program Advisory Committee meetings to increase attendance.
2. An update was provided on hosting a Health Expo.
3. Investigating the possibility of providing the students with a Dental Terminology course is still being explored.

REPORT PREPARED BY: Sara Donner DATE: May 17, 2016

DRAFT REVIEWED BY DEAN: Judeline Innocent SIGNATURE: 

APPROVED BY CHAIR: Nadine Vandergaast SIGNATURE:



Mechanical Membership List

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

Name	Title	Organization
Committee Chair		
*Brad Sheehan	Mechanical Design Manager	Autodyne Machinery Inc.
External Committee Members		
Ryan Beatty	Director of Manufacturing	Messier Bugatti-Dowty
Nick Abramczyk		St. Stephen Catholic School
Nick Clarke	Owner	Aplus Machine Tech.
Drew Colquhoun		A.L.P. Tool
Todd Edwards		Dynaplas
Kyle Elliott	Lead Designer	Autodyne Machinery Inc.
*Misty Garvock	Human Resources Manager	Noranco
*Colin Harvey	Nuclear Training Operator	Ontario Power Generation
*Christopher Howes	Programs Facilitator	Durham District School Board
*John Komar	Director, Engineering & Operations, ACE	UOIT
Sandy Lindsay	Retiree	Cinram International
*Robert Ludyka	Mechanical Training Manager	Ontario Power Generation
Sunny Radhakrishnan	Manufacturing Engineering Manager	Messier-Bugatti-Dowty
*Andre Stanneveld	Service Engineer	Siemens Canada Ltd.
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Steven Rose	3, Student	Durham College
*Jerone Van Leeuwen	2, Student	Durham College
*Kyle Elliott	Alumni, Mechanical Design	Autodyne
Elected Faculty/Staff Representatives		
	Title	Organization
*Colin Cunningham	Professor/Coordinator	Durham College
*Chris Daniel	Professor	Durham College
*Don Dragomatz	Professor	Durham College
*Sue Todd	Dean	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
*Louis Bertrand	Professor	Durham College
*Linda Dillon	Administrative Coordinator	Durham College
Ross MacMaster	President	Autodyne

KEY POINTS OF DISCUSSION

Welcome and Introductions

1. Brad Sheehan welcomed members to the meeting.

2. Additions to the Agenda

Computer Applications – C. Cunningham

3. Acceptance of the Agenda

Accepted.

4. Previous Minutes

The minutes of November 3, 2015 were approved by B. Sheehan and seconded by K. Elliott.

5. Discussion Items

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

- Students need to be able to create a traditional drawing in AutoCAD.
- Autodyne is busy in the U.S. building welding systems for car parts. The company has just hired one Durham College graduate with the possibility of hiring two more if the hiring criteria of five years' experience is found. Autodyne is also offering field placements opportunities for the students.
- Noranco – CNC is a hot commodity. The company is looking for CNC machinists and placements but they are having difficulty finding qualified people locally. Many do not know what a CNC machinist is. Noranco has hired 4 students from the Mechanical Technician program and has openings for another 8 positions.
- The machinist role has changed and it is hard to find CNC programmers/tool designers.
- One company is offering a \$1,000 bonus to hire a junior mould designer.
- General Motors and Honda have hired several technologists from the Electro-mechanical program.
- Ontario Power Generation (OPG) has been strong in recruiting and hiring. The company is hiring 100 people this summer including 50 mechanical maintenance, machinist, tool maker, millwrights, welders and licensed operators. People are being sought with trade certificate(s). Contract instructors are being hired in the areas of pipefitters and millwrights. OPG expects to hire everyone they recruit. Refurbishing at Darlington will be commencing in 5 months and this will bring in 1,000 people on site from the iron workers, pipefitters, labor unions to secure a 10 year budget. Apprentices will be hired to include some from Cambrian and Lambton Colleges. Some Durham College Mechanical Technologist graduates are hired as nuclear operators.
- ACE (The Automotive Centre of Excellence) was hit hard by the recession but there has been growth in grant submissions from \$16,000,000 to \$37,000,000. Growth has occurred in areas of architectural and structural wind testing in buildings, media productions for sports performance and training for Durham College in emergency personnel training. The future is mechatronics and automation. Mechatronics Engineering is a new program at UOIT.

Siemens Canada – Graduates need good presentation skills and a broader knowledge of electrical automation. Siemens is interested in the Electro-mechanical and Mechanical programs in the School of Science and Engineering Technology.

The Siemens Canada Engineering and Technology Academy (SCETA) prepares current engineers and engineering students for tomorrow's opportunities. The SCETA Dual Education Program was launched in 2015 beginning with a class of 30 students. It is an enhanced skills training and career-start program which offers a range of compelling benefits to engineering students. Students attend an enhanced co-op program at Siemens Canada during their final two years of university/college, during established academic co-op terms. Siemens pays their tuition when they are enrolled with SCETA for up to a maximum of two years prior to their graduation from university or college with a four year commitment. Some select students are offered full-time positions at Siemens Canada.

- Durham College can develop courses/structured training through the Corporate Training Services area (Melody Moran) to meet companies' needs and issue a Durham College certificate after course completion.

6. School Update

6.1 Program of Studies 2016-2017.

Computer Applications (COMP 1101) – Feedback indicated that it would be beneficial to keep this course in the program of studies. It was mentioned that students should have a good grasp on Excel and Word software and be able to understand calendars, charts, and macros in Excel. Free computer workshops are offered to students in Excel/Word software at the college. One professor mentioned that students get experience using Excel in the third year Computer Aided Design course and that Excel topics could be reinforced to students by incorporating Excel into other mechanical courses. Feedback on Excel will be sent out to advisory members for any further comments before a decision is made.

6.1 Systems Management – The current three weeks of programming is not enough. In the legacy data area, mechanical technologists would not be doing the data conversion - their role would be advising, how to read data and interpret the data. It was decided that the following topics should be included in the Systems Management course:

- CAD Macro Inscription
- Integration
- Basic data communication and networking including cabling
- PDM software
- Information security, security policies, understanding security related and non-computer related threats to information security (i.e. physical damage to computers)
- Types of files
- Visibility of documents
- Knowing the role in future graduates job function with respect to I.T.
- Phones/tablets security
- The need for good habits and “data hygiene”
- The ability to run data in a hurry

It was recommended that the course title be changed to **System and Data Management**.

Statistical Quality Control I and II (STAT 3134/STAT4133) – The Mechanical Technology program only takes these two statistics courses. A question was asked if the college Stats I and II courses could be combined into one course and then have the students write the ASQ (American Society Quality) and Command line operator's exams. The CQE (Certified Quality Engineering) is done globally and it is an outside certification. It was mentioned that Durham College has the resources to proctor the examinations. S. Todd will speak with E. Antle about the Statistics courses.

Dynamics of Machines – The course is only 2 hours per week and is an analysis course. The pros and cons of moving the course to a different semester were discussed. D. Dragomatz mentioned that students get a lot of ‘hands on’ experience with exposure before analyzing things and that the projects that students complete lead to other projects.

It was mentioned that the name for Kinematics needs to be changed in the course but the same course code could be used. Feedback indicated that timing gears should be taught in year 1 or year 2 and that the CAD courses should be looking at gears, understanding pistons and cranks before year 3. D. Dragomatz will look at these suggestions.

S. Todd will review the following courses:

- Mathematics – to see if a separate Math. course could be offered specific to the Mechanical programs
- Dynamics of Machines (possibly move from semester 6 to semester 4)
- Systems Management (move from semester 4 to semester 6)

6.2 Job Postings –The Job Fair for Durham College and UOIT is held in February of each year. Hard copies of job postings are posted for students to view outside the Machine Shop and the Unigraphics labs. Job postings should also be sent to Hired Career Services and tagged to the Mechanical positions. S. Todd will investigate tagging positions to the Career Portal and the idea of being set up on the placement course so that information could be transmitted through students' phones. Members were cautioned about being careful using students' personal email. By using the blind copy feature in email, this will ensure confidentiality with personal email addresses.

6.3 Engine Design Course Presentation – C. Daniel did a presentation on the Engine Design course. This course has more of a design component to meet the Ministry outcomes. Students need to be able to:

- Evaluate
- Manufacture their ideas
- Iterate their ideas (through people or through team feedback)
- Students complete the following projects - hook competition (including writing a report on the process in year 2); Computer Aided Design III – Bracket design and beam design competition; Excavator Project (year 3); Pneumatic Engine Design. The presentation ended with the benefits of using NX animation and CAD III implementation ideas.

7. Key Performance Indicators (KPIs) – Deferred to November 1, 2016 meeting.

8. Field Placement – Students are required to do a minimum of 80 hours of Field Placement as a graduation requirement in three year programs. The Mechanical Technician (two year program) is looking at a Field Placement option to see if this would be of benefit to the students. The school has to allow for two streams of field placement now – either unpaid placement or paid coop in formats such as 1 day/week or a block placement. There were mixed comments from industry on the 1/day a week placement as it benefited some employers but was harder to organize the students for other employers. Taking students at shutdown time has worked for some. One advantage to summer placement is that the government will sponsor the Summer Employment program over the summer. J. Komar indicated that he would like to take a student for a summer employment position. S. Todd indicated that she would contact Hired Career Services to provide the pertinent information.

Coop is paid work experience for 14 weeks minimum, and may be more depending on the length of the program. For example, a three year advanced diploma would require two 14 week co-op work experiences. In order for Durham College to provide a coop we would need to develop two intake streams of students. The School will continue to investigate if this is feasible to do. T. Koski is the contact for coop at the college.

9. Other – Solid Works software has been ordered for fall 2016.

10. Student Voice – N.A. – An update will be provided by student representatives in the fall 2016 meeting.

11. Adjournment: 8:00 p.m.

12. Next Meeting: Tuesday, November 1, 2016 - 5:00 p.m.

Agenda Items

- Research Update

RECOMMENDED ACTIONS FROM THE MAY 17, 2016 MEETING

1. Corporate Training Services - S. Todd to provide M. Garvock with Melody Moran's contact information. **Action By: S. Todd**
2. Computer Applications (COMP 1101) – Send advisory members the feedback that we have received to date via email. For any final comments. **Action by: L. Dillon/C. Cunningham**
3. Systems Management (SYSM 1131) – Incorporate the following advisory suggestions into the course. **Action By: S. Todd/L. Bertrand/Mechanical Team:**
 - Change the name of the course to **System and Data Management**.
 - Look at including: CAD Macro Inscription
 - Integration
 - Basic data communication and networking including cabling
 - PDM software
 - Information security, security policies, understanding security related and non-computer related threats to information security (i.e. physical damage to computers)
 - Types of files
 - Visibility of documents
 - Knowing the role in future graduates job function with respect to I.T.
 - Phones/tablets security
 - The need for good habits and "data hygiene"
 - The ability to run data in a hurry
4. Statistical Quality Control I and II – Review the courses to see if the two courses can be taught as one course. **Action By: S. Todd/E. Antle/Mechanical Team**
5. Dynamics of Machines (MACH 3132) – Look at changing the name of Kinematics. Review timing gears taught in year 1 or year 2, CAD courses for inclusion of gears and cover pistons and cranks before year 3 for better student understanding. **Action by: D. Dragomatz**
6. Movement of courses to different semesters – Review the following:
 - Dynamics of Machines (look at moving it from sem. 6 to sem. 4) **Action By: S. Todd/D. Dragomatz**
 - Systems Management (move from sem. 4 to sem. 6) **Action By: S. Todd**
 - Mathematics – Review to see if a separate Mathematics course can be offered to the Mechanical programs. **Action By: S. Todd/Mechanical Team**
7. Job Postings – Investigate the following through Hired Career Services:
 - See if job postings can be tagged to mechanical positions
 - Investigate tagging positions to the Career Portal
 - Investigate job posting information to see if it can be transmitted through students' personal email. **Action By: S. Todd**
8. Hired Career Services – S. Todd to provide J. Komar and B. Sheehan with summer employment information. **Action By: S. Todd**

STATUS OF RECOMMENDATIONS FROM NOVEMBER 3, 2015 MEETING

1. S. Todd will connect S. Radhakrishnan with K. Zaidman regarding information on Non-destructive Training, CGSB and nital etch inspection. **Action By:** S. Todd, Complete
2. Information will be sent to S. Radhakrishnan on Non-destructive Evaluation to include magnetic particle and liquid penetrant. **Action By:** L. Dillon, Complete
3. Review Field Placement for the Mechanical Technician students. The college would have to resubmit the Mechanical Technician program of studies to add in a placement component for the two year program. **Action By: S. Todd, C. Cunningham**, On-going
4. The Computer Applications course outline will be sent out to industry members requesting further feedback regarding if it should be continued in the program of studies. **Action By:** L. Dillon/C. Cunningham, On-going
5. The faculty to review current placements and ensure there are enough positions for the year 2/year 3 Mechanical students. Co-op or field Placement for the Mechanical Technician students will then be investigated. **Action By:** Mechanical Faculty, On-going
6. Review the Program of Studies (POS) and courses to see if the workload in year 3 can be made lighter for the Mechanical Technology students. Also review the Systems Management course to see if C++, Java or macros is included. If not included, consider adding these somewhere in the POS. **Action By:** Mechanical Faculty/S Todd, On-going
7. Look at the CAD courses (AutoCAD, NX, Inventor and Solid Modeling) to see if all CAD courses are necessary for the students to take as it applies to employment opportunities out in industry. **Action By:** Mechanical Faculty

REPORT PREPARED BY: Linda Dillon

DATE: August 9, 2016

DRAFT REVIEWED BY DEAN: Susan Todd

SIGNATURE:



APPROVED BY CHAIR: Brad Sheehan

SIGNATURE: *Brad Sheehan*

Fire Life Safety Systems Technician Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Evan Bombino*	Head of Fire Alarm Inspect.	Simplex and Grinnell
External Committee Members		
Lindsay Banks	Vice President	Vipond Systems
Ray Collins	Service Supervisor	Mircom Engineered Systems
Eric Esselink	President	LRI Engineering Inc.
Kirk Harris*	President	Harex Inc.
Fred Leder	CEO	LRI Engineering Inc.
Adam McFadden*	Firefighter	Toronto Fire Services
David Secord*	Regional Sales Manager Ont.	Emerg. Services, Honeywell
Beth Weckman*	Professor	Notfier by Honeywell
		University of Waterloo
Tim Wiseman	Reginal Area Sales Manager	Chubb Edwards
Mike Zukov*		Arencon Inc.
Elected Student/Alumni Representatives		
None	Year/Program/Alumni	
Elected Faculty/Staff Representatives		
	Title	Organization
Stephanie Ball	Executive Dean	Durham College
Randy Panesar	Professor/Coordinator	Durham College
Guests/Unelected Faculty/Staff		
None	Title	Organization
Michelle Theophille Kennedy*	Student Advisor/Placement Officer	Durham College

KEY POINTS OF DISCUSSION

- Minutes of November 4, 2015 were approved by K. Harris and seconded by R. Panesar.
CARRIED
- Industry Trends:** Honeywell is introducing U.S. wireless technology into their labs to link with all fire detection equipment. Fire departments are training their own inspectors who are misinterpreting the Ontario Building and Ontario Fire codes. National Fire Protection Association (NFPA) does not provide credentials in Canada but only designations. In order for students to get a senior designation in Ontario, they must write both the written and practical exams and receive a minimum of 80% in order to get the credential from the Canadian Fire Alarm Association (CFAA).
- Enrolment:** There are 93 applications with 32 now confirmed and seven paid for first year. The maximum intake is 35 students. The numbers are comparatively higher than last year at this time.
- Program Update:** About one-half of the current first year students are graduates of the Pre-Service Firefighter program who are seeking more opportunities in the field of fire alarm protection.

Opportunities to market the program more effectively to 'high' school students should be pursued.

5. **FLST Lab:** Chubb Edwards, Mircom and Tyco donated a lot of equipment and should be recognized for their generous donations such as posting their names in the lab. We now have water access for demonstrations on the sprinkler system. The next phase will include equipment such as emergency lighting, hose cabinet, fire extinguishers and photo luminescent signs. The long term plan is to offer workshops/courses to all those in the field of fire protection at a lesser cost than industry.
6. **Placement and Employment Opportunities:** It was proposed that the program have a career fair in the spring and bring in industry personnel. Interviews can be held for part time summer jobs as well as potential placement opportunities for returning second year students.
7. **Marketing and New Co-Op Stream:** This is not just a fire alarm program. It is a fire protection program that incorporates all levels of fire protection. The program had partnered with the School of Media, Art and Design in creating a video about the program. The committee members agreed that a specialized third year is needed to include specialized courses as well as a block co-op. The three-year program is also supported by the Ontario Fire Marshall and should be developed to ensure the stability of the program. Some colleges are moving towards co-op opportunities for students in appropriate programs.
8. **Course Offerings:** B. Weckman is willing to partner with the college in co-sponsoring a hybrid course for university and college students in areas such as the Ontario Building Code. Stakeholders would need to be identified and the delivery of one course could be built as a platform for other courses needed in the field. It could be offered through Continuing Education or our Centre for Integrated Justice Studies.
9. **Co-Op Opportunities 2017:** The general feedback from industry was that the two days a week for placement did not work. Their preference is to have a block placement in order to provide students with opportunities to work with various supervisors from start to completion of an assignment or project. In order to develop these opportunities, major restructuring of the courses in our program of studies would need to be done.
10. **Hiring of Students: Update:** A number of our current graduates had been offered jobs before graduation. Employers who are hiring our students include Vipond, Mircom, Southern Ontario and Tyco.

RECOMMENDED ACTIONS

1. R. Panesar will seek approval from S. Ball to post signs and names of industries who contributed equipment to the lab.
2. R. Panesar will continue to explore a potential third year to include a block co-op opportunity for the students who qualify.
3. R. Panesar will meet with a CFAA representative to attain a quote to design three-way panels for students to practice in preparation for the CFAQA exams.

STATUS OF RECOMMENDATIONS FROM NOVEMBER 4, 2015 MEETING

1. Committee members are asked to review the program of studies and forward their feedback to R. Panesar and M. Sforza. COMPLETED
2. Any endorsements of the program with the approval to publish it on the website should be forwarded to R. Panesar or M. Sforza. ONGOING
3. Committee members should forward any part time opportunities for our students to R. Panesar. ONGOING

REPORT PREPARED BY: M. Bartosik

DATE: May 18, 2016

DRAFT REVIEWED BY EXECUTIVE DEAN: S. Ball

SIGNATURE: 

APPROVED BY CHAIR: E. Bombino

SIGNATURE: 

Information Systems Security Program Advisory Committee Membership List

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

Name	Title	Organization
Committee Chair		
*Cindy Wilcox	Principal	IT Perspectives Inc.
External Committee Members		
*Nicholas Baron	Director Customer Services	ioFabric Inc.
Sonia Daigle	Business Unit Executive	IBM Security
*Chris Duetsch	Systems Engineer, Sales	Cisco Systems
Andrew Kelly	Manager of Technical Services	Lakeridge Health
Arjun Kumar	CEO	Kela Medical Inc.
Jessica Harris	Manager, ITSM & Governance	Durham College
*Jeff Lockwood		Durham Regional Police
*Josh Lowe	Senior Lecturer and Laboratory Coordinator	UOIT
David Martin	Instructor	Maxwell Heights Secondary School
Keith White	Chief Operating Officer & Chief Information Officer	Oshawa Clinic
*Willie Wong	Canadian Security Leader	IBM Security
*Heather Ricuitto	Transformation and Academic Initiatives Leader	IBM Security
David Rajnauth	Director Privacy and Security Services	GRA Consultants
Ryan Wilson	Chief Security Advisory	Scalar
Richard Yan	Sr. Product Manager, Security	Allstream
Elected Student/Alumni Representatives		
Name	Year, Program	
*Preet D'Souza	ISCN Graduate Certificate	
Tracey Maddin	ISCN Graduate Certificate	
*Nicola Provenzano	Alumni	
Elected Faculty/Staff Representatives		
Name	Title	Department
*Danny Aniag	Professor	School of Business, IT & Management
*Laura Franks	Coordinator/Professor	School of Business, IT & Management
*Stephen Franks	Professor	School of Business, IT & Management
Guests/Unelected Faculty/Staff		
Name	Title	Organization/Department
Jackie Bathe	Associate Dean	School of Business, IT & Management
*Victoria Kee	Secretary	School of Business, IT & Management
*Nathan Percival	Professor	School of Business, IT & Management

KEY POINTS OF DISCUSSION

1. **Additions to Agenda:**
 - Silver medals
 - Changes to POS
 - Changes to entrance requirements
2. **Agenda:** accepted by consensus of the committee.
3. **Minutes** from November 10, 2015 approved by N. Provenzano and seconded by J. Lowe.
4. **External Membership Information Sharing:**
 - External committee members feel that business skills are often lacking in graduates. Inclusion in the program of a business course would be beneficial.
 - Soft skills are fundamentally important in the workplace.
 - The industry needs people who are not only able to understand and implement solutions but are also able to articulate them.
 - A background check is a common requirement in the workplace.
 - There is an increasing occurrence of crime in computer security.
 - Police forces have started hiring civilians. With large increases in cybercrimes this may be an area that could potentially offer good careers to graduates of this program.
 - Industry members have had positive experiences with Durham College field placement students as well as graduates.
 - The trending perspective is to use software defined space, container space and software defined networking around the containers.
 - Ground level experience such as set up and maintenance of tools required should be a skill that students possess when entering the program. The focus on this program is to teach students to help businesses assess, manage and assemble tools and projects.
 - Incident management is a key area.
5. **College/School and Program update:**
 - Durham College continues to grow with close to 11,000 full time students enrolled.
 - Twenty-two million dollars has been allocated to replace the Simcoe Building which was built in 1967 and was intended to be a temporary building. The new building will be a three story Centre for Collaborative Education which will include departments such as Aboriginal, Entrepreneurship and the Spark Centre, health sciences, some foundation programming and a student success program. Construction will start within the next few months.
 - Elaine Popp has joined Durham College in the role of Vice-President, Academic and Rebecca Milburn has also joined in the role of Associate Vice-President, Academic.
 - The School of Business, IT & Management has also grown and now has a total of approximately 2100 students with the addition of the Office Administration programs. Additionally, a Business-Finance and Business Administration-Finance program will be offered in the fall and are currently under development.
 - Judy Spring, Executive Dean of the School of Business, IT & Management will retire in May and Marianne Marando will replace her in this role. Jackie Bathe, Associate Dean will retire in June and Debbie Johnston will replace her in this role.
 - In the fall a new Computer Systems University Transfer program will be available to students that will allow them to complete a two year diploma with five embedded university courses and enter directly into the third year of the degree program at the University of Ontario Institute of Technology (UOIT).
 - Another new program offered in the fall is the Computer Foundations one year certificate.
 - The KPIs for the program are poor and hopes are that the new Program of Studies will improve these.
6. **Continuing Education:**
 - None at this time.
7. **Student Voice:**
 - The inclusion of curriculum on project management in the business contingency management course would benefit students.
 - Students come from technical backgrounds, therefore increased business knowledge would be very practical when entering the workforce.
 - Students were very happy with the information provided in the Law & Ethics in Forensic Investigation course.

- The hybrid format of some courses may not be ideal. Many students would prefer increased classroom time.
 - The inclusion of work experience in the program would be a strong asset.
- 8. Additional Agenda Items**
- Silver medal - Ontario Skills competition was attended this month. Two students competed and won the silver medal in the Networking Support and Administration category across Ontario.
 - Changes to Program of Study (POS) - These changes will be put in place in September of 2017. Wireless course content could be distributed throughout other classes and this was removed from the first semester. The Operating Systems class in Semester 1 is being re-written to provide more fundamental hands on knowledge that carried into Semester 2. The curriculum from the Law & Ethics in Forensic Investigation should be embedded throughout the courses and new curriculum could be included in Semester 2. Feedback from the committee was that this course is beneficial, especially when there are a high number of international students. Perhaps the course could be re-written to with a broader focus on Law & Ethics. Unanimous consensus of committee is that the earlier that students are taught ethics, the larger the benefit. The idea of delivering special topics in information technology (IT) security course was popular with the committee and would be beneficial for students.
 - Changes to entrance requirements - Computer Science may not necessarily be the right degree to require for entrance to this program due to the fact that it can be so varied. The requirements now also examine specific content in the applicants previous post-secondary education and may accept credentials in the areas of information technology as well as business related or law fields. Another pathway for potential applicants who do not have a background in this area is to take the one year Computer Foundations certificate program before applying for the graduate certificate program. Candidates submit resumes and may potentially be required to complete an interview or entrance essay.

RECOMMENDED ACTIONS

1. Follow up on the incorporation of delivering Lunch and Learns as part of the program/curriculum requirements.
2. Draft course outline of business course will be distributed to committee members for feedback.
3. Send Program of Studies to committee members for feedback on appropriate courses for hybrid versus in class delivery.
4. Review the Trending topics course outlined.
5. Follow up on KPI results at the fall meeting.
6. Next Meeting: Wednesday, October 5, 2016 at 6:00 p.m. Location: CFF
7. Adjournment: 8:20 p.m.

STATUS OF RECOMMENDATIONS FROM November 10, 2015 MEETING

1. Follow up on the integration of communication and soft skills in the program – Previously the trade show provided a major opportunity for students to develop soft skills; however, for the recent January intake, students would not have a trade show over the summer. The committee members were asked what they felt would be an appropriate way to help students build soft skills without the trade show. Suggestions included Lunch and Learns and working with business partners to create opportunities for students to practice skills they have learned throughout their program. An example of this type of experience is the one hour seminar students have been asked to create on computer security that will be offered that the PD Day at Durham College in June. Students can also be given the opportunity to work in teams and present information to their classmates.
2. Review the Project Management course curriculum in order to incorporate more team work and communication skills – the project management content has not yet been increased in the program; however this material can be included in first semester and then the practices learned could be incorporated through the rest of the program. The committee members feel that knowledge of planning a project and being part of delivering project tasks and deliverables is very important. Students prefer in-class time and some of the hybrid courses could be adapted to include additional instruction time. Committee members felt that more in-class time would be beneficial and students can do assigned readings on their own time. Committee members feel that a more general business course focusing on soft skills including communication, negotiation and strategy and understanding their audience would be beneficial as not every student will need project management knowledge specifically. Draft of course outline will be sent to committee members for feedback in early June.
3. Follow up on the possibility of increased meeting times for students – The suggestion to reduce online hours and increase of in class hours was supported by majority.
4. Discuss implementation of internship or co-op for the program – Durham College has formally initiated a co-operative education program department that will assist programs with the design and

implementation of co-op programs. Involvement in a co-op program would be available to students returning to school. K. Christow at IBM (International Business Machines Corporation) could discuss this possibility further. Committee members felt that additional work experience would be extremely beneficial for students and the inclusion of a Co-op would significantly improve the value of the program to students as well as the demand for the program.

5. Elect a chair – C. Wilcox was elected as chair of the committee.

REPORT PREPARED BY: V. Kee

DATE: May 17, 2016

DRAFT REVIEWED BY DEAN: J. Spring

SIGNATURE:

A handwritten signature in black ink, appearing to read "J. Spring". The signature is written in a cursive, flowing style.

APPROVED BY CHAIR: C. Wilcox

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
Committee Chair		
*Greg Johnston	Site Manager	Rohm & Haas-Dow Chemical
*Mike Sheedy	VP of Technical Development	Eco-Tec Incorporated
External Committee Members		
	Title	Organization
Colin Davidson	Director of Management & Innovation	CardioMed Supplies Inc.
*Rowan Fleming	Plant Engineer & Environmental Coordinator	Molycorp Canada
Jason Henry	High School Teacher	Donald A. Wilson/DDSB
*Corey Kachmar	Product Evaluation/Costing Technician	Woodbridge Foam Corporation
Andrew Pearce	Senior Recruiter/Project Lead	SGS Canada Inc.
*Eric Perry	Process Supervisor	Del Monte
Nick Taylor		OPG
Elected Student/Alumni Representatives		
	Yr/Program/Alumni	Organization
*Natasha Beattie	2 nd Year Chemical Eng. Tech	Durham College
Brandon Cole	3 rd Year Chemical Eng. Tech	Durham College
Guillaume Gagnon-Caya	Fast Track Chemical Eng. Tech	Durham College
*Kyle Hulse	3 rd Year Chemical Eng. Tech	Durham College
Mahrukh Safi	1 st Year Chemical Eng. Tech	Durham College
*Cole Smith	2 nd Year Chemical Eng. Tech	Durham College
Brock Wesson	1 st Year Chemical Eng. Tech	Durham College
Elected Faculty/Staff Representatives		
	Title	Organization
*Laura Benninger	Program Coordinator	Science & Engineering Technology
*Dave Duncan	Professor	Science & Engineering Technology
*Tanya LeRoux	Professor	Science & Engineering Technology
*Susan Todd	Dean	Science & Engineering Technology
Guests/Unelected Faculty Representatives		
	Title	Organization
*Colin Marson	Controls Engineer	Cameco

KEY POINTS OF DISCUSSION

1. **Welcome & Introductions:** Members were welcomed and introduced themselves.
2. **Additions to the Agenda:** There were no additions to the agenda.
3. **Acceptance of the Agenda:** The agenda was accepted.
4. **Approval of Minutes from November 26, 2015:** Minutes were approved by M. Sheedy and seconded by G. Johnston.
5. **External Membership Information Sharing/Industry Trends:**
 - Oil business is still depressed. Mineral industry is spending some money especially in copper. South America's pulp and paper industry is strong.
 - DowDuPont merger has resulted in the company splitting into three areas: agriculture, material science and specialty products. Six Sigma Green Belt is desired at DowDuPont. Process safety is becoming increasingly important. The merger trend in the industry facilitates less competition and increases temporary employment. Polyethylene and natural gas continues to be strong in Western Canada
 - Uranium industry is slow. There are not many reactors being built. Cameco now requires a two year college diploma and is hiring applicants with an education in Chemical Engineering or Power Engineering.
 - Increased focus on safety, environmental and regulatory regulations, lock out tag out, Piping and Instrumentation Diagram (P&ID), and job hazards analysis were discussed. C. Marson to send D. Duncan a copy of the prestart and job hazard analysis process.
 - There is a big pursuit for new technologies in automotive seating.
 - Molycorp has been refining gallium for LED lights, batteries, solar panels and electronic products. Most of its operators have come from the Durham Region.
 - Poor weather in 2015 resulted in a negative impact on Del Monte's fruit products.
6. **College/School Update:**
 - A new three storey facility named the Centre For Collaborative Education (CFCE) will replace the college's Simcoe building.
 - The college is working towards offering co-op opportunities for programs that would benefit from it.
 - Members were asked if they felt fast track students needed to take the Physical Science course. Members felt it would be irrelevant to take the course as most students enrolling in the fast track program have a Bachelor of Science. It was moved and seconded that the course be removed from the fast track Program of Study.
 - Math performance was discussed and the committee recommended changing the math requirement from 70% minimum in MAP4C. S. Todd will present this information to the Vice President Academic.
7. **Student Voice:**
 - Students felt the Career Planning & Development course in semester 2 would be more appropriate for semester 4 as it's too soon in the program to be developing resumes and cover letters.
 - The AutoCAD was too basic for some students. External members advised graduates must be able to read a diagram in order to find values and process flow. Alternatives may need to be evaluated.
 - There may be a potential gap in the math stream from semester 1 and 2. The program team will investigate.

