

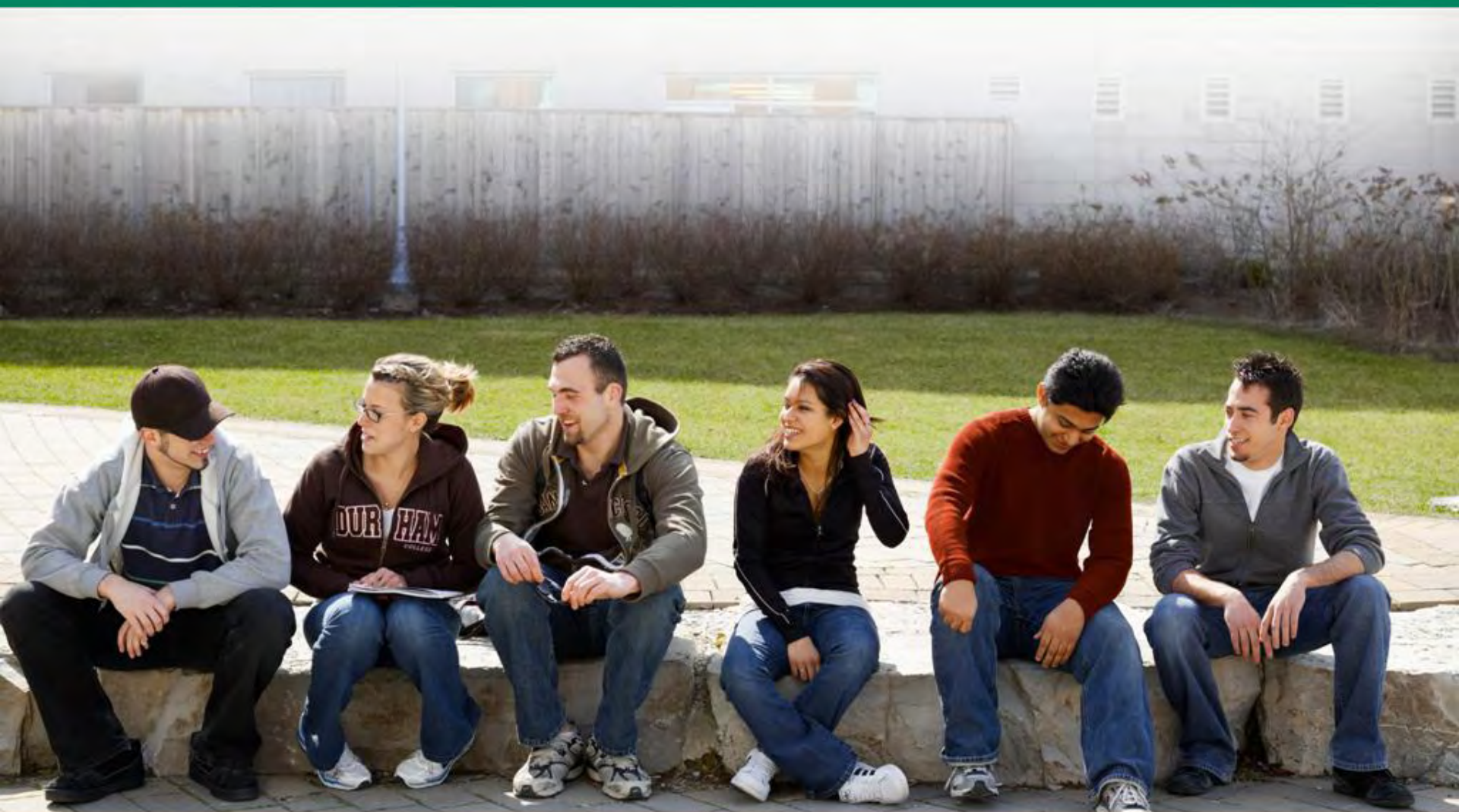
**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
BOARD OF GOVERNORS 436th REGULAR MEETING
PUBLIC SESSION AGENDA
JANUARY 12, 2011**

DATE: January 12, 2011
TIME: 6:00 p.m.

PLACE: Community Room
Oshawa Campus

1. CALL TO ORDER
2. INTRODUCTION OF GUESTS
3. ADDITIONS/DELETIONS TO THE AGENDA
4. CONFLICT OF INTEREST DECLARATIONS
5. PRESENTATIONS
 - 5.1. Debbie McKee-Demczk, Director, Office of Research Services and Innovation, and Chris Gillis, Manager, Innovative Business Solutions, Durham College Corporate Training Services.
6. APPROVAL OF PREVIOUS MINUTES
 - 6.1. Approval of the Minutes of the 435th Regular Meeting (Public Session) held November 10, 2010*
7. ACTION ARISING FROM PREVIOUS MINUTES
8. CHAIR'S REPORT
9. PRESIDENT'S REPORT
 - 9.1. President's Report – November and December 2010 *(for information)
10. COMMITTEE REPORTS
 - 10.1. AUDIT AND FINANCE COMMITTEE (M. SIMPSON)
 - 10.1.1. Audit and Finance Committee Report #4 – December 7, 2010 *
 - 10.2. EXECUTIVE COMMITTEE (B. ROBINSON)
 - 10.2.1 Executive Committee Report #3 of December 6, 2010 *
 - 10.3. GOVERNANCE REVIEW COMMITTEE (G. CUBITT)
 - 10.3.1 Governance Review Committee Report #2 of November 16, 2010*
 - 10.4. NOMINATING COMMITTEE (M. NEWELL)
 - 10.4.1 Nominating Committee Report #1 of November 15, 2010*
11. CONTINUING BUSINESS
12. NEW BUSINESS
 - 12.1 New Program Approvals – Recreation and Leisure * - Judy Robinson (for approval)
 - 12.2 Approval for Travel – President – April 2011 * (for action)
13. OTHER BUSINESS
 - 13.1 Program Advisory Committee Minutes * (for action)
14. INQUIRIES AND COMMUNICATIONS
15. UPCOMING EVENTS
 - 15.1 Program Advisory Committee Event – January 26, 2011 at 5:30 pm in the Dining room, Room G213
16. MOVE TO IN-CAMERA SESSION
17. ADJOURNMENT

* Documentation attached



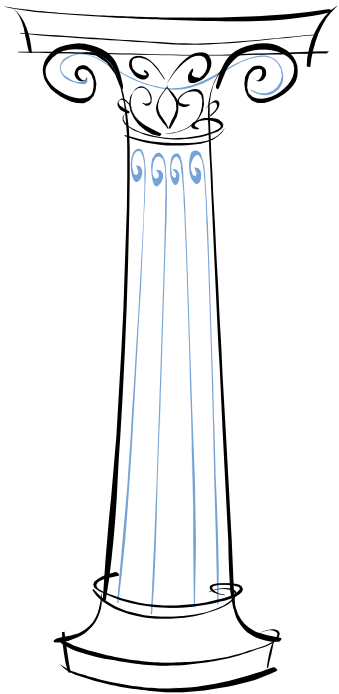
2010-11 Business Plan deliverable:

- ✓ a vibrant and effective research agenda

Durham College will deliver a culture of applied research and practice to develop student/faculty expertise, enhance the curriculum and establish new partnerships with industry and business.

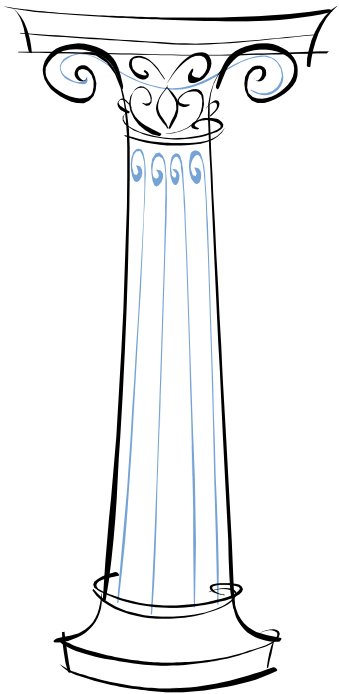


Our students



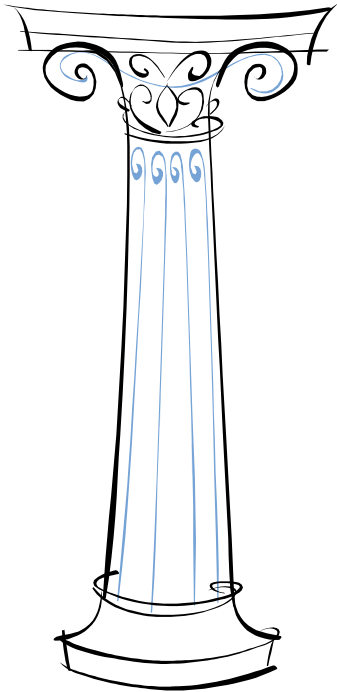
- Ensure student success through exceptional learning experiences and customer service at all levels of the college
 - 19 students engaged in research
 - Research Advisory Committee established
 - Research-related General Education course under development

Our people



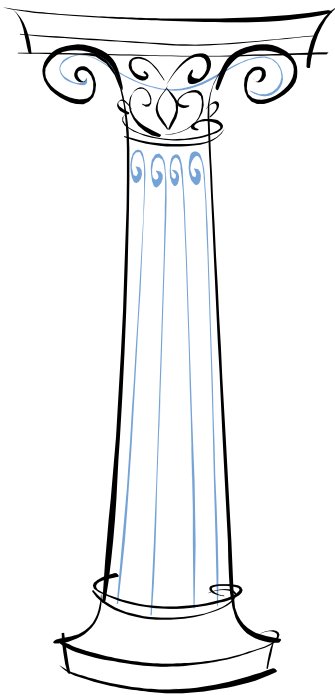
- Encourage professional growth through training and development opportunities
 - 11 faculty engaged in research
 - 5 faculty information sessions offered on intellectual property and proposal writing
 - 2 faculty research projects underway

Our business



- Increase efficiency via streamlined organizational policies and procedures
 - New policies and procedures: (1) research involving human participants (2) integrity in research and scholarship
 - Updated policy: intellectual property
- Integrate new technologies and equipment into programs, services and facilities
 - Incubator centre
 - Application to NSERC CCI equipment fund

Our community



- Pursue and conduct an innovative research agenda that responds to industry needs
 - Two Industry Liaison positions created to work with small- and medium-sized enterprises (SMEs)
 - Working with Okanagan, Lethbridge, and Nova Scotia community colleges to explore research opportunities for industry
 - NSERC applications to better serve SMEs

Initiative	Start	Results
CONII (Colleges Ontario Network for Industry Innovation)	November 2009	<ul style="list-style-type: none"> ◦ 4 projects completed ◦ 2 new projects to start ◦ 5 proposals under review
NSERC (Natural Sciences and Engineering Research Council)	October 2010	<ul style="list-style-type: none"> ◦ Approval for institutional eligibility obtained ◦ Application to CCI entry-level grant ◦ Application to CCI equipment fund
FedDev ARC (Applied Research and Commercialization Initiative)	October 2010	<ul style="list-style-type: none"> ◦ Application approved in September ◦ 15 proposals in development
IDN (Innovation Durham Northumberland - Regional Innovation Centre)	December 2010	<ul style="list-style-type: none"> ◦ Partner – providing enhanced business development services to local companies
OCE (Ontario Centres of Excellence)	January 2011	<ul style="list-style-type: none"> ◦ 3 Connections projects to start
SSHRC (Social Sciences and Humanities Research Council)	In progress	<ul style="list-style-type: none"> ◦ Application for institutional eligibility underway
REB (Research Ethics Board)	In progress	<ul style="list-style-type: none"> ◦ Policy and procedure approved by NSERC and DCLT ◦ Recruitment for REB members underway
CFI (Canada Foundation for Innovation)	- Page 8 of 299	Application under consideration for research infrastructure

Incubator Centre

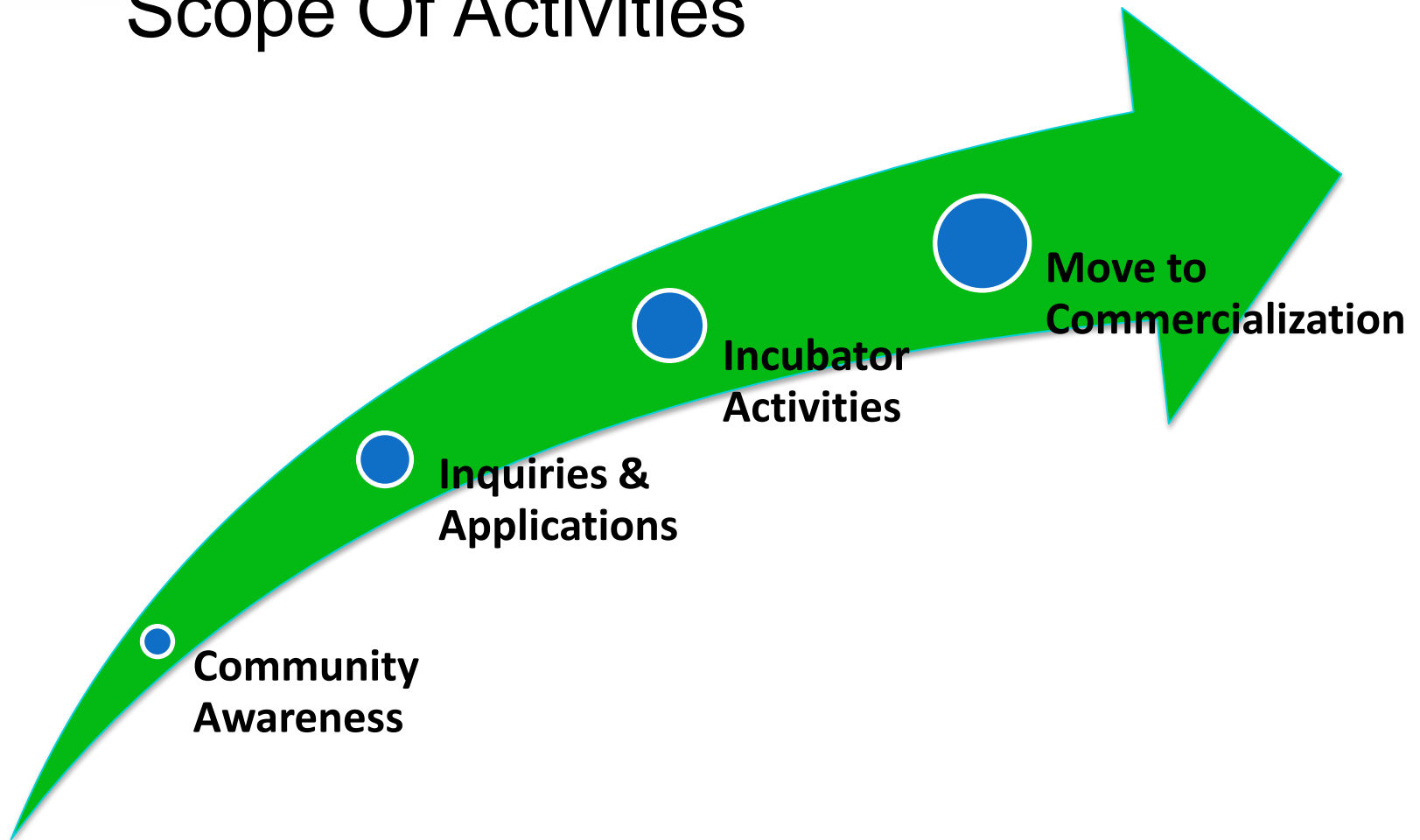
*Bringing People's Ideas
To Life!*

“Innovation is now recognized as the single most important ingredient in any modern economy”

- The Economist Magazine

- DC/UOIT/DSEA collaboration
- Focused on proving ideas work & commercialization
- Ranking criteria for project best fit
 - Economic impact, faculty & student involvement
- Scope of services
 - Space & equipment
 - Access to staff, faculty & students
 - Rigorous proving process
 - Information & resources

Scope Of Activities



Imagine!

- **A place of convergence!**
- **Different; people, ideas, views, disciplines, fields....**
- **Strong connections with every school in the college**
- **A rich environment that supports learning, development & growth**
- **Creating an instrument**



Thank you

Debbie McKee Demczyk

Director, Research Services

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Chris Gillis

Project Manager, Incubation Centre

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**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 435TH REGULAR MEETING (PUBLIC SESSION)
OF THE BOARD OF GOVERNORS
NOVEMBER 10, 2010**

Date: November 10, 2010
Time: 6:00 p.m.

Place: Community Room
Oshawa Campus

IN ATTENDANCE

GOVERNORS: Bill Robinson, Chair
Ron Chatterton
Rhonda Christian
Jill Cook
Garry Cubitt
Kevin Dougherty
Carlee Fraser
Doug McKay
Michael Newell
Darrell Sewell
Mary E. Simpson
Jackie Simkin
Judy Spring
Franklin Wu

REGRETS: Aileen Fletcher
Fred Upshaw

PRESIDENT: Don Lovisa

SECRETARY: Leigh Doughty

SENIOR STAFF: Nevzat Gurmen
Ken Robb
Margaret Greenley
Donna McFarlane
Judy Robinson
Tony Doyle
Karen Graham

CALL TO ORDER

The meeting was called to order at 6:08 p.m.

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 435TH REGULAR MEETING (PUBLIC SESSION)
OF THE BOARD OF GOVERNORS
NOVEMBER 10, 2010**

INTRODUCTION OF GUESTS

Donna McFarlane, Vice-President of External Communications and Marketing, introduced Vidal Chavannes, Manager Program Development and Quality Initiatives, Office of Research Services and Innovation; Greg Murphy, Dean, School of Media, Art and Design; Norm Fenton, Dean, School of Skilled Trades, Apprenticeship and Renewable Technology; Susan Sproul, Dean, School of Health and Community Services; and Ross Stevenson, Professor, School of Science and Engineering Technology; Elaine Wannamaker, Manager, Insurance and Risk Management; and Gary Pitcher, Director, Campus Safety; Debbie Rautins, Support Staff Union Representative; Brenda McGowan, Faculty Union Representative, Cosette Kazarian, Communications and Marketing; Melissa Mancini, Durham Metroland.

ADDITIONS/DELETIONS TO THE AGENDA

None noted.

CONFLICT OF INTEREST

None noted.

PRESENTATIONS

Judy Spring, Dean, School of Business, IT and Management, made a presentation regarding her school. Judy provided an overview of the organization of the school. The business programs are built on flexibility with a common first semester. At the end of the first semester students select their major. Students can leave at end of first year with a Business Fundamentals certificate, or continue in a two year diploma in Accounting, Entrepreneurship and Small Business; Human Resources; Marketing or Operations Management. Students also have the option of a one year Human Resources Management graduate certificate. In the management portfolio the business programs include sport management, culinary skills and hospitality management. We anticipate when Whitby Phase III is complete, these programs will move to that campus.

Judy highlighted pathways with UOIT in business, IT and hospitality management. Other business program pathways include Athabasca, Trent, Davenport University (Michigan), Ryerson, Lakehead, and Griffith University in Australia. There are also some local pathways that are advantageous to high school students, with some dual credits.

Board members had questions regarding the delivery of the high school course. Judy advised this pilot project is going well in the high school system and is our first opportunity to liaise with the local schools in this way. It is a matter of scheduling and ensuring we have the right faculty member to fit the course. It is a provincial initiative to go into the high schools and is very popular with the students.

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 435TH REGULAR MEETING (PUBLIC SESSION)
OF THE BOARD OF GOVERNORS
NOVEMBER 10, 2010**

The school offers compressed intake in September, January and May. There are currently seventeen international students enrolled in our business programs.

The Chair thanked Judy for her presentation.

Governor Cubitt left the meeting at 6:22 p.m.

APPROVAL OF PREVIOUS MEETINGS

Moved by Governor Simkin

Seconded by Governor McKay

“That the minutes of the 434th public meeting of the Durham College Board of Governors, held September 8, 2010, be approved.”

CARRIED

ACTION ARISING FROM PREVIOUS MINUTES

None noted.

CHAIR’S REPORT

Nothing noted.

PRESIDENT’S REPORT

President Lovisa presented his report for September and October 2010, highlighting the recent trophy won at the National Women’s Golf Championship and an article in Sports Illustrated magazine about our varsity accomplishments. President Lovisa recently participated in an “out on the street event” with Jill Cook, Student Governor and Anthony Boland, President of the Student Association, answering questions and connecting with students. There was very positive feedback at the event. Lastly, the President advised of the appointment of Sue Todd, Dean of the School of Science and Engineering Technology, to the Walkerton Clean Water Centre Board.

The report was received for information.

COMMITTEE REPORTS

The Audit and Finance Committee Report #2 of October 5, 2010; Audit and Finance Committee Report #3 of October 27, 2010; Executive Committee Report #1 of September 20, 2010; Executive Committee Report #2 of October 25, 2010 and Governance Review Committee Report #1 of September 15, 2010, were presented to the Board by the respective Chair of each standing committee.

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 435TH REGULAR MEETING (PUBLIC SESSION)
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NOVEMBER 10, 2010**

Governor Simpson highlighted the recent meetings of Audit and Finance, where an update on the accumulated surplus/deficit position was received. The budget process for 2010- 2011 was provided to the committee and is now underway. During October the committee received the audit plan. There have been some sector changes for accounting standards that will impact the College. Staff is currently addressing budget pressures, we continue to track towards a balanced budget, enrolment is strong and our capital projects are on schedule.

Board members had questions regarding the new MTCU directive on procurement. President Lovisa advised we are currently conducting a gap analysis on our procurement practices.

The Chair highlighted several items from the Executive Committee report including four new program approvals in October 2010; an update to the executive committee terms of reference; and approval of regular expense reports.

Governor Wu highlighted items from the recent Governance Review Committee meeting including proposed amendments to Durham College By-law #1, discussion pertaining to the new recruitment regulations and discussion of the committee work plan and self assessment tools for the coming year.

Moved by Governor Spring

Seconded by Governor Fraser

That the Audit and Finance Committee Report #2 of October 5, 2010; Audit and Finance Committee Report #3 of October 27, 2010; Executive Committee Report #1 of September 20, 2010; Executive Committee Report #2 of October 25, 2010 and Governance Review Committee Report #1 of September 15, 2010, be approved.

CARRIED

CONTINUING BUSINESS

Sample Program Dashboard

Judy Robinson, VP, Academic, presented a sample of the program dashboard to the Board as a follow up to a request from June 2010. Judy advised this was an example of a three year program in a compressed format. The dashboard tracks such information as enrolment change, student satisfaction, graduate rate and graduate employment rate. The review team receives the dashboard and all background data. Judy advised the program health matrix was designed as an annual review to be completed in June of each year; however, we will decide in 2011 if this needs to be a biannual review.

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
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Board members asked if we benchmark our programs to other colleges. Judy advised that we do this with other colleges in the system that have the same program code. We also benchmark against the overall KPI rate, reviewing quality and potential growth of the program. We target our benchmark to be above the provincial average. This information is provided to our research staff for analysis. We also identify if the program advisory committee is functioning well.

Board members had questions regarding how long a program can remain stagnant or decline before it is advised that the program be eliminated from the schedule. Judy indicated we review declining programs with the team and determine what steps need to be taken to address these issues. The intent of the program matrix is to give the program team very specific measurements to review. If we see trending that is not positive and all options have been explored, we would bring this to the Board to discuss the dissolution of the program.

The report was received for information.

NEW BUSINESS

Program Approvals

Judy Robinson, VP, Academic presented four new programs for consideration including Accessibility Coordination; Construction and Hoist Techniques; Biofuels Bioprocesses Technician and Fine Arts – Advanced. Judy advised they have been working on a cycle of twenty new programs since September. Of the twenty proposed programs, fifteen are complete, two have been eliminated and we will continue to check the market on the other three proposed programs. Three of the proposed programs are unique in the college system (Accessibility; Construction and Hoist; and Biofuels), the fourth has a unique approach to the program.

The accessibility program addresses many legislative changes to the Accessibility for Ontarians with Disabilities Act (AODA), including a training and skills gap. Durham College will be one of the first colleges in Ontario to offer this program and there is a need in the labour market for this program.

Board members had questions regarding MTCU grant funding for this program. Judy advised there will be no grant for the first year. The program will be forwarded to the Ministry for program funding consideration once the board has granted approval.

The Construction and Hoist program will be offered at Whitby campus. Students will learn the basics of safety with hands-on skills and onsite training for the crane portion of the program. Graduates will work on construction sites where cranes are used.

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
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Judy advised the bio-fuels/bioprocesses technician program is unique in the Ontario College system and will be offered at Whitby campus. The program will focus on the use of bio energy. This program will add to our sustainability stewardship cluster of programs and provide a unique skills set in an emerging industry. We want to see the job market at the two year point and will then determine if a three year program or graduate certificate should be added. Judy advised that pathways are always discussed when developing a program.

Board members had questions regarding the assurance of operational safety in the courses we offer. Our focus group, an ad hoc committee, has members from current operating sectors and these volunteers will be involved in developing the curriculum for the program, considering all occupational health and safety needs. This ad hoc group will continue until a formal program advisory committee is struck.

Board members had questions regarding the program approval process. Our next step is to forward the programs to the Ministry for funding. Staff is preparing to market all programs. We cannot actively advertise these programs, nor are they in our college calendar, but have set up a program calendar that we can actively add to as the programs are approved. We believe the uniqueness of the programs and our marketing approach will ensure we receive adequate applications for the programs.

The final program presented was the Fine Arts Advanced, three year program. Based on expressed interest from our current students we have developed a unique approach to the fine arts program, offering collaboration with community groups and the not-for-profit sector. Graduates will be in the unique position of working with established industry contacts.

Board members had questions regarding the twenty new programs and if we will be able to afford the capital costs for these programs in our next budget. Judy advised staff review the capital costs, faculty and space needs when developing new programs. Nevzat Gurmen, CFO, advised the approval of these programs is considered as part of the current budget process.

All four programs are slated to commence in September 2011. Budgets for all programs have been reviewed by the CFO and all information regarding these programs reviewed by the President. These programs will contribute to enrolment growth, meet the labour market needs of our community and provide meaningful opportunities for students.

Judy thanked the Board for their support in the recent review of the fifteen new programs and extended thanks to staff for their creation, review and marketing of these programs.

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 435TH REGULAR MEETING (PUBLIC SESSION)
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NOVEMBER 10, 2010**

The Chair thanked Judy for her work to bring the programs to the Board.

Moved by Governor McKay Seconded by Governor Dougherty

That the Durham College Board of Governors approve the Accessibility Coordination; Construction and Hoist Techniques; Biofuels Bioprocesses Technician; and Fine Arts - Advanced programs of instruction.

CARRIED

Vidal Chavannes, Greg Murphy, Norm Fenton, Susan Sproul and Ross Stevenson left the meeting at 7:31 p.m.

OTHER BUSINESS

Program Advisory Committee Minutes

There were questions from the Board regarding the noted difficulties for students to secure a placement in certain programs. President Lovisa advised this is mainly due to the economic conditions experienced over the past year. We plan to review and make suggestions for placement opportunities in a different format in order to address these issues.

Moved by Governor Simkin Seconded by Governor Chatterton

That the Program Advisory Committee minutes be received.

CARRIED

Program Advisory Committee Meeting

President Lovisa presented an opportunity for the Board to meet the current Program Advisory Committee Chairs to learn more about the activities of the committees. The date of January 26, 2011 at 5:30 pm or later was suggested. As program advisory committees fall within the oversight of the Board through Minister's Binding Policy Directive, this will be an opportunity to discuss how to support them in their advisory role. There will also be a social component to the event, which will be held on campus.

UPCOMING EVENTS

It was noted that the Scholarship Ceremony will be held on November 18, 2010 in the Campus Recreation and Wellness Centre. The Colleges Ontario Orientation Session will be held November 20 and 21, 2010 and the Colleges Ontario Conference on November 21 and 22, 2010. The Annual Queen's Park Day is set for November 23, 2010. The Annual Holiday Dinner will take place on Wednesday, December 15, 2010 in the Market Place Cafeteria at Durham College. Invitations were issued yesterday by mail and the RSVP date is December 3, 2010.

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
MINUTES OF THE 435TH REGULAR MEETING (PUBLIC SESSION)
OF THE BOARD OF GOVERNORS
NOVEMBER 10, 2010**

MOVE TO IN-CAMERA SESSION

Moved by Governor Fraser

Seconded by Governor Simpson

That the Durham College Board of Governors go into an in-camera session to discuss corporate business items respecting human resources, litigation or contractual matters; items protected under Section 17.1 Third Party Information; and Section 19 Solicitor-Client Privileged; per the Freedom of Information and Protection of Privacy Act (FIPPA).

CARRIED

The public session recessed at 7:41 p.m.

The Board returned to public session at 9:44 p.m.

ITEMS OUT OF CAMERA SESSION

The mid-year business plan update will be provided as a public report.

ADJOURNMENT

Moved by Governor Fraser

Seconded by Governor Newell

That this meeting of the Board of Governors of Durham College adjourn at 9:45 p.m.

CARRIED

Bill Robinson
Chair of the Board

Leigh Doughty
Board Secretary

BOARD REPORT/EXECUTIVE SUMMARY

Action Required:

Public:
In-Committee:

Discussion
Decision

DATE: January 12, 2011

FROM: Don Lovisa

SUBJECT: President's report

Our Business:

It's official: Durham College a top employer

- While our faculty and staff have long maintained our family culture makes this a special place to work, it was very nice to have that reaffirmed recently with the announcement that Durham College has been named to the list of Greater Toronto's Top Employers for 2011. The top employers were listed in a special editorial supplement published by The Globe and Mail, with the college recognized for its efforts in helping employees prepare for retirement; providing maternity and paternal top-ups and excellent vacation benefits; and for supporting employees with tuition subsidies and academic scholarships for their children. All of these factors no doubt also play a big role in our very impressive annual turnover rate of one per cent. [Read more here.](#)

New degree pathways for Durham College students

- Following extensive work between academic leaders at both Durham College and the University of Ontario Institute of Technology, we're very pleased to share that two new degree pathways have been established for our students. In one case, graduates of Durham College's three-year Business Administration (Accounting, Marketing, Human Resources and Operations Management) programs with a minimum GPA of 3.5 can apply directly to the third year of UOIT's Bachelor of Commerce program without having to complete a bridge program. The other new agreement will see graduates of the college's three-year Electronics Engineering Technology, Chemical Engineering Technology, Electro-Mechanical Engineering Technology, and Mechanical Engineering Technology programs and with an overall B-average, eligible to apply for a Nuclear Power Bridge program to Year 3 of UOIT's Bachelor of Applied Science in Nuclear Power program.

