CANADORE
college.ca

Faculty Handbook
2024-2025

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Land Acknowledgement

Canadore College resides on the traditional territory of the Anishinaabeg and within lands protected by the Robinson Huron Treaty of 1850. This land is occupied by the people of Nipissing First Nation since time immemorial.

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Overview

Important Dates and Deadlines

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Academic Delivery Plan

The Academic Delivery Plan for each semester can be viewed here: **Academic Delivery Plan - Canadore College**

Campus Locations

Campus Locations - Canadore College

Maze Map

The ITS and Marketing Teams are thrilled to introduce MazeMap, Canadore College's interactive wayfinding solution. MazeMap offers an intuitive interface that allows you to effortlessly locate various facilities, offices, special events, and essential points of interest throughout our campuses. Whether you're in search of a particular office, seeking out the nearest coffee spot, or locating vital amenities like elevators, washrooms, or defibrillators, MazeMap has got you covered.

About Canadore

From the time Canadore College opened its doors in 1967, we've taken pride in creating the best possible environment for learning and is the college of choice for students from across the province and around the world. Our focus is on student success, program and service excellence, connection to community, sustainability, innovation and entrepreneurship. The college graduates approximately 1,000 students each year and has over 60,000 alumni.

Statement of Purpose

Canadore College is an institution of applied learning and research with a strong focus on experiential learning. It will be the college of choice for connecting people, education and employment through applied learning, entrepreneurship, leadership, and innovation. Our programs and services will be driven by market demand to meet the needs of today and tomorrow.

Our goal is to be the leader in all we do.

Our objective is to expand our reach through diversification, market expansion and partnerships in a sustainable manner. We will bring value to our students, employers, partners and the communities we serve.

Our organizational success will be measured by the College's metrics and those of the government and our partners. As an academic institution student success will be our leading metric.

Creative, multi-disciplined approaches will be brought to opportunities as they are discovered or created by Canadore. We will challenge the status quo and we will not be bound by standard conventions.

Differentiation will be the key element to our success. Differentiating our student experience, program and service design and delivery will distinguish Canadore.

The 5 Pillars

The 5 Pillars -- Student Success, Program and Service Excellence, Innovation and Entrepreneurship, Connection to Community, Financial and Environmental Sustainability -- guide our decision making and ensure the organization remains grounded in its fundamentals.

We remain committed to the implementation of the Truth and Reconciliation Commission recommendations that are relevant to post-secondary education, and the principles of freedom of expression, equity, diversity and inclusion. We will invest in our people to develop capacity ensuring we successfully attain our collective objectives.

Canadore College has committed to supporting the 17 sustainable development goals (SDGs) of the United Nations Sustainable Development Accord by considering the SDGs in research, campus operations, and curriculum development. The College has set a goal to become carbon neutral by 2031.

Message from the VPA

It gives me great pleasure to welcome you to Canadore College where we work as a dedicated team to produce highly qualified achievers to take on the responsibilities and duties of our community and beyond. We empower our students with the knowledge, skills, and competencies enabling them to deal with the challenges of today's rapidly changing world. Our vision is to be the college of choice for connecting people, education, and employment through applied learning, entrepreneurship, leadership, and innovation.

Recognizing that faculty members and academic staff play a very important role in achieving the mission of an academic institution, we always strive to create an environment where your contribution is appreciated, and every effort is made to ensure that your needs are supported. This handbook is written exclusively for you. We hope that you find it useful in answering some of the questions that may arise as you join our Team. Please do not hesitate to provide us with your feedback and suggestions for further improvement.

Once again, I welcome you to Canadore College where Great Things Happen!

Kindly,
Ahmed

Dr. Ahmed Obaide, Ph.D., M.Sc., B.Eng. (Hons)
Vice President, Academic
100 College Drive, P. O. Box 5001
North Bay, ON, P1B 8K9
+1 (705) 474 7600 Ext. 5255
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Canadore College's Strategic Plan, The Path to Canadore 2026

The strategic plan is both directional and aspirational. And, as with all plans, it is fluid and evolving reflecting the dynamism of Canadore and the environment in which we operate. Guided by our Statement of Purpose and The 5 Pillars, our success is measured by our strategic results.

The strategic plan builds upon years of growth and success in providing world-class applied education, applied research, outreach and engagement benefiting North Bay, Parry Sound, the province of Ontario, our Nation, and people around the globe. Our path forward is positive. We can and will achieve more in the years ahead.

We will invest in our people to develop capacity, ensuring we successfully attain our collective objectives. We aspire to be the very best in all we do.

Since 1972 when we opened our doors as Canadore College of Applied Arts and Technology we have continued to strive to be the college of choice for connecting people, education and employment through applied learning, entrepreneurship, leadership, and innovation. Programs and services will continue to be driven by market and student demand meeting the needs of today and tomorrow.

Canadore's differentiation is its ability to be nimble, focused, flexible, risk taking and, at times, unconventional, moving at the speed of its partners to create unique learning and research opportunities for students and staff. These attributes will continue to serve the College well in a time of intense competition, changing demographics, rapidly evolving technology, challenges of transitioning to a green economy, restrained government funding, and increased expectations from government, industry and the communities we serve.

Reflecting the diversity of the global community, Canadore welcomes international students from more than 45 countries and our international reach is growing. Students bring a global perspective to the classroom and the campus, enriching the experience for all. Increasingly, our students and staff are learning and teaching abroad, creating unique experiences that help define Canadore.

We must continue to build a campus environment that is vibrant, welcoming, respectful, diverse and safe for all and one that supports individuals in conducting their best work. Diversity of ideas is a prerequisite for tackling the great challenges we face, and an inclusive and equitable campus culture for teaching, learning and leading is necessary to ensure that diversity of ideas is embraced.

We remain committed to the implementation of the Truth and Reconciliation Commission (TRC) recommendations that are relevant to post-secondary education, the principles of freedom of expression, the standards of equity, diversity and inclusion (EDI), and the execution of our Sustainable Development Goals.

We will invest in technology linked to academic programs, applied and commercial research, effective operations, comprehensive and seamless student advising, and wholistic support for students' physical, mental and emotional health and well-being. We will dedicate lifelong career support to our alumni who are our natural ambassadors and a testament to the Canadore experience.