- Student supports such as group sessions and private tutors were reported to be well used.

8. Continuing Education Update: Continuing Education representative was unavailable.

9. Future Meeting Date: November 10th, 2016

10. Meeting Adjourned: 7:00 PM

STATUS OF RECOMMENDATIONS FROM NOVEMBER 26, 2015 MEETING

1. Follow up on PAC evaluation forms for recommendations on changes to be made. **ACTION BY: L. Benninger – Will be compiled and sent out with minutes.**
2. Develop a report outlining the reasons why students are dropping out of the program. **ACTION BY: Program Team – Ongoing.**
3. Look into creating a program specific virtual tour for the website. **ACTION BY: Program Team – Complete.**

RECOMMENDED ACTIONS

1. Reinforce lock out tag out procedure and Piping and Instrumentation Diagram use. **ACTION BY: D. Duncan**
2. Introduce students to hazard analysis. **ACTION BY: D. Duncan**
3. Send D. Duncan a copy of the prestart and job hazard analysis process. **ACTION BY: C. Marson**
4. Remove Physical Science course from fast track Program of Study. **ACTION BY: Program Team**
5. Discuss changing math requirement with Vice President Academic. **ACTION BY: S. Todd**
6. Look into moving the Career Planning & Development course to semester 4. **ACTION BY: Program Team**
7. Investigate potential gap in math courses. **ACTION BY: Program Team**

REPORT PREPARED BY: Amy Derald

DATE: June 2, 2016

DRAFT REVIEWED BY DEAN: Susan Todd

SIGNATURE: *Susan Todd*

APPROVED BY CHAIR: Greg Johnston & Mike Sheedy

DATE: June 8, 2016

Community Services (ADMH, CSCSF & SSW) Program Advisory Committee

Membership List

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

Name	Title	Organization
Committee Chair		
*Douglas Matheson	Senior Lead	CMHA Durham
External Committee Members		
Kim Lepine	Director, Mental Health and Specialized Geriatrics	Community Care Durham
*Jennifer Iantomasi	Addiction Counsellor	Lakeridge Health
Katie Sansom	Student Coordinator	Durham Mental Health Services
*Garfield Bembridge	Executive Lead	CMHA Toronto
Ali Juma	Director Family Services	Durham Children's Aid Society
Heather Stewart	Kinship Worker	Children's Aid Society
*Jennifer Brunt	Human Resources Manager	Enterphase Child & Family Services
Maria Perrino	Manager	John Howard Society
Mark Hammann	Manager	AIDS Committee of Durham
Sarah Dixon	Program Manager	Frontenac Youth Services
Soraya Attai	School Settlement Worker	Community Development Council
*Wendy Rechanicz	Program Manager	Frontenac Youth Services
Elected Student/Alumni Representatives		
*Krystyn Firka	ADMH Student	Durham College
Halyna Polityka	ADMH Student	Durham College
Nicholas Ringwood	SSW Student	Durham College
Jaimee Rodrigues	SSW Student	Durham College
Elected Faculty/Staff Representatives		
*Bev Neblett	Associate Dean	School of Health & Community Services
*Ken Lomp	Faculty/Coordinator	Addictions & Mental Health Program
*Randy Uyenaka	Faculty/Coordinator	Social Service Worker Program
*Pat Mongeon	Faculty/Coordinator	Community Services & Child Studies
*Dan Blomme	Faculty	Addictions & Mental Health Program

Guests/Unelected Faculty/Staff

*Stephanie Tufts	Student Advisor/Practicum Officer	School of Health & Community Services
*Donna Boyd	Program Manager	Continuing Education
Mary Noble	Employment Advisor/ Internship Coordinator	Durham College

KEY POINTS OF DISCUSSION

1. Minutes of October 28th, 2015, were approved by J. Iantomasi and seconded by D. Matheson. Carried.
2. No additions to the agenda.
3. **Business/Actions Arising from Previous Minutes:**
 - P. Mongeon will recruit a Community Services and Child Studies Foundations (CSCSF) student for next semester.
 - R. Uyenaka will follow up on a Social Service Worker (SSW) Alumni member to participate at PAC meetings.
 - Terms of Reference was emailed to the membership.
 - Members were provided the link to the video "You Are Not Alone".
4. **External Membership Information Sharing:**
 - Agency staff are being trained on Gain-Q3 global appraisal assessment tool. This tool helps provide clients with individualized and personalized care. http://www.gaincc.org/data/files/GAIN-Q3_MI_v_%203_2_1.pdf
 - Information was provided regarding the "Big White Wall". The "Big White Wall" is a digital support system guide for field workers.
 - Agencies appreciate that our students are entering placements with first-aid, CPR and UMAB training.
 - "Living Space" opening in Durham will offer an inclusive environment, community social spaces and on-site nurses to support clients.
 - Agencies have requested that all potential placement students add all employment, volunteer work and other placements to their resumes.
5. **College/School and Program Updates:**
 - The School's program growth was discussed. The success of recent College events were highlighted. An update on enrollment numbers and recruitment activities for the next academic year were provided.
 - Updates to program content were shared. Highlighted student successes such as a recent student being honored at the College Research Day. Discussion regarding engaging students in initiatives aimed at addressing social problems in the community took place. The team explored introducing students to Enactus, (a student-run, not-for-profit organization) to foster their entrepreneurial talents.
6. **Continuing Education Update:**
 - The SSW program has 16 courses offered online and 4 more expected to be online in September 2016. The online programs have been well received.
7. **Student Voice:**
 - Smaller class sizes are appreciated.
 - Teachers are great.
 - The faculty bring passion to the classroom. They share real life experience and examples with the students.
 - Suggested that students have a way to provide course feedback. Students cited examples of using Survey Monkey, or a suggestion box.


RECOMMENDED ACTIONS

1. P. Mongeon to recruit CSCSF student member for the Fall.
2. R. Uyenaka will follow up on a SSW Alumni member.
3. Membership to be provided link to Gain-Q3 Global Appraisal.

FUTURE MEETING DATE

1. Next meeting – Wednesday, November 16, 2016, 2:00-4:00 pm. In SW106 Boardroom.
2. Adjournment at 4:05 pm.

REPORT PREPARED BY: Sara Donner DATE: May 27, 2016

DRAFT REVIEWED BY DEAN: Judeline Innocent SIGNATURE: 

APPROVED BY CHAIR: Douglas Matheson SIGNATURE:

911 Emergency & Call Centre Communications Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Theresa Virgin*	APCO Canada Representative	APCO Canada
External Committee Members		
Diane Douglas*	Communicator	Oshawa Fire Services
Kim Rigden-Briscall	Commander, CACC	Toronto Paramedic Serv.
Irene Marceau*	Operations Manager	Minacs
Brenda Jeffs	Customer Service Manager	City of Oshawa
Lee Ana Carleton	Training & Recruitment	Toronto Police Service
Victoria Kehoe*	Executive Director	Distress Centre Durham
Jyl McGunigal	Superintendent, Emergency Medical	Toronto Paramedic Serv.
Lisa Nash	Communications Training Director	Durham Regional Police
Sharon Noble*	Chief Communications Officer	Ajax Fire & Emergency
Susan Sharp	Training Unit	Toronto Police Service
Amanda Bruce**	Acting Site Director	Minacs OnStar
Anna Halkidis	Manager, Dispatch Operations	CAA South Central Ontario
Steve Jones	Unit Leader Communications/911	Durham Regional Police
Shannan Saunders	Manager, Office of Campus Security	Durham College
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Emilie Hibbs	2 nd Year	Durham College
Donald Smith*	Alumni	Durham College
Amy Tripp*	1 st Year	Durham College
Elected Faculty/Staff Representatives		
	Title	Organization
Stephanie Ball*	Dean	Durham College
Annette Patrick*	Coordinator/Faculty	Durham College
Melissa Taaffe*	Faculty	Durham College
Margot Murray*	Faculty	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Sue Knox*		DRPS

KEY POINTS OF DISCUSSION

- The minutes of October 15, 2015 were amended as follows:
 - #2 – 2nd sentence to read: 'Ajax Fire has 3..... and new firefirefighters go through the training program to assist as dispatchers when needed to fill in.'
 - 4th sentence to read: 'Toronto Paramedic Services is planning to update to version'.
 - #4 – 2nd sentence to read: Toronto Paramedic Services has hired 15 dispatchers.'

#8 – title change to read: Canadian Text with 911’.

A motion to accept the amended minutes were approved by M. Murray and seconded by S. Noble. CARRIED

2. **Industry Updates:** Toronto Paramedic Services will be posting for 15 part time call takers. Distress Centre Durham is piloting an on-line chat and text program in partnership with three other centres. A Minacs employee was chosen the Dispatcher of the Year for North America. Minacs does not have a lot of turnover in the emergency side but do continue to hire for On Star.
3. **NFPA Standards:** Office of the Fire Marshal and Emergency Management (OFMEM) of Ontario uses NFPA Standards and APCO based curriculum for the training and certification of Ontario Fire Dispatchers. Our grads will be able to challenge the certifying exam based on their training. All fire communicators in Ontario will be required to certify to these standards. Theresa Virgin is on the Committee to Canadianize the APCO Fire Service Communications Training Manual from the US based manual which has been revised, and is pending final editing and approval by APCO International. **International Academy of Dispatchers:** Toronto Paramedic Service has adopted their training model for recruiting which has created some issues with our students. There is no equivalency with our courses/program. Students can view the courses offered on the Academy’s website and register online for any course (approx. \$375) that may be offered in their area.
4. **Program Update:** The essential employability skills are embedded in all courses and assignments are set up to measure those skills. Students are more engaged with practical types of exercises that are used by the services. A faculty has proposed introducing Safe Talk training into the Crisis Intervention course. The program requires students to have three General Education courses and the current program of studies has two mandatory and one elective.
5. **Student Success:** Students from the college and UOIT students were involved in a Hackathon which focused on saving the environment. A. Tripp, a 911 EMCC student, and her group won the top award of \$1000 for recycling clothes by adding a surcharge that can be recouped upon returning the clothes for donation.
6. **Experiential Learning:** Students have more autonomy in seeking their own placement or volunteering opportunity starting in their first year and they all found it a valuable experience. A number of our graduates have been hired with Minacs, CAA, Thunder Bay Transit, Medicine Hat and other smaller communities. The Distress Centre is looking at partnering with the college and seeking space on campus to set up a satellite centre. Our students would have the opportunity to work in the centre as part of their experiential learning placement.

RECOMMENDED ACTIONS

1. Any member interested in attending the APCO Conference in Banff on November 8, 9 and 10, 2016 should contact T. Virgin.
2. M. Taaffe will contact the DEMO representative regarding wireless emergency notifications.
3. Committee members are asked to consider using our students for any type of research project needed in their organization and those requests should be forwarded to A. Patrick.
4. The program of studies will be reviewed for changes in the general education elective course offerings by the faculty team.

STATUS OF RECOMMENDATIONS FROM OCTOBER 15, 2015 MEETING

1. Any committee member who would like to attend the APCO Conference should contact our Chair, T. Virgin. COMPLETED
2. A. Patrick will follow up with M. Murray and L. Millette from DEMO (Durham Emergency Management Office) regarding the TERT program ONGOING
3. A report on the investigation into the cost and arrangements on other types of CAD software with the International Academies of Emergency Dispatch will be provided by A. Patrick at the spring meeting. ONGOING

REPORT PREPARED BY: M. Bartosik

DATE: May 25, 2016

DRAFT REVIEWED BY DEAN: S. Ball

SIGNATURE: 

APPROVED BY CHAIR: T. Virgin

SIGNATURE: 

Mediation – Alternative Dispute Resolution Programs Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Lorraine Joynt	Mediator	FSCO
External Committee Members		
Peter Spratt	VP, Consulting Services	Collins Barrow DC
Audrey Lea*	Accredited Family Mediator	Ontario Court of Justice
Suzette Lewis	CJAF	
Cathy Salmers*	Mediatory & Collaborative Lawyer	Salmers Law
Kam Lovel	Family Mediator – Arbitrator	Ontario family Mediation
Susan Parsons*	Mediator	Crossroads Family Solutions

**Elected Student/Alumni
Representatives**

Bryanne Gates	Alumni	Durham College
Deena Misale	Alumni	Durham College
Catherine Chan	Alumni	Durham College

**Elected Faculty/Staff
Representatives**

Name		
Stephanie Ball/Moreen Tapper*	Executive Dean/Associate Dean	Durham College
Helen Lighstone*	Faculty Rep//Coordinator	Durham College
Dale Burt*	Faculty Rep	Durham College
Virginia Harwood*	Faculty Rep	Durham College

Guests/Unelected Faculty/Staff

None

KEY POINTS OF DISCUSSION

- Minutes of November 4, 2015 were approved by A. Lea and seconded by S. Parsons. **CARRIED**
- Industry Trends:** Family Mediation Internship Ontario Court of Justice hosts an open lunch with a few mediators to promote mediation in general in the Durham Region on the 2nd Tuesday of each month. It would be a great opportunity for our students for mentoring and partnerships. Collaborative practice with lawyers is becoming mainstream with upgrading and information sharing through seminars on difficult areas of mediation. The classification for mediation/arbitration is becoming popular. Separation agreements have placed clauses there if clients cannot agree that they must progress to mediation now.
- Community Mediation Outreach:** The students were involved in a pilot initiative in working with high risk elementary schools dealing with youth in conflict mediation activities with positive feedback. The students felt that they had developed skills as mediators. It was suggested that

students should also learn about managing certain behaviours, adolescent development, support networks, self-care and trauma training.

4. **Ontario Association for Family Mediation (OAFM):** The program team has been working with OAFM and have course approval.
5. **Alternative Dispute Resolution Institute of Ontario (ADRIO) Student Memberships:** Student membership will be included in their incidental fees and tuition. They will receive an 18-month membership.
6. **Mediation Observation Opportunities:** Personal Injury Mediator, Frank Gomberg, allowed our students to observe a session.
7. **Campus Conflict Resolution Services (CCRS):** .The program group are working with the School of Media, Art and Design faculty in a staged video flash mob that will be used as a teaching tool. It was suggested that a focus group be set up to address the usage of CCRS by faculty and students as well as feedback following classroom presentations.
8. **Program of Studies Changes:** Suggestions for changes to the options included social media, web site design, administration skills for mediators, electronic portfolio for PD submission and professional development. The course name, Community Mediation and Preparation, will change to Community Outreach Mediation and Preparation.
9. **MADR 6th Anniversary:** The event was held in March 23, 2016 and was quite successful and well attended. .
10. **ADRIO Collaboration:** Several ideas were proposed for a mediation week of activities. ADRIO offers 6 seminars "business in a box" and it was suggested that we host one of the six through global classroom. A student committee could also need to be set up to address student needs. Another proposal was a lunch and learn with a Chartered Mediator (CMED) which would also provide networking opportunities for our students. Attendance at the ADRIO Canada conference with Durham College sponsoring the event.

RECOMMENDED ACTIONS

1. The Program Advisory Committee terms of reference/mandate and bylaws will be attached to the minutes by M. Bartosik.
2. C. Salmers will provide the members with the website for the collaborative practice sessions that our graduates can also register for.
3. C. Salmers will forward a list of mediators in the Durham Region to H. Lightstone.
4. H. Lightstone will submit a list of ADRIO/Alternative Dispute Resolution Institute of Canada (ADRIC) concepts to the program team and S. Ball for consideration.
5. F. Gomberg will be asked to allow our students to observe a session next year by H. Lightstone.
6. The program team will discuss on how and where to embed an assignment for the students on the mediation observation.
7. The faculty team will review the list of alternative courses proposed by the members to replace the current options for the program of studies for 2017-2018.
8. Principals from community outreach will be invited to the college host appreciation event by T. Greenall.

STATUS OF RECOMMENDATIONS FROM November 4, 2015 MEETING

1. The Mayor of Oshawa and Suzette Clunis at ADRIO will be invited to the MADR 6th anniversary celebration by H. Lightstone. COMPLETED
2. This year's students will be canvassed by H. Lightstone for a representative to participate on this committee. ONGOING
3. Mediation Week and Flash mob idea will be brought forward to the students for discussion by H. Lightstone. COMPLETED

REPORT PREPARED BY: H. Lightstone/M. Bartosik

DATE: May 26, 2016

DRAFT REVIEWED BY EXECUTIVE DEAN: S. Ball

SIGNATURE:



APPROVED BY ACTING CHAIR: H. Lightstone

SIGNATURE:



***Paramedic Programs Advisory Committee
School of Justice & Emergency Services
Minutes of May 26, 2016***

Paramedic Programs Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Dr. Rudy Vandersluis*, MD, CCFP(EM), FRCPC	Chair, Medical Advisory Board	Central East Prehospital Ca
External Committee Members		
Mike Slatter	Deputy Chief of Quality & Dev.	Hastings-Quinte Emergency
Andrew Bright	Primary Care Paramedic	Durham EMS
Linda Calhoun	Senior Director	Lakeridge Health
		Central East Prehospital
Jim Harris*	CQI Manager	Central East Prehospital
Gary Keilhack	Superintendent, Professional Stand.	York Region Emergency
Keith Kirkpatrick	Chief	City of Kawartha Lakes
		Emergency Medical
David Mokedanz	Superintendent, Operations	Durham Region Emerg.
Robert Morra	Advanced Care Paramedic	Durham EMS
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Seong Park*	Alumni	Durham College
Samantha Snell	Alumni	Durham College
Angelo Licsi	2 nd Year	Durham College
Danielle Graham	2 nd Year	Durham College
Mehrad Fazelli-Hokmabad*	1 st Year	Durham College
Elected Faculty/Staff Representatives		
	Title	Organization
Name		
Stephanie Ball	Executive Dean	Durham College
Steve Bazak*	Professor	Durham College
Ralph Hofmann*	Coordinator/Professor	Durham College
Guests/Unelected Faculty/Staff		
None		

KEY POINTS OF DISCUSSION

1. Minutes of November 18, 2015 were approved by J. Harris and seconded by R. Hofmann.
CARRIED
2. **Industry Trends:** A new team approach is being implemented at Base Hospital to conduct call reviews of significant incidents. Simulations are being implemented to determine and/or identify communication issues and develop greater learning objectives.
The new BLS Patient Care standards document is scheduled to be released this summer and will represent a significant change. The most significant challenge is emergency childbirth which is considered a delegated medical act and thus belongs in the ALS Patient Care standards. This will not hold up the process but is a challenge. Train the trainer courses will be offered to train hospital staff and medics. Research has not been completed at this point to see what has been put in place outside of Ontario.
3. **Field Placement Update:** There are 40 Paramedic diploma students in second year moving on to preceptorship in the fall. There are 15 Advanced Care Paramedic students currently doing their preceptorship and 9 in the York cohort just finishing up.
4. **Enrolment:** Our projected enrolment is 50 first-year students in the Paramedic diploma program for September 2016. There will be between 16 and 18 in the ACP cohort as well as employer-funded initiatives in Durham and in York.
5. **Student Updates:** All the Paramedic Advanced Care students were successful in their Ministry regulatory exam this year. All the Advanced Care graduates from last year have attained jobs.
6. **Program Updates:** Lab time and usage of the lab has been enhanced to allow students more access. Lab space is being reorganized and has been restructured to accommodate the lab being used five days per week. The ACP labs have been redesigned to emphasize teaching of community paramedic skills.
7. **Provincial Update:** MTCU has initiated the review process for Paramedic and Advanced Care Paramedic programs. They will be calling on industry experts to sit on focus groups to provide input.
8. **National Update:** The Canadian Medical Association has announced that as of 2018, it will no longer be in the business of Program Accreditation. The National Profile has changed as well and focusses more on attributes than on task lists. A curriculum framework document is in development at a national level. More information should be coming out soon.
9. **Program Challenges:** Student failures as a result of behavior issues seem to be on the rise. This year three students who were not successful in the practicum component last year returned for a second attempt this year. Two of the students failed again for demonstrating the exact same behavioral issues/concerns. Many hours were spent coaching and guiding these students with no change in behavior. The third student was successful upon attaining professional help. The issue is how to address behavioral concerns for repeating students at the program level.

RECOMMENDED ACTIONS

1. Durham Region EMS will be contacted by R. Hofmann to solicit interest in a new Vice Chair position on this committee.
2. Committee members are asked to submit suggestions/feedback to R. Hofmann on how to address repeat students that continue to demonstrate the same behavioral issues.

STATUS OF RECOMMENDATIONS FROM NOVEMBER 18, 2015 MEETING

1. Committee members are to forward suggestions/input on the Preceptorship document to R. Hofmann.
COMPLETED
2. The election of a Vice Chair will be put on the agenda for the next advisory meeting by R. Hofmann.
ONGOING
3. Part time faculty access into the lab will be followed up with Security by R. Hofmann. COMPLETED
4. The link for the virtual reality tool will be forwarded to all the members by R. Hofmann. COMPLETED

REPORT PREPARED BY: T. Kennington/M. Bartosik

DATE: June 7, 2016

DRAFT REVIEWED BY EXECUTIVE DEAN: S. Ball SIGNATURE: _____



APPROVED BY CHAIR: R. Vanderluis

SIGNATURE:

A handwritten signature in black ink, appearing to be 'R. Vanderluis', is written above a horizontal line.

Water Quality Advisory Committee Membership List

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

Name	Title	Organization
Committee Chair		
*Lory Jackson	Wastewater Technician	Ontario Clean Water Agency
External Committee Members		
Shannon Boland	Drinking Water Inspector	Ministry of the Environment
Craig Brooks	Manager of Water Systems	Lakefront Utility Services Inc.
*Ian Chin	Manager, Water Treatment	Toronto Water
Katie Cooke		Ontario Clean Water Agency
*Drew Evans	Vice President of Business Development and Government Relations	Real Tech Inc.
Ian King	Construction Coordinator	York Region
*Gord Newlands	Plant Technician Wastewater	Region of Durham
Justin Picard	Water and wastewater Technician	Blue Planet Environmental Inc.
Mirosław (Mirek) Szafranski	Chief Maintenance Operator	The Regional Municipality of Durham
Elected Student/Alumni Representatives		
Bridget Fedak	Water Quality Technician – year 1	Durham College
Kyle Lowenreid	Water Quality Technician – year 2	Durham College
Jamie McCabe	Water Quality Technician – year 1	Durham College
Kevin Round	Water Quality Technician – year 2	Durham College
Elected Faculty/Staff Representatives		
*Jenny Cortez-Cordova	Professor	Science & Engineering Technology
Joy Lavergne	Program Officer	Continuing Education
*Ron Motum	Professor	Science & Engineering Technology
*Corrie Stender	Professor	Science & Engineering Technology
*Susan Todd	Dean	Science & Engineering Technology
Guests/Unelected Faculty/Staff		
*Chris Gillis	Manager, Applied Research Business Development	Office of Research Services, Innovation and Entrepreneurship

KEY POINTS OF DISCUSSION

1. **Welcome & Introductions:** L. Jackson welcomed members and asked everyone to introduce themselves.
2. **Additions to the Agenda:** There were no additions to the agenda.
3. **Acceptance of the Agenda:** L. Jackson accepted. I. Chin seconded.
4. **Approval of Previous Minutes from November 6, 2015:** G. Newlands accepted.
5. **External Membership Information Sharing/Industry Trends:**
 - There are many people retiring from the industry. The Ontario Clean Water Agency (OWCA) will be looking for stationary engineers with steam certificates. C. Stender to contact David Beals to determine if students at the Whitby campus would be qualified for these positions. L. Jackson advised OWCA took six university co-op students however they did not have their Operator-InTraining certificates.
 - Toronto Water posted three operator positions. As infrastructure increases, more pipes are put in the ground.
 - Asian markets are pushing into real-time monitoring. India's federal government has created new legislations and regulations that require 17 industries to monitor their affluent discharge in real time. Part of the reason being corruption and data integrity. The information is sent into the cloud and readily available. S. Todd to connect with D. Evans on a potential project.
 - The Southern Ontario Water Consortium (SOWC), a collaboration of colleges and universities that help develop funding proposals and projects was discussed.
 - The Region of Durham is looking into pollution prevention plans in an app format for industries. The onus is being put on the municipality of the industry.
 - Graduates should be equipped for promotions as the availability of senior management positions increase. Budgeting, maintenance, planning and management skills are highly desirable for those looking to move up quickly.
6. **College/School Update:**
 - Computer Applications I (COMP 1101) was determined to be redundant and will be decommissioned and embedded into other courses. The program team will look into adding a course on municipal management and business practices as per the committee's recommendations.
 - C. Gillis discussed the Office of Research Services, Innovation & Entrepreneurship's role. Members looking to conduct research with faculty and students can contact him at chris.gillis@durhamcollege.ca.
 - The program is completing its Annual Curriculum Renewal.
 - L. Jackson has completed his term as a committee member and has agreed to return after a one year hiatus. The program advisory committee will elect a new chair at the fall meeting.
 - The program will be looking for someone to teach Instrumental Analysis. Those interested can contact M. Calhoun at Maureen.calhoun@durhamcollege.ca.
7. **Student Voice:**
 - Student rep was not available.

8. Continuing Education Update:

- Continuing Education is currently training 67 Region of Durham staff in the Math for Water Quality course. Members who are interested in taking courses through our Continuing Education department can contact the office at 905-721-3052.

9. Future Meeting Date: December 1, 2016

10. Adjournment: 6:50 PM

STATUS OF RECOMMENDATIONS FROM NOVEMBER 6, 2015 MEETING

1. Post salary information, testimonials, and general career information of Water Quality graduates on the Durham College website. **ACTION BY: Program Team – Ongoing.**
2. Promote the program and job market information to Environmental Technology students. **ACTION BY: Program Team – Complete.**
3. Send Project Management Certificate link to members. **ACTION BY: A. Derdall – Complete.**
4. Send new Water Quality Topics course draft to members for review. **ACTION BY: A. Derdall – Complete.**
5. Invite a representative from the Office of Research Services & Innovation to spring meeting. **ACTION BY: S. Todd – Complete.**

RECOMMENDATIONS

1. Contact David Beals to determine if students at the Whitby campus would be qualified to work as stationary engineers. **ACTION BY: C. Stender**
2. Connect with D. Evans on a potential project using real time monitoring. **ACTION BY: S. Todd**
3. Look into developing a course that includes municipal management and business practices. **ACTION BY: Program Team**
4. Elect a new chair for the committee. **ACTION BY: Program Advisory Committee.**

REPORT PREPARED BY: Amy Derdall

DATE: June 6, 2016

DRAFT REVIEWED BY DEAN: Susan Todd

SIGNATURE: 

APPROVED BY CHAIR: Lory Jackson

SIGNATURE: Approved VIA email June 8, 2016

International Business Management Membership List

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

Name	Title	Organization
Committee Chair		
*Darcy St. Marie	Production Manager	General Motors
External Committee Members		
Bob Armstrong	President	Armstrong Trade and Logistics Advisory Services Inc. (ATLAS)
*Pauline Bessada	Vice President, Operations	Bissma Agrogroupp Inc.
*Ben Harrison	Business Development & Marketing	Intellimenter Canada Inc.
Raymond Merz	General Manager	Nitta Gelatin NA Inc.
David Thebeau	SCM Director	Celestica
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
*Russell Bernal	Student, Graduate Certificate	
Linda Susan Joseph	Student, Graduate Certificate	
Elected Faculty/Staff Representatives		
*Lora Rigutto	Professor	School of Business, IT & Management
Atul Tyagi	Professor	School of Business, IT & Management
*Jim Wyer	Program Coordinator	School of Business, IT & Management
Guests/Unelected Faculty/Staff		
*Jackie Bathe	Associate Dean	School of Business, IT & Management
*Victoria Kee	Administrative Support	School of Business, IT & Management
Paul Finlayson	Professor	School of Business, IT & Management
Cesar Polvorosa	Professor	School of Business, IT & Management

KEY POINTS OF DISCUSSION

1. **Additions to Agenda:**
 - Key Performance Indicators.
 - New FITT course outlines.
2. **Agenda:** accepted by consensus.
3. **Minutes of January 28, 2016** approved by consensus.
4. **External Membership Information Sharing:**
 - Unpredictable catastrophic events such as earthquakes or fires can cause enormous disruptions to the supply chain when the supply of parts which do not have substitutions is affected. This can make it necessary to halt the entire production chain.
 - When there is a single source a larger safety stock is required to help mitigate risk.
 - When organizations are working with multiple international countries they need to constantly scan and assess political, geographical and economical climates in order to determine and plan for potential challenges.
 - When sourcing from large numbers of international firms it is very likely that there will always be an issue with imports from at least one source.
 - Just-in-time production remains a very important production method which helps reduce overhead costs and create a leaner organization.
 - Cap and Trade legislation, which imposes a cap on emissions for organizations, will likely increase the cost of manufacturing in Ontario. It is possible that affected organizations will outsource to other countries which don't have comparable legislation.
 - The Cleantech sector is growing rapidly and can be a good area for graduates to look for jobs. Information about Cleantech should be included in the curriculum due to this trend.
 - Canadians are considered leaders in the Cleantech field.
 - Corporate sustainability and social responsibility are also important topics to discuss with students.
 - Hybrid and Electric vehicles are becoming increasingly common. This is a growing trend in an effort to reduce carbon emissions.
 - Operations and supply chain management is a very important aspect of international business. It is important to be flexible and able to react to rapidly changing circumstances.
 - The oil crisis is affecting commodity prices in the agricultural industry. Some companies in this industry are closing or merging.
 - Disruptive marketing is a problem in the agricultural industry which interrupts the supply chain by selling commodities directly.
 - Fraud is an increasing occurrence. Emails can be intercepted and new domains can be created to mimic company email addresses. Ransomware is also increasingly common. Students should learn the significance of privacy and security issues.
5. **College/school and Program update:**
 - Durham College continues to grow with close to 11,000 full time students enrolled.
 - Twenty-two million dollars has been allocated to replace the Simcoe Building which was built in 1967 and was intended to be a temporary building. The new building will be a three story Centre for Collaborative Education which will include departments such as Aboriginal, Entrepreneurship and the Spark Centre, health sciences, some foundation programming and a student success program. Construction will start within the next few months.
 - Elaine Popp has joined Durham College in the role of Vice-President, Academic and Rebecca Milburn has also joined in the role of Associate Vice-President, Academic.
 - Judy Spring, Executive Dean of the School of Business, IT & Management will retire in May and Marianne Marando will replace her in this role. Jackie Bathe, Associate Dean will retire in June and Debbie Johnston will replace her in this role.
 - The School of Business, IT & Management has also grown and now has a total of approximately 2100 students with the addition of the Office Administration programs. Additionally, a Business-Finance and Business Administration-Finance program will be offered in the fall and are currently under development.
 - The Capstone project in the International Business program uses a business simulation. The class formed groups of two and were in the top 100 every week in the competition across all participating colleges and universities around the world. This is a skill students should highlight on their resumes as it is highly practical and widely recognized.
6. **Continuing Education update:**
 - No update at this time.
7. **Student voice:**
 - Students enjoyed the program and felt that it surpassed expectations.
 - The Capstone project was very beneficial. It was fun and competitive. Different strategies were needed to be employed every week.