Durham College, OPG and UOIT continue successful partnership

- We were so proud to host the community in November for an announcement that Ontario Power Generation, a wonderful partner to the college, was extending its five-year collaboration with us and UOIT through an additional \$5-million investment, approximately \$3 million of which will benefit the college. The partnership, originally formed in November 2005, was established to enable all three organizations to work together toward the effective education and training of employees in the Canadian nuclear sector in order to positively contribute to the economic development of Durham Region and the province of Ontario. The funding will be provided in annual instalments over a five-year period toward capital projects, educational programs, research, equipment, bursaries and scholarships. [Read more here.](#)

Our People:

Alumna named Ajax-Pickering's business person of the year

- Durham College Alumna Lorelei Hepburn, a 1994 graduate of the Environmental Technology program, was recently named the Ajax-Pickering Board of Trade's Business Person of the Year. The founder, president and chief executive officer of The Environmental Factor, a lawn care company specializing in pesticide- and chemical-free products, has been creating natural and environmentally friendly lawn and garden solutions for 20 years. After starting her business from her driveway in 1991, she moved it to an industrial site in Ajax and then expanded into other areas of Ontario and to New Brunswick and British Columbia. She is now contemplating opening another facility in Buffalo, New York and in Greece. Hepburn was named a Durham College Alumna of Distinction in 2001 and is currently a member of the college's Environmental Technology program advisory committee. [Read more here.](#)

Connecting further at employee Town Halls

- The senior leadership team held a series of three employee town hall sessions in November at our Oshawa and Whitby campuses, providing an update on our finances, construction projects, plans to grow to 10,000 students, our employee engagement survey, the reported public-sector wage freeze and other issues. We also received and answered a number of questions about the college. These sessions continue to be valuable opportunities to meet directly with employees from all areas on campus.

Faculty and staff help make it a very happy holiday

- We are so proud of the way our campus community has once again come together to help out our students and neighbours in need through the annual Holiday Food Drive. Led by Governor and Professor Kevin Dougherty and his wife Pat Vale-Dougherty, a UOIT employee, faculty and staff at Durham College and UOIT helped raise enough money and donate enough food to make it a holiday to remember for 75 campus families (including 148 children) and to work with the Kinsmen Club to support another 30 families in the community. This is the highest number of campus families and their children that we've ever supported, and the \$18,000 in donations was the most we've ever collected. We had more than 100 employees and their families give up part of their weekend on December 19 and come to campus to pack the 105 food hampers and then deliver them across the community.

Our Students:

Durham College faces in an elite crowd

- Durham College Lords fastball players Erica and Erin Dewey appeared in a recent edition of Sports Illustrated's prestigious Faces in the Crowd feature. The sisters, who were instrumental in helping the Lords' to a provincial championship in October and a national bronze medal appear together with the caption: "Shortstop Erin and centerfielder Erica, juniors at Durham College, helped the Lords go undefeated to win a record 15th Ontario Colleges Athletic Association title. Erin was the OCAA player of the year for the third time; Erica holds the OCAA record for runs in a season (22)." This is quite an honour for the Deweys given the Faces in the Crowd feature does not often include Canadian entries, let alone two in one list! [Read more here.](#)

College students launch downtown Oshawa blog

- Downtown Oshawa is the focus of a new hyperlocal blog – www.downtownoshawanews.com – created by third-year students in Durham College's Journalism – Print and Broadcast program. Dedicated to covering news and events happening in Oshawa's downtown area, the blog was launched on October 2 and has been well-received, attracting almost 5,000 page views to date. Funded by the college's Innovation Centre as well as the Durham College Research Fund, it is the first and only college-based hyperlocal blog of its kind in Canada. Hyperlocal blogs are written from a community perspective with the primary focus being the concerns of residents. The blog is a project-based learning experience for students who work as multimedia journalists, writing online stories, taking photographs, shooting video, creating slideshows and producing audio interviews.

Hard work and dedication honoured at scholarship ceremony

- Durham College honoured the significant academic achievements of 176 students and thanked many of its generous donors, during its annual scholarship ceremony in November. This is one of the most unique nights of the year for the college, as we bring together donors to meet and celebrate the students who benefit from their gifts. In total, \$130,000 in in-course scholarships were presented, recognizing the top two full-time students, based on GPA, from each post-secondary program.

Our Community:

Durham College approved for up to \$750,000 in FedDev funds

- We were very pleased to announce recently that Durham College has been approved for up to \$750,000 in funding from the Federal Economic Development Agency for Southern Ontario (FedDev Ontario) under the agency's Applied Research and Commercialization Initiative (ARC). The funding will enable the college to pursue additional research partnerships and agreements with local small- and medium-sized businesses in the areas of media design and production, green and renewable energy and health sciences. The college's allocation was more than a number of universities and colleges across the province and very reflective of the tremendous work being done by our Office of Research Services and Innovation. [Read more here.](#)

Canadian colleges descend on the Hill

- I was very pleased to represent Durham College and introduce Bev Oda, International Minister for Co-operation and Durham MP, at the Association of Canadian Community College's annual ACCC on Parliament Hill event. The sessions draw college presidents from across the country to speak with one voice to ministers, parliamentarians and senior officials. The sessions were very well-received and included time with ministers Oda and Jim Flaherty, two of the college's local representatives and supporters of the college. The sessions no doubt will continue to build a stronger relationship between colleges and the federal government, as the efforts of the 2009 event were evident in the 2010 federal budget, in work with senior officials and through the success of programs with federal departments. I'm looking forward to more results for colleges in the months ahead.

Representing Durham College at:

- A series of meetings with recently elected Durham Region mayors.
- The Whitby Chamber of Commerce's Peter Perry Awards.
- Michael Starr 100th birthday memorial celebration dinner.
- City of Pickering Mayor's Gala evening.
- Colleges Ontario annual conference and Premier's Awards.
- Scugog Mayor's Gala evening in support of the arts community.
- Guest judge at the Student Association's Got Talent final competition.
- Meeting with academic leaders and a tour of Okanagan College's new Penticton campus.

PUBLIC AUDIT AND FINANCE COMMITTEE REPORT NO. 4
MEETING OF DECEMBER 7, 2010
TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION
AT ITS PUBLIC MEETING
HELD JANUARY 12, 2011

THE AUDIT AND FINANCE COMMITTEE, AS A RESULT OF ITS MEETING HELD ON DECEMBER 7, 2010 RECOMMENDS AS FOLLOWS:

1. Review of Budget and Cash Flow

Barb MacCheyne presented a review of the Budget and Cash Flow report. We still target a balanced budget for the fiscal year 2010-11. We currently have an overall projected \$250K deficit in the budget. Fall semester enrolment is firm at a total of 7,553. Our operating grant increased for second career enrolment and this information was submitted to the ministry. The \$500K in operating grants was largely a result of second career program. There is a \$137K increase in tuition fees received to date. We have reduced the forecast for the apprenticeship program funding by \$200K. Overall net contribution is up 37%. We have seen savings in the area of student affairs, operation expenses and in the office of the registrar. A total of 117 international students are currently enrolled in College programs. We remain optimistic that additional students will be attained through winter enrolment. Facilities have seen a favourable variance related to savings in utilities expenses as a result of renegotiated gas rates, where we have secured a fixed price for one year. The ancillary operations have seen an increase in net contribution.

Our cash flow is still healthy. At October 31, 2010 we were in a \$6.7M positive position and anticipate another positive position for December to carry us through to Quarter 4, where we expect to go into a deficit position, which is cyclical for colleges.

The report was received for information.

2. MTCU Update/Ministry Directives

The Committee discussed the proposed MTCU/Ministry Directives: Procurement; Travel and Hospitality Expenses. A gap analysis of our procurement, travel and hospitality policies was presented. The Governance Review Committee also received the same update at their meeting of November 16, 2010. The proposed Accountability Act brings colleges into play. This legislation has not yet been enacted and we await further word from the Ministry.

The report was received for information.

PUBLIC AUDIT AND FINANCE COMMITTEE REPORT NO. 4
MEETING OF DECEMBER 7, 2010
TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION
AT ITS PUBLIC MEETING
HELD JANUARY 12, 2011

3. Draft 2011/12 Board of Governors Budget

The proposed 2011/12 Board of Governors Budget was presented to the Committee for input. This budget was drafted with the assumption that we continue to provide professional development opportunities to the Board such as the annual Colleges Ontario Conference and the annual Association of Canadian Community Colleges (ACCC) conference. We will bring back a revised budget if the Minister's Binding Policy Directives for travel and hospitality are issued for implementation by MTCU.

All of which is respectfully submitted,

Mary Simpson, Chair
Audit and Finance Committee
December 7, 2010

PUBLIC REPORT OF EXECUTIVE COMMITTEE
REPORT NO. 4 OF MEETING OF DECEMBER 6, 2010
TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION
AT ITS PUBLIC MEETING
HELD JANUARY 12, 2011

THE EXECUTIVE COMMITTEE, AS A RESULT OF ITS MEETING HELD ON DECEMBER 6, 2010 RECOMMENDS AS FOLLOWS:

1. Expense Reports

Expense reports were presented to the Committee under the authority of By-law 1, section 31.1 subsections (f) To review and approve the expense accounts of the President; and is a regular reporting procedure of the committee. These were budgeted expenses and in line with College policy.

ACTION: That the Executive Committee approve the expenses of the President and Members of the Board of Governors submitted for October and November 2010.

2. Consent Agenda

President Lovisa presented a report regarding the trial of a consent agenda for Board meetings. The Governance Review Committee reviewed the concept of the consent agenda at their meeting of November 16, 2010, and recommend use of the consent agenda at the Board level during January to March 2011. The main purpose of a consent agenda is to move administrative and repetitious items of business through the Board meeting process more efficiently, allowing Board members to focus on fulsome discussion of the remaining agenda items, satisfying its legal requirements, financial and ethical oversight. The consent agenda can be utilized in both the public and in-camera portions of the meeting. We will use the consent agenda at the incamera portion of the January meeting, then in public and in camera in February and March 2011 and then review the results. The Committee discussed ways to communicate with our media contacts regarding what business we may “consent to” during a meeting.

ACTION: Our VP of Communications, Marketing and External Relations will be the key contact with the media regarding the consent process.

All of which is respectfully submitted,

Bill Robinson, Chair
Executive Committee
December 6, 2010

PUBLIC REPORT OF GOVERNANCE REVIEW COMMITTEE
REPORT NO. 2 OF MEETING OF NOVEMBER 16, 2010
TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION
AT ITS PUBLIC MEETING HELD JANUARY 12, 2011

THE GOVERNANCE REVIEW COMMITTEE, AS A RESULT OF ITS MEETING HELD ON NOVEMBER 16, 2010 RECOMMENDS AS FOLLOWS:

1. Proposed amendments to Durham College By-Law #1

A presentation was made regarding gaps in our current procurement and travel expense practices in comparison to the proposed Minister's Binding Policy Directives (MBPD) recently provided by MTCU. There is no effective date established as of yet for these MBPD's. Bill 122 (accountability bill) has currently passed second reading. We await direction from the Ministry.

The report was received for information.

2. Executive Committee – Terms of Reference

The Committee received an update regarding a recent meeting of the Executive Committee. They have agreed to accept the following item into their terms of reference: 33A.2 c) "To annually conduct a formal review of the Board". This change will be recommended as part of the consolidated changes to the Durham College By-law #1 in 2011.

ACTION: That the proposed changes to the Executive Committee terms of reference "To annually conduct a formal review of the Board", be included in Durham College By-Law #1.

3. Consent Agenda

The Committee considered a report regarding the proposed use of a consent agenda at Board meetings. The main purpose of a consent agenda is to move administrative and repetitious items of business through the Board meeting more efficiently. Staff will not make presentations on reports that Board members have already read. The consent agenda can be utilized in both the public and in-camera portions of the meeting. The committee reviewed the process for the calling of the consent agenda.

ACTION: That the Governance Review Committee recommend to the Board of Governors a trial use of the consent agenda at Board meetings during January to March 2011.

4. Update on new external appointment process with MTCU

The chair highlighted the new information regarding the external appointment process. There was no consultation leading up to this newly proposed legislation. Forms for the Public Appointment Secretariat are typically presented to an individual applying for a high level public board appointment, which are often paid positions. College Board members are volunteers, who may find this new process intrusive. It may alienate potential external members. These recruitment changes may merit some advocacy on the part of Board/Chair.

PUBLIC REPORT OF GOVERNANCE REVIEW COMMITTEE
REPORT NO. 2 OF MEETING OF NOVEMBER 16, 2010
TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION
AT ITS PUBLIC MEETING HELD JANUARY 12, 2011

President Lovisa provided an update from the Nominating Committee meeting that was held the previous evening. He confirmed this new process is only for four of the twelve external members of the Board. The ministry indicates this new process will bring us closer in line with the university system and give colleges more control over the direct appointment process. The Committee suggested we develop a letter of feedback based on our experience during the early stages of this process.

5. Other Changes to Minister's Binding Policy Directives (MBPD)

The Committee discussed other changes to MBPD for the strategic plan and the annual report.

Staff has reviewed the documents and advised of small changes to the formatting of our strategic plan and annual report, including a few minor additions to content. All changes will be in order for the 2011 submission of these reports.

All of which is respectfully submitted,

Garry Cubitt, Chair
Governance Review Committee
November 16, 2010

PUBLIC REPORT OF NOMINATING COMMITTEE
REPORT NO. 1 OF MEETING OF NOVEMBER 15, 2010
TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION
AT ITS PUBLIC MEETING HELD JANUARY 12, 2011

THE NOMINATING COMMITTEE, AS A RESULT OF ITS MEETING HELD ON NOVEMBER 16, 2010 RECOMMENDS AS FOLLOWS:

1. New MTCU Appointment/Reappointment Directive

The Committee discussed the updated information provided by the Ministry regarding the new process for the recruitment and approval of external governors. The Lieutenant Governor in Council will now appoint one-third of the external governors, while the remaining two-thirds of College Board members will be appointed directly by the College. These amendments took effect on October 1, 2010.

The committee commented on the detail of the process and the new political sense of these changes. It is optional to send three applications for each LGIC appointment. Overall, Committee members commented we will need to select a longer list of candidates for interviews and hope they will agree to the new process. Communication will be key. The committee discussed the new process, questioning what will occur if the LGIC rejects a submission. As of this date, there is no information to indicate what will occur if an application is rejected.

2. Review of External Recruitment Process for 2011

The committee reviewed the skills matrix and vacancy notice/advertisement for the 2010/11 recruitment process for external Board members. We will include the information regarding our internal Board members when we submit the skills matrix to the Ministry.

It was suggested we include in the advertisement the potential dates for interview, if possible. We will redevelop the recruitment timeline from January to May 2011, as we await word from the Ministry. The general consensus was we need to recruit individuals from the private sector, or renewable energy sector; trades, technology and the arts; while also actively looking for volunteers who meet the gender equity, diversity and geographical needs of our Board. We will ensure our community contacts receive notice of our recruitment advertisement. Our Vice-President of Communications, Marketing and External Relations will review the final advertisement and provide feedback before it is published.

PUBLIC REPORT OF NOMINATING COMMITTEE
REPORT NO. 1 OF MEETING OF NOVEMBER 15, 2010
TO THE DURHAM COLLEGE BOARD OF GOVERNORS FOR CONSIDERATION
AT ITS PUBLIC MEETING HELD JANUARY 12, 2011

3. Board Policy - Recruitment of External Governors

President Lovisa provided an update on the status of the existing Board Policy – Recruitment of External Governors, which was not revised during 2010, due to the unknown variables of the new Ministry/LGIC external appointment process. We will document the evolving process as we move through the recruitment phase in 2011 and provide information to the Governance Review Committee that they may use to revise the policy. The report was received for information.

All of which is respectfully submitted,

Michael Newell, Chair
Nominating Committee
November 15, 2010

BOARD REPORT /EXECUTIVE SUMMARY

Public:
In-Committee:

Action Required:
Discussion
Decision

DATE: January 12, 2011

FROM: Don Lovisa, President

**SUBJECT: Approval of New Postsecondary Programs of Instruction
– Recreation and Leisure Services**

A. Purpose

To obtain approval from the Board of Governors for the following postsecondary program of instruction for the September 2012 intake:

1. Recreation & Leisure Services

- Duration: 4 semesters
- Credential: Ontario college diploma
- School: Business, IT & Management

B. Background

A key deliverable of the Durham College 2010-11 Business Plan is a dynamic Strategic Enrolment Management plan that includes increased enrolment. The goal of 10,000 domestic students by 2015 will be achieved, in large part, through new program development. This report identifies four proposed new programs that will contribute to enrolment growth, meet the labour market needs of our community, and provide meaningful opportunities to new students.

As per Minister's Binding Policy Directive 3.0 Programs, Framework for Programs of Instruction, a board of governors is responsible for approving programs of instruction a college will offer.

It is the role of the Board to ensure that programs of instruction are developed and implemented consistent with provincial standards where they exist; ensuring that all new and modified postsecondary programs of instruction leading to one of the following credentials – Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, or Ontario College Graduate Certificate.

The Board will request validation that the programs of instruction conform to the Credentials Framework and are consistent with accepted college system principles and such credentials are awarded to students on successful completion of their respective programs of instruction are consistent with the Credentials Framework.

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

C. Discussion/Options

1. Recreation & Leisure Services

Recreation & Leisure Services offers graduates rewarding careers providing recreation programs and special events to community members of all ages and abilities. Graduates will be employed as recreation specialists, recreation sports analysts, team/club program coordinators, activities assistants/directors, sports and leisure consultants, outdoor education programmers, youth programs, and parks and facilities coordinators. Leisure services professionals have leadership skills and the training required to establish programs, prepare budgets, market activities, raise funds, and work with teams of volunteers and other recreation and leisure service providers.

This program is in high demand across the province and in the past two years more than 60 students from the Durham catchment area have confirmed acceptances in like programs at other colleges. The program is offered by 13 colleges across the system. From 2007 to 2009, there were more than 2,600 applications processed through OCAS each year with 705 seats confirmed in 2009 (679 in 2007 and 643 in 2008).

On November 11, 2010, a focus group was held with a number of local agencies and employers from the field of recreation and leisure services. The focus group confirmed support for this program.

A proposal for the Recreation and Leisure program was developed and submitted to the CVS. On December 17, 2010, the proposal received validation and the program was assigned the Approved Program Sequence (APS) number DURH 01201.

The full submission for the program is attached to this board report.

Upon receiving approval from the Board of Governors for this program, funding approval will be sought from the Ministry of Training, Colleges and Universities to offer the program as of September 2012.

D. Financial/Human Resource Implications

The projected enrolment will provide increased revenue to Durham College in accordance with the College's target net contribution ratio.

New faculty hires will be necessary to ensure an appropriate ratio of students to full-time faculty. Details of faculty hires are provided in the attachments to the report.

E. Implications for UOIT (if applicable)

None anticipated.

F. Recommendation(s)

That the Durham College Board of Governors approve the postsecondary program of instruction for Recreation and Leisure Services.

Submission for Board Approval: New Postsecondary Program

Ontario College Diploma in Recreation & Leisure Services					
MTCU Code:	52203				
Funding Unit:	1.9				
Weight:	1.1				
Name of dean submitting the request:	Judith Spring				
Proposed date of implementation:	September 2012				
Date of review by committee:	December 9, 2010				
Year 1 enrolment:	30				
Number of faculty required:	1 full-time and 1 part-time in year one 1 full-time and 1 part-time in year two				
Space requirements:	No additional requirements.				
Capital costs:	Software costs TBD				
Budget Projections					
Proposed Tuition	\$2,520				
Net Contribution - % of Gross Revenue	20.7%	23.9%	34.0%	34.4%	42.7%
TARGET Net Contribution	n/a	Breakeven	40.0%	40.0%	40.0%

1.0 APPROVAL STAGES:

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

2.0 PROGRAM OVERVIEW:

Description

Recreation & Leisure Services offers graduates rewarding careers providing recreation programs and special events to community members of all ages and abilities. Graduates will be employed as recreation specialists, recreation sports analysts, team/club program coordinators, activities assistants/directors, sports and leisure consultants, outdoor education programmers, youth programs, and parks and facilities coordinators. Leisure services professionals have leadership skills and the training required to establish programs, prepare budgets, market activities, raise funds, and work with teams of volunteers and other recreation and leisure service providers.

Vocational Program Learning Outcomes (MTCU):

The graduate has reliably demonstrated the ability to:

1. Create, plan, implement, and evaluate recreation and leisure programs and special events which respond to identified needs and maximize the delivery of the benefits of recreation.
2. Apply the principles of marketing to the promotion of the benefits of recreation and leisure programs, special events, services, and facilities.
3. Generate revenue for recreation and leisure programs, special events, services, and facilities by applying sound business principles.
4. Contribute to strategies for effectively managing the performance and development of staff and volunteers in recreation and leisure settings.
5. Apply administration skills to recreation and leisure settings.
6. Contribute to the safe and effective management of recreation venues.
7. Design and implement appropriate research and planning strategies.
8. Educate others regarding the value and benefits of recreation, leisure, and lifestyle enhancement.
9. Apply community development strategies for advocating and facilitating the personal, social, economic, and environmental benefits of recreation.
10. Apply principles of lifespan growth and development to individuals and groups in recreation and leisure settings.
11. Apply the concept of inclusion to the design and delivery of recreation and leisure programs, special events, services, and facilities.
12. Develop plans for ongoing personal and professional growth and development.

Admission Requirements

Ontario Secondary School Diploma, General Educational Development, Academic and Career Entrance – College Prep Level or Mature Student Status plus:

- Senior level (Grade 11 or higher subject credits, college preparation (C), university/college preparation (M), university preparation (U) or post-secondary (college or university)); and
- Grade 12 English

3.0 PROGRAM OF STUDY:

Semester	Course Title (and brief course description)
1	<p>Introduction to Recreation & Leisure Services This course will trace the evolution of leisure philosophy and thinking from ancient to modern times. It will trace the historical evolution of recreation and recreation service delivery in a Canadian context. It will examine key sectors of the recreation field including non-profit, private sector and governmental service delivery. It will explore current and emerging trends in the field. It will explore career options in the recreation and leisure services.</p>
1	<p>*Social Media & Society In a few short years, social media has profoundly changed the global communication landscape. With the advent of social media tools such as Facebook, YouTube, Wikipedia, and Twitter, more and more people are connection and collaborating online, and creating and distributing content in ways we have never seen before. This course will provide a summary of the major developments in social media and will examine how social media is changing media, business, government, the economy, development, and education in fundamental ways. Students will be introduced to a variety of social media environments and will gain hands-on experience with many of the leading social media applications. This course requires active participation of students and a willingness to immerse in social media practices.</p>
1	<p>Computer Applications I This subject enables the learner to use the computer as a tool for writing, research, file management, creating presentations, email and WebCT communication, and producing spreadsheets. It includes the basics of the Windows XP environment, preparation of documents using Word 2007 software, presentations using PowerPoint 2007 software, spreadsheets using Excel 2007 software, use of Microsoft Explorer on the Internet for research, and communication via electronic mail.</p>
1	<p>Program and Event Management This subject gives students the opportunity to investigate the role of volunteers and volunteer boards, as well as recreation and leisure programming as they pertain to sport and event management. It involves the understanding of volunteerism in Canada, participant leisure behaviour and needs, and the ways in which organizations create services to respond to these leisure needs. Areas of study include volunteerism, volunteer board management, concepts of leisure, recreation and sport, leisure programming, program design, instruction and assessment, event management and administration.</p>

1	<p>Communications</p> <p>This course emphasizes oral and written communication skills. As well, students research information, write summaries, paraphrase documents, evaluate the work of others, write for various purposes and speak in front of small groups. Through reading, media response and discussion exercises, students improve their communication skills. Communication in diverse teams and across cultures is emphasized.</p>
1	<p>Marketing & Entrepreneurship</p> <p>Students will develop an understanding of the principles of entrepreneurship, partnership and business development as well as an in-depth understanding of these principles as applied to the fitness industry. The course will cover marketing skills for programs within a facility.</p>
2	<p>Sport Research</p> <p>The purpose of this course is to present each student with a knowledge base and the relevant skills in order to better understand and function in the evolving sport management industry. Specifically, students will study research and its application to the sport industry. Students will examine research in detail – what it is, its purpose, its importance to industry, how to use it, when to use it – and then apply this knowledge to several research projects.</p>
2	<p>Recreation for Special Populations</p> <p>This course will provide students with an understanding of the various groups that participate in recreation and leisure activities and programs. Students will examine special populations based on age and gender, disability, socio-economics, health, and culture. Students will also explore the factors associated with planning and implementing quality recreational opportunities for these diverse groups and their role in advocacy.</p>
2	<p>Recreation & Sport Programming</p> <p>This course is designed to provide students with an understanding of the broad range of programs that are offered in the recreation and sport industry and how to plan, design and deliver these programs. A key focus of the course is on understanding how to achieve quality in program design. Organizing sporting tournaments and competitions, and various methods of designing competitive draws will also be examined.</p>
2	<p>Human Resources I</p> <p>This course deals mainly with the factors that affect the overall workplace atmosphere. Topics include the strategic importance of human resources management, demographic challenges, job analysis and design, human resources planning, recruitment and selection, training and orientation, government and legal challenges, and problem-solving techniques.</p>

2	<p>Recreation Administration, Finance & Revenue Generation</p> <p>This course will introduce the student to administrative and management structures in recreation settings, and include a detailed study of budgeting, accounting and purchasing, organizational structures, management systems, fundraising and grantsmanship.</p>
2	<p>*General Education / Elective</p> <p>Students will choose a general education / elective course from a pool of college-approved courses, deemed to be outside of their vocational field of study.</p>
3	<p>Fundraising for Sport</p> <p>This course provides students the basics of fundraising, including an examination of the roles of various individuals and groups involved in the process and the strategies and tactics undertaken which lead to successful fundraising programs and campaigns. Students will work in large teams to get practical experience in this discipline by planning, executing and evaluating their own fundraising special event.</p>
3	<p>Facility Management</p> <p>Facility Management is concerned with the daily administrative practices and procedures used to govern a variety of operations in sport and recreation facilities. The student in this subject will gain applied experience in a professional manner in such areas as: Concessions, Risk Management, Maintenance, Scheduling, and staffing.</p>
3	<p>Leadership in Sport</p> <p>Leadership once meant directing the work of others but the advent of modern leadership theory combined with team work and total quality management techniques requires much more of today's leader. This course allows students to study leadership theories and experience self management skills and team-building skills. Students will be involved in an off-campus experience which provides an opportunity to practice leadership and teamwork skills.</p>
3	<p>*Human Diversity</p> <p>Students will critically identify and examine issues in diversity. Specifically, students will focus on topics pertaining to inequality in various social settings, including but not limited to race, gender, ethnicity, class and sexual orientation. Incorporating social/legal explanations of diversity, students will develop a clear understanding of the impacted groups and possible strategies of community empowerment.</p>
3	<p>Principles of Sales</p> <p>This course is aimed at giving a practical overview and understanding of the selling process and its key role in business. Material to be covered will include the psychology of selling, communication strategies and sales methodologies.</p>

3	<p>Outdoor Recreation</p> <p>This course is designed to teach the practical skills necessary for outdoor recreation pursuits in various environments. Students will participate in skill and leadership learning activities in the outdoors, and they will acquire knowledge of required equipment, selection of venues, and risk reduction processes. There will be an experiential study of urban outdoor recreational programming. Students will gain knowledge in planning and leading groups of various abilities and skills in outdoor settings. The course is student driven and the group will have the opportunity to choose some of the activities.</p>
4	<p>Customer Service</p> <p>This course provides students with an in depth appreciation of the essential nature of exemplary service. Emphasis is placed on the interpersonal skills required to develop rapport with diverse customers and how to contribute effectively as part of a service team. Through the use of case studies and scenarios students learn to identify and meet customer needs. Students develop service policies and standards for a variety of environments, determine customer satisfaction levels, and respond appropriately to customer dissatisfaction.</p>
4	<p>Career Planning</p> <p>This course is designed to enable students to successfully transition from college to the workplace or to additional education. Students further expand their awareness of the industry initially established in Introduction to Recreation & Leisure Services. They engage in a full range of work preparation practices including identification of current employment opportunities, application of contemporary job search techniques, resume or portfolio development, and refinement of interview skills.</p>
4	<p>Wellness Lifestyle Management</p> <p>This course will provide the student with an understanding of the basic concepts of personal wellness: physical, intellectual, emotional, social, spiritual, environmental and occupational. The course will largely focus on the physical dimension of wellness by studying the cardiovascular system, the components of physical fitness, fitness training and common health issues. Students will examine their own wellness and will develop a plan to maximize that wellness.</p>
4	<p>Field Placement Seminar</p> <p>This course provides students an opportunity to engage in a structured approach to seeking and gaining an appropriate field placement. The process includes an exploration of placement opportunities, resume preparation, development of strategies for employer contact, completion of required placement forms and documentation, identification of appropriate placement</p>

	behaviour, and an awareness of how field placement is evaluated.
4	Community & Civic Life This course covers the theories, politics, and practices that have helped define health and health promotion in the nation, province and communities in which we live. Community development theories will also be examined.
4	Field Placement To gain further practical recreation & leisure services experience under the supervision of industry professionals, students participate in a field placement in an appropriate environment. Under the guidance of college staff, students pursue appropriate placement opportunities from a variety of approved enterprises including municipal and private recreation facilities providing services to individuals of all ages and capabilities. Eligibility for placement requires successful completion of all first year courses or permission of the program team and successful completion of the Field Placement Workshop which is a co-requisite to this course. This is an unpaid placement and students are responsible for transportation to and from their placement site.

4.0 STRATEGIC ALIGNMENT:

Strategic Fit

- The program complements existing programs offered by the School of Business, IT & Management. The School currently offers some of the courses which will be delivered within the program of study, and this will open opportunities for pathways between programs.
- It contributes to the School and College by adding to the available program mix in the School and College as a whole. This program fits with the Durham College Strategic Plan 2010-2013 in that it offers students a quality program and the opportunity to develop skills in a field with solid employment opportunity. Further, the School has faculty members with expertise in this area.
- The program will contribute to the economic and social prosperity of the community by providing trained individuals to work in municipal and private recreation facilities, including retirement homes and youth facilities.

Fit with Existing Programs

Programs that could feed into the proposed program	Program Name	Advanced programs which graduates of this program may consider
<ul style="list-style-type: none"> ▪ Business Fundamentals ▪ General Arts & Science programs ▪ Academic Upgrading 	<p>Other complementary programs within School</p> <ul style="list-style-type: none"> ▪ Sports Administration/Sport Management ▪ Professional Golf Management ▪ Hospitality Management ▪ Fitness & Health Promotion (School of Health & Community Services) 	<ul style="list-style-type: none"> ▪ Bachelor of Commerce (UOIT) – upon successful completion of the bridge. ▪ Bachelor of Professional Arts - Human Services (Athabasca University) ▪ Agreements are being pursued with Brock University and the University of Waterloo towards their undergraduate programs in Recreation & Leisure Studies.

Benefits to be Stressed

- Provides graduates with specialized training in a growing industry with solid employment as well as the opportunity to access academic pathways upon graduation.
- Students will work with the latest Recreation & Leisure planning software.
- OCAS numbers point to high student demand for this program.

5.0 LABOUR DEMAND:

- With a wide variety of indoor and outdoor facilities including arenas, recreation complexes, athletic fields, beaches, trails, playgrounds and pools, the City of Oshawa has a wide range of opportunities for new graduates in recreation and leisure services. In addition, the industry representatives who attended the Nov. 11, 2010 focus group meeting confirmed that there is a local demand for trained employees in this occupational area.
- The City of Oshawa has also put forth a strategy for Parks, Recreation and Culture to the year 2020. Its primary goals include: continuing to enhance the City’s leadership role in the provision of Parks and Recreation Services; providing quality recreation, sport and arts/culture facilities; increasing and enhancing the profile and support for arts and culture.
- According to Key Performance Indicator (KPI) Graduate Satisfaction survey results for 2008-09, administered six months after graduation, among labour force participants, the rate of employment for Recreation/Fitness graduates was slightly higher than the rate of employment for all other surveyed graduates.
- Please see *Appendix A* for the full labour market report.