Our applied programs, research, scholarship and entrepreneurial endeavours contribute to the creation of a strong, vibrant and globally competitive workforce, generating new applications of knowledge and increased learning opportunities for students and staff. These learnings empower individuals to address complex problems and lay the groundwork for future generations to tackle the challenges of tomorrow.

To continue to lead, we must aggressively pursue external resources and partnerships that give us the platforms necessary to develop solutions and create mutually beneficial opportunities. We will seek like-minded partners to expand our scope and our reach to support multidisciplinary approaches and forge new partnerships with the public and private sectors.

Our progress has been supported through careful institutional stewardship of resources, government funding, and entrepreneurial activities and by the generosity and support of community partners and alumni.

We thank all those who provided input to this strategic plan -- our students, staff, alumni, community members, business and industry, and our valued partners. Your ongoing support is needed as we make Great Things Happen Here.

Canadore 2026 - Canadore College

Canadore's Academic Strategic Plan - 2026

Introduction

The Canadore Academic Strategy 2026 is an extension of Canadore College Strategic Plan (Canadore 2026).

The Academic Strategy 2026 is realistic yet aspirational and builds on many years of success, growth, and commitment to core values. Through the Strategy, Canadore embraces its responsibility for shaping the future of its local community and beyond.

The strategy represents our collective commitment to academic excellence and high-quality education and training for our learners, our community, and beyond. All those who participated in its development share ownership over it and as a result are accountable to it. We are appreciative of all those who participated in this process and look forward to even greater participation of our academic community in the development of future Academic Strategies as we continue to strive to meet the demands of 21st century higher education.

Canadore Academic Strategy 2026 - Goals

Goal 1: Develop and deliver market-driven and learner-centric applied academic programs and training courses that are aligned to the highest standards and are subject to cyclic, extensive, and meaningful reviews.

Goal 2: Sustain a contemporary and dynamic teaching and learning strategy supported by scholarly research, teaching resources, and best practice.

Goal 3: Explore and acquire technological and up-to-date program-specific resources and training aids that promote an enhanced teaching and learning environment.

Goal 4: Deliver a strategic, selective, and socially responsible research strategy that brings together interested parties to create new knowledge and deliver data-informed solutions that are applicable to real-world problems, which are then shared with our learners and communities at large.

Goal 5: Execute a comprehensive internationalization strategy that seizes opportunities and confronts challenges, ensuring commitment to our core values.

Goal 6: Engage in creative and innovative projects that support Canadore's differentiation and market proposition aspirations.

Goal 7: Maintain and support the evolvement of an efficient resource planning and process optimization system that is fact-based and data-driven and is nurtured within change management.

Goal 8: Deploy a robust quality management system that supports our sustained pursuit for academic excellence and is integrated into our culture and planning process.

To read the full Academic Strategy 2026, visit **canadorecollege.ca/downloads.**

Academic Structure

Academic Faculties

Faculty of Arts, Design, and Entrepreneurship

Dr. Colin Williams, Ph.D., MPA, B.A., B.Sc. (Hons.)
Dean, Faculty of Arts, Design and Entrepreneurship
Email: colin.williams@canadorecollege.ca

Paul Koidis, B.A.
Chair, Entrepreneurship Academy

Email: paul.koidis@canadorecollege.ca

Dr. Erin Truswell, B.A. (psych) M.Ed., Ph.D.
Chair, School of Art and Design
Email: erin.truswell@canadorecollege.ca

> Centre of Computing and Information Technology
> Entrepreneurship Academy
> School of Art and Design
> School of Culinary Arts

Faculty of Aviation, Trades and Technology

Dr. Maria Parra, Ph.D.
Dean, Faculty of Aviation, Trades and Technology
Email: maria.parra@candorecollege.ca

Lianne Girard, P. Eng., OCT, ASQ CQA & CMQ/OE
Chair, School of Aviation and Aerospace Technology
Email: lianne.girard@candorecollege.ca

> School of Aviation and Aerospace Technology
> School of Trades and Technology

Faculty of Environmental Studies and Health Science

Dr. Letitia Nadalin-Penno, RN, Ph.D., MBA, MScN-APN
Dean, Faculty of Environmental Studies and Health Science
Email: letitia.nadalin-penno@candorecollege.ca

Dr. Vivian Papaiz, Ph.D., RN, CHPCN(C), RNAO ACP
Associate Dean, School of Health Science
Email: vivian.papaiz@canadorecollege.ca

> School of Environmental Studies
> School of Health Science

Faculty of Human and Social Science

Dr. Michael Johns, B.A. (Hons.), M.A., MSc, Ph.D.
Dean, Faculty of Human and Social Science
Email: michael.johns@canadorecollege.ca

> School of Human Care and Social Services
> School of Indigenous Studies
> School of Community Justice and Police Foundations
> School of Sport and Recreation

Academic Structure

Centre of Access, Interdisciplinary Studies, and Lifelong Learning

Caroline Corbett, BEd, M.A.
Dean, Centre of Access, Interdisciplinary Studies, and Lifelong Learning
Email: **caroline.corbett@canadorecollege.ca**

School of Access, Language and Preparatory Studies
Continuing Education and Corporate Training

Academic Centre of Excellence

Deidre Bannerman, B.A., OCT/BEd, MBA
Dean, Academic Centre of Excellence
Email: **deidre.bannerman@canadorecollege.ca**

The Academic Centre of Excellence (ACE) promotes excellence in teaching practice and student learning in higher education.

ACE staff assist faculty with the design, development, and delivery of high-quality, student-centred learning experiences. ACE's wide range of general and targeted practice as well as engage with other vaculty within the Canadore academic community.

ACE also provides leadership and support for program quality assurance, curriculum development, and academic project management.

For more information, visit: **Academic Centre of Excellence - Canadore College**

Canadore International

Laura Solano Moya, LLB
Director, International Recruitment and Business Development
Email: **laura.solanomoya@canadorecollege.ca**

Aamir Taiyeb, Ph.D.
Director, International Analytics, Expreience and Initiative, Canadore International
Email: **aamir.taiyeb@canadorecollege.ca**

Students come to Canadore from as far away as Brazil, China, India, Malaysia, Peru and Nigeria. Canadore International provides support to all international students including orientation to the local community, guidance on health insurance coverage and immigration-related matters.

Our dedicated team of International Student Advisors Advisors (ISAs) can help students with a wide variety of topics including:

- Study/work permits;
- Health insurance;
- International Student Guide; and
- Community Orientation

International students are asked to use the intake form that has recently been developed and posted in the Canadore International Student App (iCent) for ISA appointments.