8. Additional Items:

- Key Performance Indicators – International Business Management was rated in the top 10 for all the programs at Durham College which was very good. The KPI report will be distributed to committee members with the meeting minutes.
- New Forum for International Trade Training (FITT) course outlines – There will be two new courses included in the program and other curriculum will be distributed throughout the program. FITT won't be supporting the textbooks after December but there needs to be more advance notice when planning and marketing curriculum. FITT has stated that they will work with the college on this matter. Any changes to the curriculum will take place for 2017/2018. Ideas for the new courses include an Integrated Logistics course with Systems, Applications and Products (SAP), an Operations course, or a Macro and Micro Economics course. Another topic of importance for this program would be a course covering geography, politics and history.

RECOMMENDED ACTIONS

1. Incorporate information on Cleantech into the curriculum.
2. Send KPIs to committee members along with meeting minutes.
3. Report back on Program of Studies changes at the fall meeting.
4. Discuss the importance of networking with students in September and arrange opportunities.
5. Continue to arrange guest speakers for students.
6. Next meeting: Tuesday, September 20, 2016 Room: CFF
7. Adjournment: 8:15 p.m.

STATUS OF RECOMMENDATIONS FROM January 28, 2016 MEETING

1. Follow up on investigation of implementation of a networking event – will investigate the possibility of a student chapter and whether FITT may support this venture. There is also the possibility of arranging tours or roundtable discussions for student participation.
2. Follow up on FITT networking events - these were promoted to students; however, there was not a lot of interest. Will continue to promote these to students. These are very valuable, especially for graduates, as a networking opportunity.
3. Follow up on guest speakers for the students – there was some difficulty arranging guest speakers for the students. This will be an ongoing effort in order to arrange at least one guest speaker per semester.
4. Discuss the potential of Co-op opportunities – this opportunity will continue to be investigated for potential future implementation.
5. Follow up on the evaluation of the Project Management textbook – the same textbook is currently being used.

REPORT PREPARED BY: V. Kee

DATE: May 31, 2016

DRAFT REVIEWED BY DEAN: J. Spring

SIGNATURE: 

APPROVED BY CHAIR: D. Ste. Marie



Music Business Management Committee
School of Media, Art & Design
Minutes of May 31, 2016

Music Business Management Committee Membership List

Name	Title	Organization
Committee Chair		
*Evelyn Cream	President	Athena Music International
External Committee Members		
*Michelle Baily	VP. HR	Re:Sound
Linda Bush	Owner/Manager	New Romantic Music
Brian Chick	Director National Promotions	Universal Music Canada
Catherine Jones	Director, Bell Media Music	Bell Media Inc.
Brandon Keen	Account Manager	Audio Blood 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.
Elected Student/Alumni Representative		
Matt Nolson	Music Business Alumni	
*Brianna Sirju	3 rd Year Music Business Mgmt.	Durham College
Brittany Watkins	2 nd Year Music Business Mgmt.	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
*Greg Murphy	Executive Dean	School of Media, Art & Design
*Tony Sutherland	Professor, MBAD/MBM Programs	School of Media, Art & Design
*Marni Thornton	Coordinator, MBAD/MBM Programs	School of Media, Art & Design
Greg Jarvis	Professor, MBAD/MBM Programs	School of Media, Art & Design
Guests/Unelected Faculty/Staff		
Name	Title	Organization
*Mike Butlin	Operations Manager	Re:Sound
Drew Hale	Freelance	Last Planet
*Joanne Hill	Professor, IS School	Durham College

KEY POINTS OF DISCUSSION

1. Additions to Agenda: Administrative Skills and Field Placement issues
2. Approval of Agenda with additions: accepted by consensus
3. Approval of minutes of November 23, 2015: accepted by consensus
4. **External Membership Information Sharing:**
 - It is widely known that there are many changes in how you 'do business' in the music industry. There is not one specific way to do anything anymore. Various methods are being used.
 - The use of "Twitter" is on the decline within the music industry. It was noted at the last meeting that Facebook usage is also on the decline. Young people are using YouTube as their search engine, watching videos of what they want to know as opposed as to using "Google" to find text.
 - Snapchat is on the rise; Instagram is also popular. Integrating video on the various platforms is a requirement for staying current.
 - There was a discussion on trending changes in licensing processes.
 - Changes in copyright laws overseas may have an impact on North American industry.
 - A discussion on ticket prices, technology and distribution methods ensued.
 - There was a discussion on current festivals within the GTA including the impact of the fluctuating Canadian Dollar.
 - Radio is holding steady with the twenty-year numbers. This was a trend that was not expected to hold, it was assumed to be on the decline. Syndicated programming is helping the radio industry.
 - British Columbia just received a large amount of funding for the music industry.
 - A new genre, "Americana" has been added to "Billboard".
 - Streaming revenue is rising.
5. **College/School and Program Update:**
 - College enrolment was discussed.
 - The School of Media, Art & Design will be growing with four new graduate certificate programs for September 2016.
 - Six students from the third year graduating class have already been hired into industry.
6. **Continuing Education update:** No update at this time.
7. **Student Voice:**
 - Entrepreneurship class was set-up differently than last year.
 - The writing component of the independent research class was difficult. Most students were not familiar with writing a large thesis paper and struggled.
8. **Additional Agenda Items:**
 - There was a discussion on the required administrative skills in industry. Members shared what they are looking for when hiring. Skill with Excel spreadsheets needs to be taught by someone with a music background who can show its relevance to the music industry.
 - Persuasive letter writing is being taught.
 - Field Placement was discussed; some employers have commented that they would like students placed all week for a whole semester instead of two days a week over two semesters.

RECOMMENDED ACTIONS

1. The Program should purchase the International Federation of Phonographic Industry (IFPI) report on world music sales.
2. Research Soundscan and/or other new databases for purchase and use.
3. Give marks for the methodology used on assignments, and projects (across the curriculum) should use Word and/or Excel.
4. The program should host a live sound night providing students with hands-on experience with live-sound equipment.
5. Review the structure of field placement within the curriculum.
6. Next meeting – Tuesday, November 8, 2016 at Re:Sound at 6:00 p.m.
7. Adjournment 8:15 p.m.

STATUS OF RECOMMENDATIONS FROM November 23, 2015 MEETING

1. Introducing Publishing as a stand-alone course in the curriculum will be discussed in the program review meeting and could be brought back in the 2017 Program of studies.
2. The budget for the practicum course is still being discussed.
3. The program team has continued to participate in the part-time faculty hiring along with the Associate Dean.
4. Tours in industry workplaces for students has not moved forward and will be discussed in the spring program meeting.
5. Senior students helping to mentor the first and second-year students is an ongoing and was well received this past academic year.

REPORT PREPARED BY: A. Desaillier

DATE: May 31, 2016

DRAFT REVIEWED BY: 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.*

Name	Title	Organization
Committee Chair		
External Committee Members		
*Anton Amirthanathan	Business Development Manager	Aplus RTD, Central Canada
Mike Baumann	NDE Inspector	Messier Bugatti Dowty
*Evan Choi	Project Manager	CANDU Owners Group Inc.
Harris Goodyear	Quality Leader	GE Power and Water
*Ray Ten Grotenhuis	Senior Engineer	Ontario Power Generation
Paul Holloway	President	Holloway NDT & Eng. Inc.

Elected Student/Alumni Representatives	Year/Program/Alumni	
Shaun Beaudin	Alumni	Domson Engineering
*Xiaopeng Song (alumni)	Alumni/Quality Technician Administrator	GE Hitachi Nuclear Energy

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

Guests/Unelected Faculty/Staff		
Name	Title	Organization

1. Welcome and Introductions

S. Todd acted as chair for the meeting.

2. Additions to the Agenda

None.

3. Acceptance of the Agenda

Accepted.

4. Previous Minutes

The minutes of October 14, 2015 were approved.

5. Discussion Items

5.1 External membership/Information Sharing

- In the Non-destructive Testing (NDT) market trend report summary, it concluded that oil and gas and power generation sectors remain the highest growth area in North America.
- Growth in NDT aviation is led by Europe.
- The high cost of equipment and lack of qualified technicians will be a key factor of global concern.
- Global market trend is focusing on accuracy and precision, and using tech methodologies such as imaging and automation to achieve them.
- In the nuclear industry there will be more trained NDT technicians required in China.
- Clients want electronic documents now and are asking for electronic reporting. There has been a definite down turn in the oil & gas sector but there will be opportunities in the near future with the refurbishment of both Bruce Power & OPG (Darlington) reactors. There seems to be a big demand for technicians that have a combination of Visual, Materials Testing and Inspection (MTI) & Ultrasonic Testing (UT) certifications. Cost savings, Simplification and Digital Industrial applications are the big buzz words in industry. General Electric (GE) has realigned its business to focus on being the world class leader in Digital Industrial Applications/Solutions. The digital world is aggressively moving into industrial applications, data acquisition is becoming the norm even for the simplest application. Customers are expecting business to be Leaner, Faster and Deliver world class quality on time and under budget.
- There is demand for Ontario Power Generation (OPG) for outsourcing quite a bit as OPG is going to the U.S. model of smart buyers. Steam inspection, turbine inspections and theatre inspections is being replaced externally. Fuel channel inspections is being kept in-house.
- AXIS NDT hired two Durham College graduates with part of their responsibility being crane inspections and high voltage.
- Many graduates are getting jobs with inspection companies. It was mentioned that seventy percent of the NDT graduating class already have employment. Sperry Rail has been a leading source in hiring the students. Sperry Rail is also looking to hire for chief inspections.
- People are being hired for good jobs in the technician field. Senior technicians are creating their own companies.
- Students need to keep in mind that there are more opportunities for graduates in the Non-destructive field with other companies as well as OPG. Some industrial partners are investing in people and training them in-house (i.e. visual inspection). General Electric (GE) has moved a state-of-the gas-engine plant from Wisconsin to Welland Ontario.
- Large corporations need to work with smaller companies.
- There are trends in reporting in the reliability of data area.
- AutoCAD is progressive - 3D modelling is being used.
- Some feedback indicated that students would benefit from having an AutoCAD course in their program of studies.
- Durham College Corporate Training Services are OPGs training site of choice for NDT employees.

6. College, Program and School Updates

6.1 Program Advisory By-Law – The Terms of Reference were reviewed by S. Todd. Anton Amirthanathan was elected as the new chair of the committee and will start his term in the fall of 2016. One more industry representative is needed for the committee with two additional student representatives.

KEY POINTS OF DISCUSSION

6. Discussion Items

6.2 School/Program/College Update – OPG has donated a substantial amount of money to Durham College and a set amount will be allocated to purchase some new Ultrasonic Testing machines. The twelve year old machines will be replaced.

It was mentioned that Acuren Academy has not been hiring the NDT graduates. Acuren has hired a manager of internal training that assisted with developing the NDT program at Durham College. Acumen has a UT track and RT track that has monthly intakes. People with the Acumen Academy get their courses for free.

A. Amirthanathan will be invited as a guest speaker at Orientation on September 6, 2016.

6.3 Program of Studies 2016-2017

Comments about courses included the following:

Statistics for Quality Control – This course is Excel based in Science and Engineering Technology. Students are being taught dimensional metrology using small tablets which interface from the sensors.

Engineering Drawings (blueprint and drafting) – A requirement of the course is that students are required to hand draft.

Radiation Safety – This course will be incorporated with the Radiographic Testing course for 5 hours/week for 2017-2018. The Eddy Current lecture will be reduced from 6 hours to 5 for consideration of adding an extra hour for Ultrasonic testing II course.

Enrolment –Enrolment has grown by fifty percent in NDE at Durham College. The question was asked “Should we be wait listing the program to get better students?” The current criteria is grade 12 English with Mathematics with Physics being recommended. Physics and Chemistry could be offered to get a higher standard of student which would result in reduced the enrolment numbers.

College Website – After discussion, it was mentioned that the below should be posted on the website for the Non-destructive program. K. Zaid man will review the website first and determine if changes are necessary.

- A person cannot be colour blind;
- People may be required to travel and work out of the area;
- People must be comfortable working with heights, working in confined spaces and be mobile;
- People must know safety standards;
- The NDE occupation requires hard workers;
- People should have realistic salary expectations.

It was mentioned that the “Ten Commandments of Safety” are included in the NDE program. There is higher retention in NDE because students get good jobs with good futures but the economy and demographics change in the NDE field depending on these factors.

Non-destructive Evaluation - Fast Track Program – A one year, two semester program is currently being offered in the NDE Fast Track program. This has helped students. Seven students are enrolled in the Fast Track program and will be graduating in June 2016. 23 graduates will also graduate in the regular Mechanical Technician – Non-destructive program (NDE).

7. **Key Performance Indicators (KPIs)** – The information will be received late from the Ministry. There is no active research in NDE. The college is always looking for research opportunities between Durham College, UOIT and industry.

8. Student Voice

- Top Ranking Graduate – Two year program - Congratulations to Xiaopeng Song who was chosen as the highest ranking graduate in a two-year program from the School of Science and Engineering Technology. He has accepted a position with General Electric.
- The student representative mentioned that students see the NDT program in three tiers – top tier – NDT related courses, middle tier – engineering related and bottom tier – General Education/English related. Students wondered why they need to take English and General Education classes. It was determined to explain this in more detail to all registered students especially first year students during orientation as to why these two courses are required.
- It was mentioned that two Communication and three General Education courses are required as part of the NDT program by the Ministry of Education. Industry members noted that they want to hire students who can write clearly and be professional. Industry members were supportive of these courses.

9. **Other-** NDT Conference – The 9th International CANDU in-service inspection workshop will be held on November 15-17, 2016 in Burlington, Ontario. K. Zaidman agreed to look at submitting a paper. Conference information will be sent out to the advisory committee. It was also suggested to do a tour of suppliers during the conference and include the NDT students.

10. Next Meeting: Wednesday, October 19, 2016, 6:00 p.m.

11. Adjournment: 6:15 p.m.

RECOMMENDED ACTIONS – JUNE 1, 2016 MEETING

1. Advisory Committee Membership – One more industry representative will be found and two student representatives will be confirmed for October 2016 meeting. **Action by: K. Zaidman/C. Sigus**
2. PAC Survey –The survey will be emailed to advisory members. **Action By: L. Dillon**
3. Program of Studies Changes – Changes will be implemented into the Program of Studies. **Action By: S. Todd/M. Calhoun**
4. **College Website** – K. Zaidman to review the college website to determine if the following information should be posted on the website for the Non-destructive program. **Action By: K. Zaidman**
 - A person cannot be colour blind;
 - People may be required to travel and work out of the area;
 - People must be comfortable working with heights, working in confined spaces and be mobile;
 - People must know safety standards;
 - The NDE occupation requires hard workers;
 - People should have realistic salary expectations.
5. Student Orientation – A. Amirthanathan will be invited to orientation on Tues. Sept. 6, 2016. **Action By: K. Zaidman**
6. There will be follow-up with Jim Brown on sharing digital images of flaws from past inspections. **Action By: R. Ten Grotenhuis**
7. K. Zaidman will follow-up on the Introduction to NDE tour. **Action by: K. Zaidman**
8. Key Performance Information will be addressed when the information is compiled and received. **Action By: S. Todd/K. Zaidman**
9. The following will be discussed in more detail during Orientation to first year students on Sept. 7, 2016:
 - The rationale for taking English and General Education courses
 - The three tiers that students see in the NDE program.
10. NDT Conference – K. Zaidman offered to possibly prepare a paper for the conference. A tour will be done during the conference which will include the NDT students. **Action By: K. Zaidman**

STATUS OF RECOMMENDATIONS FROM OCTOBER 14, 2015 MEETING

1. The change in the required grade of 70% will be published on the college website. **Action By: S. Todd, Completed**
2. The Whitby Campus will be contacted for broken engine blocks and the college gymnasium will be contacted for broken dumb bells. **Action By: C. Sigus/K. Zaidman, Completed**
3. Employers will be asked if Non-destructive students would benefit from having an AutoCAD course in their program. **Action By: S. Todd, Pending**
4. The fact sheet on how to become certified (or flow chart) needs to be revised to include the CGSB application process/preparation for the CGSB exam and information about available pathways. **Action By: C. Sigus/K. Zaidman/S. Todd, On-going**
5. S. Todd will touch base with M. Herringer, Director of the International Department and introduce Mr. Evan Choi, **Action by: S. Todd, Completed**

REPORT PREPARED BY: L. Dillon

DATE: August 12, 2016

DRAFT REVIEWED BY DEAN: Sue Todd

SIGNATURE:



APPROVED BY CHAIR: Sue Todd

SIGNATURE:



Insurance Membership List

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

Name	Title	Organization
Committee Chair		
*Ron Bouwmeister	VP, Claims	Commonwell Insurance
External Committee Members		
Yvonne Brady	Consultant, Home, Auto, Travel Insurance	Johnson Inc.
Patrick Cromien	Branch Director, Durham	Intact Insurance
Rachel Cutless	Senior Manager of Operations	Insurance Institute Canada
Jason Foroglou	Agency Manager, Courtice-Oshawa Agency	Allstate Insurance Company
*Dave Hare	President	Petley-Hare Limited
*Adam Hare	Director of Marketing & Communications	Petley-Hare Limited
Claudette Hutchinson	Education and Licensing Coordinator	Insurance Brokers Association of Ontario
*Amanda Ketelaars for Adam Mitchell	Operations Manager	Mitchell & Whale Insurance Brokers
*Dawna Matton	Senior Director	Insurance Institute Canada
Tammie Norn	CEO	Performance Group Insurance Solutions
*Nina Romano	Agent	State Farm Insurance
Jim Roughley	Owner/Operator	Roughley Insurance
Livia Tersigni	Manager	Insurance Institute Canada
Elected Student/Alumni Representatives		
*Carolyn Darling	Student – Year 1	
Amanda Poole	Student – Year 1	
Elected Faculty/Staff Representatives		
*Randy Carroll	Professor	Durham College
*Keith Miller	Program Coordinator	Durham College
Bryan Yetman	Professor	Durham College
Guests/Unelected Faculty/Staff		
*Jackie Bathe	Associate Dean	School of Business, IT & Management
*Victoria Kee	Administrative Support	School of Business, IT & Management

KEY POINTS OF DISCUSSION

1. Additions to Agenda:

- Applications for the fall.

2. Agenda: accepted by D. Hare, seconded by D. Matton.

3. Minutes: approved by K. Miller, seconded by N. Romano.

4. External Membership Information Sharing:

- The Ontario Auto Reform legislation took effect on June 1, 2016 and involves significant changes for the available coverages, particularly under the Statutory Accident Benefits Schedule. As of June 1st 2016 when an individual's policy renews, their accident benefits coverage is significantly reduced and anyone who is involved in a catastrophic accident has one million dollars less coverage for injury as well. From the liability perspective, if that individual is at fault they could be liable for the million dollar shortfall if the other person did not purchase the increased limits through optional benefits.
- Brokers need to discuss coverage needs and policies in detail with clients and ensure that these discussions are well documented, which can involve detailed notes, call recording and signed documents. They need to ask about family, children, marriage in order to determine appropriate levels of coverage.
- Plaintiff lawyers try not to take more money than is available on the insurance so that the individual is not personally liable but there may be increasing numbers of situations where they become more aggressive due to decreased coverage and increased levels of personal debt (including high mortgages).
- There is a lot of opportunity in the field for innovators to invest in new technologies. The number of digital start-ups in the insurance industry has increased significantly. Areas of innovation can include automating processes.
- There are continuous new challenges to the insurance industry, such as Uber. Another example includes insuring people in downtown Toronto who are leasing out their driveway for people to park through mobile applications. The designated driving system where someone drives your car with a ghost car following is another example. These types of transactions have happened in the past but technological advances have increased these transactions between strangers.
- A new technological development is a method of connecting all major appliances in the home to your phone. This type of technology drives down the rate on property insurance because individuals can prove that their house is being cared for. Additionally, property insurance will change in the future if this type of technology becomes commonplace because clauses such as requirements that an empty house is checked every three days won't be necessary.
- All the challenges and upcoming change make this industry a great one for students entering the workplace. Additionally, the education students will receive from this program will be essential and allow them to adjust rapidly. There are a lot of big changes coming. The industry has to be very responsive to the fast pace of change.
- Travelers to the Bahamas do not need to worry about travel insurance. Every person going into the country is charged a surcharge. Hotels like Sheraton and Hilton are looking at this type of model as a draw for customers.
- There is so much change and constant new information that agents/brokers can be overwhelmed. Often training is conducted through a conference call and the lack of face-to-face training can be a challenge.
- When large companies have trained employees in more modern methods such as online they are finding that they are returning to face-to-face training.
- Students should be learning basic computer skills but every company makes use of different software and technologies. Transferrable skills are important because students will most likely need to learn to use multiple new systems once they have gained employment.
- Excel is very useful and data analysis is important. When organizations use multiple systems they often bring the information together in excel.
- The industry is moving into specialties. Not every person joining a brokerage has to be a customer representative because there are now dedicated positions for data analysts or marketers, etc.
- Key performance metrics increase the ease with which employee performance can be measured.
- Other colleges have had steep attrition rates in their Insurance programs..
- The industry is changing and is more youthful, exciting and bright. This is accompanied by a change to the required dress code which is less formal and helps change client perceptions.
- This program could be marketed effectively to mature students.
- Networking is very important for students as it exposes them to the industry and helps them get involved and excited. Durham Brokers is interested in sponsoring an event for the students.

5. College/school and Program update:

- Durham College continues to grow.
- Elaine Popp has joined Durham College in the role of Vice-President, Academic and Rebecca Milburn has also joined in the role of Associate Vice-President, Academic.

- The School of Business, IT & Management has also grown and now has a total of approximately 2100 students with the addition of the Office Administration programs. Additionally, a Business-Finance and Business Administration-Finance program will be offered in the fall and are currently under development.
 - Judy Spring, Executive Dean of the School of Business, IT & Management will retire in May and Marianne Marando will replace her in this role. Jackie Bathe, Associate Dean will retire in June and Debbie Johnston will replace her in this role.
 - Many instructors were also holding full time jobs and therefore many classes were scheduled for evening hours. In the 2016/2017 academic year the goal will be to offer a more balanced schedule.
 - Keynote speakers have been lined up for students.
 - It is important to approach local high schools to interact with students and market the opportunities in the insurance field to these potential future program applicants.
6. **Continuing Education update:**
 - none at this time
 7. **Student voice:**
 - Students feel that the program was very beneficial; however, experience working in the industry has helped due to the hands on opportunities and application of knowledge gained throughout the first year of the program.
 - The Business Communications course was very beneficial.
 - There is a challenge to attracting students to the program.
 - It may be effective to market the program further east because Durham College is the closest college offering an Insurance program for most of Eastern Ontario.
 8. **Additional Agenda Items**
 - Applications for the fall – The first year of the program has just finished and students will begin their third semester in the fall. To date, forty-three students have applied to enter year one of the program in the fall, which is higher in comparison to last year.

RECOMMENDED ACTIONS

1. Continue to target area high schools with marketing by bringing in guest speakers.
2. Focus on improving the marketing of the program.
3. Invite Trevor from the Insurance Institute to speak to students at orientation in the fall.
4. Ensure the important threads discussed are included in the curriculum at annual curriculum renewal.
5. Follow up on the use of ASC for Insurance Institute exam accommodations.
6. Arrange a networking opportunity for student sponsored by Durham Brokers.
7. Next meeting: Thursday, September 22 8:00-10 a.m. Room: TBD
8. Adjournment: 8:00 p.m.

STATUS OF RECOMMENDATIONS FROM PREVIOUS MEETING

1. Follow up on the success of connecting students with the Career Connection Ambassador program – will implement this early in the program for new students in September.
2. Investigation results for implementation of a Co-op – this will be an ongoing investigation.
3. Review learning outcomes and common threads in the program to determine gaps – Customer engagement is lacking in the program. This should be a thread throughout the program. Organization, time management and business analytics are other important threads that should be included throughout the program. These threads can be incorporated in program at annual curriculum renewal.
4. Follow up on the use of ASC for Insurance Institute exam accommodations – will continue to follow up on this. Some other colleges use their own accessibility areas and this can be arranged for Durham College as well.

REPORT PREPARED BY: V. Kee

DATE: June 1, 2016

DRAFT REVIEWED BY DEAN: J. Spring

SIGNATURE: 

APPROVED BY CHAIR: R. Boumeister

*denotes attendance

Program Name 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
Kelly Vallencourt		Plumbing Doctor
Ryan Voscek		Brent's Plumbing & Heating Ltd.

Elected Student/Alumni Representatives

Name	Title	Organization
Nicole Scriber	Alumni	

Elected Faculty/Staff Representatives

Name	Title	Organization
*Kevin Baker	Dean	Durham College
*Richard Lamarche	Program Coordinator	Durham College
*John Platnar	Plumbing Faculty	Durham College

Guests/Unelected Faculty/Staff

Name	Title	Organization
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KEY POINTS OF DISCUSSION

Quorum was not reached.

Industry members have identified driver training as a key skill since many employees are required to drive fleet vehicles. Richard Lamarche agreed that students should have knowledge on driving hazard and safety and he will add "Distracted Driving Hazards" from IHSA to safety course.

Richard Lamarche advised that the electronic and manual flush valve lab installation is complete.

It was discussed that we need to look at the current PAC member list and think of ideas on how we can recruit new members. Kevin Baker recommended to possibly have meetings by phone, conference calls, or an alternative way as individuals and companies are extremely busy.

Review policy & procedure to replace members: (Action Item)

"Regular attendance and participation are strongly encouraged but if a member misses three (3) consecutive meetings, then it is at the discretion of the PAC Chair and Dean of the program area to determine whether to rescind that individual's membership."

Richard Lamarche provided the program learning outcomes for review. Recommended changes were mostly related to rewording the current outcomes. Changes were discussed and accepted to take effect in the next cycle of program guides.

Brandon Bird advised that he is seeing changes in the field with flanges and joining methods on water main installations that are different from code.

A new draft to curriculum for apprenticeship level 1, 2 & 3 is taking place as the current material is from 2006 and out of date due to code changes. The new updates are expected to take effect in January 2018. Some changes will include: Changing hours, moving content to/between different levels, additional hydronic systems content, removing sprinkler systems.

Harmonization discussion between provinces lead to:

- Standardized name "Plumber"
- Hours of apprenticeship: All provinces except ON agreed to 7200 hours, Ontario will stick to 9000 hours.
- In class training: All provinces agreed to attending in class training four times, Ontario will stick to three times due to budgeting.

Plumbing code and guide has not yet been issued by the Ministry (MMAH).

College/ School Update:

- Kevin Baker advised of the big funding announcement for the Simcoe Building replacement.
- Proposal to create a food lab by the CFF. This would possible house a food and nutritional program.
- Convocation taking place on June 14th & 15th.
- Road closed to CFF due to Consumers Drive extension to Thornton Road.
- New full time hire, Ed Logan.

RECOMMENDED ACTIONS

Review policy and procedure on replacing members. (Attachment)

STATUS OF RECOMMENDATIONS FROM PREVIOUS MEETING

Kevin Baker was in contact with the Ministry of Training, Colleges, and Universities and was advised that students should have no issues with financial aid. Faculty should keep this on their radar for September start up.

Kevin Baker advised that the Whitby Campus is on the right path for diversity and changing culture. Alison Hector-Alexander presented at the campus meeting on Sexual Violence. Numerous faculty and support staff attended mental health and de-escalation training over the last few months.

New Elevating Devices program for women is a step in the right direction and will help with the culture in trades.

Richard Lamarche advised that he will add a piece in his orientation about sexual violence.

NEXT MEETING DATE: Dec 1, 2016

REPORT PREPARED BY: Falon Hurlburt

DATE: June 2, 2016

DRAFT REVIEWED BY: Kevin Baker

SIGNATURE:

A handwritten signature in blue ink, appearing to be 'KB', with a long horizontal stroke extending to the right.

APPROVED BY CHAIR:

SIGNATURE:

Fitness & Health Promotion Membership List

Name	Title	Organization
Committee Chair		
*Barb Gormley	Owner	Custom Fit
External Committee Members		
Marianne Schlottke	Supervisor of Fitness Services	Town of Whitby
Stephanie Medford	General Manager	Goodlife Fitness
*Leeson Clifton	Registered Massage Therapist	Whitby Massage Therapy Clinic
*Wendy Robinson		City of Toronto & The Running Room
Amanda Hall	Program Coordinator	YMCA
*Angie Wood	Fitness Coordinator	FLEX Fitness Centre, Durham College
Jodie Walker	Kinesiologist	The Village of Taunton Mills
*Samantha Simpson	Wellness Consultant	Tri Fit Inc.
*Leanne Simons	Health By Design	Owner
Jeff Angus	President & Managing Director	The Ontario Fitness Council
*Melissa Hunter	Admissions Coordinator	University of Guelph-Hunter
*Erica Arbour	Neighbourhood Coordinator	Schlegel Villages, Taunton Mills
*Catarina Martins	Health & Fitness Specialist	City of Pickering
Michael Holmes	Assistant Professor, Kinesiology	Faculty of Health Sciences, UOIT
Elizabeth Cummings	General Manager	Life Time Athletic - Ajax
Elected Student/Alumni Representatives		
*Brian Stuart	Year 2 Fitness & Health Promotion	Durham College
Reno Fernley	Alumni	Durham College
*Kennedy Latour	Year 1 Fitness & Health Promotion	Durham College
Elected Faculty/Staff Representatives		
Judeline Innocent	Executive 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

Guests/Unelected Faculty/Staff

*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 November 12, 2015, were approved by L. Simons and seconded by B. Gormley. Carried. New members were welcomed to the Fitness & Health Promotion (FHP) PAC.
2. External Membership Information Sharing:
 - There is a big trend in the use of technology in Fitness: individuals are using their phones (when appropriate), Fitbits and polar monitoring devices when exercising. There is also more technology being used in working with Seniors in long-term care facilities, i.e. Dementia. Another trend is a movement to include mental wellness (work life balance, stress management, etc.) as part of fitness and health promotion. Clients are now going to Physiotherapists because of good benefits with large Corporations and it can be written off as a Physiotherapist visit. The Durham College FLEX Centre has new Cardio equipment. Durham College implemented a pilot for a 12 week Employee Wellness Release Time program.
3. School/College updates: the School's program growth was discussed. The success of recent College events that have occurred were highlighted. An update on enrolment numbers and recruitment activity for the next academic year was provided. The new Centre for Collaborative Education building and campaign were discussed.
4. Program Updates: an update on enrolment numbers was provided, several FHP graduates are continuing their education at the University level, FHP students used the UOIT Automotive Centre of Excellence (ACE) chamber to experience cardiac draft as part of their Fitness Assessment lab. National Fitness Day is June 4th.
5. Student Voice: The students shared that there are so many streams available to them for field placement from a pre-approved list. The trade show assignment affords the students the opportunity to gain an understanding of various agencies and their programming.