6.0 STUDENT INTEREST:

- In the past two years, 62 students from the Durham College catchment area have confirmed acceptances to Recreation & Leisure Services programs at other colleges.
- Confirmations to Recreation & Leisure programs across the system have grown steadily over the past 5 years.
- Please see *Appendix B* for the OCAS report.

7.0 ANALYSIS OF COMPETITION:

- The following colleges currently have approval to offer Building Construction Technician:

College
Algonquin
Canadore
Centennial
Confederation
Fanshawe
Fleming
Humber
Loyalist
Mohawk
Niagara
Seneca

- Based on analysis of the applicant data for these colleges, Durham College is expected to be successful in attracting a sufficient applicant pool for this program.

8.0 TARGET MARKET:

- The market for the Recreation & Leisure program will include both students directly from high school as well as non-direct individuals who have completed some education or seek a change in occupation.

9.0 MONITORING AND EVALUATION DURING THE FIRST YEAR OF OPERATION:

<i>Year 1</i>		
	Expected Enrolment:	30 students
	KPI Student Satisfaction Rate:	Meets or exceeds the college average
	Financial:	On budget

10.0 OPERATING REVENUE AND EXPENSES – 5-YEAR PROJECTION:

- This proposed program is expected to surpass the college's target net contribution ratio based on an enrolment of 30 students. In the third and fourth years of operation, the scores are a bit below the contribution ratio; however they are within an acceptable range.
- Please see *Appendix C* for the detailed 5-year budget projection.

Appendix A – Recreation & Leisure Services Labour Market Analysis

Executive Summary

Recreation and Leisure services offer a variety of employment opportunities to graduates in a range of different settings. Workers in parks and recreation, community agencies, sports agencies, youth development organizations, non-profit organizations, rehab and hospital agencies, the travel and entertainment industries all utilize and benefit from parks and recreation facilities. Additional benefits of leisure and recreation include environmental improvements from expanding green spaces, health benefits, and personal satisfaction benefits. Recreation and Leisure Services help people add zest, energy and satisfaction to their lives while at the same time, promoting healthy communities.

The labour market for recreation and leisure services is expected to achieve moderate growth over the next five to ten years, driven primarily by a social emphasis on healthy living, particularly for older adults and youth. The market is characterized by low unemployment, lower-than-average wages, low self-employment and higher-than-average part-time work. Employees in this field can often find themselves working long hours and on the weekends, however, satisfaction and employment rates among graduates are high.

Careers in Recreation and Leisure Services

Graduates in recreation and leisure services find employment in a variety of settings including, long-term care settings, hospitals, municipal community recreation centres, school-aged childcare centres, rehabilitation centres, youth-focused organizations or private agencies (YM/YWCAs, Boys and Girls Clubs), senior citizens' centres, nursing/retirement homes, hospitals for the disabled, rehabilitation centers, correctional institutions, group homes, commercial recreation facilities, cruise ships and outdoor adventure programs. From managing a community centre to planning leisure programs for older adults, the recreation and leisure services field offers a variety of employment opportunities that aim to positively impact quality of life through sports and recreation.

Some relevant job titles include: recreation specialist, recreation sports analyst, team/club program coordinator, activities assistant/director, sports and leisure consultant, community recreation consultant, fitness coordinator, outdoor education programmer, special event coordinator, youth programmer, and parks and facility coordinator. Graduates may also find positions in resorts, retail sales and marketing. Some colleges are supplementing their programs with additional knowledge and skills in marketing, computers, fitness, therapeutic recreation, and recreation for older adults. Although few, there are also opportunities for self-employment

Occupational Characteristics

While jobs in this field tend to be excellent in terms of rates of unemployment and placement in training-related jobs, they are also characterized by a high proportion of part-time employment and modest salaries. Self-employment in this occupation is not very common though some graduates do start their own program leadership businesses. According to the 2008-09 KPI Graduate Satisfaction survey, 89% of graduates in Recreation/Fitness programs were employed six months following graduation. 65% indicated they were employed in full-time positions while 24% had part-time positions.

The average reported income was \$30,991, compared to \$33,038 among all Ontario graduates interviewed. Most had occupations in NOC 5254 (Program Leaders and Instructors in Recreation, Sport and Fitness).

Given that the average age of this occupational workforce is very young compared to the workforce in general, turnover tends to be fairly high. Most positions in this occupation are seasonal or part time so leaders and instructors often take on multiple programs or other employment to maintain their income level. There are many opportunities for full time student employment in the summer months. The work of program leaders and instructors can be physically demanding. Evening and weekend work is common in this occupation, as is travel to other sport and recreation facilities. In addition to irregular hours and shifts, program leaders and instructors in recreation and sport commonly work indoors as well as outside and may be required to travel back and forth between facilities on a regular basis.

Industry Trends

Physical inactivity has been implicated in morbidity and premature mortality for related chronic diseases, including cardiovascular disease, type 2 diabetes, osteoporosis and certain types of cancers. In addition, there is strong evidence linking physical activity to improved muscle function, reduced stress, and improved mental health. Recreation, through physical, social and artistic expression, provides opportunities for individuals to improve their health and wellness, socialize and interact with others, learn new skills, have fun and find balance in their lives. In particular, physical activity and stress reduction are two health issues that researchers identify as benefits of local parks and recreation to public health.

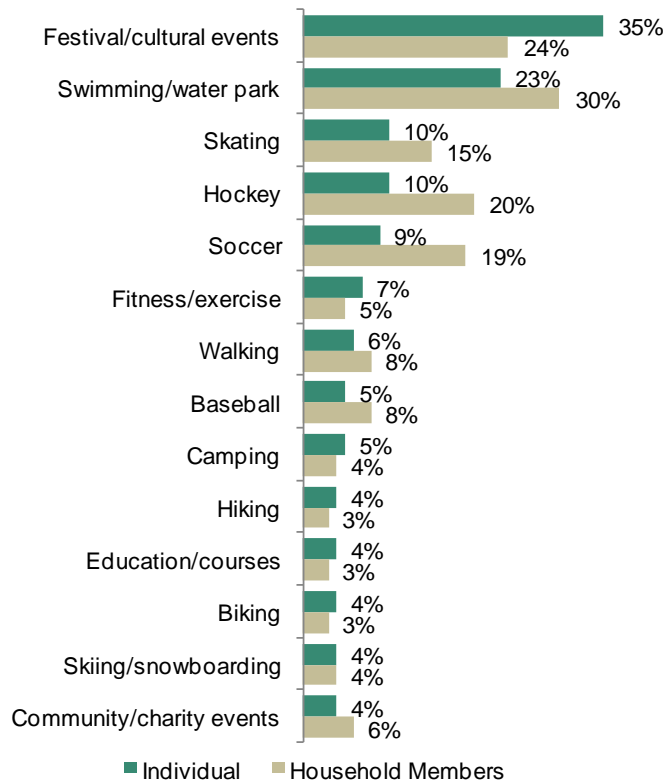
In a 2010 report on Leisure and Culture, conducted by the Canadian Index of Wellbeing, researchers identified the following trends in leisure and culture participation in Canada:

- Even though between 45 and 60% of Canadians report participating in social leisure activities on a typical day, participation overall has declined in recent years, especially among females;
- Participation in arts and culture activities is comparatively lower, but has remained fairly stable;
- Average number of hours spent volunteering for culture and recreation organizations has declined; the time volunteering for these organizations as a percentage of all volunteering activity has also dropped dramatically, from 32% in 1997 to 22% in 2004, and the decline is most pronounced among Canadians who are 25 to 34 years of age;
- Average monthly participation in physical activity has increased somewhat since 1994 and even though there are differences among them, this increase is true for all age groups and both genders;
- Both total and average attendance at performing arts performances have declined steadily since 2001, although average attendance rebounded somewhat in 2006, in part due to the fewer number of performances available;
- Total visitation to Canada's National Parks and National Historic Sites has dropped off dramatically, especially since 2001, although the decline in average visitation per site has been less pronounced;
- Overall, apart from the two most recent years, the average number of nights away on vacation have declined somewhat even though the total number of nights away has increased slightly. These patterns suggest that Canadians are taking more vacations, but each trip is on average of shorter duration; and

- Average total household expenditures on culture and recreation has steadily increased since 1997 for all age groups and both genders. Despite these increases, expenditures on culture and recreation each year as a percentage of all household expenditures has remained stable at about 21% of the total.

The Canadian fitness industry is worth over \$2 billion in revenues, according to Fitness Industry Canada. There are over 6,000 fitness venues and more than 5 million members across the country. Across Canada, initiatives are being developed that aim to engage people into active lifestyles. A study by Parks and Recreation Ontario shows the initiatives across the province that are working best and identifies which local public recreation activities are engaging the most people. The following chart reflects results of telephone interviews with 1,058 Ontario residents. It shows that individuals are engaging in a mix of physical and social activities led by cultural events/ festivals and swimming/water parks.

Figure A1: Local Recreation Programs Ontario Residents Participated in, Parks and Recreation Ontario, 2009



To help curb potential health problems, people of all ages are looking for recreational opportunities to combine fun and physical activity in their daily lives. Physical fitness and life-work balance are also important to those in the labour force. Recreation and Leisure is no longer considered a luxury, but rather a necessity to healthy living. Canadians are increasingly seeking to improve their quality of life through enjoyable recreation and leisure pursuits. In particular, the physical activity of adolescents and older adults and the implications for healthy aging are of increasing concern. More programs and employment in recreational sport, personal training and activities for seniors could result from this trend

With the aging Canadian population, particularly the baby boomer generation, more and more individuals are entering into retirement. With increased leisure time and fewer expenses, activities such as swimming, golf and yoga are attractive hobbies and leisure pastimes available to this group. Moreover, because leisure recreation activities do not require high levels of physical exertion, they are also favoured by individuals in this age group. Being fit is a prerequisite to enjoyment of an active leisure life after retirement. Thus, recreational physical activities are recognized as an important component of the leisure pattern of the Canadian older adult population. The baby boomer population will spur employment growth in recreation and leisure services as more and more aging individuals take up health-related activities.

In 2008, Monteith Brown Planning Consultants examined the Impact of the Aging Population on Parks and Recreation in Ontario. They indicate that across virtually every municipality in Ontario, the aging of the population will have a significant impact on the provision of recreation and leisure services. As these services contribute immeasurable benefits to the quality of life for older adults, there is a strong impetus to plan for the unprecedented growth over the next 20 years. According to the report, between 2006 and 2021, the Ontario population aged 55 or older is conservatively forecasted to increase by 55%, compared to just 7% for the rest of the population (under 55 years).

Older adults may have the financial resources to participate in activities that interest them, although some will have limited incomes (Monteith Brown Planning Consultants). According to Canadian Parks and Recreation Association (CPRA), active members of this group, spend much of their estimated 50 hours of free time per week golfing, curling, playing tennis or squash, fishing, sailing dining out, attending plays sporting events, visiting friends or travelling. Barriers to participation that prevent a large portion of older adults from engaging in the community include, poor accessibility/lack of transportation, safety concerns, fear of injury, lack of information on available programs and/or services, lack of physical or emotional support, lack of motivation, low self-worth, cost and language.

Monteith Brown indicates that nature trails, cultural tours, educational classes, fitness classes and art classes are some of the emerging older adult leisure programs. While the next generation of older adults are predicted to live longer lives than previous generations, their mobility will still decline as they age. The authors suggest that promotion accessible activities will be critical in ensuring that older adults continue to participate. Moreover, there is sufficient justification for organizations/municipalities to dedicate at least one staff person to implementing older adult programs, activities, and facilities. The report concludes that organizations should consider establishing an older adult committee to ensure that local trends and needs are identified and addressed.

Play, recreation and leisure services encourage and facilitate young people's effective use of their leisure time. Leisure time activities may include games, sports, cultural events, entertainment and community service and aim to contribute to the development of the physical, intellectual and potential development of young people. These activities provide youth specific socialization opportunities as well as space and opportunities to appropriate youth life in modern structured places. Recently, prevention and recreation aspects have gained specific importance as they provide young people living under difficult conditions, namely poverty, with recuperation and regeneration opportunities.

According to "Working in Canada", increased sporting activity among young people, as a result of government tax incentives to promote sport and fitness, is expected to have a significant impact on the use of program leaders and instructors in recreation, sports and fitness. For example, the Provincial Consortium on Youth in Recreation has the goal to see more quality sport, recreation, youth

engagement and physical activity programs for youth (ages 13 to 19) in Ontario. The Consortium is working to achieve this goal by increasing the ability of staff and volunteers who manage or work in youth programs to have a greater impact in achieving a positive youth development approach in recreation and physical activity.

Other programs such as the Youth Recreation & Sports Program, Ontario Endowment for Children and Youth in Recreation Fund and Affordable Access to Recreation aim to provide financial assistance for children and youth to participate in organized sport and recreational activities. In Toronto, The Vital Youth Program supports groups in the City that are working to increase access to high-quality recreational activities for youth aged 12-18 years. Funding of up to \$15,000 is available for programs that meet the Vital Youth priorities and which are offered to youth over the course of the year. Federal and provincial funding of sports programming can influence employment levels in this field.

Local Outlook

Oshawa features over 1,200 acres of passive and active parkland. There are 22 km of paved surface trails that provide citizens and visitors with an active and environmentally friendly way to discover the city's internationally recognized parks, culture and natural treasures. With a wide variety of indoor and outdoor facilities including arenas, recreation complexes, athletic fields, beaches, trails, playgrounds and pools, the City has a wide range of opportunities for new graduates in recreation and leisure services.

The city of Oshawa has also put forth a strategy for Parks, Recreation and Culture to the year 2020. Its primary goals are to:

- Continue to Enhance the City's leadership role in the provision of Parks and Recreation Services;
- Optimize the effectiveness of the City-wide Leisure Delivery System;
- Increase the capacity and improve the effective use of volunteers;
- Provide quality parks, public open space and trail system;
- Quality recreation, sport and arts/culture facilities;
- Increase and enhance the profile and support for arts and culture;
- Realize the full potential of the Lake Ontario waterfront; and
- Establish Oshawa as a tourist destination.

The strategy document is the result of extensive community consultations, research and review. Nearly 600 citizens, stakeholders and visionary leaders volunteered their time and energy to help Council and staff create this blueprint of our future parks, recreation and culture system. These changes will ultimately lead to more jobs in recreation and leisure services over the next ten years.

Employment Projections

According to Service Canada, Employers are looking for candidates with training or knowledge in their field of activities. They must demonstrate maturity, independence and initiative. They must also have a sense of responsibility, an ability to work with the public, be patient and pleasant and demonstrate an ability to express themselves clearly. A college diploma in recreation and leisure services or experience in a sport or particular activity are significant assets and are often required by employers in the field.

Job titles and descriptions relevant to Recreation and Leisure Service occupations were culled from various labour market reports. Based on the titles and descriptions, four key 4-digit National Occupation Classifications (NOC) were identified. Since the NOC provides a standardized framework for organizing the labour force in a coherent system, the occupations in 3144, 3414, 4167 and 5254 were identified as relevant to Recreation and Leisure Services professions.

These four codes are: 3144 (Other Professional Occupations in Therapy and Assessment), 3414 (Other Assisting Occupations in Support of Health Services), 4167 (Recreation, Sports and Fitness Program Supervisors and Consultants) and 5254 (Program Leaders and Instructors in Recreation, Sport and Fitness). 5254 most closely approximates the labour market for Recreation and Leisure Services, although the remaining three codes also include a variety of relevant or related job titles.

Examples of job titles for these four NOC codes are provided below:

3144 Other Professional Occupations in Therapy and Assessment

Art Therapist	Movement Therapist
Art Therapy Consultant	Music Therapist
Athletic Therapist	Music Therapy Researcher
Dance-Movement Therapy Researcher	Recreational Therapist
Drama Therapist	Remedial Gymnast

3414 Other Assisting Occupations in Support of Health Services

Chiropractic Assistant	Rehabilitation Assistant
Occupational Therapy Assistant	Therapy Assistant
Physiotherapy Assistant	

4167 Recreation, Sports and Fitness Program Supervisors and Consultants

Camp Co-ordinator	Kinesiologist
Exercise Physiologist	Recreation Consultant
Exercise Therapist	Registered Kinesiologist
Fitness Appraiser	Sports Consultant
Fitness Consultant	Sports Policy Analyst
Fitness Supervisor	Sports Program Supervisor

5254 Program Leaders and Instructors in Recreation, Sport and Fitness

Certified Personal Trainer	Gymnastics Teacher
Aerobics Instructor	Lifeguard
Camp Counsellor	Personal Trainer
Day Camp Leader	Playground Worker
Fitness Instructor	Recreation Program Leader

Riding Instructor
Ski Instructor
Ski Patrol
Swimming Instructor – Sports

Organizations, Associations and Councils

Canadian Parks and Recreation Association (www.cpra.ca)
 Centennial Community and Recreation Association (www.ccranews.com)
 Child and Youth Health Network Eastern Ontario (www.child-youth-health.net)
 Let them be Kids Durham (www.ltbk.org/durham.htm)
 Ontario Intramural Recreation Association (www.ciraontario.com)
 Ontario Recreation Facilities Association (www.orfa.com)
 Oshawa Parks and Recreation (www.oshawa.ca/mun_res/parkrec.asp)
 Parks and Recreation Ontario (www.prontario.org)
 The Canadian Therapeutic Recreation Association (www.canadian-tr.org)
 Whitby Parks and Recreation (www.whitby.ca/index.php?page=156)
 YMCA Durham (www.ymcaontario.org/en/find-ymca/durham/index.html)
 YWCA Durham (www.ywcadurham.org/index.php?option=com_content&task=view&id=17&Itemid=65)

Occupational Statistics for Recreation and Leisure Services

The following pages include employment statistics for occupations related to Recreation and Leisure Services.

Figures A2 and A3 display projected job openings (arising from expansion demand and replacement demand) and projected job seekers (arising from school leavers, immigration and mobility) for the 3-digit code 525 (Athletes, Coaches, Referees and Related Occupations). Because the tables are based on a wider industry, results should be interpreted with caution. This industry encompasses the following four-digit NOCs: 5251 (Athletes), 5252 (Coaches), 5253 (Sports Officials and Referees) and 5254 (Program Leaders and Instructors in Recreation, Sport and Fitness).

In this occupational group, job openings are projected to mirror the number of job seekers between 2009 and 2018. Expansion demand is expected to create the majority of job openings (almost 50%) while school leavers will represent the bulk of job seekers. At 37%, the rate of retirement in this occupation is not as strong as other occupations, and the median age of workers is just 27 years across the entire industry.

Figure A2: Projected Job Openings (2009-2018)		
Expansion Demand	8,316	48%
Retirements	6,456	37%
Deaths	1,761	10%
Emigration	938	5%
Projected Job Openings	17,471	100%

Figure A3: Projected Job Seekers (2009-2018)		
School Leavers	39,076	220%
Immigration	2,720	15%
Net Mobility	-24,066	-136%
Projected Job Seekers	17,730	100%

Figures A4, A5 and A6 summarize 2008-09 outcomes for graduates in programs leading to Recreation/Fitness occupations. Results are based on the Key Performance Indicator (KPI) Graduate Satisfaction survey for 2008-09 graduates, administered six months after graduation. Among labour

force participants, the rate of employment for Recreation/Fitness graduates was slightly higher than the rate of employment for all surveyed graduates, although it has been the lowest in the past ten years. This, however, may be an indication of the recent recession. Average income and full-time employment rates were slightly lower for Recreation/Fitness graduates in 2008-09. Approximately 8% of graduates interviewed indicated they were unemployed, but actively looking for work.

Figure A7 displays wage and employment information for the above NOC codes along with National and Local outlooks (where available). The national outlook for NOC 3414 (Other Assisting Occupations in Support of Health Services) is 'Good'. Outlooks and data for other occupations are not available. The national-level projections take into account opportunities finding work (based on job leavers and job seekers), relative chances of employment loss and average earnings for each occupational group.

Provincial-level data for Ontario are not available for the selected NOC codes.

Figures A8, A9 and A10 display the related employment numbers based on Census 1996 and 2006 data as well as employment growth comparing census data from both years. With the exception of "Other professional occupations in therapy and assessment," there has been strong growth in the Oshawa Census Metropolitan Area (CMA) for recreation and leisure services jobs during this period.

Figures A11 and A12 examine the number of local employers (by census division) within various industry groups (NAICS four-digit codes) related to Recreation and Leisure Services occupations. They also display employer sizes within the Durham Census Division. For Recreation and Leisure Services occupations, three corresponding industry groups are profiled here: 7139 (Other Amusement and Recreation Industries), 6233 (Community Care Facilities for the Elderly) and 9139 (Other Local, Municipal and Regional Public Administration).

Figures A4, A5 and A6¹

Figure A4: Summary of 2008-09 Outcomes for Recreation/Fitness Graduates		
Outcome	Program Cluster ²	All Programs ³
Total Graduates in Survey	734	41,739
Labour Force Participation ⁴	73%	73%
Employment Rate ⁴	89%	85%
Employed Part-Time	24%	18%
Employed Full-Time	65%	67%
Average Annual Earnings ⁵	\$30,991	\$33,038
Graduate Satisfaction	80%	80%

Figure A5: Top Five Occupational Categories for Recreation/Fitness Graduates, 2008-09		
NOCs	#	%
5254 Program Leaders and Instructors in Recreation, Sport and Fitness	112	25%
4167 Recreation, Sports and Fitness Program Supervisors and Consultants	32	7%
6421 Retail Salespersons and Sales Clerks	29	6%
3414 Other Assisting Occupations in Support of Health Services	18	4%
3144 Other Professional Occupations Therapy and Assessment	18	4%

Figure A6: Employment Status for Recreation/Fitness Graduates, 2008-09		
Employment Status	#	As %
Employed Full-Time	337	46%
In related field	233	32%
Not in related field	104	14%
Employed Part-Time	128	17%
In related field	84	11%
Not in related field	44	6%
Unemployed	59	8%
Not in Labour Force	190	26%

Source: *Employment Profile: A Summary of the Employment Experience of 2008–2009 College Graduates Six Months after Graduation*, Ministry of Training, Colleges and Universities. 2010. <http://www.edu.gov.on.ca/eng/document/serials/eprofile08-09/>.

1. The Employment Profile of Ontario college graduates is based on the KPI Graduate Satisfaction survey and summarizes the employment experiences of 2008–09 graduates approximately six months after their graduation.
2. Includes all College of Applied Arts and Technology (CAAT) programs leading to Recreation/Fitness occupations.
3. Includes all CAAT programs, irrespective of study area.
4. Labour Force Participation includes graduates employed full-time, employed part-time or actively seeking employment. Employment is measured as a proportion of graduates in the labour force.
5. Average starting annual salary of respondents who were employed in fulltime jobs.

Figure A7

Figure A7: Wages, Occupational Statistics and Employment Outlook (National)							
Occupation (NOC Code)	Average Wages /Hour ¹	Males ²	Females ³	Part-Time ⁴	Self-Employment ⁵	National Outlook to 2018 ⁵	Local Outlook to 2018 ⁵
3144 Other Professional Occupations in Therapy and Assessment	n/a	n/a	n/a	n/a	n/a	n/a	n/a
3414 Other Assisting Occupations in Support of Health Services	n/a	n/a	n/a	n/a	n/a	Good	n/a
4167 Recreation, Sports and Fitness	n/a	n/a	n/a	n/a	n/a	n/a	n/a
5254 Program Leaders and Instructors in Recreation, Sport and Fitness	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Source: <http://www.workingincanada.gc.ca>. Figures are as of 2006 and 2008 (depending on the source) as data are not available for more recent year. National and Local Outlooks based on Working in Canada projections from 2009 to 2018.

6. Average Wages - All occupations = \$25.20 based on Working in Canada (2006, Statistics Canada Census)
7. Average Male to Female Ratio – All occupations = 53%/47% based on Working in Canada (2006, Statistics Canada Census)
8. Average Part-Time work – All occupations = 18% based on Working in Canada (2008, Labour Force Survey)
9. Average Self-Employment – All occupations = 15% based on Working in Canada (2008, Labour Force Survey)
10. 2009 Outlook - Definitions:

“Good” means that opportunities for finding work are relatively strong, chances of employment loss are relatively weak, and earnings are relatively attractive as compared to those of other occupational groups.

“Limited” means that new workers and those re-entering the work force will have difficulty finding stable work and/or that earnings are not attractive compared to those in other occupations. For new workers, such as school-leavers (i.e., graduates and drop-outs) and immigrants, limited usually means they have a low probability of finding permanent work and, if they find a job, relatively low earnings. For employed workers, limited will often mean a higher probability of loss of work, a higher probability of experiencing unemployment spells, and lower earnings.

“Fair” falls between Good and Limited. For example, jobs may be more difficult to find, the probability of unemployment may be higher, or earnings may be lower than in comparable occupational groups that are rated "Good." Conversely, jobs may be easier to find, unemployment less likely, and earnings higher than in comparable occupational groups that are rated "Limited."

Figures A8, A9 and A10

Figure A8: Individuals Employed in Recreation and Leisure Services Professions (1996 Census)¹			
Occupation (NOC Code)	Oshawa CMA	Toronto CMA	Total
D044 Other professional occupations in therapy and assessment	35	670	705
D310 Other aides and assistants in support of health services	415	4,225	4,640
E036 Recreation and sports program supervisors and consultants	100	1,730	1,830
F154 Program leaders and instructors in recreation and sport	435	9,215	9,650

Figure A9: Individuals Employed in Recreation and Leisure Services Professions (2006 Census)¹			
Occupation (NOC Code)	Oshawa CMA	Toronto CMA	Total
D044 Other professional occupations in therapy and assessment	30	765	795
D310 Other aides and assistants in support of health services	540	7,575	8,115
E036 Recreation and sports program supervisors and consultants	155	2,075	2,230
F154 Program leaders and instructors in recreation and sport	1,050	15,060	16,110

Figure A10: Occupational Growth in Recreation and Leisure Services Professions (1996 to 2006)²			
Occupation (NOC Code)	Oshawa CMA	Toronto CMA	Total
D044 Other professional occupations in therapy and assessment	-14.3%	14.2%	12.8%
D310 Other aides and assistants in support of health services	30.1%	79.3%	74.9%
E036 Recreation and sports program supervisors and consultants	55.0%	19.9%	21.9%
F154 Program leaders and instructors in recreation and sport	141.4%	63.4%	66.9%

Source: Canadian Census, 1996, 2001 and 2006.

1. Identifies the number of individuals employed in the various occupational types within the Oshawa and Toronto Census Metropolitan Areas (CMAs). CMAs delimit the main labour market of an urbanized core and its dependent contiguous urban and rural areas, whose principal or central city must have a population of 100 000. They contain municipalities completely or partly inside the urbanized core and other peripheral incorporated and unincorporated areas if (1) at least 50% of the employed work force living in the CMA works in the core, or (2) at least 25% of the employed labour force working in the CMA lives in the urbanized core. CMAs may differ from metropolitan areas designated by local governments.
2. This table presents growth in the number of individuals employed in the various occupational types within Oshawa and Toronto CMAs between 1996 and 2006 (based on comparative analysis between the 1996 Census and the 2006 Census).

Figures A11 and A12

Figure A11: Local Employers in Related Industries Based on Census Division								
Occupation (NAICS Code) ^{1,2}	Ontario	Northumberland	Peterborough	Kawartha Lakes	Durham	York	Toronto	Peel
7139 - Other Amusement and Recreation Industries	5,076	41	75	54	237	462	647	301
6233 - Community Care Facilities for the Elderly	749	5	4	1	16	44	122	72
9139 - Other Local, Municipal and Regional Public Administration	545	9	10	1	14	12	18	9
TOTAL	6,370	55	89	56	267	518	787	382

Figure A12: Durham Census Division Employers in Related Industries (by employer size)									
Occupation (NAICS Code) ^{1,2}	1-4	5-9	10-19	20-49	50-99	100-199	200-499	500 +	N/A
7139 - Other Amusement and Recreation Industries	31	38	30	19	7	7	3	0	102
6233 - Community Care Facilities for the Elderly	3	1	3	2	0	2	2	0	3
9139 - Other Local, Municipal and Regional Public Administration	2	0	0	2	2	2	2	3	1
TOTAL	36	39	33	23	9	11	7	3	106

Source: Canadian Business Patterns, December 2009.

1. North American Industry Classification System (NAICS) is an industry classification system developed by the statistical agencies of Canada, Mexico and the United States. Created against the background of the North American Free Trade Agreement, it is designed to provide common definitions of the industrial structure of the three countries and a common statistical framework to facilitate the analysis of the three economies. NAICS is based on supply side or production oriented principles, to ensure that industrial data, classified to NAICS, is suitable for the analysis of production related issues such as industrial performance.
2. NAICS is the agreed upon common framework for the production of comparable statistics by the statistical agencies of the three countries, Canada, Mexico and the United States. Its hierarchical structure is composed of sectors (two-digit code), subsectors (three-digit code), industry groups (four-digit code), and industries (five-digit code). These 6 NAICS codes were selected after scanning Durham College placement reports for recent graduates in the Recreation and Leisure Services program.
3. NAICS tracks registered businesses and thus, only private elementary and secondary schools are captured here. There are 146 public elementary schools in the Durham region and 30 public secondary schools (Durham District School Board and Durham Catholic District School Board).

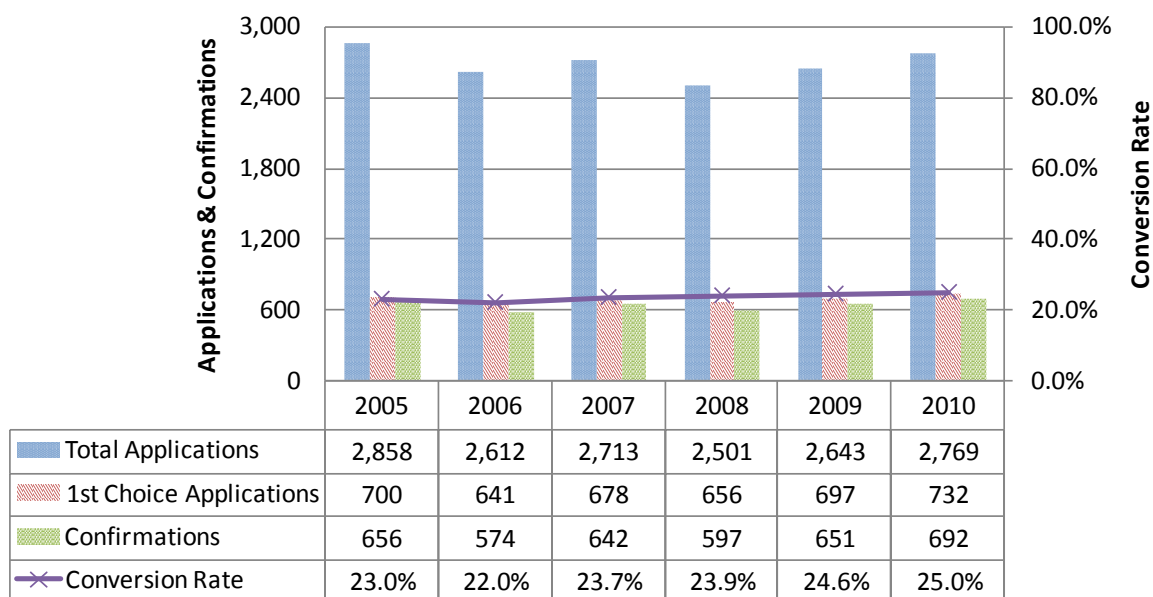
Appendix B – Recreation & Leisure Services OCAS Report

As of October 25, 2010, the following Ontario colleges are approved to offer Recreation and Leisure Services (52203):

College	Approval Date
Algonquin	Unknown
Canadore	Unknown
Centennial	Unknown
Conestoga	Unknown
Confederation	Unknown
Fanshawe	Unknown
Fleming	Unknown
Georgian	2010-09-01
Humber	Unknown
La Cité Collégiale	1990-09-01
Loyalist	1987-09-01
Mohawk	
Niagara	1992-09-01
Seneca	Unknown

The following graph summarizes total system applications, confirmations and conversion rates for the Recreation and Leisure Services program (52203).