Ph: 705-474-7600 ext.5425
E: **international@canadorecollege.ca**

For more information, visit: **International FAQ - Canadore College**

Academic Structure

Experiential Learning Office

The Experiential Learning Office provides administrative leadership and support for experiential learning activities across all Canadore College's academic programs. Leadership and support functions are offered for but not exclusive to the following areas:

- Placement (i.e., Field Placement, Clinical Placement, Practicum, Preceptorship, etc.) administrative guidance and consultation, including the provision of standardized placement forms (all programs)
- Placement administration and coordination (select programs)
- Community partner relationship management
- Field trip planning
- New program development consultation
- Course development and delivery consultation
- Experiential learning activity development and delivery consultation

The Experiential Learning Office oversees the following Canadore webpages:

Placement - Canadore College
Experiential Learning - Canadore College

Ph: 705-303-5771
E: **Jeremie.Carreau@canadorecollege.ca**

Research Centre

Dr. Christina DeRoche, Ph.D.
Director, Research Centre
Email: **christina.deroche@canadorecollege.ca**

Research and scholarship are crucial elements of academic and professional life, as they allow us to investigate and understand complex phenomena, generate new knowledge, and improve practices in various fields.

The Research Centre provides the following administrative services:

- Applied Research policy interpretation
- Liaison with funding agencies
- Investigation of research opportunities
- Proposal writing support Assistance with reporting requirements
- Training and professional development
- Project management services
- Concierge service to source funding for research opportunities

If you are interested in working with the Research Centre consult your Academic Lead to see how this can be accommodated.

For more information, visit: **Research at Canadore - Canadore College**

Academic Structure

Academic Deans' Office

The Deans' Office Team provides administrative support to faculty, staff and students. Areas supported include, but are not limited to, the following:

· Academic onboarding of non-FT academic staff
· Academic staff timekeeping
· Triaging student inquiries and concerns
· Academic integrity process
· Scheduling meetings for the Academic Lead (Dean/Associate Dean/Academic Director/Academic Chair)
· Facilitation of Faculty Performance Reviews
· Program Advisory Committees (PACs)
· Mail processing and office supply orders

Ph: 705-474-7600 ext.5170 (Education Centre Campus) / ext. 5628 (Commerce Court Campus)
E: **Academic.DeansOffice@canadorecollege.ca**

Timekeeping

The College has implemented CERIDIAN Dayforce as its Payroll/Human Resources Information service (HRIS) provider.

CERIDIAN **Dayforce** is a comprehensive cloud platform that combines HR, payroll, benefits, workforce management, and talent management in a single application. We have chosen to implement this system as part of our continuing efforts to make Canadore College a great place to work. This system implementation contributes to our Pillars of Program & Service Excellence, Innovation & Entrepreneurship, Connection to Community and Sustainability (fiscal & environmental) by creating efficiencies through automation and integration. As our HR environment has become more complex, our needs for a scalable Human Capital Management (HCM) software system to help address complex regulatory requirements was evident. We are thrilled with the possibilities that this system presents.

What does this mean for you?

CERIDIAN **Dayforce:**

· provides you with user friendly, easily accessed and detailed pay stub information
· ability to update your personal address and emergency contact information in real time
· gives employees (Full Time benefits eligible) access to their benefits, vacation and sick time entitlements
· improves the ability of your Organizational Development & Talent Management and payroll teams to process payroll and administrative information
· improves the ability of your Organizational Development & Talent Management team to administer your employee benefits programs for you and your family.

Instructions for the following items can be found here: **Staff and Faculty Resources - Canadore College** (under Part-Time Hire Forms).

· Login Instructions for Ceridian Dayforce
· Updating Your Profile in Ceridian Dayforce
· Accessing Your Earnings Statements in Ceridian Dayforce
· Dayforce – Timesheet Instructions

For questions related to CERIDIAN Dayforce please contact: **Information.ODTM@canadorecollege.ca**

Academic Structure

Timesheets

Non-Full-time employees within the Academic Area are required to submit timesheets for the duration of their contract. Details on how to submit timesheets and a copy of the pay schedule will be provided to you upon acceptance of your formal offer.

For questions related to submitting timesheets, please contact: **Academic.Timesheets@canadorecollege.ca**

All NEO/NFO training and personal development hours are tracked directly through ODTM and Payroll. These hours are not to be marked on timesheets.

Full-time academic staff are not required to complete timesheets for their full-time assignments. Full-time academic staff who also have non-full-time contracts are required to submit timesheets. Instructions will be provided by a member of the Deans' Office Team.

Attendance

Managers should be informed of any change to your attendance (i.e., class cancellation, sick time, vacation, etc.). For tracking purposes please report any approved time to: **Academic.Timesheets@canadorecollege.ca**

Student Concerns Process

Students may have concerns related to aspects of their college life, including issues related to teaching and learning, final grades, human rights and harassment or college services. In all cases, students should first contact the department responsible for the service in question.

The process to address concerns varies depending on the area of concern. The **Student Concerns Process** provides information/guidance on how to deal with:

· Concerns with the Teaching and Learning Process
· Concerns with Final Grades
· Concerns related to Human Rights and Harassment
· Concerns with Student and College Services

Academic Integrity

Students are required to comply with the Academic Integrity Policy. This includes submitting their own work for evaluation, citing their work according to APA format, not cheating on assignments, tests or exams and all other aspects of academic integrity as stated in the policy. Failure to adhere to the Academic Integrity Policy will result in disciplinary action that could include receiving a grade of zero on a test or assignment, a zero in the course, or even expulsion from the College.

The Academic Integrity process is supported through the Deans' Office.

For more information, please refer to the **Academic Integrity Policy and Procedure**

Faculty Performance Reviews

Faculty Performance Reviews take place throughout the academic year in accordance with the Faculty Performance Review Policy and Procedure. Organizational Development and Talent Management (ODTM) manages the review cycle and supports the process in consolidation with the Deans' Office.

For more information, please refer to the **Faculty Performance Review Policy and Procedure**

Academic Structure

Program Advisory Committees (PACs)

Background

According to the MCU Minister's Binding Policy Directive – Framework for Programs of Instruction: The board of governors is to ensure that an advisory committee for each program of instruction or cluster of related programs offered at the College is established and is made up of a cross-section of persons external to the College who have a direct interest in and a diversity of experience and expertise related to the particular occupational area addressed by the program. The board of governors is to establish in by-law the structure, terms of reference, and procedures for Program Advisory Committees (PACs).