RECOMMENDED ACTIONS

1. Next Meeting – October 6, 2016, 2:00 - 4:00 pm, SW106 Boardroom.
2. Adjournment 4:00 pm.

STATUS OF RECOMMENDATIONS FROM NOVEMBER 12, 2015 MEETING

1. The Fall PAC meeting has been scheduled early in the Semester enabling the students to attend.

REPORT PREPARED BY:	Sandra Thomson	DATE:	June 6, 2016
DRAFT REVIEWED BY DEAN:	Judeline Innocent	SIGNATURE:	
APPROVED BY CHAIR:	Barb Gormley	SIGNATURE:	



*Foundations in Art & Design Advisory Committee
School of Media, Art & Design
Minutes of June 2, 2016*

Foundations in Art & Design Membership List

Name	Title	Organization
Committee Chair		
*Margret Campkin – Acting Chair	Associate Dean	Durham College
External Committee Members		
*Richard Brown	Designer	Freelance
Dani Crosby	Illustrator/Professor	Freelance
*Neville Clarke	Artist/Professor	Centennial & Seneca
*Lynn Dooly-Marek	Illustrator/Professor	Freelance
*Laura Hair-Desveaux	Artist/Professor	Freelance
Brian Ho Sang	Designer	Monsterpilot
Laurie Lafrance	Illustrator/Professor	Freelance
*Jamie McFarlane	Artist	Freelance
*Peter Smith	Artist/Professor	Freelance
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Sara Budgen	FAD Alumni	Durham College
Kevin Cormier	FAD Alumni	Durham College
*Christopher Cote	FAD Student	Durham College
Kristin Sali	FAD Alumni	Durham College
*Courtney Skovira	FAD Student	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
*Steven Evans	Coordinator, FAD	Durham College
Sean McQuay	Coordinator, Fine Art	Durham College
Greg Murphy	Executive Dean	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
*Margret Campkin	Associate Dean	Durham College
*Ray Gubala	Professor	Durham College

KEY POINTS OF DISCUSSION

1. Additions to Agenda: no additions
2. Agenda: accepted by consensus
3. Acceptance of Minutes of November 4, 2015: accepted by consensus
4. **External/Membership Information Sharing:**
 - Advanced skills help to improve student's work in other classes, and helps them to push a bit harder.
 - Some of the graduate students from Durham College have gone on to study at Ontario College of Art and Design (OCAD) and are doing well.
 - A suggestion was made to encourage students to explore the art galleries in and out of the area to help them gain knowledge of the different types of art that is out there.
 - Students should explore the potential to curate an art gallery after graduation.
5. **College/School and Program Updates:**
 - College enrolment was discussed and strategies have been put in place (call campaigns) to increase enrolment.
 - There will be four new graduate certificates to start this September 2016.
 - There is a January intake, and articulation agreements are being looked at in depth for the students.
 - The juried art show was a success and more digital drawing pieces were shown than in the past. There is an articulation agreement with Ireland (LIT-limerick institute of technology).
6. **Continuing Education Update:** No update at this time.
7. **Student Voice:**
 - Students found the registration process confusing. This is due to the fact that the Foundations in Art & Design students share a first year with Fine Art students and as such some of the blocks are labelled for the other programs.
 - Finds that the program is divided, as there are artistic students and technology students.

RECOMMENDED ACTIONS

1. Alternate form of payment for models is reviewed and explored for next semester. **ACTION: L. Dooly-Marek, M. Campkin**
2. Offering students more workshop based courses will be looked at for the coming year. **ACTION: Program Team**
3. Incoming January students to present a portfolio to allow entrance into the second year of the Fine Art program. **ACTION: Program Team**
4. Review moving courses around in the program, to allow for technology, design, and art aspects in both semesters. **ACTION: Program Team**
5. Obtain guest speakers with digital and installation experience for class lectures. **ACTION: Program Team**
6. Review the suggestion to have clubs, for example, Painting Clubs, set up for outside of the classroom. **ACTION: Program Team**
7. Meeting adjourned at 7:30 p.m.
8. Next meeting – Wednesday, November 9, 6 p.m.

STATUS OF RECOMMENDATIONS FROM November 4, 2015 MEETING

1. Digital drawing was introduced in the first year, second semester. Second year will encounter more conceptualization.
2. This recommendation is ongoing, but readdressing curriculum with restructuring of semesters. To better account the leverage of students going into Fine Art or another Art program.
3. Improve documentation training within the program: **Program Team**
4. The recommendation to integrate guest speakers from different areas of the creative community throughout the program rather than just in the second semester of the program is ongoing, and will be reviewed for next semester.
5. The recommendation to increase opportunities for third year students to mentor the FAD students and help create opportunities and pathways has been reviewed and will include readdressing the winter semester offering more module based learning, and participate in workshops.
6. Meetings have been done with other coordinators for transition with Game Development and Graphic Design for credit transfer opportunities.

REPORT PREPARED BY: Stacy Leaming-Conroy

DATE: June 2, 2016

DRAFT REVIEWED BY ASSOC. DEAN M. Campkin

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE: via email

Law Clerk Advanced and Fast Track Programs Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Theresa Fergusson (LCAD/LCAF *)	Financial Services Law Clerk	Stikeman Elliott LLP
TBA (OFLG)		
External Committee Members		
Jochen Bobris*	Law Clerk	Thomas, Gold, Pettingill LLP
Jennifer Densham	Law Clerk	McGibbon, Bastedo, Armstrong & Armstrong
April Gross	Property Inspector	Mun. Prop. Assess. (MPAC)t
Lynn Gaudet	Durham Crown's Office	Ministry of Attorney General
Zadiha Iqbal	Law Clerk	ILCO Representative
Cynthia Kelly*	HR Generalist	Aird & Berlis LLP
Anna Naud	Lawyer	Mason Bennett Johncox
Michelle Long	Law Clerk	Pacific Rubiales Energy Cor
Katie Bell*	Law Clerk	Aird & Berliss LLP
Trena Mumby	Manager, Legal Secretarial Support	Osler, Hoskin & Harcourt
Elizabeth O'Brien*	Office Manager	McGibbon, Bastedo, Armstrong & Armstrong
Lindsay Ortega	Talent Management Specialist	Miller Thomson
Janet teBoekhorstz		Children's Aid Society
Amy Vrachidis	Legal Assistant	McLeish Orlando
Melanie Williams	Lawyer	Adrianna Carnevale Barrister
Janelle Yu	HR Generalist	Goodmans LLP
Elected Student/Alumni Representatives		
Stefano Ciarlariello*	3 rd Year – Law Clerk Advanced	Durham College
Michelle Redpath*	2 nd Year – Law Clerk Advanced	Durham College
Brianna Williams*	2 nd Year – Law clerk Advanced	Durham College
Robyn Graham*	Alumni (OFLG)	Durham College
Nicole Julott	Alumni (OFLG)	Durham College
Lindsay Orr	2 nd Year Student – OFLG	Durham College
Caitlin Edwards	1 st Year Student - OFLG	Durham College

**Elected Faculty/Staff
Representatives****Title****Organization****Name**

Moreen Tapper*	Associate Dean	Durham College
Virginia Harwood	Professor	Durham College
Peggy Hinan (OFLG)*	Coordinator/Professor	Durham College
Kathleen Stewart (LCAD/LCAF)*	Coordinator/Professor	Durham College

KEY POINTS OF DISCUSSION

1. Minutes of the Law Clerk Advanced and the Office Administration-Legal Programs Advisory Committee meeting on October 20, 2015 were approved by C. Kelly and seconded by R. Graham. **CARRIED**
2. **Industry Trends:** Employers reported that there is an increase in the volume of work as well as an increase in hiring positions. Leasing is a new and growing area of business. Traditional areas of real estate continue to be extremely busy as is the insurance litigation. Employers stated that, in some cases, there is a lack of typing skills in potential candidates.
3. **Enrolment:** Applications for both programs generally the same as last year but with a slight increase in paid applicant numbers for this year. The Fast Track students join the Law Clerk Advanced program and enhance the numbers in the 2nd and 3rd year courses. The Fast Track program commenced in May with 20 students.
4. **Program of Studies Changes/Updates:** The Law Clerk Advanced program changes include Taxation being replaced with an Employment Law course in the 3rd year; second year two-week field placement moving to the last 2 weeks of the semester; and Canadian Law being delivered in a hybrid format for more flexible learning.
5. **International Practice Management Association (IPM):** An educational membership to this association was purchased. Members of the IPMA are provided with information on the respective field placement programs and share information relating to recruitment and hiring issues and trends.
6. **KPI Results:** The full report was not yet available.
Law Clerk Advanced Program: Overall, student satisfaction is very high.
Office Administration-Legal Program: Student satisfaction rate of 73.5% is higher than last year but slightly below the system and college average.
7. **Office Administration-Legal Program Standard:** The updated program standards were approved by MTCU in September 2015. The advisory members and placement hosts were surveyed for input on the new program vocational outcomes. As a result of the survey and program mapping session, a few minor adjustments were made to curriculum content. Field placement will remain in the current format of two days per week in the final semester.
8. **Student Voices:**
Office Administration-Legal Program: The student has enjoyed her first year experience and the hands-on nature of the program. She appreciated her professors working in the industry and provide students with current real life experiences and insight into the legal field.
Law Clerk Advanced Program: Students enjoyed the hands-on learning and their first field placement experience. Positive learning experiences that simulated the work environment were very helpful to preparing them for placement. Students recommended that the 'meet and confer' sessions experienced in Litigation be continued and extended, where possible, in other courses. They would like to tour firms in Toronto in preparation for making placement decisions.

RECOMMENDED ACTIONS

Law Clerk Advanced Program:

1. The program team will implement the 'meet and confer' learning activities to other courses as appropriate.
2. The program team will discuss a field trip to various Toronto firms as part of the pre-placement curriculum.
3. KPI detailed information will be emailed to all Law Clerk Advanced committee members by K. Stewart.

Office Administration-Legal Program:

4. P. Hinan will forward the results of the in-depth research of low student satisfaction numbers for services and facilities to all the members.
5. The fall meeting will be scheduled at the Centre For Food, Whitby Campus by M. Bartosik.

STATUS OF RECOMMENDATIONS FROM OCTOBER 20, 2015 MEETING

Law Clerk Advanced Program:

1. Committee members are asked to forward any news items or trends by early May to K. Stewart for the Legal Reflections newsletter. COMPLETED
2. D. Dowling will be contacted by K. Stewart for an article as a newly retired professor of the program. COMPLETED
3. V. Harwood will contact a member at ILCO regarding mentorship with their new law clerks. ONGOING
4. A discussion on a rent-a-text program through the Bookstore will be pursued by S. Ball. COMPLETED
5. Several alumni will be contacted by K. Stewart for their interest in participating on this committee. COMPLETED
6. Members are asked to forward contact information of any proposed new members to K. Stewart. COMPLETED
7. K. Stewart will contact C. Kelly at Aird & Berlis about hosting the spring advisory committee meeting. COMPLETED

REPORT PREPARED BY: K. Stewart/P. Hinan/Mary Bartosik

DATE: June 9, 2016

DRAFT REVIEWED BY EXECUTIVE DEAN: S. Ball

SIGNATURE:



APPROVED BY CHAIR: T. Fergusson

SIGNATURE:





*Fine Art Advisory Committee
School of Media, Art & Design
Minutes of June 9, 2016*

Fine Art Membership List

Name	Title	Organization
Committee Chair		
*Linda Jansma	Curator	Robert McLaughlin Gallery

External Committee Members

Anne Callaghan	Curator/Artist	Freelance
James Campbell	Executive Director	Visual Arts Centre
Darlene Cole	Artist	Freelance
*Patrick Macaulay	Director, Visual Arts	Harbour Front Gallery
Francis Muscat	Artist/Professor	Freelance/Durham College
*Catherine Richards	Manager, Cultural Development	City of Oshawa
*Sally Thurlow	Professional Artist	Iris Group
Todd Tremeer	Artist	Freelance
Olex Wlasenko	Curator	Whitby Station Gallery

Elected Student/Alumni
Representatives

	Year/Program/Alumni	
*Kevin Cormier	Fine Art Alumni	Durham College
*Alex Duffy	3 rd Year Fine Art	Durham College
*Shannon Leigh MacDonald	Fine Art Alumni	Durham College
Victoria Marshall	2 nd Year Fine Art	Durham College
Kristen Sali	3 rd Year Fine Art	Durham College
Ronan Thompson	2 nd Year Fine Art	Durham College

Elected Faculty/Staff
Representatives

Name	Title	Organization
Steve Evans	Coordinator, FAD	Durham College
*Sean McQuay	Coordinator, Fine Art	Durham College
*Greg Murphy	Executive Dean	Durham College

Guests/Unelected Faculty/Staff

Name	Title	Organization
*Susan Campbell	Professor	Durham College
*Stuart Ellis	Professor	Durham College
*Laurie LaFrance	Illustrator/Professor	Durham College

KEY POINTS OF DISCUSSION

1. Additions to Agenda: no additions
2. Approval of Agenda: accepted by consensus
3. Approval of minutes from December 2, 2015: accepted by consensus
4. **External Membership Information Sharing:**
 - Members shared catalogues and brochures of various recent exhibitions that have happened been shown in Durham Region.
 - Three artists were chosen to paint three pianos to be installed in various locations around the City of Oshawa.
 - The partnership between the City and our third year students has generated a mural that will be unveiled at the end of June.
 - Information was shared on a show that will be exhibited at the Harbourfront Gallery.
 - There was a discussion on the Canada 150 grant.
 - New positions in the Toronto colleges and universities have been posted. They are for Curators for the gallery spaces within academic buildings.
 - Students need to have a permanent space to display their work (stressed as very important).
 - The Robert McLaughlin Gallery hosted the third-year student exhibition.. It was very well attended.
5. **College/School and Program Updates:**
 - College enrolment was discussed.
 - The School of Media, Art & Design's new lab spaces and equipment were discussed. Eight new innovative studios spaces have been created for students to practice skills over the past four years.
 - Mini catalogues of student graduating works were shared.
 - An extracurricular painting class (club) requested by the students was a huge success.
 - The mural being created by the third-year students is ninety feet long and will be displayed downtown Oshawa (on Center Street near City Hall).
 - The articulation agreements with various universities have been well received by the students. Several of the Fine Arts graduates will pursue further education.
 - The 48-hour film challenge was discussed. The event will take place in October, after Thanksgiving).
6. **Continuing Education Update:** No updates at this time.
7. **Student Voice:**
 - Would like to see professionals from the program speak in high schools to promote the college and the program.
 - Students feel that the program is top notch and very meaningful, with professors that are very knowledgeable.
 - Felt that the web design course was extremely useful and important tool for use in industry.
 - Students shared that the 3D printer class was an amazing, very positive experience.
 - Would like to see an increased awareness of the drawing tablets that are available for students to sign out from Media Loans.
 - Skills taught in the documentary class need to be kept up after graduation as they are not used as much in industry. Would like to see more artistic exploration within this class.
 - Students emphasized the importance of the entrepreneurship class
 - Time-based media was proposed for addition to the curriculum.
 - There was a conversation on how to critique other students' work.

RECOMMENDED ACTIONS

1. Increase the number of high school visits to help promote the program.
2. Increase the amount of digital drawing in the curriculum.
3. Explore the addition of printmaking to the curriculum.
4. Review documentary class to include more artistic exploration.
5. Spread the drawing classes between second and third-year.
6. Find more dedicated studio space for the program, especially for the creation of larger works..
7. Purchase a laser cutter for the program for the fall semester.
8. Meeting adjourned at 8:10 p.m.
9. Next meeting will be Tuesday, November 22, 2016 at the Centre for Food.

1. There were no recommended actions as quorum was not met

REPORT PREPARED BY: Alanna Desallier

DATE: June 9, 2016

DRAFT REVIEWED BY DEAN: G. Murphy

SIGNATURE:



APPROVED BY CHAIR:

SIGNATURE:



LAW, POFD and PSI Program Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Mike Chesson (POFD*)	Sgt. (Retired)	Durham Regional Police
Dana Cardinal (LAW)*	Resourcing & Specialized Training	OPG
Michael White (PSI)	Consultant	Security Risk
External Committee Members		
Elsa Gadsdon	Recruiter	OPP
Chauntel Inma	Recruiting	RCMP Recruiting
Rob Kobayashi	Staff Sgt.	OPP, Whitby
Sarah Schutt	Constable	Durham Regional Police
Shayne Simpson	Sgt.	OPP, Whitby
Ken Polley	Assistant Crown Attorney	Durham Region
Anne Weber	Office Manager	Ministry of Attorney General
Wyatt Johns		Youth Connections
Mark Gilbert		Youth Connections
Gary Hasenhiindl*		Youth Connections
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*	Senior Director, Loss Prevention, Health & Safety	Sears - National
Ian Falzon	Customs	Canada Border Services
Tom Rousseau	Vice President, Corporate Security	Canadian Tire
Raman Sharma*	Inspector	AGCO
Elected Student/Alumni Representatives		
Diji Ayodej	Year/Program/Alumni	Durham College
Jeff Downman	Alumni, LAW	Durham College
Melanie Down*	Alumni PSI	Durham College
Rayhan Masood*	Student – yr. 1 PSI	Durham College
Hannah Boyes	Student – yr. 1 PSI	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Stephanie Ball*	Executive 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 Daniel*	Faculty Representative	Durham College
Bonnie St. George	Faculty Rep/Coordinator-LAW	Durham College
Jason Vassell*	Faculty Rep/Coordinator-PSI	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Brandyn Johnson*	Current Student – LAW	Durham College
Kelly Stewart*	Training Technician, Security Training	OPG
Amy Bjerknes	Faculty – new hire	Durham College

KEY POINTS OF DISCUSSION

1. The minutes of November 12, 2015 were approved by C. Homes and seconded by B. St. George.
- CARRIED
2. **Industry Trends:** Many of the protection, security & investigation agencies such as AGCO and OPG require applicants to have some life experience and have found that not all graduates have that experience. Many use LinkedIn rather than an e-portfolio for application submissions, however, electronic and paper-based resumes are still accepted.
3. **Enrolment Stats: Advanced Law:** To date, there are 37 confirmed and 13 paid for 35 seats in the program. The program team used social media to promote the program which may have resulted in the increase in applicants.
4. **Program of Studies Updates:**
 - Advanced Law:** Students must now have successfully completed all the courses and have a term GPA of 2.0 in order to continue field placement in the winter semester.
 - Police Foundations:** Scenedoc, a mobile application, was introduced into two courses in Police Foundations with little success due to computer glitches and IT issues and will be removed from the curriculum. The program of studies changes include making Psychology a mandatory course rather than a general elective.
 - Protection, Security & Investigation:** The changes include: removing the Interpersonal & Group Dynamics course; making Psychology a mandatory course; moving Security Guard into the first semester; introducing a new course, Terrorism; and creating two levels of Officer Safety.
5. **KPI Results:**
 - Police Foundations:** Several of the areas for improvement include promptness of feedback to students; math skills and quality of their placement.
 - Advanced Law:** Student satisfaction was higher than the college and system-wide average. Areas for improvement include: writing skills, math skills, promptness of feedback of student work and usefulness of assigned course materials.
6. **Hiring Trends and Educational Requirements:** Alcohol and Gaming Commission of Ontario (AGCO) is actively hiring for their Toronto office including summer employment; Youth Connections had approximately 20 placement students and a few of the placements lead to employment. Sears Canada is constantly hiring in retail loss prevention across Canada. Sears Canada was awarded the Loss Prevention Award for the most arrests (150) at the Pickering site. OPG has hired 15 contractual security staff in an unarmed capacity with possible full time opportunities in the future.
7. **Student Engagement Initiatives:** The PSI newsletter is sent to all the students with news, trends, changes and ideas relating to the program. News items included the spring open house, the justice games of which the PSI program won all the events, and trends in policing and customs.
8. **Student Voices:** Overall, the students like the diversity of the courses as they cover all facets of protection and security field. They found that each professor teaches a different style in each course which they find frustrating. B. Johnson stated that the additional certifications attained in the Advanced Law program helped him going through the OPP process for a full time position. Students in his program felt that the assigned placements could be longer as given projects that require time to complete.

RECOMMENDED ACTIONS

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

1. The KPI data has been analyzed by the program team and recommendations to address those areas will be submitted to S. Ball.

Police Foundations Program:

2. Election of a new chair for the program has been deferred to the next meeting.

Protection, Security & Investigation Program:

3. The program team will discuss notebook standardization in affected courses.

STATUS OF RECOMMENDATIONS FROM NOVEMBER 12, 2015 MEETING

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

1. The program team will discuss the feasibility of offering/embedding certifications which are now required in the security field. COMPLETED

Police Foundations Program:

2. M. Iannuzziello will make arrangements with N. Weaver to observe one of the Police Powers classes. ONGOING
3. An invitation will be extended by C. Di Danieli to all the Committee Members to attend the students' presentations being held on December 14th. COMPLETED

Protection, Security & Investigation Program:

4. C. Di Danieli will invite N. Weaver as a guest speaker to discuss the many opportunities in the security field in her Career Preparation classes. COMPLETED
5. Committee members are welcome to attend any course in the program and need only contact the respective coordinator. ONGOING

REPORT PREPARED BY: M. Bartosik

DATE: June 10, 2016

DRAFT REVIEWED BY EXECUTIVE DEAN: S. Ball

SIGNATURE: _____

S. Ball

APPROVED BY CHAIR: D. Cardinal:

SIGNATURE: _____

Dana F. Cardinal

Project Management Program Advisory Committee Membership List

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

Name	Title	Organization
Committee Chair		
Kevin Aguanno	Principal Consultant/Senior Consultant / Managing Editor / Professional Speaker	GenXus Corporation / World Class Productivity / Multi-Media Publications Inc.
External Committee Members		
*Rhonda Bennett	Project Manager	TELUS
*Katy Brouwer	Program Implementation Manager	Optime International
*Elaine Catell	Student Awards Advisor	Durham College
Michelle Darling	Senior Project Manager	Durham College
*Jessica Harris	Manager, ITSM & Governance	DC/UOIT
Fiaz Jadoon	Coordinator/Officer, Economic	City of Pickering
Sandra Martyn	President	The Martyn Group
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
*Meredith Dodge	Alumni	
*Maria Greaves	Current Student	
Kristen Macneil	Recent Graduate	
Jodie Owens	Alumni	
*Troy St-Denis	Current Student	
*Douglas Wilson	Current Student	
Elected Faculty/Staff		
*Sylvie Edwards	Part-time Professor	School of Business, IT & Management
Anthony King	Part-time Professor	School of Business, IT & Management
*Sanja Kliska	Part-time Professor	School of Business, IT & Management
Guests/Unelected Faculty/Staff		
*Jackie Bathe (Acting Chair)	Associate Dean	School of Business, IT & Management
Donna Boyd	Program Officer	School of Continuing Education
*Victoria Kee	Secretary	School of Business, IT & Management
*Lisa Schultz	Administrative Assistant	School of Business, IT & Management

KEY POINTS OF DISCUSSION

1. **Additions to Agenda:** none.
2. **Agenda:** Quorum was not met.
3. **Minutes:** Quorum was not met. The approval of minutes will be deferred to the next meeting. The meeting continued to provide an opportunity for information sharing and updates.
4. **External Membership Information Sharing:**
 - It is important to ensure that students are aware of their career options when entering the workforce.
 - There is continued importance of agile methodology, particularly in the technology industry.
 - There has been a steep increase in the desire for project managers in the local community due to several rapidly growing companies in Durham Region. In the last three years one of the top four companies to work for in Canada is located in Whitby – 360 Insights. It has been voted eighth best workplace for women and the fourth best overall workplace.
 - The disruptive tech industry provides immediate incentive results for salespeople. An example of this is a company that offers suburban head offices to in order to reduce employee commutes.
 - Students should be aware of these new, growing businesses. Guest speakers could be invited.
 - There has been a steep increase of employees working from home. It is common for project managers to work from the head office once a month or every other month. It can be a challenge when working with vendors because there is no “face-to-face” component; however, with the right technology this is becoming the norm.
 - Another challenge when working from home is that some individuals feel less engaged.
 - Slack is a great tool for team communication as well as Microsoft Office Communicator. There are many amazing software types to choose from for team communication.
 - The consulting portion of project management is very large. Most project managers get incorporated right away and become independent contractors. This should be discussed with students so that they are aware of the process should they want to do this type of work independent contractors.
 - Forward thinking and strategic planning are important to allow organizations to reach the next level and offer best in class customer service. Customers want personalized service. It is important to provide the right technology and knowledge to employees so that they can service customers effectively.
 - A lot of technology projects are being developed. Although developing and executing these project in house can be very expensive, not every vendor will satisfy the needs of the company. Employees need training to give them the tools and knowledge they need.
 - Team building is a very important skill that should be developed for students in the program.
 - Working in teams is difficult in the workplace when people have different standards and work ethic. Need to develop a sense of ownership among team members.
 - There needs to be a balance between stakeholder management and following the PMBOK.
 - Introduction of more applied case studies for students would help increase their experience writing the required documents rapidly so that they become second nature.
 - Students should be taught how to identify a failing project and what actions to take or recover the project.
 - A common interview question is: What do you do to build in gates and what does a gate look like?
 - There is a fail and fail quickly mentality to employee development where employees are instructed not to pull back on a failing project but to proceed and complete post launch reporting.
 - Students should learn how to effectively educate clients on the importance of project management.
 - Benefit management identification and realization is not part of the culture
 - Change management is another very important topic in the industry.
 - . It is also important to focus on developing project leaders. Need to deliver what has been asked from stakeholders not use a template.
5. **College/School update and program update:**
 - Durham College continues to grow with close to 11,000 full time students enrolled.
 - Twenty-two million dollars has been allocated to replace the Simcoe Building which was built in 1967 and was intended to be a temporary building. The new building will be a three story Centre for Collaborative Education which will include departments such as Aboriginal, Entrepreneurship and the Spark Centre, health sciences, some foundation programming and a student success program. Construction will start within the next few months.
 - Elaine Popp has joined Durham College in the role of Vice-President, Academic and Rebecca Milburn has also joined in the role of Associate Vice-President, Academic.
 - The School of Business, IT & Management has also grown and now has a total of approximately 2100 students with the addition of the Office Administration programs. Additionally, a Business-

Finance and Business Administration-Finance program will be offered in the fall and are currently under development.

- Judy Spring, Executive Dean of the School of Business, IT & Management will retire in May and Marianne Marando will replace her in this role. Jackie Bathe, Associate Dean will retire in June and Debbie Johnston will replace her in this role.
- There are 25 applications to date for this program in September and 6 students have paid.
- First semester is about introducing the terminology and concepts in order to make sure the students have the right pieces. Second semester has a focus on demanding increased quality. The goal is to have students produce deliverables in second semester that are work ready.

6. **Continuing Education update:**

- None at this time.

7. **Student Voice:**

- It is a challenge for some students to work with others. Adhering to a certain industry standard can be difficult when working with students who are at a different level. Because this program is a Graduate certificate the appropriate level of work should be emphasized throughout the program.
- The way the program handles group work is excellent and essential experience for students to help them develop important soft skills.
- Lots of program material gives students tools to help them form cohesive and successful teams.
- Conflict management techniques would assist with difficult group work circumstances.
- Students have learned to identify triggers that can indicate a failing project.
- It is difficult to acknowledge failure, important experience for students.
- A helpful element to introduce to the program would be a Post Mortem, where a safe environment is created to rehash mistakes.
- Students should have their expectations managed so that they are realistic. They will not likely enter a project manager position from this program. Without experience graduates will be looking at project coordinator position or more entry level positions.
- Overall, students are happy with the program.
- Students appreciate the marking methods. Some students who were struggling or not as committed to the program did not get the same marks for team assignments.
- A more diverse student body would be beneficial to the program.
- A lot of course material does come from real world circumstances and professors are industry professionals who have valuable experience that they can share with students.
- Leadership course in the first semester may be beneficial to students as they could apply the skills learned in second semester.
- Students feel that this is a fast paced program with focus on delivering high quality output.

8. **Additions to Agenda:**

- Students and volunteering in the community – The link between this program and the Project Management Institute (PMI) should ideally be very strong. This is increasing with the annual Symposium. Two students are now on the Board of Directors and there are also several entryways into the Durham Highlands Chapter (DHC) for volunteer work for students. Additionally, more people in the community are approaching the program to request student assistance. Women in Aviation will also be an annual project. Extending assistance into the community is beneficial to students as well as within the college in different departments. Giving back to the community is a great way for students to learn. There are over 30 active student volunteers at PMI each semester. Three students were also placed three students with Avanti Women. Over 50% of the student base have become active volunteers. PMI is currently working on developing meaningful metrics around benefits of volunteering.
- KPI Rankings – The key performance Indicators (KPIs) for this program were in the top 10 of all programs at Durham College.
- Certified Associate in Project Management (CAPM) certification – Faculty are currently encouraging students to see the benefit of this route after graduation. This helps demonstrate their future intentions while they gain the experience they need for the PMP.

RECOMMENDED ACTIONS

1. Invite more industry members.
2. Invite guest speakers from the disruptive tech industry for students.
3. Connect with FastStart regarding independent contracting and entrepreneurship for students.
4. Ensure the integration of triggers needed to identify a failing project is included in the curriculum.
5. Introduce students to structured escalation procedures for teamwork.
6. Follow up with closing procedures on the website.
7. Continue to follow up on the PMI Paper competition.
8. Future meeting date: Thursday, December 1, 2016 at 6:00 p.m. Location: CFF
9. Adjournment: 8:10 p.m.

STATUS OF ACTIONS FROM December 2, 2015 MEETING

1. PMI Paper competition – Will continue to investigate this.
2. Implementation of closing check list in the curriculum – this check list has now been included in the curriculum.
3. Young Crew chapter – There does not seem to be a Canadian chapter.
4. Inclusion of closing procedures on the website – An initial request was submitted. Will follow up.

REPORT PREPARED BY: V. Kee

DATE: June 9, 2016

DRAFT REVIEWED BY DEAN: J. Spring

SIGNATURE: 

APPROVED BY CHAIR: J. Bathe, Acting Chair

*denotes attendance

Program Name Membership List
Name

Title

Organization

Committee Chair

*Jackie Coffey

President

Intri Energy

External Committee Members

Name

Title

Organization

Ryan Baetz

Panasonic Eco Solutions

William Beardmore

President/CEO

Blue Water Energy Inc

Jay Boychuk

Program Manager

Kiwi-Newton

*Rocky Ellison

Senior Manager HSE

Surespan Wind Energy Services

JP Fernbach

President, CEO

EvFern Ltd.