Recreation and Leisure Services: Applications, Confirmations and Conversion Rates



2010 data as of November 26th, 2010

The following chart summarizes cumulative and average year over year growth rates for total applications, first choice applications and confirmations between 2005 and 2010 for Recreation and Leisure Services (52203).

Total Applications		First Choice Applications		Confirmations	
Cumulative Growth (2005 to 2010)	Average Year over Year Growth (2005 to 2010)	Cumulative Growth (2005 to 2010)	Average Year over Year Growth (2005 to 2010)	Cumulative Growth (2005 to 2010)	Average Year over Year Growth (2005 to 2010)
-3%	0%	+5%	+1%	+5%	+2%

The following chart presents the number of students who left the Durham College catchment area for other Recreation and Leisure Services programs (52203) between 2005 and 2010 (based on confirmed acceptances).

From Durham College Catchment	2006	2007	2008	2009	2010
Algonquin	0	1	1	1	1
Canadore	0	0	0	0	1
Centennial	7	5	7	8	8
Confederation	1	0	0	0	0
Fanshawe	2	0	2	2	1
Fleming	7	9	4	15	11
Humber	1	1	3	6	1
Loyalist	3	3	0	0	0
Mohawk	2	1	1	0	1
Niagara	2	1	0	0	1
Seneca	0	2	1	3	2
Total	25	23	19	35	27

Appendix C – Recreation & Leisure Services Five-Year Budget Projection

DURHAM COLLEGE		MTCU CODE 52203	weight	1.1	F.U.	1.9	# Yrs	
Projected Budget		Program: Recreation and Leisure Service	Per Year	1.045	Grant / WFU	\$4,160		2
BUDGET YRS 2010-15								
			2012-13 Projection	2013-14 Projection	2014-15 Projection	2015-16 Projection	2016-17 Projection	
Student Enrolment - Nov. 1								
	Year 1	30	35	40	50	50		
	Year 2	0	25	30	35	45		
	Total	30	60	70	85	95		
REVENUE								
0.11	Tuition Fees - per academic year	\$2,520	\$2,620	\$2,720	\$2,820	\$2,920		
	Set-Aside Fee Removed	\$265	\$275	\$286	\$296	\$307		
	Tuition Fee realized by college	\$2,255	\$2,345	\$2,434	\$2,524	\$2,613		
	Total Tuition Fees	67,662	140,694	170,408	214,532	248,273		
	Other Revenue - Contract Training							
	Total Other Revenue	0	0	0	0	0		
	Program Wtd Funding Unit (Wt X FU / Dur)	1.05	1.05	1.05	1.05	1.05		
	Grant - MTCU Operating (assume \$4160/wfu)	\$0	\$65,208	\$195,624	\$282,568	\$336,908		
TOTAL REVENUE		\$67,662	\$205,902	\$366,032	\$497,100	\$585,181		
EXPENDITURES								
	Salaries - Faculty (FT)	0	85,000	172,550	262,727	270,608		
	Salaries - Co-ordinator Allowance	4,300	4,300	4,300	4,300	4,300		
	Salaries - PT Teaching			0	0	0		
	Salaries - PL Teaching							
	Salaries - Sessional Teaching							
	Contract Teaching	45,000	45,000	25,000	0	0		
	Total Teaching Salaries	49,300	134,300	201,850	267,027	274,908		
	Salaries - Admin (\$100/st)							
	Support Staff							
	Total Academic Support Costs	\$0	\$0	\$0	\$0	\$0		
	Benefits - Faculty - FT 20%	860	17,860	35,370	53,405	54,982		
	Benefits - Faculty - PT 12.0%	0	0	0	0	0		
	Benefits - Admin 21%	0	0	0	0	0		
	Benefits - SS (FT) 25%	0	0	0	0	0		
	Total Employee Benefits	860	17,860	35,370	53,405	54,982		
	Total Labour	50,160	152,160	237,220	320,432	329,890		
	Instructional Supplies	1,000	1,000	1,000	2,000	2,000		
	Instructional Other Costs							
	Field Work							
	Membership & Dues							
	Professional Development	1,000	2,000	2,000	2,000	2,000		
	Travel/accommodation/meals	1,000	1,000	1,000	1,000	1,000		
	Promotion/Public relations							
	Maintenance- Equipment							
	Telecommunications							
	Office supplies/Other Expenses	500	500	500	500	500		
	Total Other Expenditure	3,500	4,500	4,500	5,500	5,500		
TOTAL DIRECT PROGRAM EXPENSES		53,660	156,660	241,720	325,932	335,390		
TOTAL REVENUE FOR PROGRAM		67,662	205,902	366,032	497,100	585,181		
Net Contribution \$		14,002	49,242	124,312	171,168	249,791		
Net Accumulated Contribution / (Deficit)		14,002	63,244	187,556	358,724	608,515		
Net Contribution - % of Gross Revenue		20.7%	23.9%	34.0%	34.4%	42.7%		
TARGET Net Contribution		n/a	Breakeven	40.0%	40.0%	40.0%		

BOARD REPORT/EXECUTIVE SUMMARY

Public:
In-Camera:

Action Required:
Information/Discussion
Decision

DATE: January 12, 2011

FROM: Don Lovisa, President

SUBJECT: Approval for Travel – President - April 2011

A. Purpose

A report to seek Board of Governor approval for travel to Barcelona, Spain to attend and present at the International Network for Quality Assurance Agencies in Higher Education (INQAAHE) conference in April 2011.

B. Background

This report aligns with administrative policy ADMIN215.2 - Travel Expense Reimbursement. Policy ADMIN215.2 provides a framework for incurring, reporting, reviewing and receiving reimbursement for allowable business expenses.

Per the policy, business expense refers, but is not limited, to: meals and gratuities; gifts; mobile telecommunication devices; long distance calls; entertainment; travel; mileage; acknowledgements of work-related employee achievement; parking; rental vehicles; lodging; meetings and retreats; morale events for employees, courtesies to employees and visitors; subscriptions, membership dues, conferences, seminars and professional development activities.

Durham College will authorize expenditures and reimburse employees for actual and reasonable incurred College business expenses which meet the requirements of the policy.

The travel procedures are intended to cover college-related business travel funded through the operating budget. Typical requests for business travel outside Canada and continental USA are to be submitted to the President's office prior to travel. An authorization will be provided as warranted/justified. However, this is a specific request for the President to travel and has therefore, been forwarded to the Board of Governors for their consideration.

C. Discussion/Options

I have been invited, along with the Chair of the Program Quality Assurance Process Audit (PQAPA) Management Board/Quality Assurance Service and the Manager of the Ontario College Quality Assurance Service to present at the INQAAHE annual conference.

INQAAHE

The main purpose of the INQAAHE is to collect and disseminate information on the current and developing theory and practice in the assessment, improvement and maintenance of quality in higher education.

By means of this information-sharing and otherwise, it is intended that the INQAAHE conference should:

- promote good practices in the maintenance and improvement of quality in higher education;
- facilitate research into the practice of quality management in higher education and its effectiveness;
- be able to provide advice and expertise to assist the development of new quality assurance agencies; facilitate links between accrediting bodies especially insofar as they operate across national borders;
- assist members in deterring the standards of institutions operating across national borders;
- permit better-informed international recognition of qualifications;
- be able to assist in the development and use of credit transfer schemes in order to enhance the mobility of students between institutions within and across national borders;
- enable members to be alert to dubious accrediting practices and organizations.

INQAAHE 2011 Conference

- The 2011 Biennial Conference will take place in Madrid, Spain, from April 4 to 7, 2011. The National Agency for Quality Assessment and Accreditation (ANECA) is hosting this conference.
- During the conference we will also celebrate INQAAHE's 20th anniversary!
- The conference theme is "Quality Assurance: Foundation for the Future"

There are four subthemes to the conference:

- Effective QA processes for diversity, development, and sustainability
- Globalizing forces and national / regional goals in higher education: emerging issues
- Professionalization of quality assurance
- Independence of QA vis a vis different stakeholders

Presentation Proposal

A Quality Approach in Ontario: The Development and Implementation of a System-Wide Quality Assurance Service

The topic will present information that deals with the effects on public colleges in Ontario of having a newly-minted quality assurance process. It will describe the quality assurance agency responsible for the development, implementation and operation of this quality assurance approach for colleges; an approach that deals with quality at the program level as well as quality at the institutional level.

Ontario's public colleges have developed and implemented an institutionally-focused academic audit process through which colleges become recognized as quality institutions and move from anecdotal-based positions of, "I think we are pretty good", to a documented, evidence-based position of an institution with quality systems throughout. The Ontario public college system, through the development and implementation of the Program Quality Assurance Process Audit (PQAPA) model has, since 2005, demonstrated its commitment to an evidence-based quality assurance and continuous improvement model of sustainable quality assurance for its member colleges.

After five years of operation the Ontario College Quality Assurance Service has itself undergone an external review and evaluation. Results of this review and the changes and impacts on the Quality Assurance Service and on the colleges in the system will be presented.

This session will describe the Ontario College system and the organization, roles and responsibilities of this unique quality assurance service. The uniqueness is found in the fact that the service is "owned and operated" by the colleges themselves and managed by an arms-length Management Board that is independent of government and any specific college.

Following a brief description of the system and the quality assurance service, the session will present the institutional academic audit model, its implementation and operation across the system, and the results of the external review and evaluation that was conducted in June 2010. Results of this evaluation and changes to enhance and improve the service will also be shared. There will be time allowed at the end for discussion and questions from the session participants.

This session, involving didactic and visual information, will be presented by a panel consisting of a college president, the Chair of the Management Board which oversees the operation of the Quality Assurance Service, and moderated by the Manager of the Ontario College Quality Assurance Service.

D. Financial/Human Resource Implications

Financial implications for travel shall meet the parameter of Administrative Policy ADMIN – 215.2, Travel Expense Reimbursement.

E. Implications for UOIT (if applicable)

None.

F. Recommendation(s)

That the Durham College Board of Governors accept this report; and further,

That the President of Durham College be approved to travel, at the College's expense, to participate in the International Network for Quality Assurance Agencies in Higher Education (INQAAHE) annual conference.

BOARD REPORT/EXECUTIVE SUMMARY

Public:
In-Committee:

Action Required:
Discussion
Decision

DATE: January 12, 2011

FROM: Don Lovisa, President

SUBJECT: Program Advisory Committee Minutes

A. Purpose

A report to inform the Board of Governors of the activities of the various Program Advisory Committee meetings of Durham College.

B. Background

Under the system of Minister's Binding Policy Directive– 3.0 Programs – Framework for Programs of Instruction, Section C: Advisory Committees: 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.

The Durham College Board of Governors By-Law #2, a By-law regarding Advisory Committees for Programs of Instruction, sets out in section 3.5 in part that "...The Board of Governors will acknowledge receipt of minutes for resolution."

During September, October and November 2010, the VP Academic directed the review of advisory committee procedures, working to streamline meeting agendas and minutes, ensuring consistency in format and reporting of information. This process involved communication with approximately sixty-six Program Advisory Chairs to update and implement new document templates.

C. Discussion/Options

Due to the revisions to the document templates for advisory committees during fall 2010, there is a significant volume of minutes ready to present to the Board at their meeting of January 12, 2011.

D. Financial/Human Resource Implications

N/A

E. Implications for UOIT (if applicable)

N/A

F. Recommendation(s)

That the Durham College Board of Governors receive the Program Advisory Committee minutes for information.

Program Advisory Meeting Schedule – Fall 2010

School	PAC - Program / Program Cluster	Date of Scheduled Meeting Fall 2010	Minutes Received	Minutes sent to Bd.of Gov.
Business, IT & Management <i>10 Committees/ 10 Chairs</i>	Accounting	Nov. 3/10	√	√
	Computer Programmer/Analyst	Nov. 1/10	√	√
	Computer Systems Technician/Technology	Nov. 10/10	√	√
	Entrepreneurship and Small Business Management	Nov. 16/10	√	√
	Hospitality/Culinary Skills	Nov. 15/10	√	√
	Human Resources	Oct. 25/10	√	√
	Marketing	Nov. 15/10	√	√
	Operations	Nov. 23/10	√	√
	Professional Golf Management	Nov. 9/10	√	√
	Sports Administration	Nov. 18/10	√	√
Health & Community Services <i>8 Committees/ 7 Chairs + 1 TBA</i>	Critical Care	Sept. 22/10	√	√
	Early Childhood Education	Sept. 30/10	√	√
	Fitness & Health Promotion	Oct. 5/10	√	√
	Communicative Disorders Assistant	Oct. 20/10	√	√
	Dental Programs (DA/DH)	Oct. 22/10	√	√
	Practical Nursing/Personal Support Worker	Oct. 27/10	√	√
	Community Programs (Addictions Counsellor/Social Services Worker)	Nov.1/10	√	√
	Child and Youth Worker (<i>Chair TBA</i>)	Nov. 4/10	√	√
Interdisciplinary Studies & Employment Services 5 Committees/7 Chairs (+ 1 committee to be Formed in 2011)	CICE – Community Integration through Cooperative Education	Nov. 8/10	√	√
	DRA – currently clustered with Dental Programs (New PAC to be formed in 2011 for this school)	Oct. 22/10	√	√
	GAS – General Arts & Science	Nov. 1/10	√	√
	Office Admin – Exec	Nov. 4/10	√	√
	Office Admin – Legal	Oct. 28/10	√	√
	Office Admin - Medical	Nov. 9/10	√	√
	VET Assistant	Nov 18/10	√	√

Program Advisory Meeting Schedule – Fall 2010

School	PAC - Program / Program Cluster	Date of Scheduled Meeting Fall 2010	Minutes Received	Minutes sent to Bd.of Gov.
Justice & Emergency Services <i>11 Committees/ 11 Chairs</i>	Advanced Law Enforcement & Investigations	Nov. 17/10	√	√
	Court Support Services	Nov. 3/10	√	√
	Law & Security Administration	Nov. 30/10	√	√
	Legal Administration/Law Clerk	Oct. 19/10	√	√
	Mediation – Alternate Dispute Resolution	Oct. 7/10	√	√
	911 Emergency & Call Centre Communications	Oct. 26/10	√	√
	Paralegal	Nov. 8/10	√	√
	Paramedic	Nov. 30/10	√	√
	Police Foundations	Oct. 12/10	Mtg. deferred	
	Pre-Service Firefighter	Nov. 22/10 (to be confirmed)	No fall mtg. held	
	Youth Corrections	Jan. 26/11		
Media, Art & Design <i>10 Committees/13 Chairs</i>	Advertising	Nov. 11/10	√	√
	Animation (<i>Co-Chairs</i>)	Oct. 25/10	√	√
	Foundations in Art & Design	Nov. 4/10	√	√
	Game Development	Nov. 1/10	√	√
	Graphic Design	Nov. 3/10	√	√
	Journalism	Nov. 16/10	√	√
	Multimedia Design and Web Developer (<i>Co-Chairs</i>)	Sept. 27/10	√	√
	Music Business Management	Dec. 16/10		
	Pre-Media (<i>Co-Chairs</i>)	Oct. 26/10	√	√
	Public Relations	Nov. 2/10	√	√

Program Advisory Meeting Schedule – Fall 2010

School	PAC - Program / Program Cluster	Date of Scheduled Meeting Fall 2010	Minutes Received	Minutes sent to Bd.of Gov.
Science and Engineering Technology <i>10 Committees/11 Chairs</i>	<u>Electronics Cluster:</u> Biomedical	Oct. 27/10	√	√
	<u>Electronics Cluster:</u> Electronics (Electronic Technician/Electronic Technology)	Oct. 27/10	√	√
	<u>Electronics Cluster:</u> Electro-Mechanical	Oct. 27/10	√	√
	Mechanical (Mechanical Technician/Mechanical Technology)	Nov. 8/10	√	√
	Non-Destructive Evaluation	Sept. 30/10	√	√
	<u>Science Cluster:</u> Biotechnology	Jan. 19/11		
	<u>Science Cluster:</u> Environmental	Jan. 19/11		
	<u>Science Cluster:</u> Chemical and Chemical Lab Technician	Jan. 19/11		
	<u>Science Cluster:</u> Pharmaceutical and Food Science/Food Processing Safety Techniques	Jan. 19/11		
	Water Quality (<i>Co-chairs</i>)	Oct. 18/10	√	√
Skilled Trades, Apprenticeship, and Renewable Technology <i>7 Committees/7 Chairs</i>	Electrical Technician	Oct. 27/10	√	√
	Energy Audit/Renewable Energy	Nov. 30/10 (originally scheduled for Nov. 4/10)	√	√
	Heating, Ventilation, Air Conditioning Gas Technician	January 2011		
	Mechanical Technician – Maintenance & Control	Oct. 21/10	√	√
	Mechanical Technician – Precision Machining/CNC	Oct. 21/10	√	√
	Motive Power Technician	Oct. 6/10	√	√
	Power Engineering	Oct. 20/10	√	√

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Dawne Barbieri	Chief Nursing Executive & VP	William Osler Health Centre
External Committee Member		
Carolyn Freitag	Manager, Critical Care Services	Thunder Bay Regional Health Science Centre
Joanne Collin	Nurse Clinician, Critical Care Program	Sudbury Regional Health System
Judy Bornais	Experiential Learning Specialist, Faculty of Nursing	University of Windsor
Mae Squires	Program Operational Director	Kingston General Hospital
Marg Balzer	Manager ICU	Hotel-Dieu Grace Hospital
Elected Student/Alumni Representatives		
N/A		
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
Sandra Goldsworthy	Program Officer	Critical Care E-Learning Program
Leslie Graham	Faculty	Critical Care E-Learning Program
Guests/Unelected Faculty/Staff		
June MacDonald-Jenkins	Project Manager/Industry Liaison	Office of Research Services & Innovation, Durham College

REPORT PREPARED BY: Lisa Kowal

DATE: September 22nd, 2010

MINUTES REVIEWED BY: Susan Sproul

DATE: September 24th, 2010

Present: Marg Balzer (teleconference), Mae Squires (teleconference), Susan Sproul, Leslie Graham, Sandra Goldsworthy, Carol Burke

Regret(s): Dawne Barbieri, Judy Bornais, Carolyn Freitag, Joanne Collin

Guest(s): June MacDonald-Jenkins

1. Welcome and Introductions

- Welcome and introductions were made around the table. S. Goldsworthy chaired the meeting in the Chair's absence.

2. Additions to the Agenda

- No additions were made to the agenda

3. Acceptance of the Agenda

- Agenda accepted as presented

4. Approval of Minutes

- Minutes of May 4th, 2010 were accepted as presented

5. Business/ Actions Arising from Previous Minutes

- CONII presentation – June MacDonald Jenkins presented an overview of CONII to the membership (PowerPoint presentation attached)

6. Discussion Items

6.1 External Membership Information Sharing

- M. Balzer reported: New staff at Windsor is sent to Durham College to do their clinic orientation and gain great experience. Finding it hard to pay for their tuition: Never enough money left over from RNAO to cover tuition.
- M. Squires reported: Queens ran their 1st simulation course. Running monthly orientations, 300 hours. New graduates have been hired and have been retained. The challenge seems to be part-time hires.

6.2 College/School Update and Program Update

Report by: S. Sproul

- The School of Health & Community Services Strategic Plan was briefly discussed and reviewed. The Strategic Plan was e-mailed to the membership.
- Discussed briefly the new template for the Program Advisory Committee minutes.
- The completion of the Student Support building is set to be completed prior to January 2011.
- Durham College's current enrollment is 7,000 and the goal is to increase to 10,000 by 2015.
- The KPI's are down across the province. The CC Program is an online e-learning program and does not participate in KPI's.
- We have hired 3 full-time faculty, and a part-time Student Liaison for the School of Health & Community Services.
- Durham College's current enrollment is 7,000 and the goal is to increase to 10,000 by 2015.
- 5 new programs have been introduced to Durham College.

- Exploring new programs for our School.
 - Accessibility Coordinator
 - OTA – PTA (possibly pathway)
 - Recreational Therapist
 - Esthetician

Report by. S. Goldsworthy

- The Durham College Critical Care e-learning program continues to have three intakes a year (January, September, and May). The program continues to offer the simulation course three to four times per year. The following provincial simulation partners have held one or more SIM classes: Sault College, University of Windsor, Fanshawe College, Confederation College, University of Windsor and Queen’s University. Major revisions to the program occurred in the spring of 2010 and are being implemented in September 2010. In this revision, the program was stream lined to integrate the advanced health assessment into each of the courses and divide the respiratory/neuro course into two course offerings. The final report of the program evaluation was published in the spring of 2009, presented to the Ministry of Health and ongoing research and evaluation of the program to include preceptor and employer feedback is currently being planned. The online preceptor workshop is being offered to support preceptors this Fall.
- The Critical Care e-learning program has been presented at major international conferences including: The Dynamics Critical Care Conference (Canadian Association of Critical Care Nurses), The American Critical Care Nurses Association (AACN) annual conference and at the World Federation of Critical Care Nurses Conference (Florence, Italy, 2009).
- Plans are being launched for follow up research with preceptors, employers and simulation efficacy.
- The program has had a total of 141 graduates with the next convocation occurring in October 2010.

Intake	Number enrolled
September 2007	62
January 2008	51
May 2008	48
September 2008	65
January 2009	83
May 2009	47
September 2009	91
January 2010	57
May 2010	75
September 2010	93

672 total to date

- We are working with CNA to promote CNCC credential post critical care certificate.
- A Critical Care CNCC review for the CNA exam is planned in the DC SIM lab for February 23/24th 2011.
- 4 e-learning faculty attended the Dynamics National critical care conference in Edmonton Sept. 18-21 with Sandra Goldsworthy assisting in the presentation of the new National Standards for critical care (she was on the committee that developed them).

7. Other Business

- No other business discussed

8. Decisions/Recommendations

- See attached “Action Log”

9. Future Meeting Date

- May 4th, 2011, 2-4pm in SW106

10. Adjournment

- Meeting adjourned at 3pm

Critical Care E-Learning Program Advisory Committee Action Log

NEW Action Items from September 22nd, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Follow up research with preceptors, employers and simulation efficiency.	May 4 th , 2011	S. Goldsworthy	
2.	CC CNCC review for the CNA exam planned in the DC SIM lab.	February 23/24 th , 2011	S. Goldsworthy	
Action Items from May 4th, 2010				
1.	CONII presentation to membership	September 22 nd , 2010	June MacDonald-Jenkins	COMPLETE

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Dave Bobak	Web Developer	Teehan+Lax
Chris Erwin	Web Developer	Teehan+Lax
External Committee Member		
Sharon Awon	Director of Human Resources	Warner Music Canada
Avy Oaknine	National Education Director	Adobe Systems Canada
Lynn Portelance	H.R. Program Administrator	Ministry of Finance
Elected Student/Alumni Representatives		
Name	Yr/Program/Alumni	
Ryan Marubashi	2 nd Yr. Multimedia Design	Durham College
Elected Faculty/Staff Representatives		
Steven Evans	Co-Coordinator, Multimedia	School of Media, Art & Design
Kris Felstead	Coordinator, Web Developer	School of Media, Art & Design
Charlotte Hale	Associate Dean	School of Media, Art & Design
Brent Hudson	Co-Coordinator, Multimedia	School of Media, Art & Design
Greg Murphy	Dean	School of Media, Art & Design
Guests/Unelected Faculty/Staff		
Linda Cheng	Professor	School of Media, Art & Design
Wade Clarke	Professor	School of Media, Art & Design
Nick Ferrari	Professor	School of Media, Art & Design
Ray Gubala	Professor	School of Media, Art & Design

REPORT PREPARED BY: Alanna Desaillier

DATE: September 27, 2010

MINUTES REVIEWED BY CHAIR: Dave Bobak

DATE: October 15, 2010

Present: Dave Bobak, Wade Clarke, Linda Cheng, Chris Erwin, Steven Evans, Kris Felstead, Nick Ferrari, Ray Gubala, Charlotte Hale, Brent Hudson, Ryan Marubashi, Greg Murphy

Regret(s): Sharon Awon, Avy Oaknine, Lynn Portelance

1. Welcome and Introductions

- Greg Murphy welcomed members of the committee.

2. Additions to the Agenda

- Program of Studies 2011 – 2012
- Graduate certificates and third year options

3. Acceptance of the Agenda

- Agenda accepted by Steven Evans.

4. Approval of Minutes

- No previous minutes to approve.

5. Business/ Actions Arising from Previous Minutes

- No action items arose from the last meeting.

6. Discussion Items

6.1 External Membership Information Sharing

- Discussion around Web mobile. D. Bobak said it is easy to understand and their companies are hiring Web Developers – mostly front end developers.
- Proposed name change for the Multimedia program -Interactive Design. All agreed to investigate further.
- A specialized third year is an option for courses that are not interactive. Video/Audio, and Motion graphics.
- Student advisor was asked why he chose Multimedia. The idea of programming and designing is appealing. The downside is that year one is too basic and the curriculum moved too fast in year two. A suggestion to move some of the more advanced topics into year one would help.
- G. Murphy asked C. Erwin and D. Bobak what they are looking for when hiring a recent graduate. An individual with HTML and CSS would be an asset. Students need a specialization.
- The Web program needs to create a more focused curriculum in Web developer and move away from the design elements. Concentrate on a more specific area of web in year two. The need for specialization.
- Currently in third year of Multimedia, the students create 5 general projects for MM projects. Advisors suggest that the students create one final project in an area of interest. This would make them an expert in that one area and would be more hire able.
- Motion Graphics is huge in the industry currently. There should be 2 levels built into the curriculum and introduced earlier.
- A discussion on whether or not PHP is introduced enough in first year ensued. More focus should be spent on this.
- A common first year for Multimedia and Web was introduced; communications, Motion Graphics I & II and Project Management should all be included.
- Intro to Programming gives students in Multimedia some trouble.

- Possible New Program names could be Interactive Design and Interactive Developer. Concerns on whether the Web students may suffer with a common first year was discussed.
- R. Gubala suggested having 2 field placements, a 4 week session after second year and a 4 week session after third year. If they are not ready after second year you could do one 8 week session after third year. This will be discussed further in the spring.

6.2 College/School Update and Program Update

- Employer Satisfaction with Placement Students - Very positive feedback was given by employers.
- Enrollment Targets and Projections:
 1. Multimedia increased first year seats to 75 from 60 and exceeded this by 2 students.
 2. Web Developer increased first year seats to 60 but did not meet this target.
 3. It was noted that the 3rd year of the Web Developer program has been suspended.
- KPI Status, Annual Curriculum Renewal - Changes for the 2011 – 2012 program of studies were addressed.
- Employment Statistics:
 1. The class of 2009 statistics for both Multimedia and Web Developer were discussed and compared to 2007 and 2008. Multimedia had 10 graduates and 3 have found full time employment. Web Developer also had 10 graduates and 2 have found full time employment.
- To see the full comparison please go to https://hired.mycampus.ca/students/overview/grad_stats.htm

6.3 Continuing Education Update

- S. Meader is our contact for Continuing Education and faculty are encouraged to contact her if they feel there are courses that could be run in the evening to help students be more successful.

6.4 Student Voice

- R. Marubashi noted that he would like to see Multimedia projects be more specific as opposed to having to complete 5 projects in third year, this would allow for specialization.

7. Additional Agenda Items

7.1. Membership Review

- An overview of the role of the program advisory was given.
- Advisory Committee member profile form was distributed and collected.
- Nomination of chair:
 - D. Bobak and C. Erwin of Teehan+Lax were nominated and accepted in a co-chair role.

8. Decisions/Recommendations (action items)

- Review the program of studies based on advisory comments for 2012-2013. **ACTION BY:** Program team in spring meetings.
- Investigate changing the program name for Multimedia. **ACTION BY:** Program team by next meeting date.

9. Future Meeting Date

- May 9, 2011

10. Adjournment

- 9:30 p.m.

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Fanny Handjes	Program Manager	Region of Durham
External Committee Member		
Beverly Cummins	Resource Consultant	Resources for Exceptional Children and Youth, Durham Region
Heather Cook	Early Childhood Educator	Kids Campus Child Care Centre
Jean Lavalley	Program Manager	Grandview Children's Centre
Angela Bell	Director	YMCA-Ontario Early Years Centres of Durham
Denise Gilbert	Executive Director	Schoolhouse Playcare Centres of Durham
Elected Student/Alumni Representatives		
Judy Zwegers	Alumni	Durham Board of Education
Kimberly Niles	Alumni	Alliance Family Centre
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
Ann-Marie Bennett	Program Officer	Continuing Education
Janice Beechey	Faculty/Coordinator	Early Childhood Education Program
Tracey Hull-Gosse	Faculty/Coordinator	Early Childhood Education Program
Guests/Unelected Faculty/Staff		
Lisa West	Practicum Officer	School of Health & Community Services

REPORT PREPARED BY: Lisa Kowal

DATE: November 3rd, 2010

MINUTES REVIEWED BY: Fanny Handjes

DATE: November 4th, 2010

Present: Jean Lavalley, Fanny Handjes, Denise Gilbert, Janice Beechey, Tracey Hull-Gosse, Bev Cummins, Susan Sproul, Lisa West

Regret(s): Carol Burke, Heather Cook, Judy Zwegers, Angela Bell, Kimberley Niles, Ann-Marie Bennett

1. Welcome and Introductions

- Welcome and introductions were made around the table

2. Additions to the Agenda

- 7.1 PAC Membership
- 7.2 Injuries to Students on Placement
- 7.3 Course Curriculum

3. Acceptance of the Agenda

- Agenda accepted with additions above

4. Approval of Minutes

- Minutes of May 13th, 2010 were accepted as presented

5. Business/ Actions Arising from Previous Minutes

- Update to be provided by CE regarding the status of the ECE Apprenticeship Program at Durham College (deferred to next meeting)
- KPI's to be shared with membership (results attached to the minutes)

6. Discussion Items

6.1 External Membership Information Sharing

Report by: D. Gilbert

- The loss of ECEs this fall has been significant for some employers as the full day kindergarten expands; this will continue to make retention a huge challenge
- Child care will potentially be a "stepping stone" for many ECEs whose long term goal will be to work in the education system where the salary and benefits are significantly better.
- With the loss of many 4 & 5 year olds from the system, some centres are struggling with how to make their programs viable
- As the need for more ECEs continues colleges will need to look at how to meet that demand
- Some feel that schoolage care will become a greater need; if this trend continues and ECEs continue to be staffing these programs, the colleges may need to look at potential gaps in training
- (more detail report from D. Gilbert attached to the minutes)

6.2 College/School Update and Program Update

Report by: S. Sproul, J. Beechey and T.Hull-Gosse

- ECE KPI summary was provided to the membership for review and for information (attached to the minutes)
- 86.3% of our ECE graduates from 2009 are employed. Employment statistics were reviewed with the membership (attached to the minutes)

- We will be looking at increasing enrollment in our ECE program to align with the addition of ECEs in the kindergarten classrooms
- School of Health & Community Services Strategic Plan was shared with the membership (attached to the minutes)
- Faculty will be made available to attend community partner workshop, conferences and fairs
- Criminal reference checks are taking longer than expected to come in. We are asking some agencies if they will accept our students with a receipt and a signed declaration that says their CRC is clear. D.Gilbert would be able to take students in their before and after school programs.
- As a follow up to a PAC request, an ECE Program field placement survey have been sent out to day care centres, only three have been returned to date.
- All students registered for Field Placement II have been successfully placed. Some students have been delayed beginning placement by of the slow turnaround in receiving their criminal reference checks.
- Proposal is being put forward to offer a Field Placement Prep 2 course (we currently have a Field Placement Prep 1). The first course would focus on preparation for placement and the second course will be on using the field placement manual.
- A complete program report was presented by T. Hull-Gosse and J. Beechey, ECE Program Coordinators (attached to the minutes)

6.3 Continuing Education Update

- Deferred

6.4 Student Voice

- No report

7. Additional Agenda Items

7.1 PAC Membership

- S. Sproul reviewed the PAC membership and the Terms of Reference. Each member will have a 3 year term and is allowed 1 additional 3 year term. Membership to be reviewed prior to next meeting.