Purpose

Canadore's comprehensive Program Advisory Committee (PAC) Guidelines is designed to outline the procedures and practices to be followed by PACs, with the intent of ensuring successful outcomes and consistent minimum standards across all programs.

This handbook should be distributed to the Academic Lead or his/her designee responsible for each PAC, the Academic (Faculty) Coordinator, the Canadore employees who act as committee resource personnel, and the membership.

All full-time postsecondary programs leading to a Ministry approved credential (Ontario College Certificates, Ontario College Diplomas, Ontario College Advanced Diplomas, Ontario College Graduate Certificates and Bachelor Degrees) must have a PAC. PACs may be established for an individual program or a cluster of related programs.

In some circumstances, one PAC may be appointed for a group of related programs, subject to the following criteria:

· The programs have related program competencies, curricula, and/or outcomes.
· The programs produce graduates for related industries.
· The membership of the committee would be duplicated if there were separate PACs.

For more information related to PACs visit: **ICAN/Deans' Office/PACs**

Mail

Mailrooms for academic staff are located at each campus as follows:

Campus	Location	Access
College Drive Campus	C222	Main Entrance to C222
Commerce Court Campus	W100F	Secured Entry (code)
Aviation Campus	Front Office	Secured Entry (key)
West Parry Sound Campus	118	Through 115

Before the Semester Starts

Semester Start Checklist

☐ Appointment letter
☐ Complete and submit hire package
   ☐ Completion of these forms will allow activation of your network account
☐ Register for New Faculty Orientation and Intro to iLearn
☐ Complete mandatory health and safety training
☐ Network access
  - Your log-in credentials for your network account are not the same as those for Canadore's learning management system iLearn (D2L Brightspace)
  - Employee ID allows Employee to log into iLearn, complete mandatory training, and purchase a parking pass.
☐ Parking pass - requires Employee ID
☐ Textbook(s) - requires Canadore email address
☐ iLearn

Orientation and Training

New Employee Orientation (NEO)

Our New Employee Orientation (NEO) program is provided virtually via Canadore's Dayforce platform Dayforce **(dayforcehcm.com)**. These sessions are filled with important guest speakers introducing you to the various departments within Canadore, virtual tours of our campuses, health and safety information and will walk you through accessing our policies and procedures

You can work your way through the material at your own pace. It will take you approximately 3 hours to complete the full orientation. Completion of the program is mandatory and should be completed no later than one week from your start date.

Once you receive your Employee ID, you will be able to log into the platform. Please refer to **Ceridian Dayforce Guide** for additional information.

Note: Remuneration for participating NEO will be processed automatically. Staff are not required to complete a timesheet for either session.

New Faculty Orientation (NFO) and Introduction to iLearn

New faculty must register in one of each of the sessions (NFO and Intro to iLearn). Once registered, more information and meeting links will be emailed to you.

Register Here - NFO & Intro to iLearn Sessions

New Faculty Orientation (CPD208):

This session will provide an overview of the College, policies and procedures, services available (i.e., Library, Educational Technology, Print Plus, etc.) and strategies and best practices for teaching and course development.

Introduction to iLearn (CPD100):

This session introduces the features and functions that will assist you to prepare the online components of your courses. We will explore creating news items (announcements), managing course content, tracking attendance and student progress, and building a grade book.

In the event that a faculty member is hired after faculty onboarding has concluded for the semester, it is expected that they will complete the training and expectations for both CPD208 and CPD100. Additional teaching and technology resources are available in the NUT100, FAC100, and TEC100 courses within iLearn.

Note: Remuneration for participating in NFO and Intro to iLearn will be processed automatically. Staff are not required to complete a timesheet for either session.

Before the Semester Starts

Health and Safety Training

Below is a list of all mandatory health & safety training requirements.

Occupational Health and Safety Act:
· Health and Safety – 4 Steps

Health and Safety 4 Steps training is available at:
http://www.labour.gov.on.ca/english/hs/elearn/worker/index.php

Upon completion, email a copy of your certificate to **Kimberly.Forsyth@canadorecollege.ca**

Depending on your department and position, additional health and safety training may be required.

Canadore's Health and Safety Training system is called Litmos. You will be registered in the system once your Employee ID has been created and network access has been granted. Your Litmos login credentials will be emailed to you.

Accessibility

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the College is committed to providing related training to its employees. Below is a list of the mandatory AODA Training Requirements:

· Customer Service Training
· Accessibility Awareness Training for Educators (For Instructors only)
· Integrated Accessibility Standards (IASR) and the Ontario Human Rights Code (OHRC) Training

The Customer Service and Accessibility Awareness training is available in Canadore's Dayforce platform and new employees will be enrolled.

The IASR & OHRC training is available online at **www.canadorecollege.ca/accessibility.** Upon completion of training, complete the acknowledgement under the training module.

Accessibility training is available online at **www.canadorecollege.ca/accessibility.** Upon completion of training, complete the acknowledgement form listed under the training module(s).

Professional Development

Canadore supports your participation in professional development (PD) opportunities such as conferences or continuing education. This should be requested via the annual budget process. PD and PD Leave policies are available on the College's policies and procedures webpage, under the corporate policies list. PD requests should be completed and submitted to Organizational Development and Talent Management (ODTM) for reimbursement. Self-directed learning modules are available via Dayforce Learning. Additional Equity, Diversity and Inclusion (EDI) related experiential learning opportunities can be found here: **EDI PD**.

For questions about available PD opportunities please contact: email **ODTM.Information@canadorecollege.ca**

Teaching and Learning professional development (PD) opportunities are available to employees throughout the academic year. Upcoming professional opportunities can be viewed here: **PD Opportunities**.

For questions about available teaching and learning PD opportunities please contact the Academic Centre of Excellence (ACE): **ace@canadorecollege.ca**

Please speak to your Academic Lead or ODTM to request discipline-specific PD.

Course Outlines

To view course outlines, please visit the **course outlines** webpage and search the corresponding course codes.

Course outlines are updated by faculty and approved by the Academic Leads on an annual basis. Canadore's Course Outline System ensures course outlines include course level learning outcomes, mapping to program vocational learning outcomes and essential employability skills, teaching and learning activities and assessment and evaluation strategies.