*Mike Gimblett

Owner

MGMM Services

*Jessy Polson

Manager

Surespan Wind Energy Services

Bobby MacCannell

President

Bright Works Solar

Brian Mandolesi

Etho Solar

*Don McFadden

Owner

Gr56 Energy Solutions

Adam Murree

Energy Manager

Atlantic Packaging

*Bill Sommerville

Director of
Construction

Enercon

**Elected Student/Alumni
Representatives**

Name

Title

Organization

Kevin Campbell

Alumni

*Gord Lee

Year 2 student

Mike Grozelle

Year 2 student

**Elected Faculty/Staff
Representatives**

Name

Title

Organization

*Pam Stoneham

Principal/Dean

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

Industry members spoke to their area of expertise and discussed what skillset they look for in new graduates. Members advised they seek students with various training including the Global Wind Organization (GWO) course, telehandlers, fall arrest, BZEE training, working at heights and rescue, first aid, tools and equipment, and high voltage knowledge.

Industry members agreed that they also look for people that have a passion for their career and who learn the basics before entering a job site.

Jessey Polson reported that he receives numerous resumes per day and would choose a student from St. Lawrence College over other institutions because St. Lawrence College provides the GWO course and are collaborating with private companies to provide students with the opportunity to obtain hands on exposure in the field. Industry representatives encourages Durham College to explore a co-op program.

Industry members advised that co-ops at other colleges are one semester long and would normally run through the summer. This co-op training gives students hands on experience with doing oil changes, general electric, and gear box maintenance.

Donald McFadden advised that he has several connections with employers that Durham College could connect with for co-op placements.

There was discussion that students will start their career with labour jobs and not technical based due to the current curriculum.

It was identified the need to segment the program during the review process. Recommendations include:

- A common first year then a focused second year on geothermal, wind, or solar.
- A weekend add on course for HVAC students with geothermal studies.
- Optional geothermal fast track add on certificate for HVAC graduates.
- Individual training in sectors.
- Adding hydraulics training.

Industry members agreed that a focus group before the program review would be beneficial. This will take place on June 23, 2016 at 3pm.

As 2017 will be a great year for Independent Electricity System Operator (IESO), Durham College should meet with power companies for discussion of the program as they are focused on power generation.

College/ School Update:

- Pam Stoneham provided information on the big funding announcement for the Simcoe Building replacement that will be The Centre for Collaborative Studies. Construction to start in 2017.
- Convocation taking place on June 14th & 15th.
- Program approval for a 2017 start for Elevating Device Mechanic post-secondary.

RECOMMENDED ACTIONS

Pam Stoneham to distribute program of study (POS) and course description to industry members before focus group for review.

Pam Stoneham to contact various employers to attend the focus group.

As part of the comprehensive program review, investigate the implementation of a co-op term or work placement into the program of study.

STATUS OF RECOMMENDATIONS FROM PREVIOUS MEETING

Focus Group set to take place on June 23, 2016 at 3pm

NEXT MEETING DATE: Nov 3, 2016

REPORT PREPARED BY: Falon Hurlburt

DATE: June 10, 2016

DRAFT REVIEWED BY ASSOCIATE DEAN: Pam Stoneham

SIGNATURE:

APPROVED BY CHAIR: Kevin Baker

SIGNATURE:

A handwritten signature in blue ink, appearing to be 'KB', is written over the signature line for Kevin Baker.

**Practical Nursing, Personal Support Worker and Critical Care Programs
 Advisory Committee Membership List**

Name	Title	Organization
Committee Chair		
*Tina Powers	Leader – Education/Student Affairs	Ontario Shores Centre for Mental Health Sciences
External Committee Members		
Shannon Lewis	Manager of Nursing Practice	Hillsdale Terraces
Brenda Robichaud	Team Leader CTO Nurse Case Manager	Canadian Mental Health Assoc.
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
Janet Piper	Simulation Lab Specialist	Sault College
Kim Bazinet	Manager ER/ICU	Timmins and District Hospital
Myriam Bloomfield	Nurse Practitioner	Public Health/Health Canada Attawapiskat Health Services
Paisley Marshall	Clinical Advisor	Lakeridge Health
*Shelley Hynes	Patient Care Specialist	Lakeridge Health
Tania Pynn	Manager, Nursing Programs	Confederation College
Joanne Collin	Nurse Clinician, Critical Care Program	Sudbury Regional Health System
Christy Siciliano	Clinical Supervisor	CarePartners
Doreen Kaneko		
*Jennifer Rusaw	Program Manager, Adult Day Programs	Community Care Durham
*Leo Audette	Professional Practice Leader, Nursing	Providence Healthcare
Maureen Awalt		
*Nadine Ladouceur	Patient Care Specialist Interprofessional Practice	Lakeridge Health
Elected Student/Alumni Representatives		
Tanya Carrington	Alumni	Durham College
*Sydney Cholette	PN Student Year 1	Durham College
*Ainslie Beaton	PN Student Year 2	Durham College
*Peter St. Hubert	PN Student Year 2	Durham College
Jesse Callaghan	PSW Student	Durham College
Kali Easson	Student	Durham College

*Melissa Walker	PSW Student	Durham College
*Shannon Bowdring	PSW Student	Durham College
*Karen Scott	PSW Student	Durham College

Elected Faculty/Staff Representatives

Margret Campkin	Faculty/Coordinator	Critical Care Program
*Debbie Morrison	Chair, Nursing (Faculty/Coordinator)	Practical Nursing Program
*Deborah Schuh	Faculty/Coordinator	Personal Support Worker Program
*Katherine Rautenberg	Faculty	Personal Support Worker Program
Wendy Aspin-Curran	Faculty	Personal Support Worker Program
*Donna Boyd	Program Officer	Continuing Education

Guests/Unelected Faculty/Staff

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

KEY POINTS OF DISCUSSION

1. Practical Nursing (PN), Personal Support Worker (PSW) and Critical Care (CC) minutes of December 3, 2015, were approved by K. Rautenberg and seconded by D. Schuh. Carried.
2. **Business/Actions Arising from Previous Minutes:** all Recommended Actions from the December 3rd meeting have been deferred to the Fall.
3. **External Membership Information Sharing:**
 - Ontario Shores takes 455 placement students from all disciplines including medical students throughout the year. Providence Healthcare recently went through Accreditation. They take 665 students and their services range from rehab, palliative care, long-term care, adult day programs and family and caregiver support. Rouge Valley Health System went through a review and as a result Ajax/Pickering is now part of Lakeridge Health. There is now the potential for building another emergency department. MedSelect **software** will be rolled out at Bowmanville hospital in the Fall.
4. **College/School and Program Updates:** the School's program growth was discussed. The success of recent College events were highlighted. An update on enrolment numbers and recruitment activities for the next academic year were provided. The College is now preparing for its quality assurance audit which will occur next year. The new Centre for Collaborative Education building and fundraising campaign were discussed.

Practical Nursing Program Update:

- A request put forth for community use of the SIM lab is being investigated. The Nursing Flex program was launched in January, 2016 and is delivered on weekends. Lakeridge Health Oshawa/Durham College role clarity research has been completed. Gentle Persuasive Approach (GPA) training will be introduced to all second semester students starting in January 2017.

Personal Support Worker Program Updates:

- The Ministry of Health & Long-term Care provided SIM-one (Ontario Simulation Network) – one time funding to expand Personal Support Worker (PSW) training to support Seniors aging at home - Durham College received just under \$15,000 for this purpose. Food Safety Training & Certification from the Durham Region's Health Department's Environmental Health Division will be implemented in the PSW curriculum this Fall. The PSW program is currently going through program review. PSW students are now required to obtain CPR Level C-PSW Enhanced Emergency First Aid Certificate for placement. There is a collaboration with the Region of Durham for piloting of their newly developed falls prevention on-line module "Positive Steps" and this program will be implemented into the PSW curriculum as well.

Critical Care Online Program Update:

- Currently there are three intakes of the Critical Care E-Learning program. Thanks were conveyed to those who support the Critical Care students to provide quality care to the critically ill population of patients. Currently some organizations are unable to accept students due to various factors.

5. **Continuing Education Update:** ConEd is going through a major restructuring. The trend is showing that on-line education is increasing and face-to-face is decreasing.
6. **Student Voice:**
 - The PN program faculty are great. Students love their placement experience at Ontario Shores and the Preceptors are awesome. Students would like to use e-Portfolio each semester. The students voiced a need for better services on Campus during the summer i.e. cafeteria, gym, etc. Progress has been made and more work remains to be done. PSW students are happy that students will be obtaining the Food & Safety Training Certificate as part of their program in the Fall.

RECOMMENDED ACTIONS

1. Next meeting – November 23, 2016, 6:00-8:00 pm at the Centre for Food Room 208.
2. Adjournment 7:00 pm.

STATUS OF RECOMMENDATIONS FROM DECEMBER 3, 2015 MEETING

1. D. Morrison and D. Schuh will connect with the Hillsdale Terrace staff to discuss the benefits of being a preceptor – deferred until the November meeting.
2. S. Lewis will send T. Powers an email regarding their Preceptorship Program – deferred until the next meeting as S. Lewis was unable to attend this meeting.
3. M. Campkin will connect with M. Bloomfield to discuss the CC program benefits. M. Bloomfield is currently on a Maternity Leave of Absence so this item will be deferred.
4. A. Beaton met with D. Schuh regarding a “Dress for Success” workshop – this is being deferred to the Fall.

REPORT PREPARED BY: Sandra Thomson DATE: June 23, 2016

DRAFT REVIEWED BY DEAN: Judeline Innocent

SIGNATURE:



APPROVED BY CHAIR: Tina Powers

SIGNATURE:

Paralegal Programs Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Harold St. Croix	Paralegal/Assistant Business Manager	LIUNA Local 183
External Committee Members		
Bob Banik*	Lawyer	UNIFOR Legal Services Plan
Maxine Coopersmith*	Justice of the Peace	Ontario Court of Justice
Cindy Coulter*	Paralegal	
Cathy Duignan*	Community Legal Worker	Durham Community Legal
Grant Kelly*	Manager, Prosecution Services	Region of Durham
Kristina MacDonald	Paralegal	Pursuit Legal Services
Rhonda Vanderlinde	Municipal Prosecutor	City of Oshawa
Mark Doble	Paralegal	MPAC
Deborah Hastings	Executive Director	Durham Community Legal Clinic
Jody Parsons	Prosecutor	Town of Markham
Edwin Sadasivam	Paralegal	DEL Condominium Rentals Inc.
Elected Student/Alumni Representatives		
	Year/Program/Alumni	
Jeremy Feran*	1sr year student	Durham College
Erin Fergusson*	Paralegal–grad. cert. student	Durham College
Elected Faculty/Staff Representatives		
Name	Title	Organization
Stephanie Ball/Moreen Tapper*	Executive Dean/Associate Dean	Durham College
Mark Frayne*	Coordinator/Professor	Durham College
Laurie Marshall*	Faculty	Durham College
Guests/Unelected Faculty/Staff		
Name	Title	Organization
None		

KEY POINTS OF DISCUSSION

1. The minutes of November 9, 2015 were moved by L. Marshall and seconded by C. Duignan.

CARRIED

2. **Industry Trends:** There continues to be slow acceptance of paralegals by lawyers. There have been direct and indirect efforts to enlighten the legal community. Licensed paralegals must continually work on improving their image as professionals.
3. **Program of Studies Changes:** The proposed changes included Advocacy increasing to four hours to enhance their skills and learning; and Practice Management being reduced to three hours covering the same curriculum. The committee agreed with the suggested changes.
4. **Admission Requirements:** Changes to the entrance requirements into the Paralegal – graduate

certificate program were reviewed and approved by the committee members.

5. **KPI Feedback:** Overall, the results, of the diploma program improved and either met or exceeded the provincial average. The graduate certificate program, however, have comparatively declined. The results may have been attributed to a variety of reasons of students that included timing of KPI surveys; disgruntled students; lack of good facilities, use of DC Connect, and the attendance policy.
6. **Annual Program Curriculum Renewal and Self Study:** The documents were reviewed, discussed and approved by the committee members.
7. **Mock Trial Competition.** The Provincial Competition was held on March 11 and 12, 2016 at the Durham Courthouse great success.
8. **Paralegal Enrichment Nights:** These workshops have increased in popularity and video and webcasting of all the workshops is being planned for the future.
9. **Law Society of Upper Canada (LSUC) Reaccreditation and Audit:** The re-accreditation was successful and awaiting the date(s) for the auditing of the program.
10. **Student Voice:** The students were satisfied with the program, however, negativity amongst some students was, at times, difficult to disregard.

RECOMMENDED ACTIONS

1. L. Marshall will continue to invite the committee members to all the Paralegal Enrichment Night events held throughout each academic year.
2. The program team monitor for any student disgruntlement and address issues/concerns immediately.

STATUS OF RECOMMENDATIONS FROM NOVEMBER 9, 2015 MEETING

1. Continue efforts to address the areas that need improving based on the KPI results by M. Frayne and program team. ONGOING
2. Feedback should be provided by the Field Placement Supervisor to the Field Placement hosts to assist in improving the experience. ONGOING
3. Committee members will be invited to the Mock Trial Provincial Competition by the organizer, of the competition, A. Bernal. ONGOING
4. Committee members will be invited to the Paralegal Enrichment Night events by L. Marshall. ONGOING

REPORT PREPARED BY: M. Frayne/M. Bartosik

DATE: June 21, 2016

DRAFT REVIEWED BY EXECUTIVE DEAN: S. Ball

SIGNATURE:



APPROVED BY ACTING CHAIR: M. Frayne

SIGNATURE:

M. Frayne

Directors of the Durham College Foundation for 2016-2017

DIRECTORS	OCCUPATION
Peter Bagnall, Chair	Chair, Durham College Foundation Board Retired General Director, Customer Support Services, General Motors of Canada
Garry Cubitt	Chief Administrative Officer, Region of Durham
Lillian Jacoby	
Pierre Tremblay	Chair, Durham College Board of Governors
Lee Terry	Financial Advisor, CIBC
Stephen P. Leslie	Vice-President, Credit Risk Audit, TD Bank
Carla Carmichael	Vice-President, Nuclear Finance, Ontario Power Generation
Don Lovisa	President, Durham College
Barbara MacCheyne, Treasurer	Chief Financial Officer, Durham College
Linda Marco	President, Durham College Foundation
FINANCIAL ADVISOR	
David Sanderson, CFA, CFP, TD Wealth Management	Foundation Financial Advisor
SECRETARY	
Catherine Hardman	Research and Operations Officer

Report Number: BOG-2016-21

To: Board of Governors

From: Meri Kim Oliver, Vice-President, Student Affairs

Date of Report: October 6, 2016

Date of Meeting: October 12, 2016

Subject: Student Association Audited Financial Statements for 2015-2016

1. Purpose

To provide the Student Association 2015-2016 audited financial statements for information.

2. Recommendation

It is recommended to the Durham College Board of Governors:

That Report BOG-2016-21 presenting the Student Association audited financial statements for 2015-2016, be received for information.

3. Background

The agreement between Durham College and the Student Association that was signed by both parties in September, 2014, requires that audited statements for the Student Association be provided to the Durham College Board of Governors for information annually.

4. Discussion/Options

Durham College and the Student Association at Durham College and UOIT Advisory Committee, established by the Durham College and Student Association Agreement, received and accepted the audited statements September 9, 2016.

4.1 Audited Financial Statements

The Student Association received a clean audit report. However, the auditors included an additional event disclosure relating to the possible termination of the relationship between Durham College and the Student Association. The auditors also had to disclose two lawsuits that were initiated against the Student Association.

4.2 Budget

Pub and Tuck shop revenues decreased due to loss of draft beer license and implementation of Smoke Free Ontario Act.

5. Financial/Human Resource Implications

The Campus Emergency Response Team moved to the Office of Campus Safety and Security. Reduction of fee is to be determined.

6. Implications for the Joint Campus Master Plan

There are no implications for the joint campus master plan.

7. Implications for UOIT

UOIT will be part of any changes to how fees are designated, collected and distributed to support the Campus Emergency Response Team.

8. Relationship to the Strategic Plan/Business Plan

This subject pertains to the student pillar in the strategic plan, where our goal is to provide students with the best possible learning experiences and ensuring all necessary supports are in place.

Moving Campus Emergency Response Team operations from the Student Association to oversight of the Office of Campus Safety aligns with the same objective in the 2016-17 business plan.

**THE STUDENT ASSOCIATION AT DURHAM COLLEGE
AND UOIT**

Financial Statements

Year Ended April 30, 2016

THE STUDENT ASSOCIATION AT DURHAM COLLEGE AND UOIT

Index to Financial Statements

Year Ended April 30, 2016

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INDEPENDENT AUDITOR'S REPORT

To the Members of The Student Association at Durham College and UOIT

We have audited the accompanying financial statements of The Student Association at Durham College and UOIT, which comprise the statement of financial position as at April 30, 2016 and the statements of operations and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.


Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of The Student Association at Durham College and UOIT as at April 30, 2016 and the results of its operations and its cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Emphasis of Matter

Without qualifying our opinion, we draw your attention to Note 13 in the financial statements which discloses conditions and matters that indicate the existence of a material uncertainty that may cast significant doubt about the ability of The Student Association at Durham College and UOIT to continue as a going concern.

Courtice, Ontario
September 7, 2016



Collins Barrow Durham LLP
Chartered Accountants
Licensed Public Accountants


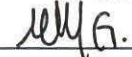
THE STUDENT ASSOCIATION AT DURHAM COLLEGE AND UOIT

Statement of Financial Position

April 30, 2016

	2016	2015
Assets		
Current		
Cash	\$ 4,944,747	\$ 3,878,580
Accounts receivable	3,573	8,322
Government remittances recoverable	-	82,527
Inventories	42,394	44,175
Prepaid expenses	139,541	258,802
Due from Durham College (Note 3)	27,357	-
Due from UOIT (Note 3)	319,312	270,523
	<u>5,476,924</u>	<u>4,542,929</u>
Capital assets (Note 4)	<u>259,478</u>	<u>368,271</u>
	<u>\$ 5,736,402</u>	<u>\$ 4,911,200</u>
Liabilities		
Current		
Accounts payable	\$ 986,076	\$ 158,547
Due to student clubs and societies	135,830	148,389
Deferred revenue (Note 5)	666,859	800,352
Due to Durham College (Note 3)	-	24,143
	<u>1,788,765</u>	<u>1,131,431</u>
Net assets		
Unrestricted fund	3,422,919	2,857,040
Invested in capital assets	259,478	368,271
Contingency fund - internally restricted	175,401	175,401
Health fund - internally restricted	89,839	379,057
	<u>3,947,637</u>	<u>3,779,769</u>
	<u>\$ 5,736,402</u>	<u>\$ 4,911,200</u>

ON BEHALF OF THE BOARD


 _____ Director

 _____ Director

The accompanying notes are an integral part of these financial statements

THE STUDENT ASSOCIATION AT DURHAM COLLEGE AND UOIT

Statement of Operations

Year Ended April 30, 2016

	2016	2015
Membership and other revenue		
Health fees (Note 6)	\$ 4,061,784	\$ 3,897,538
Student fees (Note 7)	3,257,079	3,210,052
Other pub and retail revenue	99,043	91,606
Rent and other income	29,477	43,484
Program revenue (Note 8)	22,019	128,119
	<u>7,469,402</u>	<u>7,370,799</u>
Operating revenue		
Pub, food service and retail sales (Note 9)	547,995	782,895
Cost of sales (Note 9)	<u>(281,916)</u>	<u>(441,969)</u>
	<u>266,079</u>	<u>340,926</u>
Expenses		
Student health insurance (Note 6)	3,955,559	3,822,439
Salaries and wages (Note 10)	1,947,746	1,744,953
Programs (Note 8)	832,176	1,022,006
Amortization	173,248	186,032
Professional fees	102,633	181,089
Advertising and promotion	83,321	146,533
Memberships	70,384	64,455
Committees and elections	64,857	51,240
Insurance	54,490	49,319
Conferences, training and development	48,476	47,317
Repairs and maintenance	43,734	46,312
Utilities	42,285	41,325
Supplies	41,285	68,627
Cleaning	33,825	27,357
Bank charges	26,900	29,811
Office	17,672	16,944
Telephone	10,019	28,136
Rent	7,791	7,791
Vehicle	6,643	6,930
Security	1,569	2,936
	<u>7,564,613</u>	<u>7,591,552</u>
Excess of revenue over expenses from operations	<u>170,868</u>	<u>120,173</u>
Other income (expenses)		
Gain on disposal of assets	12,000	-
Durham College pledge contribution (Note 3)	<u>(15,000)</u>	<u>(85,000)</u>
	<u>(3,000)</u>	<u>(85,000)</u>
Excess of revenue over expenses	<u>\$ 167,868</u>	<u>\$ 35,173</u>

The accompanying notes are an integral part of these financial statements

THE STUDENT ASSOCIATION AT DURHAM COLLEGE AND UOIT

Statement of Changes in Fund Balances

Year Ended April 30, 2016

	2016	2015
Unrestricted fund		
Balance, beginning of year	\$ 2,857,040	\$ 2,531,291
Prior period adjustment	<u>-</u>	<u>75,000</u>
As restated	2,857,040	2,606,291
Excess of receipts over expenditures	167,868	35,173
Transfer from (to) capital asset fund	108,793	(77,167)
Deficiency of revenue over expenses of the health fund (<i>Note 6</i>)	<u>289,218</u>	<u>292,743</u>
Balance, end of year	<u>\$ 3,422,919</u>	<u>\$ 2,857,040</u>
Invested in capital assets		
Balance, beginning of year	\$ 368,271	\$ 291,104
Purchase of capital assets	64,455	263,199
Amortization for the year	<u>(173,248)</u>	<u>(186,032)</u>
Balance, end of year	<u>\$ 259,478</u>	<u>\$ 368,271</u>
Contingency fund		
Balance, beginning of year	<u>\$ 175,401</u>	<u>\$ 175,401</u>
Health fund		
Balance, beginning of year	\$ 379,057	\$ 671,800
Excess (deficiency) of revenue over expenses of the health fund (<i>Note 6</i>)	<u>(289,218)</u>	<u>(292,743)</u>
Balance, end of year	<u>\$ 89,839</u>	<u>\$ 379,057</u>

The accompanying notes are an integral part of these financial statements

THE STUDENT ASSOCIATION AT DURHAM COLLEGE AND UOIT

Statement of Cash Flow

Year Ended April 30, 2016

	2016	2015
Operating activities		
Excess of membership and other revenue over expenses	\$ 167,868	\$ 35,173
Items not affecting cash:		
Amortization of capital assets	173,248	186,032
Gain on disposal of assets	(12,000)	-
	<u>329,116</u>	<u>221,205</u>
Changes in non-cash working capital:		
Accounts receivable	4,749	10,256
Government remittances recoverable	82,527	119,880
Inventories	1,781	(58)
Prepaid expenses	119,261	(56,241)
Due from Durham College	(27,357)	1,242,714
Due from UOIT	(48,789)	805,392
Accounts payable	827,529	(4,409)
Due to student clubs and societies	(12,559)	48,100
Deferred revenue	(133,493)	(564,210)
Due to Durham College	(24,143)	24,143
	<u>789,506</u>	<u>1,625,567</u>
	<u>1,118,622</u>	<u>1,846,772</u>
Investing activities		
Purchase of capital assets	(64,455)	(263,199)
Proceeds on disposal of capital assets	12,000	-
	<u>(52,455)</u>	<u>(263,199)</u>
Increase in cash flow	1,066,167	1,583,573
Cash - beginning of year	3,878,580	2,295,007
Cash - end of year	\$ 4,944,747	\$ 3,878,580

The accompanying notes are an integral part of these financial statements

1. Nature of Organization

The Student Association at Durham College and UOIT (the 'Student Association') was incorporated on December 3, 1993 without share capital and operates as a not-for-profit organization that is tax exempt under the Income Tax Act. The purpose of the Student Association is to represent the students and to provide the student body with cultural, recreational, social and educational opportunities.

2. Summary of significant accounting policies

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations. The financial statements include the only the entity's assets, liabilities, revenue and expenses as related to the operations of the Student Association, excluding the land and buildings on which the Student Centre is located, together with any mortgage or other property debt, and also exclude any assets, liabilities, revenue and expenses of the Student Centre's tenants.

Fund accounting

The Unrestricted Fund accounts for the Student Association's program delivery and administrative activities. This fund reports unrestricted resources.

The Contingency Fund reports unusual and non-recurring items as approved by the Board. No expenses were paid from the contingency fund during the year.

The Health Fund is funded by the excess of health fund revenues over expenditures from student health insurance plan and supports the Student Association initiatives that relate to the health and well-being of students.

Inventories

Pub and retail inventories are valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis.

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods:

Motor vehicles	5 years	straight-line method
Computer equipment	3 years	straight-line method
Furniture and fixtures	3 years	straight-line method
Leasehold improvements	5 years	straight-line method

The Student Association regularly reviews its capital assets to eliminate obsolete items.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

(continues)

2. Summary of significant accounting policies *(continued)*

Revenue recognition

The Student Association follows the deferral method of accounting for contributions.

Unrestricted contributions for student fees and operating grants are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Unrestricted contributions for health fees are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Student health insurance premiums provide coverage for students on an annual basis ending August 31. The portion of student fees collected covering premiums for the period from May 1 to August 31 have been reported as deferred revenue.

All other revenue is recognized as revenue when received or receivable, if the amount can reasonably estimated and collection is reasonably assured.

Contributed services

The operations of the Student Association depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Estimates are used when accounting for items and matters such as allowance for uncollectible accounts receivable, amortization, asset valuations, deferred revenue and provisions. Actual results could differ from these estimates.

(continues)

2. Summary of significant accounting policies (*continued*)

Financial instruments policy

The Student Association initially measures its financial assets and financial liabilities at fair value, except for certain non-arm's length transactions. The Student Association subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in excess of revenue over expenditures.

Financial assets measured at amortized cost include cash, accounts receivable and amounts due from Durham College and UOIT.

Financial liabilities measured at amortized cost include accounts payable and amounts due to student clubs and societies.

Financial assets measured at cost are tested for impairment when there are indicators of impairment.

The amount of the write-down is recognized in excess of revenue over expenditures. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in excess of revenue over expenditures.

The Student Association recognizes its transaction costs in excess of revenue over expenditure in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption

3. Related party transactions

The Student Association is governed by a board of directors consisting of student representatives from Durham College of Applied Arts and Technology ("Durham College") and the University of Ontario Institute of Technology ("UOIT"), collectively "the institutions".

In 2015, the Student Association entered into operating agreements with Durham College and UOIT. Under the Durham College agreement, the Student Association has the right to operate the Student Centre facility at the North Oshawa Campus and the land and building continue to remain the property of Durham College. In accordance with a student referendum held, the original investment in the facility is funded through a long term mortgage to be repaid through the 'Student Centre Levy'. The agreements are effective until April 2019.

Under the agreements, the institutions are responsible to collect the ancillary fees from students, which include a Student Association levy, the Student Centre levy, campus radio levy, Universal Transit Pass and student health and dental fees which are then remitted to the Student Association, with the following exceptions:

- The Student Centre levy consists of two fees: (1) operating expense and ongoing capital expenditures and (2) debt servicing, which pertains to the land and building on which the Student Centre is located. Durham College and UOIT apply the debt servicing fee towards the existing mortgage principal and interest, and only the remaining portion is paid to the Student Association.
- Ancillary fees related to Universal Transit Pass (U-Pass) are not remitted to the Student Association as it does not control the receipts or related disbursements; therefore, no revenues or expenses related to the U-Pass are recognized by the Student Association.

The institutions commit to support the Student Association through a cost sharing arrangement related to the operations of the Student Centre facility. Under this arrangement, Durham College and UOIT have agreed to each contribute 22% of eligible operating costs such as, maintenance, cleaning, utilities and waste removal provided by Durham College shared services. Durham College invoices the Student Association for its portion (56%) on a monthly basis therefore, only the portion of expenses attributable to the Student Association have been recorded in these financial statements.

In 2010, the Student Association entered into an agreement with Durham College to invest in renovations of two campus locations, specifically for the use by the Student Association and students. The Student Association pledged to contribute \$500,000 to Durham College over a five year period from 2011 to 2015 toward this purpose. The spaces in these two locations will be occupied by the Student Association for a period of ten years beginning May 2011 during which Durham College will provide operating services without charge. Rent-free periods or rent subsidies received are amortized on a straight-line basis over the term of the lease.

On June 1, 2012 the Student Association entered into a rental agreement with UOIT for space in the downtown location at an annual rate of \$7,791. The agreement is effective until April 2019.

The operations of the Student Association depend on the contribution of services from Durham College and UOIT. The fair value of the services cannot be reasonably determined and are therefore not reflected in these financial statements.

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

THE STUDENT ASSOCIATION AT DURHAM COLLEGE AND UOIT

Notes to Financial Statements

Year Ended April 30, 2016

4. Capital assets

	Cost	Accumulated amortization	2016 Net book value	2015 Net book value
Motor vehicles	\$ 30,062	\$ 27,055	\$ 3,007	\$ 9,019
Computer equipment	114,218	93,254	20,964	15,681
Furniture and fixtures	1,218,659	1,091,988	126,671	164,236
Leasehold improvements	858,938	750,102	108,836	179,335
	<u>\$ 2,221,877</u>	<u>\$ 1,962,399</u>	<u>\$ 259,478</u>	<u>\$ 368,271</u>

5. Deferred revenue

	2016	2015
Balance, beginning of year	\$ 800,352	\$ 1,364,562
Funds received	3,357,993	3,333,328
Funds earned in year	(3,491,486)	(3,897,538)
	<u>\$ 666,859</u>	<u>\$ 800,352</u>

6. Health Fund

	2016	2015
<i>Revenue</i>		
Student health levy	\$ 4,052,664	\$ 3,876,751
Other	9,120	20,787
	<u>4,061,784</u>	<u>3,897,538</u>
<i>Expenses</i>		
Student health insurance	3,955,559	3,822,439
Wages, salaries and benefits	334,191	305,487
Program expenses	54,600	58,006
Training and development	6,617	4,079
Marketing and promotion	35	270
	<u>4,351,002</u>	<u>4,190,281</u>
Deficiency of revenue over expenses of the health fund	<u>\$ (289,218)</u>	<u>\$ (292,743)</u>

THE STUDENT ASSOCIATION AT DURHAM COLLEGE AND UOIT

Notes to Financial Statements

Year Ended April 30, 2016

7. Student fees

	2016	2015
Student Association	\$ 2,066,110	\$ 2,035,317
Student Centre	973,885	961,143
Campus radio station	217,084	213,592
	\$ 3,257,079	\$ 3,210,052

8. Programs

	2016	2015
<i>Revenues</i>		
Campus life	\$ 22,019	\$ 128,119
<i>Expenses</i>		
Campus life	\$ 382,795	\$ 644,528
Clubs and societies	134,447	149,723
Campus recreation	120,000	142,486
Other services	104,511	3,307
Health programs	54,600	58,006
Riot Radio	35,823	23,956
	\$ 832,176	\$ 1,022,006

9. Pub, food service and retail sales

	Sales	Cost of sales	2016
<u>2016</u>			
Pub	\$ 102,568	\$ 46,812	\$ 55,756
Retail	94,336	75,800	18,536
Food service	351,091	159,304	191,787
	547,995	281,916	266,079
<u>2015</u>			
Pub	209,231	87,747	121,484
Retail	174,278	138,316	35,962
Food service	399,386	215,906	183,480
	782,895	441,969	340,926

10. Wages and benefits

	2016	2015
Pub, food service and retail	\$ 538,840	\$ 615,651
Health Fund	334,191	305,487
Programs	276,486	294,612
Management	276,044	119,430
Administrative	266,459	249,845
Executive	186,238	132,588
Other services	69,488	27,340
	\$ 1,947,746	\$ 1,744,953

11. Financial instruments

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Student Association is not exposed to significant credit risk, as accounts receivable are primarily due from Durham College and UOIT and expect to be collected in full, and its cash and cash equivalents are held with a major Canadian financial institution.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Student Association is exposed to this risk mainly in respect to its accounts payable and amounts due to clubs and societies. Cash flow from operations is adequate to meet these cash requirements.