7.2 Injuries to Students on Placement

- When a student is injured on placement the student should advise the agency and their placement supervisor. The agency should contact the school to advice of an injury. If the student is unsure or is having any difficulties with the process they should contact their practicum officer (Lisa West).

7.3 Course Curriculum

- Based on feedback from ECE professionals who have taken the Introduction to ECE course through continuing education Susan Sproul will be contacting Ann-Marie Bennett to ensure that CE faculty is using the most up to date outline and legislative information.

8. Decisions/Recommendations

- See attached "Action Log"

9. Future Meeting Date

- May 26th, 2011 2-4pm in SW106

10. Adjournment

- Meeting adjourned at 3pm

Early Childhood Education Program Advisory Committee Action Log

NEW Action Items from September 30th, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Follow up meeting with F. Handjes, S. Sproul, J. Beechey and T. Hull-Gosse to review PAC Membership	May 26 th , 2011	S. Sproul	
2.	S. Sproul to contact A.M. Bennett regarding the Introduction to ECE course outline and review content	May 26 th , 2011	S. Sproul	
3.	S. Sproul to investigate the feasibility of increasing the ECE enrollment numbers based on information provided regarding the impact all day kindergarten has had on ECE retention and employment	May 26 th , 2011	S. Sproul	
Action Items from May 13th, 2010				
1.	Provide membership with KPI results	September 30 th , 2010	S. Sproul	COMPLETE
2.	Update membership on the status of the ECE Apprenticeship Program at Durham College	September 30 th , 2010	A.M. Bennett	

Advisory Committee Membership List

Name	Title	Organization
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Committee Position: Committee Chair

Name Bhamini Chiekrie	Title Branch Manager	Organization Acuren Group Inc.
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Committee Position External Committee Members

Name	Title	Organization
Clair Sigus	Field Technician	Intech International Inc.
Steve Simpson	Manager, Non-destructive Eval.	Intech International Inc.
Lynne Stewart	Manager, Human Resources	Ontario Power Generation

Committee Position Student Representatives

Name NA	Year, Program
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Committee Position Staff & Faculty Representatives

Name	Title	Department
Linda Dillon	Administrative Coordinator	School of Science & Engineering Technology
Sue Todd	Dean	School of Science & Engineering Technology
Katy Zaidman	Program Coordinator/Professor	School of Science & Engineering Technology

Guests in Attendance

Name NA	Title	Organization
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REPORT PREPARED BY: Linda Dillon DATE: November 8, 2010

MINUTES REVIEWED BY Bhamini Chiekrie DATE: January 3, 2011

Present: Bhamini Chiekrie, Linda Dillon, Clair Sigus, Steve Simpson, Lynne Stewart, Sue Todd, Katy Zaidman

Regret(s): Michael Dudley, Alex Iorgu, Dave Mennie, Mike Trelinski, John Zirnhelt

Guest(s): NA

1. Welcome and Introductions

- Bhamini Chiekrie, chair welcomed members. Members provided a brief introduction of their position and the company they represented.

2. Additions to the Agenda

- None.

3. Acceptance of the Agenda

- The agenda was accepted by members.

4. Approval of Minutes

- The minutes of March 31, 2010 were approved with the following updates:
- National Technology Benchmarks Committee – Members can send their feedback up to May 31, 2010 at www.ntbdb.cct.ca.
- One Year Certificate/Program Fast Track - Included on the Sept. 30 agenda under “New Vision for Non-destructive Evaluation”.
- Co-op Placement – Co-op will continue for current year 2 students only.
- Co-op Database – K. Zaidman reported that the system would be confused with another database and people should refer to the CGSB database. K. Zaidman is working on creating a network of NDT specialists on a website to help with hiring. Head hunters can be referred to the website.

5. Discussion Items

5.1. Industry Trends

Changes in Legislation

- NA

Changes in Labour Market

- NA

Employer Satisfaction with Program/Placement Students

- Lack of co-op placements had a negative impact on the program. This can be attributed to the slow economic recovery. The new internship model implemented will reflect changes with industry and address placements for students.

5.2. Enrollment Targets and Projections

S. Todd reported the following:

- Enrolment year 1 – capped at 30 students (being mindful of less employment opportunities currently).
Year 1 – Confirmed – 31
Year 2 – 38 (includes 3 part-time students)
The program was wait listed as there were more students than seats, but S. Todd noted that budget targets were met.

New Program Standards

- NA

Program Quality Progress Report (incl. Program Health Matrix Update)

- S. Todd noted that the Program Health Matrix was formed this year. The purpose is to rank each program in the areas of growth, quality and see if there is an upward or downward climb in programs. The Program Quality Progress Report and Program Health Matrix had been distributed to members prior to the meeting.

KPI Status, Annual Curriculum Renewal

- S. Todd reported the following highlights:
- Knowledge of subject matter by the professor is higher than the system average.
- Gathering student feedback and teaching using different methods is good.
- A 75% retention rate indicates the program is solid.
- Co-op model needs to be reviewed.
- A Key Performance Action Plan is being developed.

Opportunities for faculty professional development in the field

- NA.

Employment Statistics

- S. Todd reported that the graduate survey is completed 6 months after students graduate. The 2009 statistics were reported as follows:
Number of graduates – 16, # Available for Employment – 9, # of Graduates Employed – 6 (66.7%), Full-time Related – 5, Percent Related – 55.6%, Full-time Related – 1, Furthering Education – 6, Actively Seeking – 1, Unable to Contact – 4, Medium Salary - \$47,072.
It was noted that there is usually is a lot of travel required for a job in the non-destructive field. The majority of students are hired on contract also. B. Chiekrie noted that at Acuren Inc., students are hired through the union and cannot be hired full-time.

5.3. College Program and School Updates

2010-2011 Program Guide

- The Program Guide was distributed to members. K. Zaidman reported that a 3 hour lecture in Environmental Protection and Wellness has been added into the Program of Studies as a General Education subject in year 1, semester 2. The Basic Electrical Controls course now contains motor controls and has moved from semester 1 to semester 2.

5.3 College Program and School Updates

- **Internship** – K. Zaidman reported that students coming into year 1 of the program will now do an internship of 4, 8, 12 or 16 months. Internship will now replace co-op. The advantages of internship are that it will bridge the changes with industry, offer flexibility for employers, reduce the number of spring/summer professors and raise Key Performance Indicators in the program. Internship will also offer multiple exits for students. Industry members indicated that they liked the new internship model.
- **Non-destructive Vision** - S. Todd mentioned that she is on a joint committee with Ontario Power Generation and the University of Ontario Institute of Technology (UOIT). This committee is looking at pathways for Nuclear Power that would bridge into a degree program with UOIT.
- **Profile of Student Jennifer Masson** – K. Zaidman reported that Jennifer Masson, a second year Non-destructive Evaluation student has been offered a 5 year contract with Lopes Mechanical in the quality assurance department. Jennifer was offered this contract as a result of her high performance from the summer co-op position with the company. Jennifer has also been featured in the Durham College Chronicle newspaper.
- **Hired Career Services** – It was reported that the Hired Career Services Centre is located on campus in Oshawa. Some of the services are: employers may interview students on campus and post job postings through the hired portal services and students are given knowledge and assistance on preparing resumes and doing mock interviews. Job fairs will be held on campus on October 7 and February 9th. A Trade Smart Fair will also be held at the Whitby Campus in March 2011.
- The following documents were distributed to members on Hired Career Services prior to the meeting - Graduate Employment Report for 2009, Program Advisory Committee Report, Recruit Your Next Intern and the Program Quality Report for June 2010.

6. Continuing Education Updates

- G. Brooks, program assistant in Continuing Education is looking for course ideas or 1 more certificate idea. If members know of a course or certificate that needs to run, please contact G. Brooks at gail.brooks@durhamcollege.ca.

7. Research Initiatives/Opportunities

- June Jenkins-MacDonald was unable to attend the meeting and will be invited to a spring meeting.

8. Other Business

8.1 Membership Review (spring)

- The Roles, Responsibilities and Mandate of the Advisory Committee were distributed to committee members. K. Zaidman will approach a Non-destructive student to be on the committee.

8.2 PAC Assessment Form (spring)

- The Program Advisory Committee Assessment Form will be completed in June 2011 by advisory members.
- Mary Noble from Hired Career Services will be contacted and provided with feedback about student interviews as mentioned by an employer. Comments were made relating to appropriate business responses to employers in a job interview, employment attitudes, expectations and unethical behavior.

8. Other Business

8.3 Participation in Program Review and Focus Group

- NA

9. Decisions/Recommendations (action items)

- Key Performance Indicators - An action plan will be completed by K. Zaidman and the program faculty. **ACTION BY: K. Zaidman/Faculty/ASAP**
- Members to advise G. Brooks, Continuing Education on courses or a certificate that could be offered (gail.brooks@durhamcollege.ca). **ACTION BY: Advisory Members/ASAP.**
- Invite June Jenkins-MacDonald to a spring meeting. **ACTION BY: L. Dillon/May 2011**
- Obtain a current Non-destructive student to sit on the advisory committee.
ACTION BY: K. Zaidman/ASAP
- Complete the PAC Assessment form in the spring. **ACTION BY: Advisory Members/June 2011**
- Contact M. Noble, Hired Career Services and provide feedback from the meeting on student job interviews, employment attitudes, expectations etc. **ACTION BY: s. Todd/ASAP**

10. Future Meeting Date

- Thursday, June 9, 2011, 2:00-4:00 p.m.

11. Adjournment

- The meeting was adjourned at 4:35 p.m.

Mechanical Technician Non-destructive Program Advisory Committee

Action Log

NEW Action Items from September 30, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Complete the Key Performance Indicator Action Plan.	ASAP	K. Zaidman/ Faculty	
2.	Advise G. Brooks of any courses or a certificate that could be offered through Continuing Education (gail.brooks@durhamcollege.ca).	ASAP	Advisory Members	
3.	Invite June Jenkins-MacDonald to a spring meeting,	May 2011	L. Dillon	
4.	Obtain a Current Non-destructive student to sit on the Advisory Committee.	ASAP	K. Zaidman	
5.	Complete the Program Advisory Committee (PAC) form.	June 2011	Advisory Members	
6.	Provide employer feedback to M. Noble on student job interviews, employment attitudes and expectations as raised in the Sept. 30 meeting.	ASAP	S. Todd	
7.				
Action Items				
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Action Items				
1.				
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Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Patricia Clark	National Executive Director	Active Living Coalition for Older Adults
External Committee Member		
Angela Dye	Registered Physiotherapist	Integrated Rehab Professionals
Barb Gormley	Owner	Custom Fit
Erica Mittag	Fitness Coordinator	Courtice Community Complex
Geoff Berenz		Athletic Training Professionals Inc.
Marianne Schlotke	Supervisor of Fitness Services	Town of Whitby
Sandy Black	Program Supervisor	South Oshawa Community Centre
Stephanie Medford		Goodlife Fitness
Toni Johnston	Fitness Consultant	
Leeson Clifton	Registered Massage Therapist	Whitby Massage Therapy Clinic
Elected Student/Alumni Representatives		
Wendy Robinson	Year 2 Student	Fitness and Health Promotion Program
Courtney Collicott	Alumni	
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
Olga Labaj	Faculty/Coordinator	Fitness & Health Promotion Program
Guests/Unelected Faculty/Staff		
June MacDonald Jenkins	Practicum Officer	School of Health & Community Services

REPORT PREPARED BY: Lisa Kowal

DATE: October 5th, 2010

MINUTES REVIEWED BY: Susan Sproul

DATE: October 5th, 2010

Present: Susan Sproul, Carol Burke, Barb Gormley, Olga Labaj, Toni Johnston, Wendy Robinson

Regret(s): Patricia Clark, Angela Dye, Erica Mittag, Geoff Berenz, Marianne Schlotke, Sandy Black, Stephanie Medford, Leeson Clifton,

Guest(s): June MacDonald-Jenkins

1. Welcome and Introductions

- Welcome and introductions were made around the table

2. Additions to the Agenda

- 7.1 PAC Membership

3. Acceptance of the Agenda

- Agenda accepted with addition above

4. Approval of Minutes

- Minutes of May 18th, 2010 were accepted as presented

5. Business/ Actions Arising from Previous Minutes

- June MacDonald-Jenkins to present CONII information to membership – presentation took place and the power point document is attached to the minutes

6. Discussion Items

6.1 External Membership Information Sharing

Report by: B. Gormley

- Working on story of how to make a successful personal training club. Most of the job is personal, credentials are important but the personality is most important. Is that looked at in the program? Student says it is addressed in classroom, but because of the age of many students they do not fully understand it. Olga says it is threaded through the program but younger students do not realize the importance until placements. It will show up in placement interviews and placement marking. Visions and values of companies may be different also. Can students learn to build positive relationships?

Report by: T. Johnston

- A Health & Fitness project was written for the Oshawa Senior Citizens Centre (OSCC) and presented at the last meeting. Many of the ideas from the project have been implemented. The project now called the Health and Fitness for Life Program continue to be offered at the OSCC. They have been awarded another grant to continue with several of the projects. The funding comes from the Ontario Governments Healthy Eating Grant. The OSCC and The Oshawa Community Health Centre (OCHC) project are working together to offer several programs to clients of both organizations. Programs include Community Kitchens, "Good Food Box", 10 Steps to Healthy Living workshops, Fitness Assessments and Healthy Eating workshops. Seniors and Oshawa Community Health Centre clients will attend the programs together.

- The OSCC will be presenting the Health & Fitness Project at the Older Adult Centres' Association of Ontario (OACAO) Annual Education Forum and Tradeshow as an information sharing workshop with other older adult centres in Ontario.
- In another project the OACAO received funding from the Ontario Government for Older Adult Centres' to offer Health Promotion Active Living Fairs. The Fair will include a presentation of the Benefits of Healthy Eating and the Benefits of Physical Activity. The Host Centre will identify 25 individuals who will 1) Do a pre-fair questionnaire regarding eating and physical activity habits, 2) track their eating and physical activity habits for 3 months after the fair and, 3) complete a post-fair questionnaire regarding eating and physical activity habits to determine if there has been a change in their eating and activity habits. Interested OACAO member organizations apply to the OACAO for the funding. There is funding for 20 Centres in Ontario to participate. The OSCC is offering an Osteoporosis work shop. It is being held on Saturday October 23rd in the morning at Northview Community Centre.
- November is Diabetes Month. Durham Diabetes Network will be running an all day diabetes workshop held at the Northview Community Centre on November 6th.
- On February 24th the Oshawa Senior Citizens' Centre will be hosting a Healthy Living Fair at The Legends Centre.

6.2 College/School Update and Program Update

Report by: S. Sproul, O.Labaj

- FHP has 96 full time first-year students, 63 second-year students, and of those 63 55 are starting placement tomorrow.
- We have revised our Program of Study and shall be submitting it for approval this Friday. We have re-aligned the courses to provide a better flow for the students throughout the 4 semesters and have become gen ed compliant.
- The first-year students who attended the orientation session reported that the comfort level they had at the end of the session was 36% better than how they felt at the beginning of the session. We started off on the right foot!
- A successful Program team meeting was held yesterday with many PT faculty attending and sharing. We have had many new PT faculty start this semester and all are working well together. They are providing expertise for our students and support for each other.
- Discussed the School of Health & Community Services strategic plan. Will put the strategic plan on upcoming agendas to keep members updated on how we are progressing.
- The Fitness and Health Promotion Program Health Matrix was discussed. It will be available at next meeting.
- The Fitness and Health Promotion KPI's (Key Performance Indicator) summary information was discussed.
- Hired Career Services survey was distributed and discussed.
- Program Quality Progress Report was discussed. This report is compiled by the Health and Fitness Promotion Program Team who review the curriculum as a whole along with the KPI report to make sure all areas that have an impact are addressed.
- Membership-Committee discussed list of PAC members to see when each member joined, to ensure that the PAC terms of reference are followed. Susan to discuss this and new members with Patricia and Olga.
- Evening meetings will need to be looked at to increase membership
- Send Survey to full group members to find out the best day of week and time of day to hold the meeting

7. Additional Agenda Items

7.1 PAC Membership

- S. Sproul reviewed the PAC membership and the Terms of Reference. Membership is for a 3 year term with one additional 3 year term at the discretion of the dean. Membership to be reviewed prior to next meeting by P. Clark, S. Sproul and O.Labaj.

8. Decisions/Recommendations

- See attached "Action Log"

9. Future Meeting Date

- May 10th, 2011 2-4pm SW106

10. Adjournment

- Meeting adjourned at 3pm

Fitness and Health Promotion Program Advisory Committee Action Log

NEW Action Items from October 5th, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Follow up meeting with S. Sproul, O.Labaj, P. Clark to review PAC Membership	May 10 th , 2011	S. Sproul	
2.	Members to be surveyed on best time of day to hold PAC meetings.	May 10 th , 2011	S. Sproul	COMPLETE
3.	Program Health Matrix to be reviewed at next meeting	May 10 th , 2011	S. Sproul	
Action Items from May 18th, 2010				
1.	June MacDonald-Jenkins to be invited to next PAC present on CONII	October 5 th , 2010	S. Sproul	COMPLETE

Fitness and Health Promotion Program Advisory Committee Action Log

NEW Action Items from October 5th, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Follow up meeting with S. Sproul, O.Labaj, P. Clark to review PAC Membership	May 10 th , 2011	S. Sproul	
2.	Members to be surveyed on best time of day to hold PAC meetings.	May 10 th , 2011	S. Sproul	COMPLETE
3.	Program Health Matrix to be reviewed at next meeting	May 10 th , 2011	S. Sproul	
Action Items from May 18th, 2010				
1.	June MacDonald-Jenkins to be invited to next PAC present on CONII	October 5 th , 2010	S. Sproul	COMPLETE

Power Engineering Technician Program Advisory Committee Action Log

NEW Action Items from October 20th, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Formal request for a tour directly to Rob Templeton (OPG)	January 2011	Norm Fenton	Requested - not yet scheduled
2.	Send out program of study	January 2011	Mary Pearce	
3.	All employer advisory committee representatives should be invited to come to address students regarding employment expectations	April 2011	Dave Beals	
4.	Contact the members to invite as guest speakers	April 2011	Dave Beals	
5.	Set up tours for Cameco and Eastern	April 2011	Jana Forsyth	
6.				
Action Items from Previous Meeting				
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Action Items from _____ Meeting				
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2.				

Advisory Committee Membership List

Name	Title	Organization
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Committee Chair

Ryan Carr		Alumni
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External Committee Members

John Baker	Owner	Bakers Ltd.
Steve Good/ Dave Duggan		Bill Nurse Chev Olds
Ed Hayden		Gus Brown
Brian Rauch		Paris Auto Service Centre
Peter Souch		Marigold Ford
Sandy Smiles/Rick Lea	Project Officer	Durham Region Local Training Board
Ming Kong/Ralph Speelman		Owasco
Monte Storey	Owner	Easton's Goodyear
Tom Zekveld	Owner	Tomlin Auto

Elected Student/Alumni Representatives

Name	Yr/Program/Alumni
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Elected Faculty/Staff Representatives

Name	Title
Steve Quantrill	Program Coordinator
John Cholmondeley	Faculty
Ralph Ruffo	Faculty

Guests/Unelected Faculty/Staff

Name	Title	Organization
Norm Fenton	Dean	School of Skilled Trades, Apprenticeship and Renewable Technology
Jana Forsyth	Employment Advisor	Hired Career Services
Joy Lavergne	Program Officer	Continuing Education
Sue Moore	Manager, Academic Operations	School of Skilled Trades, Apprenticeship and Renewable Technology
Nathalie Stutt	Recruitment Officer	Admissions and Recruitment

REPORT PREPARED BY: Mary Pearce

DATE: October 20, 2010

MINUTES REVIEWED BY: Ryan Carr

DATE: November 18, 2010

Present: Ryan Carr, Ming Kong, Ralph Ruffo, Tom Zekveld, Steve Quantrill, Norm Fenton, Steve Good, Joy Lavergne, Jana Forsyth, Nathalie Stutt

Regret(s): Ed Hayden, Peter Souch, Brian Rauch, John Cholomondeley, Dave Duggan, John Baker, Montey Storey

Guest(s): Sandy Smiles

1. Welcome and Introductions

2. Additions to the Agenda

- a. S. Smiles changes in funding

3. Acceptance of Agenda

Agenda accepted by members

4. Approval of Minutes from May 2010

Minutes approved by members.

5. Business/ Actions Arising from Previous Minutes

No action items to address from previous minutes

6. Discussion Items

6.1 External Membership Information Sharing

Bill Nurse – S. Good increased size
Mega dealership – 32 bays
Closing some of the smaller shops
Hybrids starting to come in – basic maintenance /brakes
Will create a different work culture
DC currently don't have any Hybrids available to learn on

Decreased enrollment in the post secondary motive power
Trend is down for independent repair
Detailers and entry level positions – quick lube
Students dropping math in high school don't realize they need it later

Students need the fundamentals

Diesel training

Electron/electric theory – less focus on the calculation and more on the practical of electrical

More time into measurement

Changes in Labour Market

Licensed mechanics have written tickets now labour costs increased, hard time finding people for entry level jobs – all want to be a certified mechanic

6.2 College/School Update and Program Update

Open house November 13, spring open house, outreach with high schools, 2 taste of the trades (24 students – hands on activities, different programs auto included), regional skills competition – auto and welding

Research in Fuel savings device, hydrogen injection

6.3 Continuing Education Update

No report at this time.

6.4 Student Voice

No student representative at this time.

7. Additional Agenda Items

7.1 Funding Changes – S. Smiles

Financial incentives

Employment Ontario Transformation

College of Trades consultations

The list of the Durham Region Employment Service Providers who assist employers in finding employees, administering some of the financial incentives and approve training for EI clients can be found at this link

<http://www.dren.org/dren-homepage.5.php?showModuleDetails=news&id=158>

College of Trades: notice of the consultations but the first one is November 1 at Ryerson where The College of Trades will discuss ratios and compulsory certification. There is no phone number but it is the MTCU College of Trades Project Implementation Office at 700 Bay Street, Suite 1700.

8. Decisions/Recommendations (action items)

Partnership with UOIT – recommended

Review the courses within the program of study to determine curriculum with industry members for relevance

9. Future Meeting Date

Jan. 19, 2011

10. Adjournment

5:30 pm

Motive Power Technician Program Advisory Committee Action Log

NEW Action Items from October 6, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Review the courses within the program of study to determine curriculum with industry members for relevance within program	January 19, 2011	Membership	
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Action Items from:				
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Action Items from:				
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Program Advisory Committee Action Log

NEW Action Items from October 18th, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Walkerton Clean Water Scholarship – need to determine who/when	May 2011	C. Stender	
2.	Regulations & Enforcement course outline to be forwarded to Cindy Foley, CE	May 2011	S. Todd	
3.	Level 1 & 2 Prep courses – OPG Update	May 2011	G. Brooks	
4.	Program Curriculum input to be emailed to C. Stender	May 2011	Committee	
5.	Student Placement Updates & Fact Sheets to J. Glover/D. Ross	May 2011	C. Stender	
6.	Mix & Mingle Invitees and Update	May 2011	C. Stender	
7.	Pilot Plan Project Update	May 2011	S. Todd	
8.	Replacement Professor for REGS CE course	May 2011	G. Brooks	
9.	Booths at Conferences Update	May 2011	C. Stender	
10.	Recommended Maximum Course Attendance Numbers	May 2011	R. Motum	
11.	Consult Moreen Tapper, Admissions with regards to an Interviewing Process being established	May 2011	S. Todd	
12.	Promote Career Hired Services at Mix & Mingle	May 2011	S. Todd	
13.	Invite Ken Harris, Mitch Manley from Industry and a first-year W.Q. student to join Committee.	May 2011	C. Stender	
Action Items				
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5.				
Action Items				
1.				

Advisory Committee Membership List

Name	Title	Organization
Committee Position: Committee Chair		
Corrie Stender	Professor (Chair)	School of Science & Engineering Technology
Doug Suppelsa	Professor (Co chair)	School of Science & Engineering Technology
Committee Position External Committee Members		
Gary Christian	Chief Maintenance Operator	The Regional Municipality of Durham
Jim Cunningham	Supervisor, Technical Support	The Regional Municipality of Durham
Jodi Glover	CEO	Real Tech Inc.
Ian King	Inspector	York Region
Rebecca Pinsent	Operator, Duffin Creek WPCP	The Regional Municipality of Durham
Don Ross	Operations Manager, Kawartha Hub	Ontario Clean Water Agency
Alex Vukosavljevic	Plant Manager, Water Treatment	Toronto Water
Committee Position Student Representatives		
Rob Gamache	Water Quality Student, 2 nd year	School of Science & Engineering Technology
Lory Jackson	Water Quality Student, 2 nd year	School of Science & Engineering Technology
Committee Position Staff & Faculty Representatives		
Gail Brooks	Program Officer, Con Education	School of Science & Engineering Technology
Beau James	Professor	School of Science & Engineering Technology
Ron Motum	Professor (contract)	School of Science & Engineering Technology
Teresa Sweetman	Professor	School of Science & Engineering Technology
Susan Todd	Dean	School of Science & Engineering Technology
Dennis Yacknowiec	Professor (contract)	School of Science & Engineering Technology
Mary Smith	Administrative Assistant (Scribe)	School of Science & Engineering Technology
Guests in Attendance		
n/a		

REPORT PREPARED BY: Mary Smith

DATE: October 22, 2010

MINUTES REVIEWED BY: Corrie Stender (Chair)

DATE: November 9, 2010

Present: Gail Brooks, Jim Cunningham, Gary Christian, Rob Gamache, Jodi Glover, Lory Jackson, Beau James, Ron Motum, Don Ross, Mary Smith, Corrie Stender, Teresa Sweetman, Sue Todd, Dennis Yacknowiec

Regret(s): Ian King, Rebecca Pinsent, Doug, Suppelsa, Alex Vukosavljevic

Guest(s): n/a

1. Welcome and Introductions

- C. Stender welcomed the committee and facilitated introductions.

2. Additions to the Agenda

- S. Todd requested that J. Glover do an overview on Real Tech Inc.
- C. Stender added Beau James ' Data Logger Project Tour

3. Acceptance of the Agenda

- The agenda was accepted by the members.

4. Approval of Minutes

- The minutes from the previous meeting on May 13th, 2010 were accepted.

5. Discussion Items

5.1. Industry Trends

Changes in Legislation

- J. Cunningham spoke about the Source Water Protection & Inspections as it relates to potential contamination of water. Training and certification would allow them to go into industries, etc. to look at potential chemical contaminants, spill control, etc. He also addressed monitoring as it relates to the work the Conservation Authorities have been doing with the source protection plans. D. Ross to send information to C. Stender.

Changes in Labour Market

- Committee was asked to email C. Stender with any input pertaining to the program curriculum
- D. Ross spoke about the Nutrient Management Act and the changes that have occurred on it dealing with bio solids disposal to agricultural land. Since they do not have the staff, they would farm it out to consultants. D. Ross mentioned he had gone for certification training so he could be more knowledgeable. D. Ross to provide information to C. Stender.
- Small system operations make up a very large portion of operations work and a very large percentage is located outside the GTA.

Employer Satisfaction with Placement Students

- Duffin Creek has requested that the 12 summer students return next year; they might consider other students ,who are not trained, to piggyback once they are up and running; program still has 10 students needing placement.
- It was recommended by S. Todd that private sectors be pursued.
- It was suggested that students take their own initiative ie: Algoma Orchards, golf courses, Atlantic Packaging, were some suggestions for placements.
- J. Glover showed interest in hiring a placement student.

- C. Stender to provide a Placement Facts sheet to J. Glover and D. Ross.
- Placement needs and logistics needs to be reviewed.

5.2. Enrollment Targets and Projections

- S. Todd summarized the enrolment numbers to date – 29 full-time domestic; 1 part-time domestic; 7 Second Careers; total of 37 students.
- Program is officially wait-listed/overprescribed which puts the program in a position to use “academic standing” in the admission process.
- L. Jackson inquired if an interviewing process could also be put in place. S. Todd to consult Moreen Tapper, Admissions.
- R. Motum provided a draft handout summarizing the concerns submitted to him by the committee with respect to recommended maximum course attendance numbers. He also included statistics from other colleges. Committee was asked to review and respond back to R. Motum within a week.

New Program Standards

n/a

Program Quality Progress Report (incl. Program Health Matrix Update)

- S. Todd reviewed and summarized the PHM Report Card indicating that the program’s retention rate was good and higher than most programs.
- To address some of these issues , the following have been completed:
 - C. Stender has set up a Facebook page for students to buy/sell books
 - Modification of the Computer Skills course
 - Additional questions were included in the Student Orientation Survey in September 2010
 - However, Program faculty still need to address all issues and create plans.

KPI Status, Annual Curriculum Renewal

- S. Todd elaborated on the purpose of the Key Performance Indicators (KPI) surveys and how these surveys are administered by an external body to benchmark, annually, the growth and quality of a program.
- As a result of the KPI survey, some of the student concerns were brought forth by the committee a) the use of textbooks; b) timely feedback from professors c) more diversified career opportunities d) placement .

Opportunities for faculty professional development in the field

- n/a

Employment Statistics

- S. Todd pointed out some of the key areas of the Graduate Employment Report 2009/10.
- S. Todd also mentioned that there is a Career Hiring website at the college where employers can post jobs at no cost.
- S. Todd to promote Hired Career Services at the Mix & Mingle.
- % of graduate employment went from 86% to 25%, therefore indicating a strong need to control student enrolment.