Before the Semester Starts

Textbooks

Textbook requirements are listed on the course outlines. Most publishers supply free copies of textbooks to instructors ("desk copy") who require the text for their class. To order a desk copy of the textbook please contact the publisher via email using your Canadore email address. The publisher will require the course code, program name, coordinator name, semester in which the textbook is being used, and estimated enrolment. Most desk copies are available digitally. If they offer a hardcopy of the text, you may ship the textbook to Canadore and pick it up in the academic staff mail room once it arrives or request a copy be mailed to your preferred address. Your email address will be provided to you once your network account has been set up.

Access to Previous Course Material

If you are teaching a course for the first time, you can request past course content using the Past Course Content Request Form, found in the iLearn Request Forms module in the **NUT100** course in iLearn. Past Course Content Colleague Access Request.

It is expected that faculty requesting access have made an effort to contact the past course instructor that they are requesting content from. In the event you are unable to contact the faculty member whose course shell(s) you are requesting, please check with another member of your program area to determine which shell(s) would be the best for you to access.

Note that we update course outlines annually, so it is possible that some of the material you receive is no longer relevant. Please verify with the program area (Academic Lead, program coordinator, or other FT program faculty) to confirm if there have been any recent changes to the course (and/or content).

Course Aggregation

Aggregation of course sections takes two (or more) sections of the same course (in which you are the primary instructor) and combines them in to one iLearn shell.

That means that all students in the affected sections will be in the same shell and will share the content area, as well as all assessments. The course has a common gradebook as well, so the course deliveries should be very closely aligned.

If you know that you will have multiple sections of a course be sure to read the Aggregation Requests section of the NUT100 on iLearn.

Schedules

Faculty teaching schedules are available through **Self Service.**

- Click on the 'Faculty Services' tab
- Click on the 'Faculty Detail Schedule'
- Select a 'Term' (i.e. Fall 2023)

During the Semester

Student Orientation

Student orientation and welcome events are scheduled each semester. Start-up resources and orientation videos are available to students on the Canadore website.

For more information, please visit: **Orientation - Canadore College**

Class Cancellations/Absences (illness / weather)

The College recognizes that classes may from time to time need to be cancelled or re-scheduled to accommodate special circumstances. Affected students are to be notified as soon as possible of a class cancellation through the Learning Management System (iLearn) or directly through other means, at the responsibility of the professor.

For more information, please visit: **Class Cancellation Policy**

As a public institution, Canadore attempts to remain officially open at all scheduled times. In the event of cancellations resulting from inclement weather or emergency situations, an announcement will be posted to the iLearn home page news with information pertaining to the closure.

Closure information will also be broadcast through Canadore's official social media channels, including Facebook and Twitter (X). Local radio stations will also be advised of campus closures resulting from inclement weather or emergency situations.

If you are a student on clinical experience and classes are cancelled, it is your responsibility to notify your clinical supervisor.

Any notice regarding closures will specify the college location(s) affected.

Guest Speakers

If you are considering inviting a guest speaker to one of your classes, please consult with your concerned Academic Lead for further details on arrangements.

Academic Help Desks

Various academic help options are available to all Canadore students through the iSucceed portal (run by Student Success Services) including:

· Writing Help
· Math Help, and
· The International Academic Support Hub.

Students and staff can view additional information from the **Academic Help Desk** page available from the iLearn Quick Links menu.

During the Semester

International Academic Support Hub

Support for Students

Canadore's International Academic Support Hub ("the Hub") provides free year-round English Language Skills support, including Speaking, Academic Writing, and help with APA for International students. The Hub runs monthly Writing Workshops for students addressing the most common writing-related issues. Also, students can make appointments to meet with experienced ESL teachers for in-person or virtual help. Students can make as many appointments as they need and come individually or in small groups. To make appointments, students can stop by the Hub in Room C106 College Drive or e-mail **Ksenia.Gvozdikova@canadorecollege.ca** or **Julia.Tignanelli@canadorecollege.ca**

They can also sign in to Office 365 and follow this link: **https://isucceed.canadorecollege.ca/students/appointments/app/topic/33?siteId=1**

The Hub hours are Monday, Wednesday, Thursday, and Friday from 9:30 am to 4:30 pm, and Tuesday from 10:30 am to 5:30 pm; virtual appointments can be arranged in the evenings or on weekends to meet students' needs.

Conversation Club

Canadore's Conversation Club meets every Tuesday from 4:30 to 5:30 pm at C106 College Drive. The Club brings together Canadian and International students, support staff, members of the community, and visiting speakers. Students choose discussion topics, look at Canadian realities, practice conversation skills, and ask questions. The International Department provides snacks and beverages.

Support for Faculty

Faculty at any Canadore campus can refer students to the Hub and post links and contacts on iLearn. Faculty can also request that Ksenia or Julia come to classes (or join in virtually) with information sessions about the services and/or workshops on APA, Paraphrasing, and Summarizing.

With any questions or to schedule class visits, stop by the International Academic Support Hub at C106 College Drive or e-mail **Ksenia.Gvozdikova@canadorecollege.ca** or **Julia.Tignanelli@canadorecollege.ca**.

Program Progression

Progression Policy

The College is committed to ensuring deployment of a consistent, equitable and transparent assessment process that also enables timely feedback; to students as they work towards the achievement of learning outcomes.

More information can be found here: **Program Progression Policy**

Progression Board

Progression Boards are held during reading week of each academic semester. In advance of the board, Faculty collect and collate learner performance indicators (assessment outcomes) and determine, in concert with their respective program area Academic Lead (Dean/Associate Dean/Academic Director/Academic Chair, hereto referred to as Academic Leads), whether a learner will receive a progression alert letter. No changes to learner academic standing are permitted at this time. In addition, this board is an opportunity for Faculty and Academic Leads to discuss program level items, such as program review, curriculum changes, business plans, budgets, next semester preparation, etc.

At the End of the Term

Submitting Final Grades

Deadlines for submitting final grades in iLearn are listed in the **Important Dates and Deadlines** for the College.

For information on the final grades process, visit the **NUT100: iLearn Nutshell** course within iLearn.

- The **Final Grades Module** includes details on making grades available at the deadline.
- The **2 Minute Final Grades How-To Video** provides a demonstration.
- Confirmation instructions are found on the **Verify Your Grades Are Ready** page.
- As needed, view the **Additional Grades Documents** module for additional information on the application of alternate grades, Incomplete Grade Contracts, and the **Grading Policy**.

