



Minutes - Regular Meeting

November 21st, 2024 – 5:00 pm

Gincor Boardroom
60 Commerce Crescent
North Bay ON P1A 0B4

Meeting Attendance

Present

Jacob Baisley – Chair, Faculty
Gavin Park – Vice Chair, Faculty
Colleen Piekarski – Faculty
Robert Hardwick – Faculty
Vimal Savsani – Faculty
Melissa Whalen – Recorder, Admin
Jacob Ricci – Faculty
Michael Johns – Admin
Aamil Mohammed Ferhath – Support
Connor Andrews – Support

Regrets

Sarah Moore – Admin
Christopher Donaldson – Faculty
Lucie Mutch – Faculty
Jolene Carter – CSC President
Ivjot Singh, VP of Operations
Sruti Panicker – CSC VP of Student Life
Sarah Moore – Admin

- 1.0 **Call to Order** – at 5:15 pm by Jacob
- 2.0 **Approval of the Agenda** (Gavin/Michael)
- 3.0 **Approval of the Previous Minutes** (Rob/Gavin)

Approved

MOTION CARRIED

4.0 Update on Previous Action Items

- Feedback was given regarding third and fourth-year students who are not successful in a particular course and then must wait an entire year to retake it, with no alternative options available. Jacob reviewed the availability of a specific course across other Colleges as discussed at the last meeting, however, it was confirmed that students on a study permit cannot change their Institution of Study, so partnering with other Colleges may not be an effective solution for all students. However, the possibility of OntarioLearn courses remains, depending on what other institutions allow, though there may be additional considerations.
- The website has been updated with a new membership list and details about the upcoming meeting.

5.0 Report on Standing List of Issues

5.1 CSC Activity Report (Student Representative)

- CSC Representatives were unable to attend because they were holding their own CSC meeting. They will provide an update at our next Council meeting.

5.2 Health & Safety Update

- The Health & Safety Committee is scheduled to meet on Thursday, November 28, 2024, at the Commerce Court Campus. An update will be provided at our next Council meeting.
- The Working Alone Policy is available on iCan – [Click Here](#)

5.3 Sustainability/Technology/Strategic Direction

- The final draft of the survey will be available for review at the next meeting. Once finalized, it will be circulated to the Sustainability, Information Technology Services (ITS), and Academic Centre of Excellence departments to prevent overlapping feedback before being released.
- The discussion around AI, testing, and concerns with lockdown browsers continues. Some faculty members are now transitioning to paper-based scantron sheets, which can be generated in iLearn.
- Feedback was provided about the need for specific technology in certain classrooms (e.g., power sources). It is recommended to bring this to the attention of the program coordinator.
- We discussed adaptive testing and the potential for making it available to students for practice.
- JACOB ACTION ITEM: Contact the Academic Centre of Excellence (ACE) to identify current resources and explore potential resources for adaptive testing programs.

5.4 Supporting Students

- We discussed the “Call a Bus” option available to students and recognized transportation improvements at the Commerce Court campus. However, feedback indicated that the earliest available bus schedule does not align with morning classes or placements, causing students to be late.
- Brought forward student feedback about the CAN100 course, specifically, the course showing up on the final transcript.
- JACOB ACTION ITEM: Bring this feedback to the Academic Centre of Excellence.

5.5 Operating Manual Review

- We are looking for members willing to work on this in sections and bring it back to the group for approval. If you are interested, please reach out to Jacob.
- JACOB ACTION ITEM: Send communication to interested parties by the end of next week.

6.0 Electing a Recording Secretary

- We reopened the discussion for the recorder position to see if there were any interested parties. There were no new expressions of interest, so Melissa will remain as the recorder. (Gavin/Rob)
MOTION CARRIED

7.0 New Business

- Investigate the use of AI tools to assist in capturing meeting minutes.
- Add Supporting Employees to the list of standing items (Gavin/Rob)
MOTION CARRIED
- Under the new topic of Supporting Employees, feedback was provided about exploring potential process improvements for determining eligibility for course enrollment based on prerequisite requirements.
- JACOB ACTION ITEM: Explore what is currently being done and identify additional possibilities.

8.0 Adjournment at 7:03 p.m. by Jacob

Next Meeting: December 9, 2024 – Aviation Campus