5.3. College Program and School Updates

- With respect to the Joint Student Chapter WEAO/OWWA, L. Jackson and R. Gamache attended seminars at the University of Toronto where they formed an executive, worked on bi-laws and constitution; the documents are still in process; they have also conducted presentations in the classroom.
- T. Sweetman offered to connect with L. Jackson to try and get the Environmental students involved.
- L. Jackson stated that they plan to have the official launch at the Mix & Mingle.
- S. Todd felt that this involvement would provide good enrichment and could possibly be a learning outcome in the program.
- It was recommended that booths be set up at OWWA and WEAO conferences and focus on recruiting outside local area.
- New Program Guides were provided to committee.
- Questions arose as to the program adding on a 3rd semester or a 3rd Technologist year
- G. Christian felt the students definitely needed more technical skills.
- Committee to send feedback to S. Todd.
- S. Todd to invite Maureen Calhoun, Co ordinator of program, to next meeting.
- The next Mix and Mingle function is scheduled for Thursday, February 17th, 2011 in room G213, Oshawa Campus.
 - It was recommended that more private sectors (focusing on water) be invited.
 - Committee suggested there be guest speakers.
 - Also name tags should be worn at the Mix & Mingle so that students, employers and college staff could be distinguished.
 - Committee to forward further suggestions to C. Stender.

5.4. Continuing Education Updates

- G. Brooks concluded that marketing for Continuous Education courses works best by newspaper advertisements however the ads need to be placed at an earlier date.
- Present enrolment for Regulations & Enforcement is 10.
- G. Brooks indicated that she needs a replacement professor for the Regulations & Enforcement course.

5.5. Research Initiatives/Opportunities

- J. Glover gave a brief overview on Real Tech Inc., where she is presently the CEO. She pointed out that they use UV spectrum to detect organics in water. They are presently located in 32 countries.
- Concerning the Pilot Plant Project, S. Todd informed the committee that the RBC 4th proposal submission was turned down however RBC came back with a suggestion to submit a 50K grant proposal which has been done.
- The next step will be to identify the purchases that need to be acquired with the grant and also develop community outreach with RBC.
- G. Christian suggested a virtual plant.
- J. Cunningham suggested Biowind Software.
- R. Motum mentioned continuous on-line analyzers (C12 and NTU) hands on experience.
- It was recommended that a team be formed to discuss a "wish list".

6. Other Business

6.1. Membership Review

- Yvonne Tindell and Ross Stevenson have officially stepped down from the committee.
- Debi Lami was removed from the committee membership list due to lack of attendance.
- It was recommended that more private sectors be invited to join the committee.
- Some suggestions were: Ken Harris and Mitch Manley.
- A first-year student is still required to sit on the advisory committee. C. Stender to invite.

6.2. PAC Assessment Form (spring)

n/a

6.3. Participation in Program Review and Focus Group

n/a

7. Decision/Recommendations (action items)

- Walkerton Clean Water Scholarship – need to determine who/when. **ACTION BY: C. Stender by next meeting.**
- Regulations & Enforcement course outline to be sent to Cindy Foley. **ACTION BY: S. Todd as soon as possible.**
- Program curriculum input to be emailed to C. Stender. **ACTION BY: Committee Members.**
- Level 1 & Level 2 Prep courses – OPG update. **ACTION BY: G. Brooks by next meeting.**
- Student Placement Update and Fact Sheets to J. Glover and D. Ross. **ACTION BY: C. Stender by next meeting.**
- Mix & Mingle Invitees and update. **ACTION BY: C. Stender by next meeting.**
- Pilot Plant Project Update. **ACTION BY: S. Todd by next meeting.**
- Replacement Professor for REGS CE course. **ACTION BY: G. Brooks by next meeting.**
- Booths at Conferences Update. **ACTION BY: C. Stender and S. Todd by next meeting.**
- Recommended Maximum Course Attendance Numbers. **ACTION BY: R. Motum before next meeting.**
- Consult Moreen Tapper, Admissions with regards to an Interviewing Process being established. **ACTION BY: S. Todd by next meeting.**
- Promote Career Hired Services at Mix & Mingle. **ACTION BY: S. Todd on February 17, 2011.**
- Invite Ken Harris and Mitch Manley from Industry to join the committee. **ACTION BY C. Stender by next meeting.**
- Invite first-year Water Quality student to join the committee. **ACTION BY: C. Stender by next meeting.**

8. Future Meeting Date

- The next meeting is scheduled for Thursday, May 26, 2011, from 4:00 p.m. to 6:00 p.m., Administration Boardroom, Whitby Campus.

9. Adjournment

- C. Stender adjourned meeting at 6:15 p.m. Beau James then took committee on a tour to view the Data Logger Project.

Program Advisory Committee Action Log

NEW Action Items from October 18th, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Walkerton Clean Water Scholarship – need to determine who/when	May 2011	C. Stender	
2.	Regulations & Enforcement course outline to be forwarded to Cindy Foley, CE	May 2011	S. Todd	
3.	Level 1 & 2 Prep courses – OPG Update	May 2011	G. Brooks	
4.	Program Curriculum input to be emailed to C. Stender	May 2011	Committee	
5.	Student Placement Updates & Fact Sheets to J. Glover/D. Ross	May 2011	C. Stender	
6.	Mix & Mingle Invitees and Update	May 2011	C. Stender	
7.	Pilot Plan Project Update	May 2011	S. Todd	
8.	Replacement Professor for REGS CE course	May 2011	G. Brooks	
9.	Booths at Conferences Update	May 2011	C. Stender	
10.	Recommended Maximum Course Attendance Numbers	May 2011	R. Motum	
11.	Consult Moreen Tapper, Admissions with regards to an Interviewing Process being established	May 2011	S. Todd	
12.	Promote Career Hired Services at Mix & Mingle	May 2011	S. Todd	
13.	Invite Ken Harris, Mitch Manley from Industry and a first-year W.Q. student to join Committee.	May 2011	C. Stender	
Action Items				
1.				
2.				
3.				
4.				
5.				
Action Items				
1.				

Advisory Committee Membership List

Name	Title	Organization
Committee Position: Committee Chair		
April Gross	Property Inspector	Municipal Property Assessment Corporation
Committee Position External Committee Members		
Lorie Blundon	HR Generalist	Gowling Lafleur Henderson LLP
Adriana Carnevale	Lawyer	Carnevale Law Office
Lindsey Creen	Litigation Law Clerk	Gowling Lafleur Henderson LLP
Susanne Currell	Corporate Law Clerk	McMillan Binch Mendelsohn LLP
Theresa Fergusson	Financial Services Law Clerk	Stikeman Elliott LLP
Lynn Gaudet	Lawyer	Franklin Hall LLP
Nancy Johnstone	Estate Law clerk	Dickson MacGregor Appel LLP
Cynthia Kelly	HR Generalist	Aird & Berlis LLP
Amber Marshall	Sales Representative	New Vision Real Estate Inc.
Jody Parsons	Prosecutor	Town of Markham
Melinda Shiers	Law Clerk	Ernst & Young Electronic Publisher Services
Committee Position Student Representatives		
Kari Pringle	Third Year Legal Administration/Law Clerk	Durham College
Committee Position Staff & Faculty Representatives		
Stephanie Ball	Dean	School of Justice & Emergency Services
Virginia Harwood	Faculty	Legal Administration/Law Clerk
Kathleen Stewart	Faculty	Legal Administration/Law Clerk
Lesley Wagner	Faculty	Legal Administration/Law Clerk
Guests in Attendance		
Joanne Paterson	Faculty	Legal Administration/Law clerk

REPORT PREPARED BY: Lesley Wagner

DATE: October 23, 2010

MINUTES REVIEWED BY CHAIR

DATE: November 3, 2010

Present: Lorie Blundon, Stephanie Ball, Linsey Creen, Susanne Currell, Theresa Fergusson, Lynn Gaudet, April Gross, Virginia Harwood, Nancy Johnstone, Jody Parsons, Kari Pringle, Melinda Shiers, Lesley Wagner

Regret(s): Adriana Carnevale, Cynthia Kelly, Amber Marshall, Kathleen Stewart

Guest(s): Joanne Paterson

1. Welcome and Introductions

- A.Gross welcomed the committee members and introductions were made around the table.
- Our newest members were introduced: L. Creen and N. Johnstone who is also the Co-Chair of the CLE division for the GTA of ILCO.

2. Additions to the Agenda

- No additions were made.

3. Acceptance of the Agenda

- The agenda was accepted by the members.

4. Approval of Minutes

- An amendment was made to the first page of the minutes: #1. Under the section: Non-Action Items: should have read “.....commencing fall 2010.” and not “.....210”. The amended minutes from the previous meeting were then accepted.

5. Discussion Items

5.1. Industry Trends

5.1.1. Changes in Legislation

- N/A

Changes in Labour Market

- N/A

Employer Satisfaction with Placement Students

- N/A

5.2. Enrollment Targets and Projections

- There were 93 registered students which exceeded our maximum intake of 90 first-year students.
- Our enrolment target for next year will again be 90 first year students.

5.2.1. New Program Standards

- S. Ball reported that the program standards review by MTCU will be held in Ottawa on November 11th for all Eastern Region colleges. The focus group will be composed of 3 program advisory committee members, 3 faculty, and 1 administrative member.

5.2.2. Program Quality Progress Report (incl. Program Health Matrix Update)

- L. Wagner distributed a report on the program's quality progress prepared by K. Stewart.
- S. Ball reported that it was the first year that this had been created and received a lot of feedback from both administration and faculty.
- It is a way to chart, but not limited to, the program's applications and the strengths of the program which also included a very "tight" curriculum and a fully functioning program advisory committee.

5.2.3. KPI Status, Annual Curriculum Renewal

- J. Paterson reported that the program's graduation rate is slightly lower than the college average and lower than the stats in 2009-2010; may have been an anomalous year for the program.. However, it is impossible to do any comparative stats as there were no 2007-2008 statistics for review.

5.2.4. Opportunities for faculty professional development in the field

- N/A

5.2.5 Employment Statistics

- It is the only three-year program and that has its challenges in terms of student attrition and the high graduation employment rate could speak to the fact that our graduating students are getting jobs.
- It is worth noting that 13 students from the 2009-2010 class went on to pursue further education (61%) which almost coincides with the overall college rate (64%).
- Some of the students continue on to other college programs after graduation or withdraw from the program, however, may remain within the School and take other programs such as Paralegal or Police Foundations.

5.3. College Program and School Updates

- L. Wagner advised the members that V. Harwood, N. Rock and K. Stewart removed all reference to justice when they revamped the content of the course, Dispute Resolution/Mediation, in order to comply with the general education mandate.
- The faculty reviewed the pre-requisites of the day courses with Continuing Education's equivalencies to ensure that they are appropriate and equivalent to the day time program courses.
- V. Harwood discussed the new Ethics course and the addition of Canadian Law and Field Placement I as pre-requisites for the course.
- L. Wagner reported that the college will be holding its first fall open house with the main focus of introducing perspective students and their parents to the wide range of programs within the college.
- The School of Justice & Emergency Services will hold its open house again in April and focus on converting applicants into confirmed/paid registrants.
- L. Wagner thanked V. Stewart for creating the newsletter that is being sent out to all our program alumni and copies were distributed to the committee members.
- Another newsletter will be created in the spring and V. Stewart is seeking employer and graduate quotes.
- L. Wagner reported on the ILCO conference held in May in Quebec City and briefly outlined some of the seminars which were offered for its members.
- N. Johnstone, who is also a member of the board for ILCO, mentioned the possible certification/certified specialist designation for law clerks but is in the initial stage of discussion.
- N. Johnstone also shared information that ILCO has received regarding Bills of Cost which are provided to the judges regarding court costs.

- She stated that some of the judges are requesting confirmation from ILCO that any law clerk who prepared such work (contained within the Bill of Cost) is actually a member of ILCO.
- All current ILCO members are still contained in the Ontario Legal Directory.
- L. Wagner reported that \$4000 in scholarships will be given out at the Scholarship Ceremony on November 18th.
- L. Wagner briefly discussed the construction on campus on both sites, in particular, the Oshawa campus and showed an interactive tour of the new student centre building scheduled to open on January 1, 2011.

5.4. Continuing Education Updates

- N/A

5.5. Research Initiatives/Opportunities

- N/A

6. Other Business

6.1. Membership Review (spring)

- N/A

6.2. PAC Assessment Form (spring)

- N/A

6.3. Participation in Program Review and Focus Group

- N/A

7. Decision/Recommendations (action items)

- The faculty anticipate that the modified curriculum for the course, Dispute Resolution/Mediation, will be approved. **ACTION BY: General Education Committee on November 2.** This will place the program in full compliance with all general education requirements.
- The pre-requisites, Canadian Law and Field Placement I will be added to the new Ethics course. **ACTION BY: V. Harwood for September 2010.**
- Employer and/or graduate quotes should be forwarded for inclusion in the spring newsletter. **ACTION BY: Committee members to submit quotes to V. Stewart or L. Wagner by April 2011.**
- ILCO may be looking at specialist designations for its law clerks. **ACTION BY: N. Johnstone will provide updates as they become available.**
- A tour of the new building will be arranged. **ACTION BY: L. Wagner and S. Ball will arrange upon its completion.**
- We are currently preparing for the program standards meeting of law clerk programs in the province. **ACTION BY: Committee members are to toward any information to either L. Wagner, V. Harwood or V. Stewart that they wish to be brought forward to the meeting before November 11th.**

8. Future Meeting Date

- Tuesday, May 17, 2011 from 6:00-8:00 pm. in JW206

9. Adjournment

- 7:45 pm.

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Meredith Stratton	Director	CDAAC (Communicative Disorders Assistant Association of Canada)
	CDA	Toronto Preschool Speech and Language
External Committee Member		
Bridget Lauricella	CDA	Bridgepoint Health
Carol Bock	Deputy Registrar	CASLPO (College of Audiologist and Speech-Language Pathologists of Ontario)
Chantal Kealey	Director of Audiology and Supportive Personnel	CASLPA (Canadian Association of Speech-Language Pathologists and Audiologists)
Jill Clements-Baartman	Speech-Language Pathologist/Owner	Private Practice & Talking Language and Communication
Karen Caranci	Speech-Language Pathologist	Lakeridge Health Oshawa
Margaret Jean DeSousa	Consultant	Connect Hearing Canada
Melanie Workentin	Speech-Language Pathologist	Holland Bloorview Kids Rehabilitation Hospital
Sharon Woodcox	Audiologist	Grandview Children's Centre
Wanda Ricci	Clinical Manager	Durham Preschool Speech and Language Program, Grandview Children's Centre
Elected Student/Alumni Representatives		
Jacque Kelly	Current student	Communicative Disorders Assistant Program
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
Elizabeth Ludlow	Faculty/Coordinator	Communicative Disorders Assistant Program
Sara Bingham	P/T Faculty	Communicative Disorders Assistant Program
Guests/Unelected Faculty/Staff		

REPORT PREPARED BY: Lisa Kowal

DATE: October 24th, 2010

MINUTES REVIEWED BY: Meredith Stratton

DATE: December 10th, 2010

Present: Susan Sproul, Elizabeth Ludlow, Jill Clements-Baartman, Bridget Lauricella, Jacqueline Kelly, Melanie Workenton, Meredith Stratton, Wanda Ricci, Margaret Jean DeSousa, Chantal Kealey

Regret(s): Carol Bock, Karen Caranci, Melissa Turner, Sara Bingham

1. Welcome and Introductions

- Welcome and introductions were made around the table

2. Additions to the Agenda

- No additions to the agenda

3. Acceptance of the Agenda

- Agenda accepted as presented

4. Approval of Minutes

- Minutes of May 13th, 2010 were accepted as presented with change: CDAAC Scope of Practice is not on their website – it is under review.

5. Business/ Actions Arising from Previous Minutes

- Strategic Plan for School of Health & Community Services was reviewed by S. Sproul (attached to the minutes)
- New chair was acknowledged – Meredith Stratton

6. Discussion Items

6.1 External Membership Information Sharing

Report by: J. Clements-Baartman

- Significant changeover in employees due to full time kindergarten in schools. Taking 2 Georgian students and 2 Durham College students for placement. Have good success with our students.

Report by: B.Lauricella

- Neurogenerative Support Unit has 3.5 CDA's
- Taking 2 observation students 1 from Georgian and 1 from Durham

Report by: W. Ricci

- Currently employ 8 CDA's
- Money was given to Grandview and it went to the speech area.
- As of November there is a 2-3 month waiting list for children under 30 months old age group. For children over 30 months the wait list is longer.
- Pilot Project-they have one SLP solely devoted to less than 30 months old age group. They have assessed an additional 200 children which will need to go to caseload.
- They will be taking on 2 Georgian students and 1 Durham College student

Report by: M. Workenton

- Melanie works on the communication and writing aids team. They employ 6 full time CDAs and 1 part time CDA
- CDAs are running an in house school.
- Have had a 26.2 million dollar donation from the Holland family.
- Have a new Speech Pathologist in the Communications and Writing Aids Team.
- New SLP at Bloorview is looking for CDAs to work for her in Durham Region.

Report by: C. Kealey

- A CASLPA committee made up of supportive personnel, audiologists and speech-language pathologists have put together a PowerPoint presentation on roles and competencies of the supportive personnel.
- CASLPA Supportive Personnel Power Point presentation will help Audiologists and Speech Language Pathologist learn more about supportive roles in the field. PowerPoint is available on the CASLPA website in French and English.
- CASLPA also conducted a Supportive Personnel Programs Survey and the report is now available on their website of all the programs available in Canada.
- CASLPA announced its support of private members' bill C-577 (tabled on October 5th, 2010) that seeks to amend the Income Tax Act to allow those with hearing disabilities fair access to the disability tax credit.
- Universal Newborn screening- they are advocating for this screening to be standardized across Canada. It has been in Ontario since 2002. Ontario and New Brunswick were the first to implement it. CASLPA launched its position paper on this issue in a press conference on Parliament Hill in October 2010. The position paper is available on the website.

Report by: MJ. DeSousa

- Island Hearing Franchise is going through a rebranding. They have 125 locations across Canada.
- Connect Hearing Canada may have an Oshawa location. E. Ludlow will let the Practicum office know where these locations are.

Report by: M. Stratton

- TPSLS is currently undergoing an external review of system. Recommendations will be out later this month
- CDAAC-The one day fall conference will be at Georgian College. Holly Sloan will speak on the role of the CDA in swallowing.
- The Scope of Practice document is being put together and will be posted on the website. This will provide more specific CDA support information.
- They are looking into lobbying the government to not open more programs due to limited employment opportunities.

- It was brought to the attention of the PAC membership by W. Ricci from Grandview Children's Centre that they are finding it very difficult to arrange the 5 hour CDA observation. Sites need to contact families and confidentiality agreements need to be signed and this is taking time. Would Durham College be willing to tighten the process – if changes were made Grandview would possibly be able to take more placement students. A suggestion was to have students completing volunteer hours prior to being accepted into the program. E. Ludlow to follow up and report back to membership.

6.2 College/School Update and Program Update

Report by: E. Ludlow, S. Sproul

- 32 students enrolled in the program this year
- We just finished selecting our student reps for the year –have one CDAAC (Communicative Disorders Assistant Association of Canada) rep, one Advisory committee student rep (Jacqueline Kelly who is with us today), as well as a class president and two vice-presidents.
- We have 25 placement spots confirmed for the January placement rotation and 17 confirmed for the March rotation. We also developed a new Mid-term/Final Evaluation form in the Spring which will be used by placement Supervisors in the new year.

- There will be a number of guest speakers this fall from various community agencies and partners including CASLPO (College of Audiologists and Speech-language Pathologists of Ontario), CASLPA (Canadian Association of Speech-language Pathologists and Audiologists), OSLA (Ontario Speech and Language Association), CDAAC and Debra Goshulak from the Speech and Stuttering Institute, to name a few.
- Tomorrow is convocation for last year's class and is always an exciting and rewarding night!
- E. Ludlow and approximately 24 students from this year's class will be attending the annual CDAAC conference in Orillia on Saturday. We take turns hosting the fall conference each year between Durham College and Georgian College.
- On Saturday, November 13th our CDA program will be participating in the Durham College Open House at the main campus – we have 7 students volunteering to staff our CDA program display throughout the event.
- Last fall we received over \$2,500.00 from the Harmonize for Speech fund in Toronto whereby we purchased a number of resources for our CDA classroom including two new otoscopes. This year we will be submitting an application again in November.
- Last year we also received a new Dynavox through capital funds at the College and E. Ludlow will also be putting in a request again this year through capital.
- Job postings that come through to E. Ludlow are sent to the class president of the last three graduating classes to distribute to their classes via their personal e-mail accounts and E. Ludlow discusses with potential employers to contact CDAAC and Hired! Career Services at the College to post their listings.
- New membership was discussed and it was decided that Durham College will continue to recruit at least two new members to the Advisory Committee, a CDA who practices within an Audiology private practice as well as an S-LP or CDA who works within a school board setting.
- School of Health & Community Services Strategic Plan presentation was given by S. Sproul (attached)
- Program KPI Summary was reviewed with the member (attached)
- Hired Career Services Employment Statistics were provided to the membership (attached)

7. Decisions/Recommendations

- See attached "Action Log"

8. Future Meeting Date

- May 17th, 2011 3-5pm, SW106 Boardroom

9. Adjournment

- Meeting adjourned at 5:10pm

Communicative Disorders Assistant Program Advisory Committee Action Log

NEW Action Items from October 20th, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Recruit two new members for PAC (a CDA practicing within an Audiology practice & an SLP or CDA working within a school board setting)	May 17 th , 2011	S. Sproul, E. Ludlow	
2.	Mary Berkers (Practicum Officer) to be advised of possible student placements with Connect Hearing Canada	May 17 th , 2011	E. Ludlow	
3.	Review changing the process for the CDA 5 hour clinical observation arrangements.	May 17 th , 2011	E. Ludlow, S. Bingham	
Action Items from May 19th, 2010				
1.	Strategic Plan for the School of Health & Community Services to be presented to membership.	October 20 th , 2010	S. Sproul	COMPLETE
2.	New PAC membership and chair to be secured	October 20 th , 2010	S. Sproul, E. Ludlow	COMPLETE

Advisory Committee Membership List

Name	Title	Organization
Committee Position: Committee Chair		
Drew Phillips	Supervisor – Operational Excellence	IESO
Committee Position External Committee Members		
Todd Brillinger	COE	Eastern Power Limited (EPL)
Deb Carey		Power Workers Union (PWU)
Lori Cater	HR Specialist	Cameco
Peter Collins		OPG
Greg Cornett	Manager	OPG
John Gore		OPG
Dennis Petras		OPG
Jeff Wodzak	Field SOS	OPG
Rob Templeton	SECT Manager Training	OPG
Committee Position Student Representatives		
Donna Grylls	Year 2, Power Engineering Technician	
Committee Position Staff & Faculty Representatives		
David Beals	Program Coordinator	Power Engineering Technician
Norm Fenton	Dean	School of Skilled Trades, Apprenticeship and Renewable Technology
Sue Moore	Manager, Academic Operations	School of Skilled Trades, Apprenticeship and Renewable Technology
Guests in Attendance		
Name	Title	Organization
Jana Forsyth	Employment Advisor	Durham College
Bob Walker	Labour Chair	Durham Region Labour Training Board

REPORT PREPARED BY: Mary Pearce

DATE: December 6, 2010

MINUTES REVIEWED BY Drew Phillips

DATE: December 13, 2010

Present: David Beals, Todd Brillinger, Lori Cater, Greg Cornett, Norm Fenton, Donna Grylls, Drew Phillips, Rob Templeton, Jeff Wodzak

Regret(s): Deb Carey, Dennis Petras, Sue Moore, Peter Collins, Mike Gambier, John Gore

Guest(s): Jana Forsyth, Bob Walker

1. Welcome and Introductions

2. Additions to the Agenda

Boiler

3. Acceptance of the Agenda

Agenda accepted by members

4. Approval of Minutes from May 2010

Minutes approved by members

5. Business/Actions Arising from Previous Minutes

Send list of approved general education courses to committee members - Complete

6. Discussion Items

6.1. External Membership Information Sharing

IESO is happy with the Durham grad they have hired

Eastern taking students from Cambrian and Mohawk – unpaid co-op – after completing 3rd and 4th class license

Eastern needs students with Steam time

OPG prefers internships

IESO - Offer to come speak to the students regarding employment opportunities and expectations

Durham College students not available for coop in May

Offered three times a year – May, Sept, Jan, coop posting comes in Jan – proximity 1.5 hours away three months at a time

Eastern – requires steam ticket, have placement where there is a registered steam

OPG – work as field operator – consider a 3rd year option – of specialized training – bio, nuclear, steam, chemical

Common two years and then let them decide which specialized program they want to go into with a third year as specialization

Changes in Labour Market

Overall need for young people to replace the aging workforce

Cameco - Lots of attrition – offering incentives to stay longer – requesting 12 month retirement notice in key positions

Two or three grads to balance the high attrition but need more experienced employees as well

OPG Nuclear – 60 to 80 retirements over the next few years

Low on operators – leaving due to attrition

OPG – 3000 apps for 60 positions

Looking good for graduate hires, Second career or mature students with work experience in other areas an asset

6.2. College, Program and School Updates

New programs – Construction Hoisting, Construction Carpentry, Welding Techniques, and Energy Management & Building Sustainability

Jana Forsyth – to investigate full time employment number on the employment stats

6.3. Continuing Education Updates

No updates to report

6.4. Student Voice

Donna Grylls – plant tours – what would OPG representatives suggest a student would do to become familiar with the OPG operations

Give grads the real idea of working at OPG

Information centre – video might be available - Greg Cornett

Norm Fenton to send a formal request for a tour directly to Rob Templeton (OPG)

Tours for Cameco and Eastern are available

Cameco tours – presentations program specifics to discuss employment requirements

How does what the students learn in school line up with the employers needs

Send out program of study – fundamentals to enable students are familiar with generic systems in various workplaces

7. Additional Agenda Items

7.1. Boiler

Study to determine what is required – TSSA requirements, location of installation, estimate fall 2011

Sizing what level the college wants to be at – 4th class

What to be accredited – optimal 2 – fire tube, water tube boilers

Green houses heated with biomass – boiler that uses biomass

Possibly dual fuel

8. Decision/Recommendations (action items)

All employer advisory committee representatives should be invited to come to address students regarding employment expectations – Dave Beals

Contact the members to invite as guest speakers – Dave Beals

Set up tours for Cameco and Eastern – Jana Forsyth

Send out program of study – Mary Pearce

Formal request for a tour directly to Rob Templeton (OPG) – Norm Fenton

9. Future Meeting Date

Tentative – March 2011

10. Adjournment

2:00pm

Power Engineering Technician Program Advisory Committee Action Log

NEW Action Items from October 20th, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Formal request for a tour directly to Rob Templeton (OPG)	January 2011	Norm Fenton	Requested - not yet scheduled
2.	Send out program of study	January 2011	Mary Pearce	
3.	All employer advisory committee representatives should be invited to come to address students regarding employment expectations	April 2011	Dave Beals	
4.	Contact the members to invite as guest speakers	April 2011	Dave Beals	
5.	Set up tours for Cameco and Eastern	April 2011	Jana Forsyth	
6.				
Action Items from Previous Meeting				
1.				
2.				
3.				
4.				
5.				
Action Items from _____ Meeting				
1.				
2.				

Advisory Committee Membership List

Name	Title	Organization
Chris Tozer	MM Training	OPG
External Committee Member		
Anna Andreucci		Messier-Dowty
Ed Conboy	Maintenance Manager	Islington Printing
Cathy Henry	HR	Ball Packaging
Monica Jackson		Husky
Rick Lea		Durham Region Local Training Board
Dave Neil		OPG
Elyse Pinder	OYAP Coordinator	Durham Region District School Board
C. Robb		Estee
Keith Roza		OPG
Ed Spence		Millwrights Ontario
Elected Student/Alumni Representatives		
No student representative at this time		
Elected Faculty/Staff Representatives		
Jean St. Arnaud	Program Coordinator	Mechanical Technician – Maintenance & Control
Tom Marley	Faculty	Mechanical Technician – Maintenance & Control
Gary Noordstra	Faculty	Mechanical Technician – Maintenance & Control
Norm Fenton	Dean	School of Skilled Trades, Apprenticeship and Renewable Technology
Sue Moore	Manager, Academic Operations	School of Skilled Trades, Apprenticeship and Renewable Technology
Guests/Unelected Faculty/Staff		
Jana Forsyth	Employment Advisor	Durham College
Joy Lavergne	Program Officer – Continuous Education	Durham College

REPORT PREPARED BY: Mary Pearce

DATE: December 21, 2010

MINUTES REVIEWED BY CHAIR

DATE: December 2010

Present: Edward Conboy, Chris Tozer, Dan Gage (Ball Packaging), Jean St. Arnaud, Gary Noordstra, Norm Fenton

Regret(s): Sue Moore, Anna Andreucci, C. Robb, Elyse Pinder, Eddie. Spence, Keith Roza, Monica Jackson, Rick Lea, Tom Marley

Guest(s): Sandy Smiles (DRLTB), Barry Thompson, Jana Forsyth

1. Welcome and Introductions

2. Additions to the Agenda

College of Trades

3. Acceptance of the Agenda

Agenda accepted by membership.

4. Approval of Minutes

Minutes approved by membership

5. Business/ Actions Arising from Previous Minutes

List of approved general education courses to be sent to membership – Mary Pearce
Approach industry for new PAC Members – Jean St. Arnaud and DC PAC members

6. Discussion Items

6.1 External Membership Information Sharing

Ball Packaging – hiring 30 new employees by January

- machine operators for new line beginning April
- has not hired apprentices – advertising in the paper for packaging
- 1.5 rough training schedule – broad mechanical skills –
- the DC to provide the curriculum to Ball Packaging to determine what our grads have to offer

Ed Conboy – Islington Printing hired graduate (Brendon Van der Weer) with good all around skills

Opportunities for faculty professional development in the field

Long term faculty can possibly become disconnected with their industry, are there job shadowing opportunities at any of the industry partners' locations?

- OPG welcomes faculty to sit in on any of their training programs
- Ed Conboy and Dan Gage to take up the opportunity further with his supervisors

6.2 College/School Update and Program Update

Phase 1 – completed

Phase 2 – March/April opening – new classroom, faculty offices, HVAC/Carpentry programs

Phase 3 – Horticultural, greenhouses, rooftop gardens, culinary program restaurant. Bio-fuels – fundraising continues

6.3 Continuing Education Update

No report available at this time.

6.4 Student Voice

No student representative at this time. Faculty will address the current classes for reps.

7. Additional Agenda Items

7.1 College of Trades

- changes in ratios and compulsory certifications
- any apprentice would become a member of the College of Trades
- looking for industry representation

8. Decisions/Recommendations (action items)

Vocational Learning outcomes – put link in the minutes (PDF document attached) – Mary Pearce

<http://www.edu.gov.on.ca/eng/general/college/progstan/techno/mechtechn.html>

Faculty will address the current classes for student reps for PAC.

Attach approved general education course description listing – Mary Pearce

DC to provide the curriculum to Ball to determine what our grads have to offer – Jean St. Arnaud

Islington Printing and Ball Packaging to take up the opportunity further with his supervisors

9. Future Meeting Date

March 2011

10. Adjournment

9:51 a.m.

Mechanical Technician – Maintenance & Control Program Advisory Committee Action Log

NEW Action Items from October 21, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Vocational Learning outcomes – put link in the minutes – document attached to minutes	Dec 2011	Mary Pearce	Complete
2.	Faculty will address the current classes for student reps for PAC.	Jan 2011	Mechanical Faculty	
3.	Attach approved general education course description listing – Mary Pearce	Dec 2010	Mary Pearce	Complete
4.	DC to provide the curriculum (course descriptions) to Ball to determine what our grads have to offer	Dec 2010	Mary Pearce	Complete
5.	Islington Printing and Ball Packaging to take up the opportunity further with his supervisors	Jan 2011	Ed Conboy Dan Gage	
6.				
Action Items from _____ Meeting				
1.				
2.				
3.				
4.				
5.				
Action Items from _____ Meeting				
1.				
2.				