12. Contingent liabilities

On November 19, 2014, a lawsuit was initiated against the Student Association by a former employee alleging wrongful dismissal. The claim including damages, interest and other costs is estimated at \$385,000. The Company has filed a statement of defence and counterclaim.

On June 9, 2016, a lawsuit was initiated against the Student Association by former employee alleging wrongful dismissal. The claim is for \$50,000 as well as an unspecified amount for damages, interests and other costs. The likelihood of the claim being successful is not known.

It is the intention of the Student Association to aggressively defend these lawsuits.

13. Subsequent events

In May 2016, Durham College gave written notice of termination of its operating agreement with the Student Association (Note 3), effective May 10 2017. The letter also stated the College's intent to suspend the transfer of student fees in the interim until the Student Association was able to duly elect and ratify an executive team. Subsequent to the letter, the Student Association ratified an executive team and the transfer of fees resumed. However, in July 2016 Durham College provided written notice that the transfer of student fees would once again be suspended due to lack of representation of Durham College students in the Student Association Board positions. Notwithstanding, that Durham College would directly support critical functions related to student health and dental benefits and provision of services through the Campus Emergency Response Team that impact student safety from student fees collected for that purpose.

In August 2016, UOIT gave written notice that it is also considering restricting the transfer of fees to the Student Association for the 2016-2017 academic year.

It is management's intent to make all changes necessary to be in compliance with the operating agreements with both Durham College and UOIT. In this regard, an election will be held in the fall to ensure proper representation from Durham College, a full operational review will be completed, and the Association will work to regain the confidence of Durham College and UOIT. With the operating reserves available, management believes that it will have sufficient access to financial resources to fund the operations through fiscal 2017.

The financial statements were prepared on the going concern assumption that the Student Association will be able to realize its assets and discharge its liabilities in the normal course of business.

The Student Association's future success depends on the continuing relationship with Durham College and UOIT therefore, the uncertainty surrounding the termination of the Durham College agreement casts doubt upon the ability to continue as a going concern subsequent to May 2017.

In August 2016 Hasbara Fellowships Canada filed a complaint with the Ontario Human Rights Tribunal against the Student Association citing discrimination. This complaint stems from a motion to endorse the BDS movement (boycott, divestment and sanction against association with Israel) that was passed at the last annual general meeting. The claim is for \$50,000 in damages and a mandatory annual review of policies and training. The Student Association is reviewing its position and further financial implications, if any, are unknown.

Renovations to the Student Centre began in August 2016 and are estimated to cost \$80,000, which will be financed with the unrestricted operating reserves.

Report Number: BOG-2016-09

To: Board of Governors

From: Dr. Elaine Popp, Vice-President, Academic

Date of Report: October 3, 2016

Date of Meeting: October 12, 2016

Subject: Approval of New Programs of Instruction

1. Purpose

To obtain approval from the Board of Governors for the following postsecondary programs of instruction for the September 2017 intake:

1. Pre-Health Sciences Pathway to Certificates and Diplomas

- Credential: Ontario College Certificate
- Duration: 2 semesters
- School: Interdisciplinary Studies

2. Pre-Health Sciences Pathway to Advanced Diplomas and Degrees

- Credential: Ontario College Certificate
- Duration: 2 semesters
- School: Interdisciplinary Studies

2. Recommendation

It is recommended to the Durham College Board of Governors:

That in accordance with Report BOG-2016-09, the two proposed Ontario College Certificate programs of instruction listed below be approved:

- Pre-Health Sciences Pathway to Certificates and Diplomas
- Pre-Health Sciences Pathway to Advanced Diplomas and Degrees

3. Background

In 2012, the Ontario College Heads of Health Sciences submitted a project proposal to the Ontario Council on Articulation and Transfer Innovation (ONCAT). The project goal was to widen opportunities for graduates of college Pre-Health Sciences programs to ensure they could meet the admission requirement of college and university health sciences diploma and degree programs across the province. ONCAT supported the project and provided funding to develop a province-wide alignment of policy, practice and program learning outcomes to facilitate student mobility and inter-college admission and credit transfer for Pre-Health Sciences and health related General Arts and Sciences program streams.

The project resulted in a recommendation to the Ministry of Advanced Education and Skills Development (MAESD) to develop program standards for two new Pre-Health program streams with revised program vocational learning outcomes and program hour changes. In July 2016, MAESD released Program Standards for two new Ontario College Certificate programs entitled Pre-Health Sciences Pathways to Certificates and Diplomas, and Pre-Health Sciences Pathways to Advanced Diplomas and Degrees.

Durham College faculty participated in MAESD's consultation process of the development of the new Program Standards. Program faculty and the academic leadership team in the School of Interdisciplinary Studies fully support the project goal to align curriculum, admission criteria and credit transfer which will provide more pathway options for program graduates.

Durham College currently offers three General Arts and Science (GAS) pre-health streams; GAS-Health Preparation (GASH); GAS-Health Preparation (Online delivery)(GASO); and GAS-Nursing Preparation (GASN). Each year, approximately 250 students enrol into one of these streams in order to prepare for admission or credit transfer into one of numerous Durham College and University of Ontario Institute of Technology (UOIT) programs. Through the development of Program Standards, the ministry has formally mandated that all colleges who offer a pre-health program implement the new Program Standards for the Pre-Health Sciences programs for students starting semester one of the program in September 2017. Durham College will comply and, as a result, has revised the GASH, GASO and GASN program curriculum to align with the program learning outcomes of the new Pre-Health Sciences Program Standards. Durham College will be prepared to launch these two new Ontario College Certificate programs, Pre-Health Sciences Pathway to Certificates and Diplomas and Pre-Health Sciences Pathway to Advanced Diplomas and Degrees in September 2017.

As per the MAESD 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 program 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.

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

4. Discussion/Options

4.1 Pre-Health Sciences Pathway to Certificates and Diplomas

The Pre-Health Sciences Pathway to Certificates and Diplomas program is a two-semester certificate-level program leading to an Ontario College Certificate. The program is designed to prepare graduates for admission to certificate and diploma (and possibly some advanced diploma and degree programs) within two broad fields: health sciences and general science. Students will have the opportunity to develop their knowledge and skills in communications, mathematics, biology, and chemistry preparing them for the rigours of their next academic program. In addition, the program provides students with the opportunity to learn about potential careers in the health sciences while earning postsecondary credits that could be transferred to other health sciences or science-related programs.

Program faculty in the School of Interdisciplinary Studies will be responsible for creating program curriculum over the course of the upcoming year in order to be prepared for program delivery, in both traditional classroom and fully online methods, in September 2017. The program will also accept students in the winter term of January 2018. This program curriculum includes laboratory hours whereas the current GASH and GASO programs do not.

A proposal for the Pre-Health Sciences Pathway to Certificates and Diplomas Ontario College Certificate program was developed and submitted to the Credentials Validation Services (CVS). On September 27, 2016 the proposal received validation and the program was assigned the Approved Program Sequence (APS) number **DURH 01249**.

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

4.2 Pre-Health Sciences Pathway to Advanced Diplomas and Degrees

The Pre-Health Sciences Pathway to Advanced Diplomas and Degrees is a two-semester certificate program designed to provide students with the core knowledge, skills and abilities fundamental to academic success in health sciences programs, as well as other science-related programs at the advanced diploma or degree level. Students will have the opportunity to develop their knowledge and skills in communications, mathematics, biology, physics, and general and organic chemistry so they are well-prepared for their future academic program. The program further provides students with the opportunity to learn about potential careers in the health sciences and identify other programs focusing on the biological or chemical sciences that will enable them to achieve their career objectives. As well, the postsecondary credits students earn could be transferred to other health sciences or science-related programs.

Program faculty in the School of Interdisciplinary Studies will be responsible for creating program curriculum over the course of the upcoming year in order to be prepared for program delivery in September 2017. The program will also accept students in the winter term of January 2018. This program curriculum will be delivered in a classroom (face-to-face) setting and includes an optional physics course with laboratory hours (whereas the current GASN program does not).

A proposal for the Pre-Health Sciences Pathway to Certificates and Diplomas Ontario College Certificate program was developed and submitted to the Credentials Validation Services (CVS). On September 27, 2016 the proposal received validation and the program was assigned the Approved Program Sequence (APS) number **DURH 01250**.

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

5. Financial/Human Resource Implications

In order to prepare for the delivery of these two new programs, new courses will be developed over the coming fall, winter and spring semesters. Current full-time program faculty are assigned to create course outlines for classroom delivery of these courses. Courses in the Pre-Health Sciences Pathway to Certificates and Diplomas will also be created for online delivery and include a simulated laboratory component. Contract faculty may be required to develop online curriculum for three courses, Math, Biology and Chemistry, at a total cost of \$7,500.

Furthermore, new part-time faculty will be required for course delivery starting in September 2017.

In September 2017 and January 2018, the classroom courses will be delivered at the Oshawa campus, however there is currently no appropriate laboratory space available in Oshawa. Suitable laboratory space has been identified and made available at the Whitby campus. Starting in September 2018, the program will be fully-delivered in the new Centre for Collaborative Education building. Small laboratory equipment (including thermometers, glassware, Bunsen burners, etc.) costs are required in the amount of approximately \$25,000 in year-one; this equipment will be transferred to the new laboratory space. All additional classroom and laboratory equipment costs will be factored into the building project's budget.

6. Implications for the Joint Campus Master Plan

There are no implications for the joint campus master plan.

7. Implications for UOIT

The current Durham College and UOIT pathway agreements established for the students and graduates in the General Arts and Sciences (GAS) streams of GAS-Health Preparation (GASH), GAS-Online Health Preparation (GASO) and GAS-Nursing Preparation (GASN) will have to be revisited. The Executive Dean of Interdisciplinary Studies will meet with the appropriate admissions and faculty stakeholders at UOIT to discuss admissions and credit transfer options for Pre-Health Sciences programs' graduates.

8. Relationship to the Strategic Plan/Business Plan

As identified in the 2016-2017 Durham College Business Plan, the development of new programs aligns with the pillar of “Our Students” with the stated objective of “advance overall academic portfolio through new program development”.

Although these two proposed programs will replace three of our current GAS streams (GASH, GASO and GASN), Durham College followed our new program development policies, procedures and processes to ensure program quality assurance requirements and expectations are fully met.

Ontario College Certificate: Pre-Health Sciences Pathway to Advanced Diplomas and Degrees

Proposed program title: Pre-Health Sciences Pathway to Advanced Diplomas and Degrees					
Proposed credential:	Ontario College Certificate				
Funding Unit:	1.1				
Weight:	1.0				
MTCU Code:	41599				
APS Code	01250				
Name of dean submitting the request:	Stephanie Ball				
Proposed date of implementation:	September 2017 and January 2018				
Date of review by PPRC committee:	September 14, 2016				
Year 1 enrolment:	150 fall intake 100 winter intake				
Number of Semesters	2 semesters				
Total Program Hours	615				
Number of new FT faculty required:	No new full-time faculty required to deliver this program.				
Space requirements:	Space is required to accommodate several lab sections. In 2017, lab facilities will be scheduled at the Whitby Campus. New lab facilities will be operational with opening of the new Centre for Collaborative Education building in 2018.				
Capital costs:	Estimated equipment costs of \$25,000 are required for lab setup in year 1.				
Budget Projections:					
Proposed Tuition	\$ 2,936.42				
Net Contribution - % of Gross Revenue	54.8%	54.0%	53.3%	63.3%	69.4%
TARGET Net Contribution	n/a	Breakeven	40.0%	40.0%	40.0%

1.0 APPROVAL STAGES:

Check (√)	Approval Stage
√	Labour Market Assessed
√	Student Demand Assessed
√	New Program Proposal Document Reviewed by Manager, Program Development and Quality Assurance and Dean
√	Budget reviewed by Manager, Planning and Reporting; Manager, Program Development and Quality Assurance and Dean
√	Budget approved by Chief Financial Officer and Vice President, Academic
√	Reviewed by Program Proposal Review Committee, September 14, 2016
√	Approved by Vice President - Academic
√	Approved by Credentials Validation Service
√	Reviewed by President
	Approved by Board of Governors

2.0 PROGRAM OVERVIEW:

Description:

The Pre-Health Sciences Pathway to Advanced Diplomas and Degrees program is designed to provide students with the core knowledge, skills and abilities fundamental to academic success in health sciences programs, as well as other science-related programs at the advanced diploma or degree level. Students will have the opportunity to develop their knowledge and skills in communications, mathematics, biology, physics, and general and organic chemistry so they are well-prepared for the rigours of their next academic program. In addition, the program provides students with the opportunity to learn about potential careers in the health sciences and identify other programs focusing on the biological or chemical sciences that will enable them to achieve their career objectives. As well, the postsecondary credits students earn could be transferred to other health sciences or science-related programs. Student may also take advantage of the resources at ONTransfer.ca.

This is a two-semester program leading to an Ontario College Certificate.

Career Outcomes:

This is a pathway program to prepare students for further academic studies in health science programs at Durham College or other post-secondary institutions.

Vocational Program Learning Outcomes:

The graduate has reliably demonstrated the ability to:

1. Examine biological concepts, processes and systems of the human body, including genetics and epigenetics, as well as the structure, function and properties of the molecules of life, cells, tissues and organ systems in relation to homeostasis, physical development and health.
2. Examine concepts, processes and systems of chemistry, including atomic and molecular structure; quantities in chemical reactions; solutions and solubility; acids and bases; as well as organic chemistry and biochemistry in relation to health and the human body.
3. Solve numeric problems and interpret data related to health sciences and other science-related fields using mathematical concepts, including algebra and probability, along with descriptive and inferential statistics.
4. Use health sciences and other science-related language and terminology appropriately to communicate clearly, concisely, and correctly in written, spoken, and visual forms.
5. Prepare a personal strategy and plan for academic, career and professional development in the health sciences or other science-related fields.
6. Investigate health sciences and science-related questions, problems and evidence using the scientific method.
7. Examine fundamental physics laws and concepts and their application to health sciences and other science-related fields. (Physics Optional)

Admission Requirements:

- Ontario Secondary School Diploma or Mature Student Status (age 19 or older)
- Grade 12 English (C, M or U)

3.0 PROGRAM OF STUDY

Semester	Course Code/ Course Title	Total Course Hours	Course Description
1	BIOL XXXX Biology I	60	This course is designed to introduce students to the anatomy and physiology of the human body. Emphasis is placed on the organization and relationship between cells, tissues, and organ systems. Several body systems are examined in detail including their connections to homeostasis.
1	CHEM XXXX Chemistry I	60	This course is designed to provide students with a comprehensive introduction to inorganic chemistry and its applications to the Health Sciences. Students will be expected to solve problems systematically using appropriate chemical terminology and mathematical skills.
1	MATH XXXX Math I	60	Students will review and build on their understanding of algebraic concepts in order to gain confidence manipulating mathematical expressions

			and solving problems. Topics include calculating using manual arithmetic fundamentals, applying rules of exponents, solving linear equations and systems of linear equations, solving exponential and logarithmic equations, working with ratio, proportion, and percent, converting between US Customary and SI (metric) units for length, mass, volume and temperature, performing calculations using scientific notation, rounding and significant figures rules, translating English expressions into algebra, and applying these skills to solve a variety of application problems.
1	SUCC 1300 Preparing for Academic Success	45	This course is designed to help students discover who they are as learners and as active agents of their own success in post-secondary and professional environments. First, this highly participatory course invites students to define what academic and career success means to them personally through self-reflection and planning exercises with a focus on health sciences or other science-related fields. Second, students are invited to cultivate strategies and techniques that help them to develop critical thinking, informational literacy, goal setting, active reading, note taking, test preparatory, time- and self-management skills. Third, this dynamic course presents opportunities for students to connect with the services and resources of Durham College, so as to enhance their overall post-secondary experience. The ultimate goal of Preparing for Academic Success is to help students effectively identify and clarify skills, attitudes, and outlooks that help bridge the gaps between academic achievement, campus and community connections, and life after school, including personal and professional aspirations.
1	COMM 1710 Communication Essentials	45	This course introduces the student to developing fundamental communication skills essential for success in post-secondary programs and employment settings. The major units of study include grammar, sentence structure, paragraph writing, and active reading.
1	COMP XXXX Computers for Health Care Professionals	45	This course will introduce students to computers, information technology, and health care informatics. Applications examined will focus on those specific to the optimization of collecting, storing and accessing information and the role those applications serve in a health care

			environment. Students will also explore the origins of health care informatics and the implications of the use of computers within our current health care system.
2	BIOL XXXX Biology II Advanced	60	In this course, students will examine specific body systems and relate structure to function through the detailed examination of anatomical features and physiological processes. Critical investigation of homeostasis, body development, and human health principles will be used to explain interrelationships within human body systems and relate the study of biology to real-life application, personal decision-making, and careers in health.
2	CHEM XXXX Chemistry II Advanced	75	This course will enable students to deepen their understanding of chemistry through the study of advanced topics in inorganic, organic and biochemistry. Students will be expected to apply theory to practical examples and examine connections between chemical principles and human health.
2	MATH XXXX Statistics	60	This course is designed to equip the student with a working knowledge of descriptive statistical and fundamental inferential methods. Emphasis is balanced among theoretical concepts, calculations and data interpretation. Major topics covered include frequency distributions, graphic presentation of data, measures of central tendency and variation, probability, standardized scores, hypothesis testing, confidence intervals, effect size, t tests, linear correlation, simple linear regression and a special applied topic on opinion survey statistics.
2	COMM 2715 Academic Writing for Success Strategies	45	This course introduces students to applied communication with emphasis on the development of writing, and thinking skills. The primary focus of the course will be on effective essay writing and on the use of correct spelling, grammar and punctuation. The course will also enhance the students' presentation and interpersonal skills, which are fundamental to success in college and in the workplace. Additional emphasis will be placed on health sciences sources such as peer-reviewed publications, academic journals and government documents for report writing.

2	PHYS XXXX Pre-Health Physics	60	Pre-Health Physics is designed to examine the fundamental laws, principles and concepts of Physics required in health science and other science-related fields. Students will gain good conceptual understanding and problem-solving skills in basic Physics. Topics explored in this course include mechanics, Newton's three laws of motion, one-dimensional kinematics, work, energy and power, law of conservation of energy, matter, characteristics of solids, liquids and gases, principles of temperature and heat, laws of thermodynamics, fluid mechanics, electricity, magnetism, principles of electromagnetism, properties of magnetic fields, nuclear forces and radioactivity, distinction between alternating and direct current and the properties of mechanical waves and sound.
	Or CRIT XXXX Critical Thinking Skills	45	(For students not taking physics) This course is designed to introduce students to the area of critical thinking and the ability to assess arguments in terms of their credibility. Students will be made familiar with the language and patterns of reasoning, credibility criteria used to assess reasoning and the flaws that occur in many arguments. Students will also develop their knowledge to produce their own credible arguments.

4.0 STRATEGIC ALIGNMENT

Strategic Fit

- This program is a replacement for the General Arts and Sciences – Nursing Preparation program stream currently offered in the School of Interdisciplinary Studies. This program has been very popular with in the school and enrolment has been strong. The purpose of the program is to enable students to obtain increased knowledge in the areas of math and science which will prepare them for other health related programs.

Programs that could feed into the proposed program <ul style="list-style-type: none"> N/A 	Other complementary programs within School <ul style="list-style-type: none"> General Arts and Science program in School of Interdisciplinary Studies and other foundation programs in the School of Health and Community Services and School of Justice and Emergency Services. 	Advanced programs which graduates of this program may consider <ul style="list-style-type: none"> Practical Nursing, Paramedics, Dental Hygiene, Massage Therapy, B.Sc. Nursing. Pathway options for degree completion are established at UOIT and Trent. There may be other options for students to consider at other colleges and universities for diploma or degree completion.
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5.0 LABOUR DEMAND AND GRADUATE EMPLOYMENT POSSIBILITIES:

- Since this is a foundational/preparatory program meant for pathway into further education, no environmental scan was requested or required. The Institutional Research and Planning team provided information necessary to fulfill the requirements of the Ministry of Advanced Education and Skills Development (MAESD) requests for funding approval. The Ministry has determined that current programs offering pre-health studies through the General Arts and Science program will be required to apply for program approval and funding under the new program standards Pre-Health Sciences Pathway to Advanced Diplomas and Degrees (41599).
- The National Occupational Classification (NOC) for this program as identified by our Research Analyst are: Nurse Aides, Orderlies and Patient Service Associates (3413); and Other assisting occupations in support of health services (3414). Please note the intended purpose of this program is for student to continue on to further studies programs related to health care.

Preparatory Health Sciences – Related Programs at Durham					
Program		Academic Year of Graduation	2013-14	2014-15	2015-16
MTCU Title	MTCU Code				
General Arts and Science – One year	44700	Graduate Count	112	138	175
		Employment Rate	78.6% (11/14)	57.1% (8/14)	72.7% (8/11)
		Employment Rate in a Related Field	0.0% (0/14)	7.1% (1/14)	0.0% (0/11)

6.0 STUDENT INTEREST:

- The General Arts and Sciences-Nursing Preparation (GASN) program is very competitive and popular at Durham College and it is expected that student interest will remain as such when the new Pre-Health Sciences programs are launched in fall 2017.
- As demonstrated in an analysis provided by the Office of Research Services, Innovation and Entrepreneurship's Institutional Research and Planning team, during the period from winter 2014 to winter 2016, 427 students were enrolled in the GASN program; 162 students transferred from the GASN program into numerous other Durham College programs; 71 students transferred to the Practical Nursing program; 37 students transferred to UOIT's BSCN program and 265 students opted to defer their enrolment or transferred to a program at an institution other than Durham College or UOIT.

7.0 ANALYSIS OF COMPETITION:

- Durham College has included an optional physics course into both this program. Durham College has also incorporated laboratory hours into the program of studies, giving program graduate further advantages for success in their future studies.
- Since the revised Program Standard was determined as part of an ONCAT project to facilitate student mobility and inter-college admissions and credit transfer for all Pre-Health Sciences programs, it is anticipated that many colleges will build their programs in a similar way.
- Other colleges within the Eastern region and select colleges in the Central region that currently offer the same program include the following:

Similar Programs at Other Colleges		
College		Preparatory Health Sciences (MTCU: 41601)
Eastern	Algonquin	n/a
	Fleming	Preparatory Health Science
	La Cite	Pre-Health Sciences
	Loyalist	Pre-Health Sciences
	St. Lawrence	Pre-Health Science
Select Colleges	Centennial	Pre-health AND Health Foundations
	George Brown	Pre-Health Science
	Humber	n/a
	Seneca	Pre-Health Science


8.0 TARGET MARKET:

- The intended target market is direct entry students, mature students, second career and international students looking for a foundation in courses required to pursue a pathway into an advanced diploma or degree program related to health care.

9.0 OPERATING REVENUE AND EXPENSES:

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

Appendix A – Pre-Health Sciences Pathway to Advanced Diplomas and Degrees 5 Year Budget Projection

						
DURHAM COLLEGE	Program: Pre-Health Sciences Pathways to Advanced Diplomas and Degrees	weight	1.0	F.U.	1.1	# Yrs
Projected Budget	MTCU Code: 41599 APS #: 01250	Per Year	1.100	Grant / WFU	\$3,700	1
		2017-18 Projection	2018-19 Projection	2019-20 Projection	2020-21 Projection	2021-22 Projection
	Student Enrolment - Nov. 1					
	Year 1	250	250	250	250	250
	Year 2	0	0	0	0	0
	Year 3	0	0	0	0	0
	Total	250	250	250	250	250
REVENUE						
	Tuition Fees - per academic year	\$2,936.42	\$3,024.51	\$3,115.25	\$3,208.71	\$3,304.97
	Set-Aside Fee Removed	\$294	\$302	\$312	\$321	\$330
	Tuition Fee realized by college	\$2,643	\$2,722	\$2,804	\$2,888	\$2,974
	Total Tuition Fees	660,695	680,515	700,931	721,959	743,617
	Other Revenue - Contract Training	0	0	0	0	0
	Total Other Revenue	0	0	0	0	0
	Program Wtd Funding Unit (Wt X FU / Dur)	1.10	1.10	1.10	1.10	1.10
	Grant - MTCU Operating (assume \$4160/wfu)	\$1,017,500	\$1,017,500	\$1,017,500	\$1,526,250	\$2,035,000
TOTAL REVENUE		\$1,678,195	\$1,698,015	\$1,718,431	\$2,248,209	\$2,778,617
EXPENDITURES						
	Salaries - Faculty (FT)	380,000	391,400	403,142	415,236	427,693
	Salaries - Co-ordinator Allowance	0	0	0	0	0
	Salaries - PT Teaching	215,000	221,450	228,094	234,936	241,984
	Salaries - PL Teaching	0	0	0	0	0
	Salaries - Sessional Teaching	0	0	0	0	0
	Contract Teaching	0	0	0	0	0
	Total Teaching Salaries	595,000	612,850	631,236	650,173	669,678
	Support Staff					
	Total Academic Support Costs	0	0	0	0	0
	Benefits - Faculty - FT 25%	95,000	97,850	100,786	103,809	106,923
	Benefits - Faculty - PT 15.0%	32,250	33,218	34,214	35,240	36,298
	Benefits - SS (FT) 28%	0	0	0	0	0
	Total Employee Benefits	127,250	131,068	135,000	139,050	143,221
	Total Labour	722,250	743,918	766,235	789,222	812,899
	Instructional Supplies	20,000	20,000	20,000	20,000	20,000
	Instructional Other Costs	3,000	3,000	3,000	3,000	3,000
	Field Work	0	0	0	0	0
	Membership & Dues	3,000	3,000	3,000	3,000	3,000
	Professional Development	6,000	6,000	6,000	6,000	6,000
	Travel/accommodation/meals	3,000	3,000	3,000	3,000	3,000
	Promotion/Public relations	1,500	1,500	1,500	1,500	1,500
	Maintenance- Equipment	0	0	0	0	0
	Telecommunications	0	0	0	0	0
	Software Costs	0	0	0	0	0
	Office supplies/Other Expenses	0	0	0	0	0
	Rental	0	0	0	0	0
	Total Other Expenditure	36,500	36,500	36,500	36,500	36,500
TOTAL DIRECT PROGRAM EXPENSES		758,750	780,418	802,735	825,722	849,399
TOTAL REVENUE FOR PROGRAM		1,678,195	1,698,015	1,718,431	2,248,209	2,778,617
Net Contribution \$		919,445	917,598	915,696	1,422,487	1,929,219
Net Accumulated Contribution / (Deficit)		919,445	1,837,042	2,752,738	4,175,225	6,104,443
Net Contribution - % of Gross Revenue		54.8%	54.0%	53.3%	63.3%	69.4%
TARGET Net Contribution		n/a	Breakeven	40.0%	40.0%	40.0%
Capital Requirement		0	0	0	0	0

Ontario College Certificate: Pre-Health Sciences Pathway to Certificates and Diplomas

Proposed program title: Pre-Health Sciences Pathway to Certificates and Diplomas					
Proposed credential:	Ontario College Certificate				
Funding Unit:	1.1				
Weight:	1.0				
MTCU Code:	41598				
APS Code	01249				
Name of dean submitting the request:	Stephanie Ball				
Proposed date of implementation:	September 2017 and January 2018				
Date of review by PPRC committee:	September 14, 2016				
Year 1 enrolment:	150 fall 100 winter				
Number of Semesters	2 semesters				
Total Program Hours	615 hours				
Number of new FT faculty required:	No new full-time faculty are required to deliver this program				
Space requirements:	Space is required to accommodate several lab sections. In 2017, lab facilities will be scheduled at the Whitby Campus. New lab facilities will be operational with opening of the new Centre for Collaborative Education building in 2018.				
Capital costs:	Estimated equipment costs of \$25,000 are required for lab setup in year 1.				
Budget Projections:					
Proposed Tuition	\$2,936.42				
Net Contribution - % of Gross Revenue	57.8%	57.1%	56.4%	65.7%	71.4%
TARGET Net Contribution	n/a	Breakeven	40.0%	40.0%	40.0%

1.0 APPROVAL STAGES:

Check (√)	Approval Stage
√	Labour Market Assessed
√	Student Demand Assessed
√	New Program Proposal Document Reviewed by Manager, Program Development and Quality Assurance and Dean
√	Budget reviewed by Manager, Planning and Reporting; Manager, Program Development and Quality Assurance and Dean
√	Budget approved by Chief Financial Officer and Vice President, Academic
√	Reviewed by Program Proposal Review Committee, September 14, 2016
√	Approved by Vice President - Academic
√	Approved by Credentials Validation Service
√	Reviewed by President
	Approved by Board of Governors

2.0 PROGRAM OVERVIEW:

Description:

The Pre-Health Sciences Pathway to Certificates and Diplomas program is designed to prepare graduates for admission to certificate and diploma health sciences programs, as well as further academic studies in other science-related programs at the college level. Students will have the opportunity to develop their knowledge and skills in communications, mathematics, biology, and chemistry so they are well-prepared for the rigours of their next academic program. In addition, the program provides students with the opportunity to learn about potential careers in the health sciences while earning postsecondary credits that could be transferred to other health sciences or science-related programs. Student may also take advantage of the resources at ONTransfer.ca.

This is a two-semester program leading to an Ontario College Certificate.

Career Outcomes:

This is a pathway program to prepare students for further academic studies in health science programs at Durham College or other post-secondary institutions.

Vocational Program Learning Outcomes:

The graduate has reliably demonstrated the ability to:

1. Examine fundamental biological concepts, processes and systems of the human body, including the structure, function and properties of the molecules of life, cells, tissues and organ systems in relation to homeostasis and health.

2. Examine fundamental concepts, processes and systems of chemistry, including matter and chemical bonding; quantities in chemical reactions; solutions and solubility; acids and bases; as well as nomenclature, structure and properties of organic compounds in relation to health and the human body.
3. Solve basic numeric problems and interpret data related to health sciences and other science-related fields using mathematical concepts, including algebra, basic probability and descriptive statistics.
4. Use health sciences and other science-related language and terminology appropriately to communicate clearly, concisely, and correctly in written, spoken, and visual forms.
5. Prepare a personal strategy and plan for academic, career and professional development in the health sciences or other science-related fields.
6. Investigate health sciences and science-related questions, problems and evidence using the scientific method.