Email **ilearnsupport@canadorecollege.ca** in the event you require further iLearn Final Grades support.

Changing a Student's Grade

In the situations where grades have been submitted and applied to the student's official record and require revision (e.g., clerical error, retroactive drop or non-reporting of grades, supplemental privileges), please refer to the Grade Revision Process and complete the necessary form. These documents are available in the Canadore Employee Portal (iCan2) under the Dean's Office tab > Resources.

Exam Board

Exam Boards are held at the end of each academic semester. Program teams (faculty and their respective Academic Leads) confirm/assign individual learner academic standing, review both individual course level and cohort level performance data provided by the Academic Centre of Excellence (ACE) and make any necessary recommendations to the Academic Council. Following this, an Academic Council is convened to review and confirm graduates in preparation for convocation.

Student Course Feedback

Student Course Feedback surveys are conducted each semester, or as required, to ensure students have the opportunity to provide feedback in all program courses.

Student Course Feedback surveys are available to students in each course, please encourage the students to complete them during the last four (4) weeks of the semester.

More information can be found here:

Student Course Feedback Policy
Student Course Feedback Procedure

Services

Technology Services

Information Technology Services (ITS)

ITS provides support for desktops, software installs & upgrades, onsite labs, and troubleshooting supported software and onsite hardware issues.

Once you receive your Employee ID, you will be able to log into your Canadore / Network account. Your Canadore network account is used for logging into network computers, corporate email, Microsoft applications/ webmail, the eclibrary, and the iCan Portal. Please refer to **Appendix 2: ITS Quick Reference Guide** for additional information.

Ph: 705-474-7600 ext. 5800 / E: **servicedesk@canadorecollege.ca**

College Drive Campus (D-wing) – Room D228

Multi-Factor Authentication

Securing our online resources is a rising challenge. Over the past few years cybersecurity has gone from being something to think about to an absolute must for educational institutions. Increasingly, educational institutions are becoming a target for organized cyber criminals. Starting June 19, 2023, multi-factor authentication (MFA) will be required for all staff members accessing our institution's network and resources.

To receive your secure ID Multi-Factor Authentication token, please contact:

Ph: 705-474-7600 ext. 5800 / E: **servicedesk@canadorecollege.ca**

College Drive Campus (D-wing) – Room D228

Education Technology Services (ETS)

ETS provides support for classroom and audio visual / digital media technology.

Once your teaching schedule is finalized and you know which classroom(s) you will be teaching in, you can connect with Educational Technology Services (ETS) to sign-out an electronic podium key for your classroom so you can access the projector podium and any audio/visual equipment in the classroom. If you require access to Lab space, please contact your Academic Lead for approval. Classrooms are unlocked and do not require keys for entry.

Ph: 705-474-7600 ext. 5399/5450 / E: **ets@canadorecollege.ca**

College Drive Campus (C-wing) – Room C267a

iLearn Support

iLearn Support provides support for Canadore's learning management system, iLearn (D2L Brightspace). Once you receive your Employee ID, and are also attached to your courses for the upcoming semester, you will be able to log into your iLearn account.

- See the **Orientation Registration Form** for upcoming orientation sessions
- View the resources in **Appendix 3: iLearn Start-Up Guide** for login help, past course access, training courses, support options, and more
- Visit an **iLearn Support Options** scheduled throughout the year for help on course building, grades and more
- Email **ilearnsupport@canadorecollege.ca** for training, inquiries, and assistance

Email

Upon hiring, your network credentials will be provided to you by a member of the Deans' Office Team.

Services

Canadore Employee Portal

The **Canadore Employee Portal** is an internal network used to store, organize, and share information. You will be able to access the Portal once you receive your network credentials. Off-campus access requires VPN access.

Printing

To be able to print to a Canadore staff printer, you must be on a College computer. You will need to log in with your Canadore credentials and set up a printer under your account. You will need to do this for each computer from which you will be printing. This can take a few minutes, so be sure to leave yourself some time. C223 is the closest printer to our office. See Appendix 5of the Academic Employee Handbook for more information.

Shared printer locations are as follows:

- College Drive (D208, D343, C222, C109H)
- Commerce Court (W100F, E223)
- Aviation (Y227)
- Parry Sound (PS120)

To install a network printer on your computer, please refer to **Appendix 4 – Printer Install Guide**.

Large runs and runs that require coloured paper should be brought to **Print Plus**. Printing services provided by Print Plus need your department number to order. Please request approval from your supervisor before placing an order.

Ph: 705-474-3450, ext. 4348 / E: **printplus@nipissingu.ca**
College Drive (A-wing) – Room A107

First Peoples' Centre

Sarah Julian, B.A.
Director, First Peoples' Centre and Indigenous Engagement
Email: **sarah.julian@canadorecollege.ca**

At Canadore, many Nations are represented including Ojibway, OjiCree, Cree, Algonquin, Métis, , Mohawk and Inuit. Canadore welcomes approximately 1,000 Indigenous students annually from across the country. Many services are available for students. The goal of the First Peoples' Centre is to offer cultural relevancy within postsecondary programming to increase student and graduate opportunities.

First Peoples' Centre supports and promotes Indigenous student success. Canadore faculty can reach out to:

- Meet with their students
- Access the peer tutor program or recommend a student to become a tutor
- Discuss concerns about a student
- Refer a student
- Schedule a guest speaker and cultural advisors

Additional information can be found here: **https://www.canadorecollege.ca/first-peoples-centre**

Services

Registrar's Office

Jeannette Miron, BSc. MEd.
Registrar and Senior Director, Enrolment and Student Services
Email: **jeannette.miron@canadorecollege.ca**

The Admissions Office is here to help by supporting student admission and registrations, maintaining student records, and managing course changes. Financial Aid facilitates OSAP processes on behalf of MCU for our students, coordinates scholarships and bursary assistance for our students so they need so they can stay focused on their studies. Meanwhile, the scheduling team, in collaboration with our academic officers, produce class schedules and manage room resources through inventory and bookings. The Institutional Research lead is responsible for all ministry data reporting and supports program areas with program review, institutional academic data overviews and ad hoc reports.

Transfers and Pathways

Jonathan Cranston
Pathways Officer
Email: **jonathan.cranston@canadorecollege.ca**

This office helps students who are looking to study at Canadore from another school, continue their education at Canadore, or looking to pursue further education elsewhere, find the right path.