Advisory Committee Membership List

Name	Title	Organization
Committee Position: Committee Chair		
Brian Philip	Senior Manager	Sandvik
Committee Position External Committee Members		
Dale Baxter	Vice President	Whitby Precision
Nick Clarke	Owner	APLus Machine Technology
Terry Fitzpatrick		IATG
Tim Kirkton		Diemax
Sandy Lindsay	General Machinist	Cinram
Rick Lea		Durham Region Local Training Board
Randy McDonald		Stan Canada
Elyse Pinder		Durham District School Board
Steve Rose		DPMLTD
Committee Position Student Representatives		
No Student Rep at this time		
Committee Position Staff & Faculty Representatives		
Jean St. Arnaud	Program Coordinator	Mechanical Technician Program
Colin Cunningham	Faculty	Mechanical Technician Program
Roy Smyth	Faculty	Mechanical Technician Program
Sue Moore	Manager, Academic Operations	School of Skilled Trades, Apprenticeship & Renewable Technology
Norm Fenton	Dean	School of Skilled Trades, Apprenticeship & Renewable Technology
Guests in Attendance		
Jana Forsyth	Employment Advisor	Durham College
Joy Lavergne	Program Officer	Durham College
Christine Andersson	Exchange Student	Sandvik - Sweden
Niklas Ljungberg	Exchange Student	Sandvik – Sweden

REPORT PREPARED BY: Mary Pearce

DATE: December 20, 2010

MINUTES REVIEWED BY CHAIR

DATE: December 2010

Present: Dale Baxter, Nick Clarke, Jean St. Arnaud, Elyse Pinder, Colin Cunningham, Jana Forsyth, Sandy Lindsay, Roy Smyth, Joy Lavergne, Brian Philip, Norm Fenton, Sue Moore

Regret(s): Clair Cornish, John Oliver, Nathalie Stutt, Steve Rose, Terry Fitzpatrick, Tim Kirkton

Guest(s): Christine Andersson, Niklas Ljungberg

1. Welcome and Introductions

Welcome to the exchange students from Sandvik, Sweden, Christine Andersson and Niklas Ljungberg

2. Additions to the Agenda

No additions were made

3. Acceptance of the Agenda

Agenda accepted by membership

4. Approval of Minutes

Minutes approved by membership

5. Business/Actions Arising from Previous Minutes

Chart on employment stats in the industry still outstanding – Brian Philip

6. Discussion Items

6.1. External Membership Information Sharing

Centennial college shut down their machining program

Timing for PM/CNC program is better for promotion going forward

Marketing did an exceptional job as 19 students registered in September 2010

Elyse Pinder discussed – the dual credit – print reading credit and add the machining as an interest grabber to hopefully feed the program

Tax credit available for hiring a student – OYAP.com

Changes in Labour Market

Much improved over the last two years, employers still reluctant to hire

Nick Clarke now owns a small shop – may be hiring one employee in the near future

Diemax and Noramco hiring

Dale Baxter – more quantity to the orders however not more orders to warrant hiring more people

6.2. College/School Update and Program Update

Construction updates

Phase 1 – complete

Phase 2 – faculty offices, carpentry lab, HVAC lab, student area

Phase 3 – culinary, horticultural

Open house – November 13th - 10am – 2 pm

Colin Cunningham to look at a new program for post graduate in Advanced CNC aimed at licensed T&D makers.

Presentation to a Chinese Delegation interested in the CNC, demonstrated by students, Roy Smyth, and Colin Cunningham.

Opportunities for faculty professional development in the field

Sandvik is working with other colleges on a training program to provide group training – one week at a time for faculty.

6.3. Continuing Education Updates

CNC Turning and Milling Centre courses which could be delivered at night school

7. Decision/Recommendations (action items)

Chart on employment stats in the industry – Brian Philip

8. Future Meeting Date

January 2011

9. Adjournment

9:55 a.m.

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Jane Laniel	Dental Hygienist	
External Committee Member		
Dr. May Daemi	Dentist	Dental Society
Jennifer Gill	Durham, Kawartha & Northumberland Rep.	ODAA
Gillian Stewart	Dental Hygienist	
Janet Good	Dental Hygienist	Region of Durham Health Department
Elected Student/Alumni Representatives		
Kym Bright	Year 1 student	Dental Assistant
Amanda Iveses	Year 1 student	Dental Hygiene
Catherine Fitzgerald	Alumni	Dental Hygiene
Karen Lamb	Alumni	Dental Assistant
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
Cindy Austin	Faculty/Coordinator	Dental Assistant Program
Karen Tulk	Faculty/Coordinator	Dental Hygiene Program
Kim Stever	Faculty	Dental Reception and Administration Program
Guests/Unelected Faculty/Staff		

REPORT PREPARED BY: Lisa Kowal

DATE: November 15th, 2010

MINUTES REVIEWED BY: Jane Laniel

DATE: December 8th, 2010

Present: Jane Laniel, Karen Tulk, Dr. May Daemi, Janet Good, Cindy Austin, Gillian Stewart, Susan Sproul

Regret(s): Jennifer Gill, Kym Bright, Amanda Iveges, Catherine Fitzgerald, Karen Lamb, Kim Stever, Carol Burke

1. Welcome and Introductions

- Welcome and introductions were made around the table

2. Additions to the Agenda

- 7.1 PAC Membership

3. Acceptance of the Agenda

- Agenda accepted with addition above

4. Approval of Minutes

- Minutes of June 25th, 2010 were accepted as presented

5. Business/ Actions Arising from Previous Minutes

- CONII presentation – June MacDonald Jenkins will be invited to attend our Spring meeting.

6. Discussion Items

6.1 External Membership Information Sharing

Report by: Dr. Daemi

- Dental offices are finding it difficult to find appropriate dental reception assistants and dental assistants because they are going into dental hygiene. Most dentists prefer a DA with Dental Reception experience. DA students get some reception training in their program.
- There are Dental Hygienists that are willing to do DA work to get a job due to the influx of DH's in the work force.

Report by: Janet Good

- Public Health recently hired a new DH. Currently renovating the Whitby Clinic and may possibly be hiring a dentist. In the future they may even be doing restorative work.
- Building a new clinic in the Oshawa Health Community Centre on Simcoe St. South.
- The province has launched the Healthy Smile Program. See attached Q&A
- New computer program put in place by the Ministry.
- DA Observation-A privacy session will need to be completed with the students before the students are able to observe. They have a new privacy policy which is on the Public Health website.
- A satisfaction survey is being done in the Public Health clinic.

College pass and failure rates are posted on the CDHO website.

Question was asked if DC could look at offering a one day PD session for Registered Dental Hygienists – The RDHU and the DH PRO website have a list of one day courses offered to Dental Hygienists.

6.2 College/School Update and Program Update

Report by: C. Austin (DA)

- 80 students in September, we now have 77
- We had 45 students write the NDAEB; 44 were successful a 2.3% failure rate, far above the provincial average which was ten times higher of a 20.6 % failure rate.
- Accreditation follow up- currently waiting on the reply to the final submission of survey report to answer recommendations.
- Recommendations that we were still finishing addressing for accreditation include; submission of proof of supervision for radiography, submission of proof of a full time receptionist, submission of proof about additional supervision by the technologist surrounding asepsis during client care.
- DA did lengthen semester two to include an additional 2 weeks to meet recommendations.
- A second intake of 40 students will begin in May of 2011. Fall intake will be reduced to 60 students for September 2011 and then reviewed.
- We received items requested with the provincial funding including equipment upgrades such as new radiography units and digital sensors which enable the students to have experience in both types of radiography. These units are becoming more common in dental practices and although the students do get some training in digital, this will allow us to provide more.

Report by: K. Tulk (DH)

- 1st year- 48 students. 2nd yr: started with 46...we now have 44
- Currently awaiting update on accreditation status.
- All DH graduate students passed the National Exam in the spring
- Our biggest future challenge is meeting the new accreditation standards recently approved; ongoing discussion at Heads of Dental and Heads of Health Sciences with MTCU to determine if future lengthening of the dental hygiene programs in Ontario will move forward in order to meet the new requirements. Proposals put forward include a 3yr Advanced Diploma of Dental Hygiene. To date Heads of Health Sciences are not fully supportive of this proposal. Heads of Dental will continue to research and provide further detailed information to Heads of Health Sciences to encourage full support.

Report by: S. Sproul

- The School of Health & Community Services Strategic Plan was reviewed with the membership along with the programs' KPI summaries. Hired Career Services Stats for DA and DH were also reviewed. All are attached

7. Additional Agenda Items

7.1 PAC Membership

- S. Sproul reviewed the PAC membership and the Terms of Reference. Each member will have a 3 year term with 1 additional 3 year term at the discretion of the dean. Membership to be reviewed prior to next meeting.

8. Decisions/Recommendations

- See attached "Action Log"

9. Future Meeting Date

- May 27th, 2011 11:30-1:30 in SW106

10. Adjournment

- Meeting adjourned at 3pm

Dental Programs Advisory Committee Action Log

NEW Action Items from October 22nd, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Invite June MacDonald-Jenkins to our spring meeting to discuss CONII	May 27 th , 2011	S. Sproul	
2.	Meet with PAC chair to recruit new membership	May 27 th , 2011	S. Sproul	
3.	To recruit both a current DA and DH student to join our PAC .	May 27 th , 2011	K.Tulk/C.Austin	
4.	Investigate having a one day PD session for Registered Dental Hygienists	May 27 th , 2011	K. Tulk	
5.	Provide accreditation final report update	May 27 th , 2011	S. Sproul	
Action Items from June 24th, 2010				
1.	Provide membership with KPI results	October 22 nd , 2010	S. Sproul	COMPLETE

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Roger Chiasson	Director of Animation	Yowza Animation
Heather Walker	Head of Business Development	Yowza Animation
External Committee Member		
Clement Chan	Freelance Animator	9 Story Entertainment
Elected Student/Alumni Representatives		
Linzi Dubeau	3 rd Yr. Animation	Durham College
Sarah Hawkins	3 rd Yr. Animation	Durham College
Angelina Mazzocchi	Alumni, Animation	Durham College
Chris Spatola	3 rd Yr. Animation	Durham College
Elected Faculty/Staff Representatives		
Gary Chapple	Professor	School of Media, Art & Design
Chris Gould	Coordinator	School of Media, Art & Design
Matthew Grabinsky	Professor	School of Media, Art & Design
Greg Murphy	Dean	School of Media, Art & Design
Guests/Unelected Faculty/Staff		
Isabelle Beaudoin	Professor	School of Media, Art & Design
Peter Hudecki	Professor	School of Media, Art & Design
Edin Ibric	Professor	School of Media, Art & Design
Jeremiah Seiden	Professor	School of Media, Art & Design

REPORT PREPARED BY: Alanna Desaiillier

DATE: October 25, 2010

MINUTES REVIEWED BY CHAIR: Heather Walker

DATE: November 2, 2010

Present: Clement Chan, Gary Chapple, Roger Chiasson, Linzi Dubeau, Chris Gould, Matthew Grabinsky, Sarah Hawkins, Angelina, Mazzocchi, Greg Murphy, Chris Spatola, Heather Walker

Regret(s): Isabelle Beaudoin, Peter Hudecki, Edin Ibric, Sandra Meader, Mary Noble, Jeremiah Seiden

1. Welcome and Introductions

- Greg Murphy welcomed members of the committee.

2. Additions to the Agenda

- No additions.

3. Acceptance of the Agenda

- The agenda was accepted with no additions.

4. Approval of Minutes

- The April 23rd, 2009 minutes were approved.

5. Business/ Actions Arising from Previous Minutes

- No action items arose from the last meeting.

6. Discussion Items

6.1 External Membership Information Sharing

- H. Walker spoke to how the Toon Boom software coupled with Flash and Maya training will differentiate Durham College from other schools. Losing either of those to gain Toon Boom would defeat the purpose.
- Employability skills – the students need more life drawing in the curriculum.
- Having the Toon boom software will allow the program the ability to mimic industry, needs to be introduced into the program more.
- The Animation industry went through a recession, but it was noted that gaming did not have the same downturn as traditional broadcast experienced. The market uptick, for traditional broadcast, is just getting close to righting itself and that any projects and companies, hence faculty and students that are not involved with new media (such as on-line, digital) will be left behind.
- This is can be attributed to the gaming industry, and on-line, digital media.
- These learning components have shown continued growth; coupled with Animation, DFX and gaming this will make the students stronger candidates. Students need to learn more media interaction; this could come from industry partnerships.
- The Application rate has declined over the past few years.
- H. Walker commented on location; while it could be perceived as a deterrent it was suggested that Durham College use their location as a positive i.e. find students who want to come to the area but are not ready to live in Toronto or a larger centre, or know that you can possibly offer better/expanded space such as the downtown location due to your location.
- L. Dubeau noted that she took this program because of its location.
- It was discussed that there should be more hands-on practical work and less theoretical within the curriculum.
- R. Chiasson felt there should be more life drawing emphasized. More drawing with a story and feeling. C. Spatola and S. Hawkins agree that there should be more life drawing in the program.
- S. Hawkins stated that program is not advertised enough, the group seconded this.
- Meeting and talking with faculty before applying was critical.

- Visibility is an issue; the program needs more advertising and marketing.

6.2 College/School Update and Program Update

- The student satisfaction rate was 78%. G. Murphy asked the students why this could be. C. Spatola stated that students may have a misrepresentation of what the program is. Not enough advertising and marketing of this program.
- Graduate employment rate 75%
- Employer satisfaction 70%
- G. Chapple asked how that compares to the more technical program in the school of MAD. Those statistics were not available.
- The idea of moving the third year of the Animation program off campus to downtown Oshawa was discussed. The students felt that only having a small number of desktops would not be beneficial. Running the software solely on a laptop is not productive.
- AWN approached faculty at the Ottawa Animation festival about getting news or events into their news letter and onto their website. This will help promote the College and the program.

6.3 Continuing Education Update

- A discussion ensued around the spring workshops and summer shorts; is there enough awareness around them.

6.4 Student Voice

- L. Dubeau noted that she took this program because of its location.
- R. Chiasson felt there should be more life drawing emphasized. More drawing with a story and feeling. C. Spatola and S. Hawkins agree that there should be more life drawing in the program.
- S. Hawkins stated that program is not advertised enough, the group seconded this.

7. Additional Agenda Items

7.1 Nomination of Chair

G. Murphy explained the procedure for being a Chair on an Advisory Committee; they must be an external member and hold the position for a two-year term. Heather Walker was nominated. R. Chiasson and H. Walker agreed to co-chair. They were acclaimed to the position and accepted.

8. Decisions/Recommendations (action items)

- Recommend expanding the life drawing components through current curriculum with faculty at the program level. **ACTION BY: Program Team**
- Look at the budget line for models. **ACTION BY: G. Murphy and C. Gould.**
- Recommend discussing more production and pipeline for second year. **ACTION By: Program Team.**
- Recommend increasing the quality of our marketing strategies. **ACTION BY: G. Murphy and program team.**
- Recommend an evaluation of third year. **ACTION BY: Program Team**

9. Future Meeting Date

- Monday, May 2nd, 2011

10. Adjournment

- 2:00 p.m.

Advisory Committee Membership List

Name	Title	Organization
Committee Position: Committee Chair		
John Shaw	Human Resources Director	General Motors of Canada Ltd.
Committee Position External Committee Members		
Melissa Beckette-Bachelor		Town of Whitby
Kevin Chhangte		Paramed Home Health Care
Pamela Draaf	Human Resources Manager	Personal Attendant Care Inc.
Jim Gillespie	Director, Human Resources	Hubbell Canada LP
Gail Lynch	Human Resources Manager	HROntario, Ministry of Government Services
Jackie McGregor	Human Resources Manager	
Jaime Sheepwash	Senior Employee Relations Officer	Durham Catholic District School Board
Jason Traynor	Human Resources Manager	Lear Corporation
Bruce Watson	Vice President, Human Resources	The PIC Group
Committee Position Student Representatives		
Jill Cook	Human Resources – Year 3	
Committee Position Staff & Faculty Representatives		
Jackie Bathe	Associate Dean	School of Business, IT & Management
Ann-Marie Bennett	Program Officer	Distance Education, School of Continuing Education
Gary Gannon	Program Coordinator/Professor	Human Resources Program School of Business, IT & Management
Val Gilham	Program Officer	School of Continuing Education
Dave Morrison	Professor	Human Resources Program School of Business, IT & Management
Guests in Attendance		
Judy Spring	Dean	School of Business, IT and Management
Arlene Allen	Administrative Support	School of Continuing Education

REPORT PREPARED BY: Jill Cook

DATE: October 25, 2010

MINUTES REVIEWED BY CHAIR

DATE: November 1, 2010

Present: Melissa Bequette-Bachelor, Kevin Chhangtes, Jill Cook, Gary Gannon, Val Gilham, Gail Lynch, Dave Morrison, John Shaw, Jaime Sheepwash, Judy Spring

Regret(s): Jackie Bathe, Pamela DeRaaf, Jim Gillespie, Jackie McGregor, Mary Noble, Carolyn Scattery, Jason Traynor, Bruce Watson

Guest(s): Arlene Allen, Judy Spring

1. Welcome and Introductions

- J. Shaw welcomed the committee and facilitated introductions.
- Welcome to Judy Spring, Dean of School of Business, IT and Management and to Jill Cook, Third Year Human Resource Student, who will be participating in the meeting.

2. Additions to the Agenda –

- No additions were made to the Agenda

3. Acceptance of the Agenda

- Members accepted the Agenda

4. Approval of Minutes

- Previous minutes were approved subject to the addition of Gail Lynch's name. She attended the meeting. There was also a correction to the spelling of Kevin Chhangte's name.

5. Discussion Items

5.1. Industry Trends

5.1.1.Changes in Legislation

- The members spoke of the new Bill 168, Violence in the Workplace, which has recently been implemented across the workforce in various types of training.

5.1.2.Changes in Labour Market

- V. Gilham, Continuing Education, discussed the recent National Knowledge Exam that many students took part in at the beginning of October. She noted that the support and accommodation of the staff during this time made it easier on the students.
- The members talked about the wage freeze throughout the government.
- G. Lynch discussed the growing trend of older workplaces and the task of finding and retaining employees.
- Private sector has not had any wage increases at this time as they expecting union negotiations in 2011.
- J. Sheepwash mentioned the recent transition of having Early Childhood Educators inside the kindergarten classrooms.
- D. Morrison spoke of the increase in the number of international students registered in the Human Resources Graduate Certificate program at the college.
- K. Chhangtes talked about the increase in business and the general market seems to be picking up.
- J. Shaw noted that General Motors has been hiring different levels of employees from lines people to supervisors due to the pickup in the industry

5.1.3. Employer Satisfaction with Placement Students

- G. Gannon spoke of the general satisfaction of employers in regards to the placement students.
- The employers are happy with the term and time frame of the placement (Thursdays and Fridays only).
- The community network is being used to continually build the program to meet the needs of local employers.

5.2. Enrollment Targets and Projections

5.2.1. New Program Standards

- J. Spring spoke of enrolment. Current enrolment in School of Business in September was 391 full time students and 13 part time students. There are typically 80-100 students who enroll in January.
- There was a drop in second year Human Resource students in September from 91 to 59. At the same time, third year enrolment in the Human Resources went up from 50 last year to 59 this year. Enrolment in the graduate certificate program has increased from 51 to 68 (including 17 international students).
- There has been an increase in the number of international students. Recruiting is taking place in India where it is expected that students may have a better grasp of the English language. International applications are very difficult to process as they involve Visa issues and funding on the students part.
- J. Spring spoke of the possibility of a Pickering Campus. There have been requests for the Human Resource program to offer a section for that location.
- J. Spring talked about the possibilities of alternatives for international students to do a placement with their program. Many international students want to move back to their home after their studies or may wish to work there when their schooling is complete. There could be a capstone project that they could use. Overseas placement would not be a viable option as they would be difficult to track and to manage from a distance

5.2.2. Program Quality Progress Report (incl. Program Health Matrix Update)

- Gary proposed that he could compile results of the surveys/reports and form a summary of the Progress Quality Progress Report that would be available to all Committee members prior to the Program Advisory meetings.
- The members accepted Gary's offer to put together a summary of reports.

5.2.3. KPI Status, Annual Curriculum Renewal

-

5.2.4. Opportunities for faculty professional development in the field

- J. Spring talked about the budgets for Professional Development. The school has one budget and the Human Resources department has another. The school budget is generally spent on conferences and workshops, i.e. Bill 168 Violence in the Workplace. The HRP meeting is a conference that many faculty members attend. The Human Resource department budget is typically allocated for degree and graduate degree training by faculty/staff.
- Faculty also has the option of sabbatical (1 year).

5.2.5. Employment Statistics

- G. Gannon noted that the college tracks employment successes of graduates through means of Hired Career Services, Alumni Department and surveys.
- Some of the challenges arise in the ability to track these students and measure their employment status and whether their work is relevant to their program.
- Also, it is difficult to measure the roles they are in, in comparison to their diploma, certificate, etc.
- G. Gannon mentioned that there have been groups created on LinkedIn (Internet site) that may assist in tracking students in their various roles. These groups are divided into graduation year. Gary believes this may be successful in tracking graduates.
- J. Spring commented on the graduation statistics as being reasonably consistent. After six months, graduates usually have a job but it is not clear whether or not the jobs were in their field. About twenty five percent were still seeking further education after finishing their studies. Last salaries shown were 2008 and were on average in the \$40,000 range.

- There are currently 59 students enrolled in year three of Human Resources, and the majority of students tend to graduate from the three year program rather than the two year program.

5.3. College Program and School Updates

- J. Spring mentioned that at the last meeting there were two new programs introduced, Culinary Skills and Hospitality Management.
- There have been talks of introducing a two year Culinary Diploma Program to compliment the current One Year Certificate Program which would be hosted in the Whitby Campus in September 2012.
- Currently the labs for these programs are held at Maxwell Heights High School in Oshawa.
- J. Spring also suggested there has been some discussion around the idea of introducing a Recreation and Leisure Services program where graduates would work in positions such as for the Municipality or YMCA, etc.
- The Recreation and Leisure program would not interfere with the current Sport and Fitness programs.
- Members discussed the process of introducing new programs.
- J. Spring responded to clarify that they do research the field, obtain recommendations by faculty, focus groups, and industry leaders.
- There has to be confirmation that there is a demand for the program. New programs may not take away from the current programs in anyway.
- There are times when new programs do not proceed any further than discussion.
- Discussion on whether or not the new Dispute Resolution Program could offer courses either online or through night school as some people interested in this course may be currently employed and not able to attend daytime classes.
- V. Gilham commented that Continuing Education is flexible and could look at the possibility of being able to offer a series of courses.
- Members spoke of the possibilities that lie in the relationship between the college and Athabasca University, especially for students who do not have a degree as they offer a three-year degree.

5.4. Continuing Education Updates

- V. Gilham spoke of the various types of diplomas and graduate certificates that are offered through Continuing Education.
- It is difficult to give exact numbers as many students studying through this office are registered as daytime students.
- Continuing Education offers ten years to finish a diploma and five years for the completion of graduate certificates.
- The numbers are very strong in Human Resources with constant intakes and also monthly intakes.
- The numbers are very consistent with approximately 80 enrollments in a semester and 20 or so in monthly intake.
- J. Spring added that last year the School of Business, IT and Management piloted an option to make regular daytime courses available at night instead if it is easier for students. Following the success of the one year pilot, it is now an option for students to elect to take a course at night or online. The online version is a little more costly due to the increase in administrative costs.
- This option does allow much more access for students and overall people are pleased with it.

5.5. Research Initiatives/Opportunities

- The Research Office needs to be informed that if they need students to assist them, they can be recruited by the various schools.

6. Other Business

6.1. Membership Review (spring)

- Members agreed that it may be time to look at adding some more industry representatives in the spring.

6.2. PAC Assessment Form (spring)

- Members agreed they would complete assessment form at every meeting, not just spring.

6.3. Participation in Program Review and Focus Group

- G. Gannon commented that the Program Review is the latter stage and we are close to making final recommendations to Academic Council.
- G. Gannon will update as soon as those are complete.

7. Decision/Recommendations (action items)

- G. Gannon will compose a summary of 5.22 and 5.23 and will provide.

8. Future Meeting Date

- Monday March 28th, 2011

9. Adjournment

- Adjourned at 8:00pm

Advisory Committee Membership List

Name	Title	Organization
Committee Position: Committee Chair		
Name	Title	Organization
Colleen Horner	Comm. Tech Teacher	Maxwell Heights Secondary School
Lydia Keen	Comm. Tech Teacher	Eastdale C.V.I.
Committee Position External Committee Members		
Name	Title	Organization
Dave Williams	High School Teacher	
Committee Position Student Representatives		
Name	Year, Program	
Elizabeth Rivers	Year Three, Advertising	
Sunny Mutti	Year Two Multimedia	
Committee Position Staff & Faculty Representatives		
Name	Title	Department
Donna Crome	Professor, Pre-Media	School of Media, Art & Design
Charlotte Hale	Associate Dean	School of Media, Art & Design
Brent Hudson	Coordinator, Multimedia	School of Media, Art & Design
Greg Murphy	Dean	School of Media, Art & Design
Rob Paxton	Coordinator, Journalism	School of Media, Art & Design
Dawn Salter	Coordinator, Advertising	School of Media, Art & Design
John Starling	Coordinator, Pre-Media	School of Media, Art & Design
Tony Sutherland	Coordinator, Music Business Mgmt.	School of Media, Art & Design
Guests in Attendance		
Name	Title	Organization
N/A		

REPORT PREPARED BY: Alanna Desaillier

DATE: October 26th, 2010

MINUTES REVIEWED BY CHAIR: Colleen Horner

DATE: November 3rd, 2010

Present: Donna Crome, Charlotte Hale, Colleen Horner, Brent Hudson, Lydia Keen, Greg Murphy, Sunny Mutti, Rob Paxton, Elizabeth Rivers, Dawn Salter, John Starling, Tony Sutherland

Regret(s): Steven Evans, Sandra Meader, Mary Noble, Dave Williams

Guest(s): N/A

1. Welcome and Introductions

- G. Murphy welcomed members of the committee.

2. Additions to the Agenda

- No additions to the agenda.

3. Acceptance of the Agenda

- The agenda was accepted by the members.

4. Approval of Minutes

- The minutes of April 21st, 2008 were accepted.

5. Discussion Items

5.1. Industry Trends

- S. Mutti spoke to having an Introduction to Programming in the program; he felt this might give an advantage to someone going into the design programs.
- L. Keen, spoke about Comm. Tech within the high schools. It was suggested having this has a pre-req. or entrance requirement for the program.
- C. Horner addressed the high school students exposure to equipment and software e.g. photography, flash or Intro to MAC.
- D. Crome addressed how the program is designed to offer a “taste” of everything in the School of Media, Art & Design.
- G. Murphy noted that this program is geared towards students who may not have had an opportunity to be introduced to the COMM tech in the high schools.
- It was discussed how this program is being geared towards potential students who are coming from the work force and University.
- Promote Durham College not just to the guidance departments in the High school but to the professors who are actually teaching these courses in the high schools near the end of grade eleven.

5.1.1. Changes in Legislation

- N/A

5.1.2. Changes in Labour Market

- N/A

5.1.3. Employer Satisfaction with Placement Students

- N/A

5.2. Enrollment Targets and Projections

- The 2010 enrollment was discussed.

5.2.1. New Program Standards

- New programs being developed by the School of MAD. Presently there are 4 being developed for 2011, and, 5 for 2012. The 4 being developed for this year are awaiting Ministry funding approval.
- The name had been changed as per the Ministry from Fundamentals in Communication Arts to Pre-Media.
- COMM 2355 – New Media Communication has been revised to include social media e.g. Face book, twitter etc.
- Digital presentations course content has been tweaked to allow an intro to the MAC suite.
- In professional practices, resume writing is taught and then a event is planned and the students are broken down into groups to work on various segments of the event. D Salter has offered advertising space in the Chronicle to the Pre-Media students. J. Starling will speak to G. Rose about a Pre-Media student writing a story for The Chronicle reporting on the event.

5.2.2. Program Quality Progress Report (incl. Program Health Matrix Update)

- The program of studies for 2010-2011 was discussed, it was noted that some pre-requisites were removed.
- All digital files were to be submitted through WebCT, or the L-wing servers; this was determined as a program policy.

5.2.3. KPI Status, Annual Curriculum Renewal

- G. Murphy shared an overview of the KPI's. Program strengths – computer skills, develop writing skills, develops skills that will enhance their next chosen field or program.
- T. Sutherland asked if the research department can track the students who enter into other programs within the college and then become employed.

5.2.4. Opportunities for faculty professional development in the field

- Faculty can talk to G. Murphy or Human Resource about opportunities.

5.2.5. Employment Statistics

- Graduate rate is 80%
- Employment rate is 50%

5.3. College Program and School Updates

- C. Horner asked if there are any articulations or bridging programs between the College and UOIT. R. Paxton noted that Journalism does.

5.4. Continuing Education Updates

- G. Murphy asked for suggestions of courses that could be offered to expand on the Pre-Media certificate either beforehand or after graduation: Creative Design was noted as a course that is a challenge.
- B. Hudson suggested dividing the program into “streams” e.g. design or communication. A discussion ensued around this; more decisions for the student could make it more difficult when they are already unsure about where they are wanted to go.
- L. Keen asked for P.D. workshop sessions for COMM tech teachers to learn what the college is offering. C. Hale noted that April 28th is a day that has been set-up for this.

5.5. Research Initiatives/Opportunities

- N/A

6. Other Business

6.1. Membership Review (spring)

- Nomination of Chair – G. Murphy nominated L. Keen and C. Horner as Co-Chairs. B. Hudson seconded.

6.2. PAC Assessment Form (spring)

- N/A

6.3. Participation in Program Review and Focus Group

- G. Murphy asked for volunteers to sit on the focus group.

7. Decision/Recommendations (action items)

- That COMM tech is a recommended pathway into this program. The college should be marketing to the high schools that are not teaching in Comm. Tech. **ACTION BY: Program Team.**

8. Future Meeting Date

- Tuesday, May 3rd, 2011

9. Adjournment

- 7:30 p.m.