Admission Requirements:

- Ontario Secondary School Diploma or Mature Student Status (age 19 or older)
- Grade 12 English (C, M or U)

3.0 PROGRAM OF STUDY

Semester	Course Code/ Course Title	Total Course Hours	Course Description
1	BIOL XXXX Biology I	60	This course is designed to introduce students to the anatomy and physiology of the human body. Emphasis is placed on the organization and relationship between cells, tissues, and organ systems. Several body systems are examined in detail including their connections to homeostasis.
1	CHEM XXXX Chemistry I	60	This course is designed to provide students with a comprehensive introduction to inorganic chemistry and its applications to the Health Sciences. Students will be expected to solve problems systematically using appropriate chemical terminology and mathematical skills.
1	MATH XXXX Math I	60	Students will review and build on their understanding of algebraic concepts in order to gain confidence manipulating mathematical expressions and solving problems. Topics include calculating using manual arithmetic fundamentals, applying rules of exponents, solving linear equations and systems of linear equations, solving exponential and logarithmic equations, working with ratio, proportion, and percent, converting between US Customary and SI (metric) units for length, mass, volume and temperature, performing calculations using scientific notation, rounding and significant figures rules, translating English expressions into

			algebra, and applying these skills to solve a variety of application problems.
1	SUCC 1300 Preparing for Academic Success	45	This course is designed to help students discover who they are as learners and as active agents of their own success in post-secondary and professional environments. First, this highly participatory course invites students to define what academic and career success means to them personally through self-reflection and planning exercises with a focus on health sciences or other science-related fields. Second, students are invited to cultivate strategies and techniques that help them to develop critical thinking, informational literacy, goal setting, active reading, note taking, test preparatory, time- and self-management skills. Third, this dynamic course presents opportunities for students to connect with the services and resources of Durham College, so as to enhance their overall post-secondary experience. The ultimate goal of Preparing for Academic Success is to help students effectively identify and clarify skills, attitudes, and outlooks that help bridge the gaps between academic achievement, campus and community connections, and life after school, including personal and professional aspirations.
1	COMM 1710 Communication Essentials	45	This course introduces the student to developing fundamental communication skills essential for success in post-secondary programs and employment settings. The major units of study include grammar, sentence structure, paragraph writing, and active reading.
1	COMP XXXX Computers for Health Care Professionals	45	This course will introduce students to computers, information technology, and health care informatics. Applications examined will focus on those specific to the optimization of collecting, storing and accessing information and the role those applications serve in a health care environment. Students will also explore the origins of health care informatics and the implications of the use of computers within our current health care system.
2	BIOL XXXX Biology II Standard	60	In this course, students will examine the structure and function of the human body through the study of specific body systems. Students will demonstrate their knowledge of homeostasis and body systems to critical thinking and real-world connections.

2	CHEM XXXX Chemistry II Standard	60	In this course, selected topics in inorganic and organic chemistry will be studied. Students will apply their knowledge of core chemical concepts to examine processes and systems in chemistry.
2	MATH XXXX Math II	60	Building on the skills in Math I, students will begin this course with a review of graphing techniques, plotting linear equations, determining the equations of straight lines, as well as solving linear systems of equations graphically. The course will then focus on interpreting data related to the health sciences and other sciences using descriptive statistics and basic probability concepts. These concepts will include reliability and validity of data measurement, the construction and interpretation of statistical tables and graphical summaries, measures of central tendency and variation, probability rules and calculations, and normal distribution and central limit theorem as they apply to health care situations.
2	COMM 2715 Academic Writing for Success Strategies	45	This course introduces students to applied communication with emphasis on the development of writing, and thinking skills. The primary focus of the course will be on effective essay writing and on the use of correct spelling, grammar and punctuation. The course will also enhance the students' presentation and interpersonal skills, which are fundamental to success in college and in the workplace. Additional emphasis will be placed on health sciences sources such as peer-reviewed publications, academic journals and government documents for report writing.
2	PHYS XXXX Pre-Health Physics (optional) OR	60	Pre-Health Physics is designed to examine the fundamental laws, principles and concepts of Physics required in health science and other science-related fields. Students will gain good conceptual understanding and problem-solving skills in basic Physics. Topics explored in this course include mechanics, Newton's three laws of motion, one-dimensional kinematics, work, energy and power, law of conservation of energy, matter, characteristics of solids, liquids and gases, principles of temperature and heat, laws of thermodynamics, fluid mechanics, electricity, magnetism, principles of electromagnetism, properties of magnetic fields, nuclear forces and radioactivity, distinction between alternating and direct current and the properties of mechanical waves and sound.

	CRIT XXXX Critical Thinking Skills	45	(Students not taking physics) This course is designed to introduce students to the area of critical thinking and the ability to assess arguments in terms of their credibility. Students will be made familiar with the language and patterns of reasoning, credibility criteria used to assess reasoning and the flaws that occur in many arguments. Students will also develop their knowledge to produce their own credible arguments.
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4.0 STRATEGIC ALIGNMENT

Strategic Fit

- This program is a replacement for the General Arts and Sciences – Health Preparation program stream currently offered in the School of Interdisciplinary Studies. This program has been very popular within the school and enrolment has been strong. The purpose of the program is to enable students to obtain increased knowledge in the areas of math and science which will prepare them for other health related programs.

Fit with Existing Programs

Programs that could feed into the proposed program	Other complementary programs within School	Advanced programs which graduates of this program may consider
<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • General Arts and Science program in School of Interdisciplinary Studies and other foundation programs in the School of Health and Community Services and School of Justice and Emergency Services 	<ul style="list-style-type: none"> • Practical Nursing and Paramedics, Personal Support Worker, Biotechnology Advanced, Dental Assisting and various other programs offered in the schools of Health & Community Services, Justice & Emergency Services, and Science and Engineering Technology.

5.0 LABOUR DEMAND AND GRADUATE EMPLOYMENT POSSIBILITIES:

- Since this is a foundational/preparatory program meant for pathway into further education, no environmental scan was requested or required. The Institutional Research and Planning team provided information necessary to fulfill the requirements of the Ministry of Advanced Education and Skills Development (MAESD) requests for funding approval. The Ministry has determined that current programs offering pre-health studies through the General Arts and Science program will be required to apply for program approval and funding under the new program standards Pre-Health Sciences Pathway to Certificates and Diplomas (MAESD code 41598).

- The National Occupational Classification (NOC) for this program, as identified by our Research Analyst are: Nurse aides, orderlies and patient service associates (3413); and Other assisting occupations in support of health services (3414). Please note the intended purpose of this program is for student to continue on to further studies programs related to health care.

Preparatory Health Sciences – Related Programs at Durham					
Program		Academic Year of Graduation	2013-14	2014-15	2015-16
MTCU Title	MTCU Code				
General Arts and Science – One year	44700	Graduate Count	112	138	175
		Employment Rate	78.6% (11/14)	57.1% (8/14)	72.7% (8/11)
		Employment Rate in a Related Field	0.0% (0/14)	7.1% (1/14)	0.0% (0/11)

6.0 STUDENT INTEREST:

- The General Arts and Sciences-Health Preparation (GASH) and Health Preparation/Online (GASO) program streams are very competitive and popular at Durham College and it is expected that student interest will remain as such when the new Pre-Health Sciences programs are launched in fall 2017.
- As demonstrated in an analysis provided by the Office of Research Services, Innovation and Entrepreneurship's Institutional Research and Planning team, during the period from winter 2014 to winter 2016, 542 students were enrolled in the GASH or GASO program streams; 152 students transferred into numerous other Durham College programs; 55 students transferred to the Practical Nursing program; and 390 students opted to defer their enrolment or transferred to an institution other than Durham College or UOIT.

7.0 ANALYSIS OF COMPETITION:

- Durham College has included an optional physics course into this program. Durham College has also incorporated laboratory hours into the program of studies, giving program graduate further advantages for success in their future studies.
- Since the revised program standard was determined as part of an ONCAT project to facilitate student mobility and inter-college admissions and credit transfer for all Pre-Health Sciences programs, it is anticipated that many colleges will build their programs in a similar way.

- Other colleges within the Eastern region and select colleges in the Central region that currently offer the same program:

Similar Programs at Other Colleges		
College		Preparatory Health Sciences (MTCU: 41601)
Eastern	Algonquin	n/a
	Fleming	Preparatory Health Science
	La Cite	Pre-health Sciences
	Loyalist	Pre-health Sciences
	St. Lawrence	Pre-health Science
Select Colleges	Centennial	Pre-health AND Health Foundations
	George Brown	Pre-health Science
	Humber	n/a
	Seneca	Pre-health Science

8.0 TARGET MARKET:

- The intended target market for this program is direct entry students, mature students, second career and international students looking for a foundation in courses required to pursue pathway into certificate or diploma programs related to health care.

9.0 OPERATING REVENUE AND EXPENSES:

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

Appendix A – Pre-Health Sciences Pathway to Certificates and Diplomas 5 Year Budget Projection

DURHAM COLLEGE	Program: Pre-Health Sciences Pathway to Certificates and Diplomas	weight	1.0	F.U.	1.1	# Yrs
Projected Budget	MTCU Code: 41598 APS #: 01249	Per Year	1.100	Grant / WFU	\$3,700	1
		2017-18 Projection	2018-19 Projection	2019-20 Projection	2020-21 Projection	2021-22 Projection
	Student Enrolment - Nov. 1					
	Year 1	250	250	250	250	250
	Year 2	0	0	0	0	0
	Year 3	0	0	0	0	0
	Total	250	250	250	250	250
REVENUE						
	Tuition Fees - per academic year	\$2,936.42	\$3,024.51	\$3,115.25	\$3,208.71	\$3,304.97
	Set-Aside Fee Removed	\$294	\$302	\$312	\$321	\$330
	Tuition Fee realized by college	\$2,643	\$2,722	\$2,804	\$2,888	\$2,974
	Total Tuition Fees	660,695	680,515	700,931	721,959	743,617
	Other Revenue - Contract Training	0	0	0	0	0
	Total Other Revenue	0	0	0	0	0
	Program Wtd Funding Unit (Wt X FU / Dur)	1.10	1.10	1.10	1.10	1.10
	Grant - MTCU Operating (assume \$4160/wfu)	\$1,017,500	\$1,017,500	\$1,017,500	\$1,526,250	\$2,035,000
TOTAL REVENUE		\$1,678,195	\$1,698,015	\$1,718,431	\$2,248,209	\$2,778,617
EXPENDITURES						
	Salaries - Faculty (FT)	380,000	391,400	403,142	415,236	427,693
	Salaries - Co-ordinator Allowance	0	0	0	0	0
	Salaries - PT Teaching	180,000	185,400	190,962	196,691	202,592
	Salaries - PL Teaching	0	0	0	0	0
	Salaries - Sessional Teaching	0	0	0	0	0
	Contract Teaching	0	0	0	0	0
	Total Teaching Salaries	560,000	576,800	594,104	611,927	630,285
	Support Staff					
	Total Academic Support Costs	0	0	0	0	0
	Benefits - Faculty - FT 25%	95,000	97,850	100,786	103,809	106,923
	Benefits - Faculty - PT 15.0%	27,000	27,810	28,644	29,504	30,389
	Benefits - SS (FT) 28%	0	0	0	0	0
	Total Employee Benefits	122,000	125,660	129,430	133,313	137,312
	Total Labour	682,000	702,460	723,534	745,240	767,597
	Instructional Supplies	10,000	10,000	10,000	10,000	10,000
	Instructional Other Costs	3,000	3,000	3,000	3,000	3,000
	Field Work	0	0	0	0	0
	Membership & Dues	3,000	3,000	3,000	3,000	3,000
	Professional Development	6,000	6,000	6,000	6,000	6,000
	Travel/accommodation/meals	3,000	3,000	3,000	3,000	3,000
	Promotion/Public relations	1,500	1,500	1,500	1,500	1,500
	Maintenance- Equipment	0	0	0	0	0
	Telecommunications	0	0	0	0	0
	Software Costs	0	0	0	0	0
	Office supplies/Other Expenses	0	0	0	0	0
	Rental	0	0	0	0	0
	Total Other Expenditure	26,500	26,500	26,500	26,500	26,500
TOTAL DIRECT PROGRAM EXPENSES		708,500	728,960	750,034	771,740	794,097
TOTAL REVENUE FOR PROGRAM		1,678,195	1,698,015	1,718,431	2,248,209	2,778,617
Net Contribution \$		969,695	969,055	968,397	1,476,469	1,984,520
Net Accumulated Contribution / (Deficit)		969,695	1,938,750	2,907,147	4,383,616	6,368,136
Net Contribution - % of Gross Revenue		57.8%	57.1%	56.4%	65.7%	71.4%
TARGET Net Contribution		n/a	Breakeven	40.0%	40.0%	40.0%
Capital Requirement		0	0	0	0	0

Report Number: BOG-2016-10

To: Board of Governors

From: Dr. Elaine Popp, Vice-President, Academic

Date of Report: October 5, 2016

Date of Meeting: October 12, 2016

Subject: Recommendation to Suspend a Program of Study

1. Purpose

To obtain approval from the Board of Governors to suspend the Journalism-Web and Print post-secondary program, effective September 2017.

2. Recommendation

It is recommended to the Durham College Board of Governors:

That in accordance with Report BOG-2016-10, the Ontario College Diploma, Journalism-Web and Print (MTCU Code 52005 / APS 01029) be suspended for future intake effective September 2017.

3. Background

As stated in the Minister's Binding Policy Directives Operating Procedure for Program Suspension and Cancellation, a suspended program is one into which the college has decided not to admit first year or beginning level students. It is the responsibility of the Board of Governors to approve such recommendations. Further, it is the responsibility of the College to inform the Ministry of Advanced Education and Skills Development of final decisions to suspend or cancel a Ministry funded program of instruction.

It is possible for the College to re-activate a suspended program. In this instance, the College may decide, with Board of Governor approval, to resume student intake to a program that has been suspended for less than five years and notify the Ministry of this decision.

Journalism-Web and Print

Durham College currently offers two Journalism diploma programs: Journalism-Web and Print and Journalism-Broadcast and Electronic Media. In response to the industry changes and employer expectations as described below, it is proposed to amalgamate the two offerings into a single diploma program. While the Journalism-Web and Print program (MTCU Code 52005 / APS 01029) will be suspended, the Journalism-Broadcast and Electronic Media program, (MTCU code 52006 / APS code 01228) will remain active under a newly approved title, Journalism-Mass Media. Enrolment targets will also be amalgamated under the new title.

The impetus for the proposed suspension and program name change can be found within the landscape of Canadian journalism, which is undergoing a business-model realignment that is requiring more journalists to come to the workforce with all the skills necessary to function on a variety of media platforms. In addition, there are increasingly new opportunities for journalism graduates to utilize journalistic core competencies such as perform research, think critically, interview, write, edit and communicate across multiple-platforms in order to work for a variety of professional organizations.

Today's journalism graduate requires an immersive, experiential learning experience with exposure to the broadest set of technologies and skills on a repetitive basis to move seamlessly into industry. The academic programming can no longer be subdivided into their traditional categories. Graduates planning to work in print will be required to also publish using photo, video and web technologies. This is equally true of those planning to work on traditional platforms such as radio and television, where they will be required to publish in print and on the web.

4. Discussion/Options

Program stakeholders including faculty, students, graduates, Program Advisory Committee members and industry partners were consulted in the discussions and strongly support the modifications required to replace/amalgamate the Journalism-Web and Print and Journalism-Broadcast and Electronic Media programs into one diploma program.

The program title change to Journalism-Mass Media will become effective September 2017, to align with the proposed suspension.

5. Financial/Human Resource Implications

There are no financial or human resources implications. Faculty teaching in the current Journalism programs will continue to teach in the Journalism-Mass Media program.

6. Implications for the Joint Campus Master Plan

There are no implications for the joint campus master plan.

7. Implications for UOIT

There are no implications for UOIT.

8. Relationship to the Strategic Plan/Business Plan

The proposal to suspend this program of studies aligns with Durham College's Strategic Plan and with the 2016-2017 Business Plan.

The Strategic Plan calls for Durham to "meet the unique needs of all students by building upon the current high quality of programs through expansion of experiential approaches to teaching and learning and ensuring greater use of technology...". The restructuring of the Journalism programs supports this goal.

In addition, this program restructuring proposal was brought about by fulfilling objectives within the 2016-2017 Business Plan. The Business Plan asks Durham College to "support and enhance quality assurance processes" and "advance overall academic portfolio through new program development". The School of Media, Art and Design utilized the established quality assurance mechanisms to critically analyze the programs and sought stakeholder feedback to support major change recommendations.

Durham College is committed to ensuring students receive a quality education and a choice of programs leading to employment opportunities upon graduation. The recommendation to suspend the Journalism-Web and Print program demonstrates this commitment to the benefit of our students, graduates and industry partners.

Report Number: BOG-2016-20

To: Board of Governors

From: Meri Kim Oliver, Vice-President, Student Affairs

Date of Report: October 6, 2016

Date of Meeting: October 12, 2016

Subject: Sexual Violence Policy and Protocol

1. Purpose

To share updates to the Durham College Sexual Violence policy and protocol with the Board of Governors for approval.

2. Recommendation

It is recommended to the Durham College Board of Governors:

1. That the Sexual Violence policy and protocol be approved; and,
2. That the Board of Governors complete the sexual violence training modules to ensure that Durham College meets regulatory requirements.

3. Background

The Sexual Violence regulation released in May, 2015, which sets out the requirements for college policies, processes and staff training, comes into effect January 2017. The government is expecting that all institutions will be in compliance and report on same by end of December, 2016.

In June 2016, Hicks-Morley provided legal advice on how colleges could amend their sexual violence policies and protocols to meet legislative requirements. Durham College has amended its individual policy and protocol as per legal advice.

4. Discussion/Options

Initial training was delivered to the board by Tom Lynch and Meri Kim Oliver at the spring 2015 retreat. Training initiatives related to sexual violence and sexual assault have now been delivered to several hundred employees in person. In addition two online [modules](#) have been created and are available to all students and employees. The modules provide precise definitions of sexual assault and violence; sets clear standards for reporting and responding to disclosures of sexual violence; and provide resources both on and off campus and within the community to support individuals affected by sexual violence.

The original policy and protocol put into place at Durham College in spring 2015 and the updated policy of 2016 protect Durham College from the type of issues faced by colleagues on campuses in western Canada in spring 2016 as per the inquiry of a board member at the April 2016 meeting.

5. Financial/Human Resource Implications

All Durham College employees and the Board must complete and pass the Responding to Sexual Violence on Campus training module by December 1, 2016, to be compliant with the Legislative Assembly of Ontario Bill 132, Sexual Violence and Harassment Action Plan Act. The module takes a maximum of 1 hour to complete.

6. Implications for the Joint Campus Master Plan

There are no implications for the joint campus master plan.

7. Implications for UOIT

UOIT is responsible for its own policy and procedure on sexual violence.

8. Relationship to the Strategic Plan/Business Plan

This subject pertains to the student pillar in the strategic plan, where our goal is to provide students with the best possible learning experiences and ensuring all necessary supports are in place.

Business plan objectives that relate to this subject are as follows:

- achieve Bill 132 (sexual violence) compliance
- update and implement the Student Conduct policy to support the new Sexual Assault and Sexual Violence policy and protocol

-
- align all conduct-related policies on campus

COLLEGE POLICY

POLICY TYPE:	Administrative
POLICY TITLE:	Sexual Violence
POLICY NO.:	ADMIN-244
RESPONSIBILITY:	Chief Administrative Officer and Vice-president, Student Affairs
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	August 2016
REVISED DATE(S):	
REVIEW DATE:	August 2019

1. Introduction

This policy aligns with the sexual assault and sexual violence protocol developed by colleges across Ontario and has been adapted to coordinate effectively with Durham College policies and procedures.

College members alleged to have been responsible for sexual violence may have their conduct reviewed under the college's policies and procedures and/or the criminal justice system.

2. Purpose

Durham College is committed to reducing sexual violence and creating safe spaces for survivors of sexual violence of all genders.

The purpose of the Sexual Violence Policy and Procedure is to communicate that all members of the Durham College community have a right to work and study in an environment that is free from any form of sexual violence. This Policy and its related Protocol also sets out the way we address sexual violence.

These documents ensure that the College has a process of investigation that:

- protects the rights of individuals;
- facilitates an environment in which those who are affected by sexual violence are believed and their rights respected; and
- holds individuals who are found to have committed an act of sexual violence, accountable.

3. Definitions

- 3.1. **Sexual Violence** - Any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.
- 3.2. **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.
- 3.3. **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 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 under the influence of alcohol and/or drugs.
 - A person may be unable to give consent if they have a mental/cognitive disability that prevents them from fully understanding the sexual acts.
 - 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.
 - A person is incapable of giving consent to a person in a position of trust, power, or authority such as a faculty member initiating a relationship with a student whom they teach, or an administrator in a relationship with anyone who reports to that position.
 - Consent cannot be given on behalf of another person.
 - It is the responsibility of the initiator of sexual activity to ensure clear and affirmative responses are communicated at all stages of sexual

engagement. It is also the initiator's responsibility to know if the person they are engaging with sexually is of the age of consent as defined in the *Criminal Code*.

NOTE: For Information purposes only, the *Criminal Code* defines "consent" as follows:

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.

3.4. **Acquaintance Sexual Assault** - Sexual contact that is forced, manipulated, or coerced by a partner, friend or acquaintance.

3.5. **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.

3.6. **Case Manager** - A designated College employee, currently the Director of Campus Safety who is provincially accredited Sexual Assault Investigator who implements a process for the investigation that is collaborative with, and supportive of, the survivor while respecting the rights of the alleged offender[s]. The Case Manager assumes overall responsibility and accountability for the investigation, and determine strategies regarding the direction, speed and flow of the investigation.

3.7. **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.

- 3.8. **Drug-facilitated Sexual Assault** - The use of alcohol and/or drugs (prescription or non-prescription) by a perpetrator to control, overpower or subdue an individual for purposes of sexual assault.
- 3.9. **Formal Report** - A written statement describing an incident in detail and submitted to the Case Manager for an internal investigation and/or to the police for a criminal investigation.
- 3.10. **Informal Report** - A verbal or written statement that is reported to the Diversity Office. The report will not result in an investigation.
- 3.11. **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 individual or threaten the individual's/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.
- 3.12. **Survivor** - Some who have experienced sexual violence may choose to identify as a survivor. A survivor is anyone who has experienced sexual assault. Individuals might be more familiar with the term "victim". We use the term survivor throughout this policy and procedure where relevant because some who have experienced sexual assault believe they have overcome the violent experience and do not wish to identify with the victimization. It is the prerogative of the person who has experienced these circumstances to determine how they wish to identify.

4. Policy statements

This policy applies to all members of the College community including:

- employees,
- governors,
- students,
- contractors and suppliers of services,
- individuals who are directly connected to any College initiatives,
- volunteers, and
- visitors.

Sexual violence and sexual assault are unacceptable and will not be tolerated. Durham College is committed to challenging and preventing sexual violence and creating a safe space for anyone in our College community who has been affected by 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.

Durham College commits to engaging in public education and prevention activities. All Formal Reports of 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 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:

- a) assisting those who have been affected by 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;
- b) ensuring that those who disclose that they have been sexually assaulted are believed, and that their safety and their right to dignity and respect is protected throughout the process of disclosure, investigation and institutional response;
- c) treating individuals who disclose sexual violence with compassion recognizing that they are the final decision-makers about their own best interests;
- d) addressing harmful attitudes and behaviours (eg. adhering to myths of sexual violence) that the person who has been affected by sexual violence is somehow to blame for what happened;
- e) 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;
- f) 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;
- g) ensuring coordination and communication among the various departments who are most likely to be involved in the response to sexual violence on campus;
- h) engaging in public education and prevention activities;
- i) providing information to the College community about sexual violence on campus;
- j) providing appropriate education and training to the College community about responding to the disclosure of sexual violence;
- k) contributing to the creation of a campus atmosphere in which sexual violence is not tolerated; and,
- l) monitoring and updating our policies and protocols to ensure that they remain effective and in line with other existing policies and best practices.

4.1. Confidentiality

Confidentiality is particularly important to those who have disclosed or been affected by sexual violence. The confidentiality of all persons involved in a report of sexual violence must be strictly observed. The College shall respect the confidentiality of all persons, including the complainant, respondent, and witnesses by restricting routine access to information to individuals with a need for such access and by providing education and training to those who are regularly involved in the administration of reports and complaints.

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;
- reporting is required by law (eg. in the case of a minor).

In such circumstances, information shall only be shared with necessary services to prevent harm, and the name of the survivor shall 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.

4.2. Reporting and Responding to Sexual Violence

Members of the College community are strongly encouraged to immediately report incidents of sexual violence where they witness or have knowledge of, or where they have reason to believe that sexual violence has occurred or may occur within the limitations outlined in the section on Confidentiality. Reports will maintain the anonymity of the survivor unless the survivor gives signed authorization for their identity to be communicated in the report.

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.

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.

4.3. 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.

Respondents will be given reasonable notice, with details of the allegations and provided with an opportunity to answer to the allegations made against them.

4.4. 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 as stated above in Confidentiality.

4.5. 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 any other legislative process;
- having participated or co-operated in an investigation under this Policy or any other legislative process; or
- having been associated with someone who has pursued rights under this Policy or any other legislative process.

The College takes reasonable steps to protect persons from reprisals, retaliation and threats. This may entail, for example, advising individuals in writing of their duty to refrain from committing a reprisal and sanctioning individuals for a breach of this duty. The College may also address the potential for reprisals by providing an accommodation appropriate in the circumstances.

4.6. Inconclusive Evidence

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 student record or HR file.

4.7. False Allegations

Disclosure 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. Accessibility for Ontarians with Disabilities Act (AODA) considerations

AODA standards have been considered in the development of this policy and it adheres to the principles outlined in the AODA standards and the college's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

6. Roles and responsibilities

The Office of Student Affairs is responsible for ensuring that this policy is kept up-to-date with legislation, provincial standards and law related to sexual violence.

Roles and responsibilities of those implementing this policy are described in the related procedure.

7. Non-compliance implications

Community Well-being: Non-compliance with this policy could lead to undue physical or emotional harm and/or reduced work or academic performance for survivors and/or other community members.

Financial: Non-compliance could place the campus at risk of litigation.

Reputation: Non-compliance could have a negative impact on college reputation and affect recruitment and enrollment.

8. Communications plan

Durham College will launch the policy and procedure with a webpage and a message from the president. Links will be provided on the webpage to on campus and off campus resources.

Policy and procedures will be posted on ICE. A digital media campaign will be used for annual education of incoming students and employees. An educational video will be posted on the website. There will be ongoing educational initiatives through new student and new employee orientations.

9. Related policies, procedures and directives

Durham College Acceptable Use of Information Technology policy and procedure (ADMIN-206 and 206.1)

Durham College Access to Student Records and Protection of Privacy policy (ADMIN-243)

Durham College Alcohol policy (ADMIN-204)

Durham College Emergency Preparedness policy (ADMIN-211)

Durham College Employee Code of Conduct policy (EMPL-317)

Durham College Faculty Rights and Responsibilities policy (EMPL-319)

Durham College Harassment and Discrimination policy (ADMIN-202)

Durham College Responding to Sexual Violence procedure (ADMIN-244.1)

Durham College Student Conduct policy and procedure (ACAD-115 and 115.1)

Durham College Students at Risk policy and procedure (ACAD-114 and 114.1)
Durham College Workplace Violence Prevention policy and procedure (EMPL-313
313.1)

Ontario Colleges of Applied Arts and Technology – [Academic Employees Collective Agreement](#)

Ontario Colleges of Applied Arts and Technology – [Support Staff Employees Collective Agreement](#)

Report Number: BOG-2016-19

To: Board of Governors

From: Meri Kim Oliver, Vice-President, Student Affairs

Date of Report: October 6, 2016

Date of Meeting: October 12, 2016

Subject: Enrolment Update Report

1. Purpose

To provide current enrolment information to the Board of Governors.

2. Recommendation

It is recommended to the Durham College Board of Governors:

That Report BOG-2016-19 providing an enrolment update, be received for information.

3. Background

Enrolment targets establish the foundation for college budgets and strategic planning. During 2016 the college system witnessed a decline in overall applications of 2.9%. The direct entry applications (secondary school students moving directly to post-secondary) were down by 8.5% while indirect entry applications were up by 1.6%. Durham College experienced a decline of only 1.48% overall and subsequently, a small decrease in domestic enrolment of 2.1% or 77 fewer students as of September 19, 2016 as compared to September 2015.

New international student confirmations, as of September 19th show full and part-time international student enrollment to be 627 students from 42 countries. There are 607 full time students enrolled this fall compared to 523 at this time last year, an increase of 16%. Enrollment is primarily concentrated in the schools of Business IT and Management and Science Engineering and Technology.

Total enrolment as of September 19th including new and returning students, domestic and international, is 10,784 which represents an increase of 146 students over the total enrolment in September 2015.

An enrolment update will be provided to Board of Governors early in 2017.

4. Discussion/Options

Durham College is embarking on a new cycle of goal setting through the Enrolment Advisory Committee and will be looking at new initiatives to engage future students and their families with the college.

The student market is anticipated to continue to be highly competitive and to require constant updates and creativity in marketing and recruitment initiatives.

5. Financial/Human Resource Implications

In 2016, \$87,000 of capital funds were dedicated to annual upgrades to the recruitment booth that is used by Durham College at College Information Fairs, the Ontario College Fair and other recruitment sites.

The last 5 years of increases in enrollment and increasing activity in projects and contract training have required increases in human resource capacity and investments have been made to support international projects and contract training, social media and local international marketing and recruitment, and international student retention and activities.

6. Implications for the Joint Campus Master Plan

There are no implications for the joint campus master plan.

7. Implications for UOIT

UOIT shows a decline in enrolment of 2.0% in direct entry students and 1.7% in non-direct entry. If enrolment for UOIT and Durham College declines, jointly funded departments and resources will be under budget pressure from both institutions.

8. Relationship to the Strategic Plan/Business Plan

This subject pertains to the business pillar in the strategic plan, where our goal is to establish well-planned and responsible growth targets for overall enrolment.

Advancing the work of the Enrolment Advisory Committee and its working groups to support student enrolment planning and develop enrolment goals, aligns with the same objective in the 2016-2017 business plan.

Report Number: BOG-2016-15

To: Board of Governors

From: Don Lovisa, President

Date of Report: September 30, 2016

Date of Meeting: Wednesday October 12, 2016

Subject: 2016-2017 Business Plan Update

1. Purpose

To provide the Board of Governors with an update on the 2016-2017 Business Plan.

2. Recommendations

It is recommended to the Durham College Board of Governors:

That Report BOG-2016-15, providing an update on the 2016-2017 Business Plan be received for information.