Aside from supporting the entire student population with PLAR, Pathways, Credit Transfer and Advanced Standing requests, the Pathways Officer is also a great support resource for the faculty and program areas. You can look to the Pathways Officer for support and guidance on articulation agreement creation, pathways promotion, PLAR delivery support and all things connected to our Transfer Credit Workflow system.

Student Success Services

At Student Success Services, we aim to empower students on their journey to academic excellence and personal growth. We are committed to co-designing our services with students, ensuring that they are tailored to meet their unique needs and preferences.

Our dedicated staff members offer a range of student-focused services to foster success in their studies and beyond. From providing support through personalized learning strategies to organizing mental health and wellness events, we strive to create a campus environment that promotes inclusivity, student well-being, and vibrant student life experiences.

One of our key priorities is to reduce and remove educational-related barriers for all students, including those with disabilities, through proactive accommodation planning. By working collaboratively with students, we aim to ensure that everyone has equal access to educational opportunities and support.

In alignment with our student-centered approach, our services are co-designed with students and for students. We prioritize mental health, campus inclusion, and student life services and support, recognizing the vital role they play in enhancing the overall student experience.
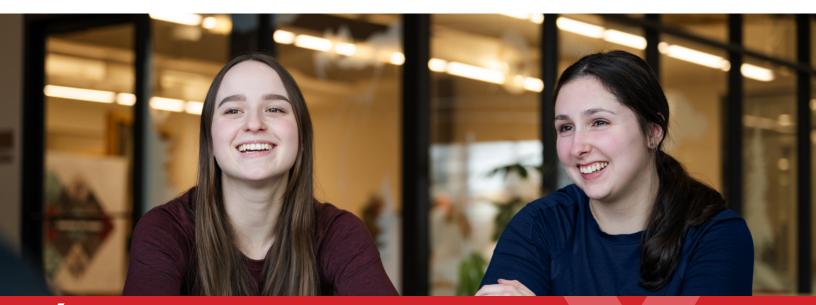
At Student Success Services, we are committed to fostering a supportive and inclusive community where every student can thrive academically, socially, and personally. We invite students to partner with us in shaping their college experience and achieving their goals.

Services

What we offer:

- **Academic Accommodations:** We provide accommodations such as extended testing time, alternative format material, and assistive technology support to ensure that students can fully participate in their academic pursuits.
- **Referrals to Specialized Support Services**: We connect students with specialized support services both within and outside the college to address their unique needs. If faculty feel students would benefit from additional learning supports, they can complete the **Student Learning Support – Staff or Faculty Referral Form**
- **Guidance on College Policies and Procedures**: We assist students in navigating college policies and procedures, ensuring they understand their rights and responsibilities.
- **Transition Support:** We offer guidance and support to students as they transition to college life, including orientation programs and workshops on-campus resources.
- **Navigation Guidance:** Assistance with changing programs or withdrawals, providing guidance on the process and implications. Referrals to Program Coordinators for program-specific advising, ensuring students receive tailored support and information related to their chosen field of study.
- **Testing Services** – the Student Success Resource Centre offers the following testing services for Canadore Students
  - Accommodated Testing Services
    - ☐ Available for students who are registered with Accessibility Services and have testing accommodations
    - ☐ Faculty will receive an email notification 5 days and 1 day before the test providing them a summary of who will be writing, the date, time and length of the test.
    - ☐ Faculty will need to confirm that the information submitted by the student is correct – this can be done by updating the test request form in Accommodate or emailing the Student Success Technologist for that campus
      - · Patti Stencell – Aviation or West Parry Sound
      - · Cheryl Russell – College Drive
      - · Karen Claridge – Commerce Court
  - Missed /Deferred Tests
    - ☐ This is a fee-based service that allows students who have missed a test and need to write it outside of their regular class time.
    - ☐ With faculty approval students can write this test within the Student Success Resource Centre.
    - ☐ Cost for Missed Tests is $20/test and this fee can be waived by faculty
    - ☐ Please refer to the Deferred Testing Guidelines for more information on missed tests and waiving fees.

Services

Accessibility

The Accessibility for Ontarians with Disabilities Act (AODA) and its accompanying standards mandate that educational institutions ensure the accessibility of course materials and resources for students with disabilities. These regulations are designed to eliminate and prevent barriers to learning by addressing accessibility needs and providing information in formats that are usable by all. At Student Success Services, we strongly encourage faculty to integrate Universal Design for Learning principles into their course design and to develop accessibility multimedia content.

Through our online software, **Accommodate**, Student Succes Services provides comprehensive assistance to students with academic accommodations needs at Canadore College. This assistance includes:

- Academic accommodations
- Provision of course materials in alternative formats
- Arrangements for extended testing time, and/or testing in Resource Centre
- Access to assistive technology
- Peer tutoring support
- Appointment focused on learning strategies.
- Transition support and orientation.
- Advocacy and referral services
- Educational workshops and training sessions
- Collaboration with faculty and staff

Our accommodation process emphasizes collaboration among students, Student Success Services, and instructors/faculty, reflecting Canadore's shared responsibility to accommodate students with disabilities. Our vision is to cultivate a college community where accessibility is not merely a priority but an integral aspect of our culture. We envision a campus where barriers to learning are dismantled, enabling every student to fully participate, engage, and excel in their academic pursuits. We strive to lead in accessibility, innovation, and inclusion, setting the benchmark for excellence in supporting students with disabilities.

Accessing Student Accommodations

In order to receive academic accommodations, a student must be registered Student Success Services and have a current Student Success Profile (SSP). After the SSP is created, the appropriate faculty members will be provided the SSP via email. The SSP confirms that the student is registered with Student Success Services and outlines the approved accommodations. Faculty will also be able to log into Accommodate to view students in their courses who have academic accommodations.

Once the Student Success Profile is received, faculty are asked to:

- Review the Student Success Profile for each student
- Discuss accommodation needs with each student individually confidentially
- Implement the accommodations in a timely manner
- Treat all disability-related/accommodation information and discussions as private and confidential

How to Log into your Accommodate Account

1. From the **Student Success Services** main page, click "Log in to Accommodate" on the right-hand side or use this link: **https://canadorecollege-accommodate.symplicity.com/**

2. Click the box labelled "Faculty"

3. Log into your Accommodate account by using your Canadore Microsoft 365 login credentials (Canadore email address and password)

Services

Viewing Student Accommodations

SSP's are sent to the faculty Canadore email account. This includes a detailed description of each accommodation. Faculty can also see a list of their students who have SSP's and view a summary of the accommodations through the Faculty Portal.

