

Members Present: Jacob Baisley (Chair, Faculty), Sarah Moore (Admin), Matthew Wilmot (Admin), Connor Andrews (Support Staff), Rebecca Morin (Support Staff), Ksenia Gvozdikova (Support Staff), Ziyaad Rajabalee (Support Staff), Kristopher Smith (Support Staff), Vimal Savsani (Faculty)

Members Absent: Gavin Park (Vice Chair, Faculty), Michael Johns (Admin), Colleen Piekarski (Faculty), Sruti Panicker (Student), Reece Sommerfeld (Student), Madison Sutherland (Student)

1.0 Call to Order

The meeting was called to order at 5:10pm by Jacob Baisley.

2.0 Approval of the Agenda

Moved by Rebecca Morin

Seconded by Ziyaad Rajabalee

CARRIED

3.0 Approval of the Previous Minutes

Motion to approve the minutes recorded for the regular meeting of College Council on November 13th, 2025.

Moved by Vimal Savsani

Seconded by Rebecca Morin

CARRIED

Motion to approve the minutes recorded for the regular meeting of College Council on December 1st, 2025

Moved by Rebecca Morin

Seconded by Vimal Savsani

4.0 Update on Previous Action Items

Jacob B provided an update on his assigned action items. The following were completed:

- Members have been invited to their MS Team.
- The website was updated with the new membership information, meeting date, and previously approved minutes.
- Several administrators responded to the request for members. Some could not join due to scheduling conflicts, but one possible new member will be attending a meeting in the new year. No new faculty volunteers have been identified, but a call was put out at their most recent union meeting and then again via email.

The following action items are still in progress:

- No new technologies have been adopted to prevent internet access by students in computer labs, but CAELL is exploring some possibilities.
- Health and Safety updates are paused as there were no reps present at this meeting.
- Movement towards student licenses for software such as SolidWorks.
- Continuing the investigation into reviving Wellness Week (or similar activities).

Jacob B will continue to follow up on the internet disconnection possibilities and options for increasing student use of lab software.

ACTION ITEM – JACOB B

Rebecca will continue to gauge interest surrounding Wellness Week activities.

ACTION ITEM - REBECCA

5.0 Report on Standing List of Issues

5.1 CSC Activity Report (Student representative)

No student representatives were present, but members engaged in discussion of the ongoing initiatives led by staff working with CSC. Members discussed the existing initiatives as well as future plans.

5.2 Health and Safety Update

No health and safety reps were present. However, the members expressed concerns that Jacob B offered to forward to Gavin.

One member raised concerns about the scheduling for security staff at all campuses. Members wanted to ensure that security staff are present whenever classes are running.

Some members raised concerns about the hallway at the bottom of the elevator leading down to G107. The hallway near the elevator has a sharp corner where near-collisions are frequent and members suggested that a corner mirror would be welcome for that corner.

Jacob B will forward the above concerns to Gavin.

ACTION ITEM – JACOB B

5.3 Sustainability / Technology / Strategic Direction

Members engaged in a detailed discussion of generative artificial intelligence tools and expressed concern around ethical and appropriate uses of the tools, along with our ability to effectively communicate those appropriate use cases to students.

Ideas were suggested such as introducing the academic integrity module into all programs in the first semester. Some other members discussed the need for discipline-specific education on artificial intelligence usage.

Jacob will connect with the communications faculty to discuss options with academic integrity and artificial intelligence modules in first-semester classes.

ACTION ITEM - JACOB

Jacob will connect with the CAELL team about a larger strategy for the broader academic portfolio with discipline-specific education around ethical and appropriate AI usage.

ACTION ITEM - JACOB

Members also discussed the environmental impacts of technological tools and the College's energy footprint more broadly. Jacob will connect with the sustainability department to discuss methods for tracking and reducing our energy consumption.

ACTION ITEM - JACOB

5.4 Supporting Students

Members raised concerns about the hours of operation for the cafeteria at the Commerce Court and Aviation campuses, suggesting that there are large blocks of time where classes run and the cafeterias are closed. Sarah will follow up on the hours of operation and agreement with the provider.

ACTION ITEM - SARAH

Members raised concerns about students' inability to use their bus pass if they do not have a smartphone. It is a small proportion of our student body, but we do have students without smartphones, so members expressed a strong desire to establish alternatives for these few students. Jacob will connect with Shawn regarding the bus strategy.

ACTION ITEM - JACOB

A few members expressed concerns they have seen or experienced with the iSucceed platform. As a result, members offered to share all their feedback with Rebecca, who will consolidate it and share that feedback with the team managing the tool for improvements.

ACTION ITEM – ALL MEMBERS

5.5 Supporting Employees

Members expressed concern with the current scheduling setup for students who are on individualized academic plans. Students on these plans are

frequently enrolled in classes that conflict with one another, so the members hope that coordinators can be provided the opportunity to meet with their Academic Officers before schedules are finalized to minimize these occurrences. Jacob will contact the dean's office to determine if this is feasible.

ACTION ITEM - JACOB

5.6 Operating Manual Review

Jacob will send out the newest draft of the operating manual for review by the Council before the next meeting.

ACTION ITEM - JACOB

6.0 New Business

Jacob will reach out to marketing to update the microsite with the new minutes and membership.

ACTION ITEM - JACOB

Members expressed the need to identify prospective new chair and vice chair applicants. Jacob will communicate to all members that the position is set to be filled and members are encouraged to consider the position for themselves or identify other council members for nomination.

ACTION ITEM – ALL MEMBERS

7.0 Adjournment

Jacob B moved to adjourn at 6:49pm.

CARRIED

Minutes submitted by: **Jacob Baisley**

Approved by Council on: February 4, 2026 