3. Background

Consistent with the Board of Governors' Board Policy and expectations of the Minister's Binding Policy Directive for Business Plans, the college president is required to bring Business Plan reports to the Durham College Board of Directors throughout the year. This is the first of three reports to be shared with the Board of Governors.

The Business Plan allows Durham College to plan its operations for the fiscal year within the framework outlined in its Strategic Plan and in support of its mission, vision and values. The Business Plan identifies to the public and provincial government the operational outcomes that the college expects to achieve in the fiscal year. The Ministry of Advanced Education and Skills Advancement uses the information provided in college business plans for government planning and policy-making.

The Durham College Board of Directors approved the 2016-2017 Business Plan in April 2016. The plan was developed with input, direction, review and guidance representing all departments and areas of operation on campus, led by the Durham College Leadership Team.

4. Discussion/Options

The following describes progress to date across the four goals set in the 2016-17 Business Plan, involving employees from departments and academic schools of every area of college operations.

The accompanying 2016-2017 Business Plan Scorecard describes in detail the progress on each objective; nearly all activities for the 49 objectives are tracking well for completion, with nine (9) items completed to date, and one (1) item facing a timeline challenge (installation of boiler for use in Power Engineering Technician program at Whitby campus).

4.1 Our Students

- The Enrollment Advisory Committee completed an environmental scan and is working through a SWOT analysis that will lead to targeted strategies by Spring 2017
- Collaboration with community partners to advance student entrepreneurship – highlights: 3 entrepreneurship students participated in the annual OCE Discovery conference, Summer accelerator program hosted in collaboration with Spark Centre, fall accelerator is planned, involving Spark Centre and UOIT, and new collaborative initiatives are under development with Business Advisory Centre Durham
- The International Education Advisory Committee will begin meeting this Fall 2016; expansion of international recruitment activities includes significant increase in activity in Africa, Eastern Europe and China; and enhancement of international student support and service includes hiring of International Student Activities and Retention Coordinator, expansion of airport greeters program, success pilots, e.g. First Night
- Support and enhancement of quality assurance processes include recent hiring of Manager, Program Review and Renewal, who will review all program changes before approval by Vice-President of Academic and posting on Banner; and, all Academic Schools have completed the preparedness for College Quality Assurance Audit Exercise

- The pilot autism spectrum disorder residence program has begun, key relationships established between DC staff, Residence Staff, UOIT and community partners, and training has been delivered, e.g. ASC designates received training by the Geneva Centre for Autism
- Continuing Education website redesign Phase 2 is underway with gathering of user requirements

4.2 Our People

- Expertise of the Centre for Academic and Faculty Enrichment is being leveraged: CAFÉ members contributing to Campus PD day by organizing sessions, members facilitating training and meaningful curriculum quality discussions for online course development; and, through the Innovation Fund, development of simulation videos using standardized patients
- In support of safety and wellness for students, faculty and staff, the Policy and Procedure relating to Sexual Violence was updated and approved by the Durham College Leadership Team; the results of mental health first aid, de-escalation and safe-talk training are being evaluated with final report ready December 2016; pilot for wellness release time completed, full program proposal approved by the Durham College Leadership Team; and, to implement the Self-Assessment Guides under Council for the Advancement of Standards for Higher Education for Student Affairs department, staff and student focus groups were conducted re: services

4.3 Our Business

- Strategic Plan (3-year) underway with close to 700 people engaged within DC and across the community; launch date: April 2017
- Alumni and Development Office marketing program enhanced, e.g. Development site completed, Alumni site completed/active; and Development campaign collateral produced in collaboration with Development Office
- Final phase of Durham College Experience Campaign underway including social media ambassador program; completion date: Spring 2017
- Durham College internationalization strategy underway involving stakeholder engagement, with strategy ready early 2017

- Efforts to drive utilization of learning and residential spaces include: re-development of the Pickering Learning Site café into a student touchdown/learning space; Campus Tennis Centre repurposing complete with new program delivery underway; options development to address under-utilization of Simcoe Village residence; and, Wiley Building 1st floor “C” Wing renovation completed along with HVAC replacement for “A” Wing 2nd floor wet labs
- Enhancement of systems and data-driven planning, e.g., Student Data Governance Model; upgrading lecture system; Durham College supporting net tuition billing as a Ministry partner

4.4 Our Community

- 50th Anniversary launch: January 2017, supported by communications products, e.g. President’s Panel videos; subcommittees guiding roll-out
- Centre for Collaborative Education Capital Campaign: family campaign results to date: 55% support with 98K raised to date; community-based campaign launch: January 2017; City of Oshawa funding proposal
- Driving performance outcomes of the Development Department, e.g. metrics, reporting, stewardship plan and Foundation Operating Plan
- Strengthening Alumni Association governance, e.g. Nominating and Marketing Committees; Board succession complete
- First co-operative education program planning includes research, pilot proposal and employer interest survey
- Advancing applied research agenda with new business collaborations, NSERC application for applied research tools and instruments
- Planning underway for joint DC-UOIT Strategic Fund

5. Financial/Human Resource Implications

There are no financial or human resources implications at this phase of the Business Plan update.

6. Implications for the Joint Campus Master Plan

Implications for Joint Campus Master Plan include:

- Simcoe Village Residence under-utilization strategy






7. Implications for UOIT






Implications for UOIT include:


- DC-UOIT Strategic Fund
- Centre for Collaborative Education Capital Campaign
- Simcoe Village Residence under-utilization strategy



8. Relationship to the Strategic Plan/Business Plan

The Strategic Plan is undergoing renewal with launch date of April 2017; future updates of the Business Plan will align with the 2017-2020 Strategic Plan.



Objective		Update on Activities and Actions	DCLT Lead	Current Status
OUR STUDENTS				
1.	Advance work of Enrolment Advisory Committee and its working groups.	The Enrolment Advisory Committee completed a thorough environmental scan September 2016. A Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis will be conducted this fall. College enrolment goals and strategies are to be developed by Enrolment Advisory Committee and its working groups with expected completion Spring 2017.	VP SA-VPA	
2.	Complete installation of boiler for use in Power Engineering Technician program at Whitby campus and prepare for next phase of work.	Introduction of pTSSA. Completed review of the Power Engineering submission and all requested edits have been implemented. Commissioning of the steam plant has started and will be completed late Fall 2016 or early 2017. TSSA approval will be sought once the steam plant is fully operational. Potential food lab in northwest corner of the building has changed location of Power Engineering Technician lab to adjacent area (former "Chrysler garage"). Installation contract awarded and work is underway.	VPA & CAO	
3.	Collaborate with community partners to advance student entrepreneurship to support the needs of the local economy and labour market.	Three entrepreneurship students participated in the annual Ontario Centres of Excellence Discovery conference, taking advantage of workshops and displays, and advancing their knowledge of entrepreneurship. Summer accelerator program hosted in collaboration with Spark Centre. Plans underway for improved programming for fall accelerator, working closely with UOIT and Spark Centre. New collaborative initiatives under development with Business Advisory Centre Durham.	VPA	
4.	Establish International Education Advisory Committee.	Draft terms of reference for the committee have been developed and membership is being considered. Committee will begin meeting Fall 2016.	VPA	
5.	Expand international recruitment activities.	Significant increase in activity in Africa, Eastern Europe and China through ICEF Berlin, Beijing and contracted recruitment in Africa.	VPA	








Objective		Update on Activities and Actions	DCLT Lead	Current Status
6.	Enhance international student support and service.	International Student Activities and Retention Coordinator hired (series of fun, co-curricular, Canadiana, and career development activities being initiated and/or enhanced to support student transitions, retention, and development); airport greeter program expanded; First Night (first night provided for new students in on-campus residence) piloted as well as Me Plus 3 (4 students sharing rooms in residence) successfully piloted; Welcome station installed providing students with computers and a phone to call home or arrange housing; second orientation being conducted for late arriving students.	VPA	
7.	Complete Continuing Education (CE) student declaration project.	This project is near completion. Information Technology Services has provided a tentative completion date of October 2016.	VPA	
8.	Develop new and substantially redesigned continuing education courses.	Of the 11 online courses that received Round 3 funding from eCampus Ontario, 8 courses are complete and began delivery in September 2016. One course will be ready for delivery in October 2016. Two courses are still in production, with an anticipated launch for January 2017.	VPA	
9.	Launch Phase 2 of the continuing education website redesign.	Project has started with identification of user requirements and production of a list of recommended features for the website.	CAO & VPA	
10.	Enhance continuing education marketing strategy utilizing proven digital and social media tactics.	Project has started by collaborating with continuing education to plan and implement a tactical digital and social media strategy aimed at enhancing the annual marketing plans which promote the spring, fall and winter intakes. Target completion date of March 31, 2017.	CAO	








Objective		Update on Activities and Actions	DCLT Lead	Current Status
11.	Support and enhance quality assurance processes.	<p>In July, a new Manager, Program Review and Renewal was hired to streamline and support the Annual Program Review, Comprehensive Program Review, Program Changes, and other quality assurance processes.</p> <p>All Academic Schools have completed the preparedness for the College Quality Assurance Audit Process exercise. Various programs have been identified and may be selected for the purposes of the College Quality Assurance Audit Process depending on whether or not they meet the selection criteria. Durham College will continue to prepare the College Quality Assurance Audit Process scheduled for the 2017-2018 academic year.</p> <p>The Annual Program Review Working Group has prepared a review/report template and a list of recommendations for implementation of the spring 2017 Annual Program Review. The new Annual Program review process was successfully piloted in spring 2016.</p> <p>The new Program Change policy and procedure was launched in spring 2016. The implementation of this policy/procedure ensures that all program changes (both minor and major) are reviewed by the Manager, Program Review and Renewal and approved by the Vice-President, Academic before changes are recorded in Banner.</p>	VPA	







Objective		Update on Activities and Actions	DCLT Lead	Current Status
12.	Pilot autism spectrum disorder residence program in fall 2016.	The Residence and Aboriginal Student Centre are piloting this program during the 2016/2017 academic term per plan. While numbers are lower than anticipated, this does not change the program. It is anticipated that this program will grow in size as it becomes more established. We currently have 3 students enrolled. Relationships have been established with UOIT, Residence Staff, community partners (Ready, Willing and Able), and Durham College staff. Aboriginal Student Centre designates received training from the Geneva Centre for Autism. Durham College and community partner co-facilitated training to over 40 Durham College staff.	VP SA	
13.	Advance overall academic portfolio through new program development.	<p>New Program development process was established. The changes to the process include incorporating a more strategic approach by looking closely at space, budget, equipment and capital, library resources and curriculum development costs earlier in the development phase. This helps with evidence-based decision making before committing to pursuing ministry approvals, full-development and launch of new programs.</p> <p>Meetings with Academic Deans have been scheduled for October 2016 to prepare the rolling five-year program development roster (2016-2021).</p> <p>Three new program proposals have been approved for funding by the ministry; Massage Therapy, Mechanical Technician-Elevating Devices, and Office Administration-Real Estate.</p> <p>Four new programs are currently under development for launch in 2017-2018 and 13 for launch in 2018-2019 including Durham College's first degree program, Honours Bachelor of Health Care Technology Management.</p>	VPA	





Objective		Update on Activities and Actions	DCLT Lead	Current Status
		<p>Submitted response to Quality Assessment Panel report on June 17 to Postsecondary Education Quality Assessment Board regarding the Honour Bachelor of Health Care Technology Management program.</p> <p>Provided additional information to the Postsecondary Education Quality Assessment Board further to feedback from re-reviewer on August 20. Currently awaiting for response from the Postsecondary Education Quality Assessment Board regarding their recommendation to the Ministry.</p> <p>Have begun consultation with Academic Deans and Institutional Research and Planning team regarding the development of new degree programs.</p> <p>An updated environmental scan was prepared demonstrating the economic need to support the development of Durham College's second proposed degree, Honours Bachelor of Behavioural Sciences.</p>		
OUR PEOPLE				
14.	Achieve Bill 132 (sexual violence) compliance.	Policy and procedure have been updated and approved by the Durham College Leadership Team on August 31, 2016.	CAO	✓
15.	Implement Self-Assessment Guides under Council for the Advancement of Standards for Higher Education for Student Affairs department on a rotating basis.	Focus groups for student and staff were conducted in Summer 2016 to provide feedback on Health Promotion, Counselling, Alcohol/Other Drug Programs, Clinical Health and Sexual Violence services. Student Conduct review task force formed in Spring 2016 with first series of reviews completed.	VPSA	G




Objective		Update on Activities and Actions	DCLT Lead	Current Status
16.	Leverage expertise of Centre for Academic and Faculty Enrichment to advance teaching and learning.	<p>In addition to a regular suite of workshops on teaching and the use of DC Connect, CAFE members contributed to the Campus PD day by organizing three sessions: Classroom Management, Portfolios, DC Connect Amazing Techniques.</p> <p>We have contributed to International projects in Vietnam and Guyana.</p> <p>Two staff members have been training on re-delivering an Instructional Skills Workshop. Support of the course outline authoring tool WebCOT, has enabled a wide range of curriculum.</p> <p>Quality conversations with faculty, often on a one-on-one basis.</p> <p>Two members have been trained on the Quality Matters Rubric for online course development to support this quality initiative by Ontario Learn.</p> <p>CAFE has created a large number of videos for both the dental and welding programs.</p> <p>The Centre was the lead organizer for the Eastern Region Aligning and Building Curriculum Institute.</p> <p>Through the Innovation Fund the CAFE supported the development of simulation videos using standardized patients, the acquisition of automotive simulation software, the purchase of an aging simulation suit, and the development of videos to be used as resources for the indigenization of the curriculum in our broadcasting program.</p>	VPA	
17.	Evaluate results of employment equity survey.	Two staff members have been training on re-delivering an Instructional Skills Workshop, to be piloted this semester, possibly in collaboration with UOIT.	CAO	






Objective		Update on Activities and Actions	DCLT Lead	Current Status
18.	Support employee effectiveness through mental health first aid, de-escalation and safe talk training.	Results are in the process of being evaluated, expect a final report by December 2016.	CAO	
19.	Support effective organizational workforce planning and decision-making through the implementation of Cognos 10 reporting.	Reports are in the developmental stages with completion due by December 2016.	CAO	
20.	Pilot wellness release time for employees and evaluate impact on individual perceptions of physical and mental wellness as well as short-term disability and long-term disability rates.	Pilot has been completed and a proposal has been submitted and approved by the Durham College Leadership Team for a long term wellness program for our employees.	CAO	
21.	Support employee effectiveness through implementation of updated support staff performance review tool.	New performance tool has been implemented with input from user departments.	CAO	
22.	Conduct employee engagement survey.	Planning is underway for the survey to be administered in February/March 2017	CAO	
OUR BUSINESS				
23.	Develop new college strategic plan.	Extensive stakeholder engagement was conducted (close to 700 people) to frame the Vision, Mission and Goals of the New Strategic Plan. The draft Vision and Mission will be presented to the Board in October 2017; the Strategic Plan will be finalized at the February 2017 Board of Governors Retreat with final Board input and approval; launch date of plan will be April 12, 2017.	President	
24.	Repurpose former Campus Tennis Centre and expand delivery of intramural programs for students.	Campus Tennis Centre repurposing has been completed. New Program delivery underway.	CAO & VPSA	








Objective		Update on Activities and Actions	DCLT Lead	Current Status
25.	Move Campus Emergency Response Team operations to the oversight of the Office of Campus Safety.	The Office of Campus Safety has become the lead in oversight regarding the Campus Emergency Response Team. Measures have been taken to change protocols that see our North Team attend at the buildings north of Conlin Road. Recruitment and training has begun with hopes that we may be able to staff Whitby early in 2017.	VPSA	
26.	Develop Durham College internationalization strategy and new international opportunities.	Draft strategy submitted to Vice-President, Academic as a first stage of broader consultation process that will include implementation of the Internationalization Advisory Committee. Plan to have a final draft early in 2017.	VPA	
27.	Increase space utilization at the Pickering Learning Site.	Main floor café has been redeveloped as a student touchdown/casual seating/study area with self-service options for food.	CAO&VPA	
28.	Enhance the Alumni and Development office's marketing program in co-operation and collaboration with the Office of Development and Alumni Affairs.	Work is underway, completing the development site, and adding a giving button to the college website. The Alumni website has been completed and is active. Development campaign materials continue to be produced in collaboration with the Development Office.	CAO	
29.	Strengthen proactive media relations within targeted demographic areas.	Project has commenced. Activities include development of a targeted editorial calendar outlining special sections for all major print outlets to ensure Durham College is the go-to source for media requests. There have been approximately 500 media hits since April 2016. Targeted completion date of March 31, 2017.	CAO	
30.	Launch final phase of Durham College Experience Campaign – Experience 3.0.	Research has been completed. Analysis and recommendations will be completed by the end of September. Planning and coordination of social media ambassador program is underway, developing training modules and processes. Website evaluation and recommendations to follow. Targeted completion date of March 31, 2017.	CAO	
31.	Simcoe building project under development.	Initial phase of design awarded to Eastern Construction after Provincial funding announcement. Development of design and Guaranteed maximum Price for hard construction. On track for October 2016.	CAO	

Objective		Update on Activities and Actions	DCLT Lead	Current Status
32.	Develop plan for renovating, repurposing or otherwise using surplus Simcoe Village Residence space.	Options reviewed for redevelopment of space for administrative uses. Economic analysis indicated that such repurposing is not viable other than for minimal secondary uses (e.g. records storage). Longer term redevelopment plan as space for "higher end" student accommodation to be investigated.	CAO	
33.	Modernize outdated spaces through summer renovations of key areas across both campuses.	Willey Building 1st floor "C" Wing renovation completed along with HVAC replacement for "A" Wing 2nd floor wet labs.	CAO	
34.	Investigate Whitby campus Co-Generation Plant opportunity. Plant would lower the college's overall energy costs, contribute to its sustainability goals and potentially provide a limited on-site learning tool for students in the Power Engineering Technician program.	Initial investigation completed by Ontario Power and Utilities Corporation. Next steps for fall term include development of business proposal based on financial model in consultation with Durham College Finance and Whitby administration.	CAO	
35.	Successful implementation of Banner Finance as a Multi Entity Processing module so that data is virtually split across Durham College and UOIT.	The virtual split of the Banner Finance module was implemented successfully.	CAO	
36.	Implement advanced information technology network monitoring tool.	The network monitoring tool has been identified and purchased. Currently implementing the tool.	CAO	
37.	Upgrade lecture capturing and retrieving system.	The design and purchase of an upgraded system with HD equipment was completed. Currently involved in implementation activities related to the new tool.	CAO	

Objective		Update on Activities and Actions	DCLT Lead	Current Status
38.	Launch Phase 2 of development of Customer Relationship Management system.	Work has progressed with the development of a risk assessment profile for the storage of applicant data in "the cloud" - a key element of the phase 2 initiative. This report will be submitted in early September. Work has also progressed on the conversion of the communications tool to a product that is directly integrated into the Salesforce Customer Relationship Management system which will allow more seamless interaction between products. Finally, text messaging to prospects and applicants will be launched Fall 2016.	VPSA	
39.	Develop Student Data Governance Model.	Work has progressed through the spring and summer and meetings continue through the fall semester. A report is on track to the Durham College Leadership Team for end of December.	VPSA	
40.	Collaborate with Ontario Ministry of Advanced Education and Skills Development in developing implementation strategy for Ontario Student Assistance Program transformation and Tuition Framework announced in 2016 provincial budget	Durham College representatives have attended a series of consultations throughout the summer in regards to the Ontario Student Grant Design. Input was provided through the consultations and recommendations for the policy surrounding the grant will be sent to Cabinet Sept 2016. Durham College participated in the kick-off of the net tuition billing consultations in July.	VPSA	
OUR COMMUNITY				
41.	Formally launch work of Corporate Council.	Council has been meeting on a regular basis. Terms of Reference have been approved at council level and moving forward for DCLT approval. Members (comprised of Office of Development, Career Development & Co-operative Education, Employment Services, academic schools, CTS, ORSIE) are sharing business contacts to collectively establish new business development practices. Marketing plan currently under development.	VPSA	

Objective		Update on Activities and Actions	DCLT Lead	Current Status
42.	Prepare for launch of first co-operative education program.	Initial co-op research complete with heads of co-op, the Canadian Association for Co-Operative Education and the Ontario Ministry of Advanced Education and Skills Development. Program pilot proposal is complete and implementation of the two programs will be in fall 2017. Online employer co-op interest survey to be launched September 2016 through the Career Development office to over 900 employers.	VP SA	
43.	Develop and implement college's 50th anniversary strategy and celebration planning.	Plans are underway for the 50th Anniversary launch in January 2017. An event calendar has been created; a 50th anniversary logo and website have been launched. President's panel videos are in production. A number of subcommittees are working to provide events and marketing materials throughout 2017, with a targeted completion date of December 31, 2017.	CAO	
44.	Secure new opportunities to advance applied research agenda.	<p>New applied research collaborations continue to be developed with new business partners. As of September 1, 2016, total funding approved is 69% of target to date, representing 5 new projects.</p> <p>Proposal submitted for a Natural Sciences and Engineering Research Council of Canada Innovation Enhancement grant. While feedback received from funder was positive, proposal did not advance due to highly competitive nature of funding.</p> <p>Proposal planned for Natural Sciences and Engineering Research Council applied research tools and instruments (ARTI) in fall 2016.</p> <p>Faculty needs assessment conducted and action plan in development, with support from Research Coordinators in each of the schools. A total of 12 new industry partners have been invited to Durham College to discuss opportunities; 6 proposals are now under development with several more anticipated.</p>	VPA	

Objective		Update on Activities and Actions	DCLT Lead	Current Status
45.	Launch capital campaign to support Simcoe building rebuild.	Family leadership campaign is 61% complete with 44 of 71 solicitations completed. To date we have 55% participation and a total of \$98,185 raised for an average commitment of \$4,090. Two major gift solicitations of \$250,000 are in progress and preparation is underway for \$1 million ask to the City of Oshawa. Further, work has begun through President's Panel and Alumni Association to engage alumni as the first step towards solicitation.	AVPAA	
46.	Develop and implement metrics and measurement tools to support activities of Office of Development and Alumni Affairs.	Metrics and measurements for staff team are complete. Quarterly reports are being provided to President's Office. Stewardship plan and Foundation Operating Plan is also complete.	AVPAA	
47.	Further strengthening of Alumni Association governance.	Nominating and Marketing Committees have been formed and the Alumni Association Board of Directors has a full complement of Board Members for the first time in years. The Board and committees are actively engaged in marketing to alumni and current students – the benefits of being part of Durham College alumni. Board succession planning is complete and a new process of Alumni of Distinction awards has been implemented.	AVPAA	
48.	Test annual alumni fundraising campaigns.	Alumni Association Board of Directors has committed \$30,000 to match funds donated by alumni to Run for DC. To date \$780 of the current \$10,000 raised has come from alumni. An e-campaign is scheduled for January that will focus on "\$50 for the 50 th " and a varsity phone campaign is also planned for the spring.	AVPAA	
49.	Launch strategic fund with UOIT to encourage joint research, innovation and operational efficiencies.	Joint meetings launched September 12, 2016.	CAO-VPA	

Project Status Legend			
	Everything is on track		Not started
	Strong likelihood that without action, delivery date won't be met. Risk mitigation is required.		Completed
	Delivery date won't be met, requires immediate action.		On Hold
	Changing external factors have made realization of original target date not likely/not possible. Work continues toward objective.		



STRATEGIC PLANNING UPDATE October 2016





Outreach Activities

Approximately 834 People Engaged:

- DCLT Retreat Presentations – Outreach to more than 150 people
- Faculty Retreat – Approximately 21 Students & Staff
- PAC & BOG Meeting – approximately 70 People
- Board Retreat – Approximately 45 people
- Town Hall – Over 400 Employees
- Graduate Surveys – 148 Students

Feedback to Date:

- Keep Mission Statement
- Enhance Vision Statement
- Enhance Values

2017-2020 Strategic Plan Development

EMPLOYEE TOWN HALL EVENT

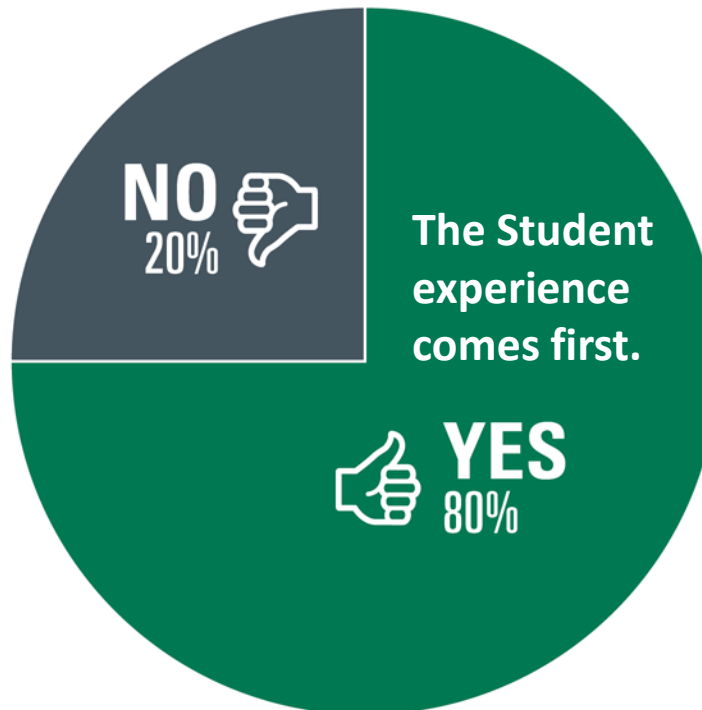


2017-2020 Strategic Plan Development

EMPLOYEE TOWN HALL EVENT

Mission

Should the college keep its current mission statement
as part of the next strategic plan?



2017-2020 Strategic Plan Development

EMPLOYEE TOWN HALL EVENT

Vision

12%

Keep current vision

Durham College is the premier post-secondary destination for students who succeed in a dynamic and supportive learning environment. Our graduates develop the professional and personal skills required to realize meaningful careers and make a difference in the world.

65%

Adopt the proposed new language:

Durham College is the premier destination for students who succeed in a dynamic, inclusive and supportive learning environment. Our career-ready graduates have the professional and personal skills required to realize a quality life, and make a difference in the world.

23%

Develop a new vision

2017-2020 Strategic Plan Development

EMPLOYEE TOWN HALL EVENT

Values

7%

Keep current values

INTEGRITY AND TRANSPARENCY

RESPECT

EQUAL ACCESS AND DIVERSITY

PERSONAL AND TEAM

ACCOUNTABILITY

78%

Keep current values with
addition of “Collaboration”

INTEGRITY AND TRANSPARENCY

RESPECT

EQUAL ACCESS AND DIVERSITY

PERSONAL AND TEAM

ACCOUNTABILITY

COLLABORATION

15%

Develop a new
set of values

2017-2020 Strategic Plan Development

STUDENT OUTREACH

GRADUATE SURVEY AT SPRING CONVOCATION 2016

Total Number of Participants: 148



2017-2020 Strategic Plan Development

STUDENT OUTREACH

Which of the following three Mission statements belongs to Durham College?

18%

Excelling in quality, accessible education through innovative programs, services and partnerships for the benefit of our community.

48%

The student experience comes first.

34%

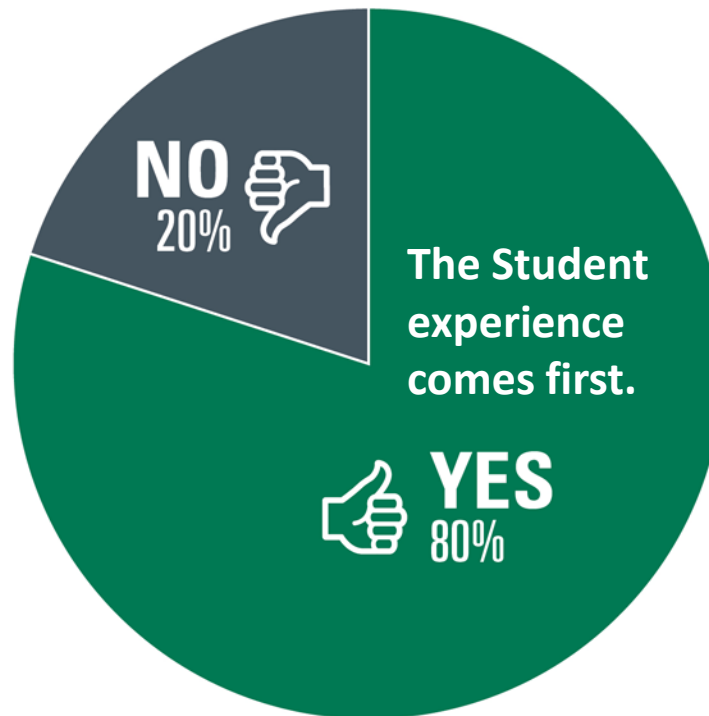
To provide students of all ages with the knowledge and skills to thrive in a rapidly changing world.

2017-2020 Strategic Plan Development

STUDENT OUTREACH



Based on your experiences with Durham College,
does our current mission serve us well?



2017-2020 Strategic Plan Development

STUDENT OUTREACH

Which of the following two Vision statements do you feel best represents Durham College?

53%

Durham College is the premier post-secondary destination for students who succeed in a dynamic and supportive learning environment. Our graduates develop the professional and personal skills required to realize meaningful careers and make a difference in the world.

47%

Durham College is the premier destination for students who succeed in a dynamic, inclusive and supportive learning environment. Our career-ready graduates have the professional and personal skills required to realize a quality life, and make a difference in the world.

2017-2020 Strategic Plan Development

STUDENT OUTREACH

Which of the following two sets of organizational 'Values'
do you feel best represents Durham College?

42%

INTEGRITY AND TRANSPARENCY

RESPECT

EQUAL ACCESS AND DIVERSITY

PERSONAL AND TEAM
ACCOUNTABILITY

58%

INTEGRITY AND TRANSPARENCY

RESPECT

EQUAL ACCESS AND DIVERSITY

PERSONAL AND TEAM
ACCOUNTABILITY

COLLABORATION



Going Forward

Date	Activity
Oct 2016	Outreach Activities – Draft Goals
Oct 2016	Update DCLT and BOG
Oct 2016	Strategic Planning Committee Meeting – Review Feedback
Oct 2016	Begin Draft #1 – Complete Strategic Plan
Nov 2016	Strategic Planning Committee Meeting – Review Draft #1
Nov & Dec 2016	Outreach Activities – DCLT Retreat, Stakeholders
Jan 2016	Prepare Draft #2
Jan 2016	Strategic Planning Committee Meeting – Review Draft #2
Jan 2016	Outreach Activities – Stakeholders
Feb 2016	BOG Retreat – Finalize 2017-2020 Strategic Plan
Mar 2016	Strategic Planning Committee Meeting - Prepare Launch
Apr 12, 2016	Launch 2017-2020 Strategic Plan – BOG Event