1) Log in to Accommodate
2) Click on "Courses" on the Left-Hand Menu Bar
3) Click on the desired course
4) Click on "Enrolled Students"

Mental Health & Wellness Support

At Canadore College, we understand that students may encounter challenges and distressing situations during their academic journey. That's why we offer a range of support services to assist distressed students in navigating difficult times. Our dedicated team at Student Success Services provides compassionate guidance and resources to help students cope with stress, anxiety, and other emotional difficulties. From confidential counselling sessions to crisis intervention services, we are here to listen, support, and empower students to overcome obstacles and thrive in their academic and personal lives. Additionally, we collaborate closely with faculty and staff to ensure that distressed students receive the necessary accommodations and support to succeed academically. Our goal is to create a campus community where students feel valued, supported, and equipped to reach their full potential.

Student Employment

Centre for Career Development

The Centre for Career Development can support you in regards to:

- Employment Documents: Creating or updating resumes, cover letters, and portfolio reviews.
- Job Search Supports: How to job search, electronic application systems, navigating job fairs.
- Interview Preparation: Mock interviews, practice questions, what to bring.
- Networking: How to get connected, using LinkedIn, creating an elevator pitch.
- Entrepreneurship Support: Learn from successful community business partners how to start up.
- Volunteer Opportunities: Community opportunities to build your skills and civic responsibility.
- Mentorship: Connecting Alumni and students to those that "have been there, done that".

Additional information can be found here: **Student Employment - Canadore College**

Panther Sport and Wellness

Canadore offers Sports and Wellness programs to fit your schedule and lifestyle. There are recreation and extramural activities, varsity teams and leagues, and fitness and wellness classes to choose from. Workshops and campus life events are also offered at each campus!

Some of the activities include:

- Varsity sports include Men's and Women's Volleyball and Men's Basketball.
- Club Sports include Men's and Women's Hockey, Soccer and Men's Baseball.
- Rec Sport: Intramurals, Drop-in sport, LUG Hockey, REC2GO, Trail Access, Snowshoe Lending Program, and Bike Share Program.

Additional information can be found here: **Canadore College (canadorepanthers.ca)**

Services

The Village

The Village is a Centre of Excellence in Healthy aging. This world-class health and wellness facility is located in at 100 College Drive campus in North Bay. The only model of its kind in Canada, the facility is focused on collaborative interprofessional education and the integration of Indigenous, Eastern and Western healing and wellness practices. The Village integrates seniors on campus, creating an intergenerational space, where students and seniors learn with each other. **The outcome is a reduction in the risk for social isolation, improved well-being, and a place where everyone is welcome.** The Village offers over 60 student-led or student supported activities for Seniors at no cost. All activities support healthy aging, in the areas of physical activity, social connections, lifelong learning and technology support. Over 800 seniors per month engage in programming with students from a variety of programs from our Schools of Indigenous Studies, Human Care, Health Science and Social Services, and Sport and Recreation. In addition, The Village offers a comprehensive suite of student-run clinics, including general health, dental hygiene, safe mobility, cognitive stimulation, early childhood education, as well as specialized Indigenous classrooms and ceremonial areas. The Village continues to educate and train the next generation of health and wellness professionals. Theory delivered in the classroom seamlessly becomes practical experience in student-led activities and clinics. The next phase at The Village includes a long-term care facility on campus. Future plans also include intergenerational living opportunities for seniors and students and an affordable assisted living facility.

To learn more about Canadore College you can visit **https://www.canadorecollege.ca/the-village** and watch the following video **The Village - Canadore College**.

Infrastructure and Public Safety

The Security Team is available 24/7, with offices at each campus.

Service include:

- General Inquiries for Staff/Students/Visitors
  o Parking on campus
  o Access control
- First Responders for any emergency incidents,
  o Emergency First Aid
  o Assistance with 911 protocols
  o De-escalation of situations

Security contact info:

Education Centre Security - 705.474.7600 ext. 5555, 705.498.7244 or 705.471.2488
Commerce Court Security - 705.474.7600 ext. 5636 or 705.498.9375
Campus Safety Walk - 705.494.9192

Call 911 in the event of an emergency for Police, Fire and/or Ambulance

E: **security@canadorecollege.ca**

Additional information can be found here: **https://www.canadorecollege.ca/experience/safe**

Dining Options

100 Elements

In this unique learning environment students create and serve decadent multi-course meals under the training and supervision of Canadore's award-winning chefs de cuisine and experienced professors. The dining experience is based on a classical foundation with modern cuisine and also features Ontario wines, local beers and fine single malt scotches.

For more information, visit: **100 Elements**

Services

Food Services

Food services are available at each campus in North Bay.

For more information, refer to **https://www.canadorecollege.ca/support/meal-plans/college-drive-cafeteria**

Harris Learning Library

The Harris Learning Library provides assistance and instructive guidance, access to resource materials, and a comfortable environment to study.

The Harris Learning Library has many services to support student learning.
· Friendly and helpful staff
· Information resources including books, games, streaming videos, audio books and electronic resources
· Access to materials from other libraries through InterLibrary Loan
· Individual and group study work spaces
· WiFi
· Copying and printing
· Stress buster activities such as puzzles, games, coloring sheets, and knitting baskets.
· Weekly therapy dog visits

Library staff also coordinate with instructors in the provision of library instruction sessions specifically tailored to class needs and subject matter. These sessions focus on developing effective search strategies, evaluating information, how to avoid plagiarism, and the importance of providing proper citations. They have several short video tutorials, subject specific research guides, and links to other resources.

Ph: 705-474-3450 ext. 4221 / E: **info@eclibrary.ca**

Additional information can be found here: **www.eclibrary.ca** or **library.help@canadorecollege.ca**

CANADORE
college.ca

Appendices

Please click on the links below to view the full documents.

Appendix 1 - Service Staff Quick Reference Guide

Appendix 2 - ITS Quick Reference Guide

Appendix 3 - iLearn Start-Up Guide

Appendix 4 – Printer Install Guide

Appendix 5 – Academic Employees Collective Agreement

Appendix 6 – Dayforce Guide

GREAT THINGS HAPPEN HERE