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Susan Knox	Comm. Training Coordinator	Durham Regional Police Service
External Committee Member		
Name	Title	Organization
Diane Douglas		
Arthur Graham	Manger, Professional Standards	Toronto Emergency Medical Services
Kaitana Jeffers		Minacs
Brenda Jeffs	Customer Care Manager	City of Oshawa
Nancy McCracken	Coordinator of Training and Recruitment	Metro Toronto Police Service
Joe Maiorano	Inspector, Communications	Durham Regional Police Service
Sharon Noble	Communications Officer	Ajax Fire & Emergency Services
Dave Ralph	Manager, Community Safe Guard Services	Toronto Emergency Medical Services
Elected Student/Alumni Representatives		
Name	Yr/Program/Alumni	
Sarah Bond	2 nd Year	
Jennifer Hoffman	Alumni	
Elected Faculty/Staff Representatives		
Name	Title	
Stephanie Ball	Dean	
Margot Murray	Faculty	
Annette Patrick	Faculty	
Sandra Meader	Support	
Theresa Virgin	Faculty	
Guests/Unelected Faculty/Staff		
Name	Title	Organization
Ruth Rodgers	Faculty	
Susan Sharp		TPS
Barbara Young		CAA

REPORT PREPARED BY: Annette Patrick

DATE: November 1, 2010

MINUTES REVIEWED BY CHAIR

DATE: November 4, 2010

Present: Stephanie Ball, Sarah Bond, Diane Douglas, Arthur Graham, Susan Knox, Nancy McCracken, Sandra Meader, Margot Murray, Sharon Noble, Annette Patrick, Theresa Virgin

Regret(s): Jennifer Hoffman, Kaitana Jeffers, Brenda Jeffs, Joe Maiorano, Dave Ralph

Guest(s): Ruth Rodgers, Susan Sharp, Barbara Young

1. Welcome and Introductions

Susan Knox welcomed the committee members and introductions were made around the table.

2. Additions to the Agenda

No additions were made.

3. Acceptance of the Agenda

The agenda was accepted by the members.

4. Approval of Minutes

The minutes were approved by the members.

5. Discussion Items

5.1 College/School Update and Program Update

Enrollment Targets and Projections

- There are currently 18 students who have applied for the January Start program.

Employment Statistics

- An update was provided on the status of our current grades: 2 – Brampton 311; 1 – Minacs; and 1 – Ajax Fire.
- Graduates are reporting informally to A. Patrick and M. Murray that they are getting calls for testing and interviews.
- Several of our graduates are currently going through the process with Niagara Falls Fire Service, Durham Regional Police Service, and Peel Regional Police Service.

Placement

- There are 29 students who may be eligible to go out on placement in January 2011.

Portfolio Development Update

- R. Rodgers briefly outlined the PLAR process for practitioners in order to achieve advanced standing in the program and regarding those students who are currently participating in the process.
- Another intake is planned for March 2011.
- R. Rodgers offered to coach the students in approaching employers for 'evidence' of learning.
- A subject matter panel of experts will review the submissions in December and provide pathways for students to they may enroll in the January offering of the program.

EMCC 911 Simulator Update

- M. Murray stated that the students are enjoying doing the exercises through the simulator.
- There are currently 60-70 recordings in post production and sound effects are being added before they are attached to the learning object.
- A training manual company in the U.S., 911 Trainer, has expressed an interest in marketing the simulator.
- Any funds received from any partnership may go towards the development of a dedicated communications lab and to enhance the learning object (simulator).

Program of Studies

- The program of studies for the new program, Emergency Services Fundamentals, was distributed and briefly reviewed.

Workplace Restrictions

- New workplace restrictions on “personal” network devices and hiring practices including access to “social networks” was discussed and faculty will ensure students are aware of the impact.

6. Decisions/Recommendations (action items)

There are new workplace restrictions on “personal” network devices. **ACTION BY: Faculty will advise the students regarding the use devices for personal reasons in their classes over the balance of the semester.**

7. Future Meeting Date

Tuesday, May 10, 2011 from 5:00 – 7:00 pm. in JW206

8. Adjournment

5:40 pm.

Advisory Committee Membership List

Name	Title	Organization
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Committee Chair

External Committee Member

Name	Title	Organization
Brett Christensen	Director of Operations	Aramark Healthcare
Earl Langridge	TLP Program Leader	General Electric Healthcare
Aaron Nurse	District Supervisor	Aramark Healthcare
Michael Weimer	Director of Service	Draeger Medical Systems

**Elected Student/Alumni
Representatives**

Name	Year/Program/Alumni
Justine Prescott	Year 3 student

**Elected Faculty/Staff
Representatives**

Name	Title	Organization
Sandra Kudla	Professor	School of Science & Engineering Technology
Sue Todd	Dean	School of Science & Engineering Technology

Guests/Unelected Faculty/Staff

Name	Title	Organization
Judy Robinson	Vice-president, Academic	Durham College

REPORT PREPARED BY: Linda Dillon

DATE: December 17, 2010

MINUTES REVIEWED BY: Sue Todd/Pravin Patel

DATE: Jan. 3, 2011

Present: B. Christensen, S. Kudla, E. Langridge, A. Nurse, J. Prescott, S. Todd, M. Weimer

Regret(s): R. Anand, J. Beeton, B. Clyne, B. Gentles, M. Goulding, D. Malgi, R. Tidman, M. Weimer,
M. Wood

Guest(s): J. Robinson

1. Welcome and Introductions

Sue Todd, dean welcomed members to the Advisory Committee meeting.

2. Additions to the Agenda

None.

3. Acceptance of the Agenda

Accepted.

4. Approval of Minutes

There were no previous minutes. The Advisory Committees have been reorganized under the new school name "The School of Science and Engineering Technology". All Advisory Committees have been reorganized under the new school.

5. Business/ Actions Arising from Previous Minutes

NA.

6. Discussion Items

6.1 External Membership Information Sharing

6.1.1 Industry Trends

The biomedical technologist needs to understand computer networking. They must have the ability to discuss IT issues with the IT departments, and they need to know about both wireless and wired systems. They must be familiar with real time data.

6.1.2 Changes in Legislation

No changes were identified at this time.

6.1.3 Changes in Labour Market

Advisors felt the industry was stable.

6.1.4 Employer Satisfaction with Placement Students

The employers at the meeting were very pleased with their placement students and new graduates. Currently, the placement model is a 5 week block experience right after exams in year three. However, current biomedical engineering student advisor, Justin Prescott, completed his placement during the summer after second year.

6.1.4 Employer Satisfaction with Placement Students

J. Prescott indicated that his education was more relevant to the industry than he expected. He was surprised at the scope of his placement and appreciated the opportunity. He felt prepared for his placement and he felt even more focused to complete his program upon his return. It was noted that J. Prescott is an excellent student and that not all students are ready for the level of responsibility J. Prescott demonstrated after second year. Please note J. Prescott's employer was at the meeting. The committee discussed the position of the placement and wondered whether completing a placement after second year would be more beneficial than the current model. After a brief discussion, it was determined that the program would maintain the current placement model - i.e. after third year if the students successfully completed all course work. However, it is critical to find opportunities for students to gain exposure to the industry throughout the program by attending seminars, visiting hospitals and meeting with industry partners.

6.2 College/School Update/Program Update

6.2.1 New Student Services Building

- A new Student Services Building is nearing completion in December and will enable one stop shopping for all students. Admissions, Registration, Financial Aid and some other departments, as well as a few new classrooms will be located in the new building.
- The Whitby Campus has completed phase 1, phase 2 is in progress and phase 3 is being designed.

6.2.2 Hired Career Services

The following documents were distributed prior to the meeting:

- Program Advisory Report
- Employer Services (including information on the Career Services Portal to post positions at no charge to an employer and the Job Fair being held on Wed. Feb. 9, 2011)
- Graduate Employment Report
- Internship Information

6.2.3 New Approved Programs

S. Todd reported that at the Board of Governors Meeting on October 26, 2010, the new 1 year Science and Engineering Fundamentals program was approved. This program is for students undecided in a program and will provide more foundation for high school students to be more prepared to select a career path in Science and Technology. Some transferrable credits will be granted.

6.2.4 Enrolment

S. Todd reported that the college has approximately 8,000 students on campus.

Biomedical Enrolment was reported as follows:

Year 1 - 26

Year 2 - 16

Year 3 - 10

Demographics of students shows that 80% of students are male, 75% of students are younger than 21, most students have part-time jobs and live at home.

6.2.5 Program Guides

Program Guides were distributed to members.

6.2.6 2010-2011 Program of Studies

This document was distributed and reviewed by members. The handout on the new Biomedical Engineering fast track program was also distributed.

A good deal of time was spent on actually reviewing each course in the Program of Studies as the external committee members were all new to the committee.

6.2.6 2010-2011 Program of Studies

The following topics were discussed in some detail:

- a. Dialysis – The amount of time spent on Dialysis was raised. Its relevance was questioned because most Dialysis units are not operated or maintained by the biomedical department. S. Kudla indicated that it is currently designed as a hands-on trouble shooting course and spread over two semesters. S. Kudla indicated that two students in the last year were in fact employed by dialysis and were among the highest paid graduates (\$60k).
- b. Respiratory and Anesthesiology – S. Kudla identified the subjects where these topics are covered. S. Kudla mentioned the need for more current anesthesia equipment and a space issue in the biomedical lab to store them. Partnership with anesthesia equipment companies will be pursued and class visits with company representatives will be implemented.
- c. Trouble Shooting - It was discussed to keep trouble shooting simple and practical. Use a common sense approach and teach how to approach a problem. Students won't be trouble shooting complex systems.
- d. Workplace Readiness - It would be very beneficial if we could introduce students to the AODA regulations, Harassment in the Workplace, WHMIS, and Health & Safety. Advisors support customer service education and encourage time management tools.
J. Robinson indicated that this may make a good General Education course. S. Todd agreed to discuss this further with M. Blanchard. S. Kudla agreed to review her customer service course to see how she may enhance it.

6.2.7 Key Performance indicators and Action Plans and Quality Progress Reports

Earlier in the meeting S. Todd explained what and how KPI's are generated and how programs develop program quality action plans. The committee had received the reports prior to the meeting. However, the committee decided to defer further discussion of these reports until they had reviewed them in more detail. The members present were new to the committee and did not feel they could comment confidently at this time. S. Todd indicated the Biomedical Engineering strengths were the graduate employment rate, graduate satisfaction and employer satisfaction. Students felt the project base learning was effective. However, students were disappointed in lab resources and presentation of material. S. Todd indicated the program relies heavily on equipment donations. In fact, the program received donations from Sarnia Hospital which was initiated by students who were doing the summer placements there.

6.2.8 Opportunities for Faculty Professional Development in the Field

S. Todd noted that the college is looking for opportunities for faculty to go into industry or have employers come to Durham College for Professional Development opportunities. Advise S. Todd of any ideas (susan.todd@durhamcollege.ca).

6.2.9 Employment Statistics

S. Todd identified the services of the Hired Career Services earlier in the evening. The graduation rate is 54.5% which is lower than the system average at 72%; however, the graduate employment rate is 100% in their field and the graduate satisfaction rate is 100%. It was discussed that the program is demanding; however, prepares students to working as part of an allied health team.

6.3 Research Initiatives/Opportunities

A pamphlet was left for interested people. S. Todd explained that industry, the government and the college will provide funding to support this initiative in the area of research projects through CONII. June-Jenkins MacDonald is the contact person from the college.

6.4 Continuing Education Update

G. Brooks, Program Assistant and Science and Technology Liaison reported the following:
G. Brooks noted that she is responsible for running day and night school courses for the School of Science and Engineering Technology. She noted that the Continuing Education type of learner is largely the mature student looking to enhance or change their career. Certificates have typically been 2 years in length. Some certificates such as Electronics, Environmental and Water Quality have been offered previously. There has been a decline in Electronics and Electro-Mechanical. AutoCAD, Electricity and Mathematics are still popular courses that run. Gail asked if she should be offering hybrid courses and is looking for 1 more certificate course to offer. Faculty and employers can provide feedback to Gail at gail.brooks@durhamcollege.ca.

6.5 Student Voice

See comments noted under 6.1.4.

7. Additional Agenda Items

7.1.1 Biomedical Degree Program/Vision

R. Tidman was unable to attend the meeting because he was in Atlantic Canada delivering the Canadian biomedical engineering certification pre exam training. R. Tidman has a vision to develop a degree namely; "Chief Technology Officer" or "Health Technology Manager" to address the increasing sophistication of this sector.

The committee identified that such a degree would have to cover basic management skills, IT computer networking knowledge and leadership skills in addition to analytical biomedical engineering technologies. Marketing of such a new degree would have to identify efficiencies to patient care.

The committee agreed that this degree would be effective however a graduate with no real related field work experience would not be extremely difficult to employ. Another concern was that the total budget of the biomedical departments is extremely small so they questioned whether the sector could support many of these positions.

7.1.2 Participation in Program Review and Focus Group

S. Todd explained the program review process and asked for industry support for the focus group. Kim Greemot was identified as an excellent choice. S. Kudla will follow-up. S. Kudla will also lead the review with L. Fuentes, P. Patel and S. Todd. This program review will start in the New Year.

8. Decisions/Recommendations/Action items

- Review the Customer Service course to see how it can be enhanced. **ACTION BY: S. Kudla, ASAP**
- S. Todd to discuss a General Education course with M. Blanchard to include AODA regulations, Harassment in the Workplace, WHMIS, Health & Safety, Customer Service Education and Time Management Tools. **ACTION BY: S. Todd, ASAP**
- Advisors to review Key Performance Indicators and Quality Progress Reports in more detail before providing any feedback. **ACTION BY: Advisory Members, ASAP**
- Industry members and faculty to look at professional development opportunities in the college or in industry and advise S. Todd (susan.todd@durhamcollege.ca). **ACTION BY: Industry/Faculty, ASAP**
- Pursue partnerships with anesthesia equipment companies. **ACTION BY: P. Patel, ASAP**
- Faculty and industry to advise Gail Brooks of any course or certificate ideas through Continuing Education (gail.brooks@durhamcollege.ca). **Industry/Faculty, ASAP**
- Follow-up with Kim Greemot for participation in Program Review. **S. Kudla, Jan. 2011**

9. Future Meeting Date

May 2011

10. Adjournment – 8:30 p.m.

Biomedical Program Advisory Committee Action Log

NEW Action Items from October 27, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	.Review KPI data and Quality Progress reports in further detail.	ASAP	Committee Members	
2.	See about a new General Education course with M. Blanchard for AODA, Harassment in the Workplace, WHMIS, and Health and Safety.	ASAP	S. Todd	
3.	Submit Professional Development ideas to S. Todd relating to industry to come into the college or faculty to go into industry.	On-going	Committee Members	
4.	Pursue partnerships with anesthesia equipment companies.	ASAP	P. Patel	
5.	Provide course ideas or certificate ideas to Gail Brooks in Continuing Education.	ASAP	Committee members	
6.	Follow-up with Kim Greemot for participation in Program Review.	Jan. 2011	S. Kudla	
7.				
Action Items				
1.				
2.				
3.				
4.				
5.				
Action Items				
1.				
2.				

Advisory Committee Membership List

Name	Title	Organization
Committee Chair Tom Bradbury	Director of Production Eng.	CTV

External Committee Member

Name	Title	Organization
Pierre Hinse	Engineering	Magna (E Car)
Will MacAlpine	Instrumentation & Control Technician	Whitby Cogeneration
Andrew Phillips	Nuclear Operator	Ontario Power Generation
Dean Rudd	Territory Manager	Alpha Controls
Scott Stewardson	Director, Technological Maint/Support	CBC
Brad Titchener	Technologist	Dynamic Fuel Systems
Stephen Webster	Electrical Engineering	Howard Marten Company

Elected Student/Alumni Representatives

Name	Year/Program/Alumni
Hannah Warner	Year 3, Electronics Eng. Technology

Elected Faculty/Staff Representatives

Name	Title	Organization
Louis Bertrand	Professor	School of Science & Engineering Technology
Lauren Fuentes	Professor	School of Science & Engineering Technology
Rao Gorantla	Professor	School of Science & Engineering Technology
Pravin Patel	Coordinator/Professor	School of Science & Engineering Technology
Dave Schuett	Professor	School of Science & Engineering Technology
Tony van Schyndel	Professor	School of Science & Engineering Technology

Guests/Unelected Faculty/Staff

Name	Title	Organization
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Present: L. Bertrand, T. Bradbury, L. Fuentes, R. Gorantla, P. Hinse, W. MacAlpine, P. Patel, A. Phillips, S. Stewardson, D. Rudd, D. Schuett, B. Titchener, T. van Schyndel, H. Warner, S. Webster

Regret(s): L. Franklin, R. Haze, C. McLaren, D. Murray, P. Sacharczuk, T. Selles, R. Singh, M. Thibeault, K. Whitehead

Guest(s):

1. Welcome and Introductions

T. Bradbury welcomed members to the meeting. T. Bradbury agreed to be Chair for this meeting.

The Electronics Advisory Committee is made up of the Electronics Technician Program (2 years) and the Electronic Technology program (3 years).

2. Additions to the Agenda

NA.

3. Acceptance of the Agenda

Accepted.

4. Approval of Minutes

There were no previous minutes due to the restructuring of the school. The Advisory Committees have since been reorganized under the new school name "The School of Science & Engineering Technology".

5. Business/ Actions Arising from Previous Minutes

NA.

6. Discussion Items

6.1 External Membership Information Sharing Industry Trends

A lot of discussion centered around the present status of the electronics industry, whether it is Broadcasting (CTV, CBC), or telephony, or Process Control (Alpha Controls customers like Petrocan, AECL), or OPG, Whitby Cogen. Electronics has gone digital - both video and audio. IP address, multiplexed, data communications, software and codec. The world of electronics is now portable and mobile, smart phones, and wireless. The students should be able to configure digital network, understand the transmission, protocols, and integrated services. Fundamentals are important. Soft skills such as communication skills, working in teams, writing skills are critical. These skills should be included in the curriculum.

Changes in Labour Market

Changes in the labour market were discussed. The electronics industry relies more in replacing boards. Most circuit boards are manufactured overseas. Limited repair work is performed. There is limited use of custom boards and design.

6. Discussion Items

New Program Standards

NA.

Program Quality Progress Report and Program Health Matrix

These documents were distributed to members prior to the meeting for review.

KPI Status, Annual Curriculum Review

Earlier in the meeting S. Todd explained what and how KPI's are generated and how programs develop program quality action plans. Committee members had received these reports prior to the meeting. Key Performance Indicator Reports had been distributed to Advisory Members prior to the meeting.

Opportunities for Faculty Professional Development in the Field

S. Todd noted that the college is looking for opportunities for faculty to go into industry or have employers come to Durham College for Professional Development opportunities. Members to advise S. Todd of any ideas (susan.todd@durhamcollege.ca).

Employment Statistics

Electronics Technician - There were 13 graduates with 90% working.

Electronics Technology- There were 10 graduates 100% working.

Field Placement

Placement for graduating students was discussed. Employers felt that the one day per week placement currently scheduled on Fridays is not a good model. It was noted that students will lose their focus from one week to the next. Employers prefer the students to come for a block of time for Field Placements such as 2 weeks placement and work on a project on a daily basis. The Biomedical program model of block placement at the end of the term was explained. The graduating Biomedical students start their placement for 5 weeks following exams in April. Students complete their placement by the end of May and graduate in June. Most advisors liked the model and endorsed it. The school will look into implementing this type of block placement for the Electronics Technology program.

6.2 College/School Update and Program Update 2010-2011 Program Guide

The Program Guides were distributed to advisory members for review.

Enrolment

Enrolment was as follows for fall 2010:

Electronics Technician

Year 1 – 25

Year 2 – 21

Electronics Technology

Year 1 – 46

Year 2 – 34

Year 3 – 24

Hired Career Services

The following documents were distributed prior to the meeting:

- Program Advisory Report
- Employer Services
- Graduate Employment Report
- Internship Information

A Job Fair will be held at the college on February 9, 2011 in the Gymnasium.

6. Discussion Items

Research Initiatives/Opportunities

A pamphlet was left for interested people on CONII. S. Todd explained that industry, the government and the college will provide funding to support this initiative in the area of research projects through CONII.

June Jenkins-MacDonald is the contact person and will be invited to a meeting in the spring.

6.3 Continuing Education Update

G. Brooks, Program Assistant and Science and Technology Liaison reported the following:

G. Brooks noted that she is responsible for running day and night school courses for the School of Science and Engineering Technology. She noted that the Continuing Education type of learner is largely the mature student looking to enhance or change their career. Certificates have typically been 2 years in length. Some certificates such as Electronics, Environmental and Water Quality have been offered previously. G. Brooks noted that there has been a decline in Electronics and Electro-Mechanical. AutoCAD, Electricity and Mathematics are still popular courses that run on a regular basis. G. Brooks asked if she should be offering hybrid courses and is looking for 1 more certificate course to offer. Faculty and employers can provide feedback to G. Brooks on courses or certificate ideas that can be run through Continuing Education at gail.brooks@durhamcollege.ca.

6.4 Student Voice

NA.

7. Other Business

7.1 Membership Review (spring)

NA.

7.2 PAC Assessment Form (spring)

NA.

7.3 Participation in Program Review and Focus Group

The Electronics programs recently completed a program review.

8. Decisions/Recommendations (action items)

- Include new skills in the curriculum that are noted in the minutes under 6.1 Industry Trends. **ACTION BY: S. Todd/Electronics Faculty/ASAP**
- Advise S. Todd of professional development opportunities for faculty to go into industry or have employers come to Durham College for training (susan.todd@durhamcollege.ca). **ACTION BY: Advisory Members/ASAP.**
- Look at implementing the Biomedical field placement 5-week model for the Electronics Technology program. **ACTION BY: S. Todd/P. Patel/ASAP.**
- Provide G. Brooks with ideas on courses or new certificate ideas (gail.brooks@durhamcollege.ca). **ACTION BY: Advisory Members/ASAP**

9. Future Meeting Date

Spring 2011.

10. Adjournment

8:30 p.m.

Electronics Program Advisory Committee Action Log

NEW Action Items from October 27, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Include new skills in the curriculum that are noted in the minutes under 6.1 Industry Trends.	ASAP	S. Todd/ Electronics Faculty	
2.	Advise S. Todd of professional development opportunities for faculty to go into industry or have employers come to Durham College for training (susan.todd@durhamcollege.ca).	ASAP	Advisory Members	
3.	Look at implementing the Biomedical field placement 5-week model for Electronics Technology.	ASAP	S. Todd/ P. Patel	
4.	Provide G. Brooks with ideas on courses or new certificate ideas that can be run through Continuing Education (gail.brooks@durhamcollege.ca).	ASAP	Advisory Members	
5.				
6.				
Action Items				
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5.				C
Action Items				

Advisory Committee Membership List

Name	Title	Organization
Committee Position: Committee Chair		
John Vickery	President	Vickery Electric
Committee Position External Committee Members		
Paul Rogers	JAC	IBEW 894
Mike Peel	First Line Manager	OPG
Allan Lapp		OPG
Rick Lea		Durham Region Local Training Board
George Smith		IBEW 353
Jack Sanders	Owner	Townsend Electric
John Wabb		Canadian Union of Skilled Workers
Committee Position Student Representatives		
Tim Medeiros	Year 1, Electrical Technician Program	
Committee Position Staff & Faculty Representatives		
Name	Title	Department
Bill Chilton	Program Coordinator	Electrical Programs
Dave Dewar	Faculty	Post Secondary Electrical Programs
Norm Fenton	Dean	School of Skilled Trades, Apprenticeship and Renewable Technology
Sue Moore	Manager, Academic Operations	School of Skilled Trades, Apprenticeship and Renewable Technology
Guests in Attendance		
Nathalie Stutt	Admissions and Recruitment Officer	Durham College
Joy Lavergne	Continuous Education	Durham College

REPORT PREPARED BY: Mary Pearce

DATE: December 17, 2010

MINUTES REVIEWED BY CHAIR

DATE: December 2010

Present: Tim Medeiros (2year Student), Paul Rodgers, Bill Chilton, Sue Moore, Mike Peel, Norm Fenton

Regret(s): Rick Lea, Dave Dewar

Guest(s): Joy Lavergne, Nathalie Stutt

1. Welcome and Introductions

New program coordinator – Bill Chilton

2. Additions to the Agenda

No additional items

3. Acceptance of the Agenda

Agenda accepted by membership

4. Approval of Minutes

Minutes approved by membership

5. Business/Actions Arising from Previous Minutes

- 5.1. PLC to OPG – Dave Dewar – carry over to next meeting
- 5.2. Summary of Gaps between graduate learning and OPG Testing – carried over to next meeting
- 5.3. Review math curriculum with faculty to include conversion component in MATH 1424 – **complete**

6. Discussion Items

6.1. External Membership Information Sharing

Vickery Electric – lack of understanding of batteries in the industry – more capacitor system in the industry than inductive systems

Norm Fenton asked if there are any ConEd opportunities for updating courses for electricians working in the field.

Paul Rogers – 40% of employers keep their apprentices, 60% move around to different employers – still want the apprentices to attend all 3 levels of schooling although they have taken the techniques program -

Mike Peel – generation trends – technology – how close does the Post secondary program align with the apprenticeship – checked with other colleges and DC pass rate is in line with the others

Changes in Labour Market

Paul – slow for a while – flat - attrition

Mike Peel – hiring apprentices – coop students are high on OPG lists – other college's Electrical programs are equivalent to the level 1 and 2 of the apprenticeship – letter given to OPG from other colleges indicating the students don't require in class 1st or 2nd level apprentice training which saves OPG about \$10,000 per apprentice – hiring quite a few apprentices – coop is a criteria for hiring

Fenton – local offices have different relationships with the local colleges – all colleges and MTCU are considering discontinuing of the exemption tests

Vickery – not much opportunity for new construction however service business is constant enough to keep current employees employed

6.2. College, Program and School Updates

Phase 1 complete

Phase 2 HVAC, Construction

Phase 3 Culinary, Horticulture

6.3. Student Voice

Tim Medeiros indicated that the 70% pass rate was not a factor in his decision to attend Durham – safety covered well PPE must have and random check are made by the faculty – same math assignments as previous semester maybe to refresh the memory however it is exactly the same – some imperial instruction

7. Additional Agenda Items

No additional items added

8. Decision/Recommendations (action items)

Items carried from previous meeting

PLC to OPG – Dave Dewar – carry over to next meeting

Summary of Gaps between graduate learning and OPG Testing – carried over to next meeting

9. Future Meeting Date

February/March 2011

10. Adjournment

5:00pm

Program Advisory Committee Action Log

NEW Action Items from October 27, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	PLC to OPG	October 20, 2011	Dave Dewar	
2.	Summary of Gaps between graduate learning and OPG Testing	October 20, 2011	Mike Peel	
3.				
4.				
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Action Items from _____ Meeting				
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Action Items from _____ Meeting				
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John Vickery

Present: B. Brooks, L. Dillon, E. Guertin, W. Hineman, B. James, D. Poort, M. Mokros, S. Todd,
B. van den Berg, S Webster, T. Welter

Regret(s): K. Austin, J. Bowen, L. Carson, R. Dilane, L. Everson, W. Forstner, D. Galbraith, E. Grisafi,
G. Jorjani, J. Ploszaj, J. Quarrie, S. MacDonald, J.P. Moniz, S. Szuhai

Guest(s):

1. Welcome and Introductions

- B. Brooks welcomed people to the meeting. B. Brooks explained that he and B. James would be facilitating the meeting today as Pravin Patel, program coordinator was attending another advisory meeting. P. Patel will be attending future meetings.
- B. Brooks gave some history to the Electro-Mechanical program. 1 program coordinator is now responsible for the Biomedical, Electronics and the Electro-Mechanical programs. Seventy-five percent of the courses are common between the Electronics and the Electro-Mechanical programs with the remainder being a combination of courses.

2. Additions to the Agenda

None.

3. Acceptance of the Agenda

Accepted.

4. Approval of Minutes

There were no previous minutes due to the restructuring of the school. The Advisory Committees have since been reorganized under the new school name "The School of Science & Engineering Technology".

5. Discussion Items

5.1 Industry Trends

5.1.1 Changes in Legislation

NA.

5.1.2 Changes in Labour Market

After a brief discussion, members asked to look further at the following:

Control Systems

Safety course (including safety for Fluid Powers and Controls)

CAD for Electrical Controls Design (revamp with some possible safety or make the course 4 hours)

Look at an Introduction to AutoCAD, Electrical Circuits

Electrician ticket to trades

5.1.3 Employer Satisfaction with Placement Students

Employers seemed to be happy with students. B. van den Berg noted that employers are looking for people with soft skills that are well-rounded individuals that have technical skills.

5.2 Enrolment Targets and Projections

Enrolment was reported as follows:

Year 1 – 32, Year 2 – 14, Year 3 – 24

5. Discussion Items

5.2.1 New Program Standards

NA.

5.2.2 Program Quality Progress Report and Program Health Matrix

These documents were distributed to members prior to the meeting for review.

5.2.3 KPI Status, Annual Curriculum Review

Earlier in the meeting S. Todd explained what and how KPI's are generated and how programs develop program quality action plans. Committee members had received these reports prior to the meeting. Suggestions to some courses were made during this meeting to meet with some changes in industry.

5.2.4 Opportunities for Faculty Professional Development in the Field

S. Todd noted that the college is looking for opportunities for faculty to go into industry or have employers come to Durham College for Professional Development opportunities. Members to advise S. Todd of any ideas (susan.todd@durhamcollege.ca).

5.2.5 Employment Statistics

There were 29 graduates with 69% working. 24% are furthering their education.

5.3 College/School/Program Updates

5.3.1 Electro-Mechanical Program Name

- B. James provided some history to the different program names and the reason for changing the program name. to Electro-Mechanical-Mechtronics. Mechtronics was a tag name to help industry and students identify with the program. Industrial Automation and Robotics was changed because of the declining automation in industry (i.e. General Motors). Automation is the key word.

B. van den Berg mentioned that the word "Mechtronics" came from Europe and is a term with a lot of different meanings.

5.3.2 Hired Career Services

The following documents were distributed prior to the meeting:

- Program Advisory Report
- Employer Services
- Graduate Employment Report
- Internship Information
- A Job Fair will be held at the college on February 9, 2011, Gymnasium.

5.3.3 New Approved Programs

S. Todd reported that at the Board of Governors Meeting on October 26, 2010, the new 1 year Science and Engineering Fundamentals program was approved. This program is for students undecided in a program and will provide more foundation for high school students to be more prepared with a more successful career path. Some transferrable credits will be granted.

5.3.4 2010-2011 Program Guide

This guide was distributed to members. B. Brooks provided the following summary:

- The Program Guide is given to students starting in September 2010. Electro-Mechanical is a 3 year program with 6 semesters.
- B. Brooks reviewed courses and referred to the course descriptions at the back of the guide.
- Fluid Power II, Manufacturing Sciences and Applied Mechanics are common courses with the Mechanical program.
- M. Mokros requested to find out which courses have been removed from the previous Program of Studies due to the addition of Industrial Controls I and II now being added.

5.3.4 2010-2011 Program Guide

- Instrumentation Controls I is a new course (students currently in year 2 or 3 do not take Instrumentation I and II as they are on the previous Program of Studies).
- B. Brooks asked advisory members to review the Instrumentation I and II courses and advise on what topics should be included in these courses at the next advisory meeting.
- B. Brooks also requested feedback from advisory members on Automation Controls I and the Process Controls loop. Where should it be included and what topics should be covered?
- Note – The Electronics program takes Process Control I and II.
- Automation Project (AUTO 2100) - In this course, most of the automation knowledge is put into a functional automation system that repeats over and over. It was noted that students must complete a project in this course.
- It was suggested to remove Electronic Circuits III, semester 4.
- Law and Ethics is a required course for the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) and required knowledge in the working world.
- B. Brooks noted that 1 subject will be revised to include an IMC flavor to it.
- 3 General Education courses at 3 hours per week are a requirement by the Ministry and must be included in the Program of Studies.
-

5.3.5 Field Placement

- B. Brooks noted that students are required to take 100 hours of placement. This is a requirement to graduate. The placement company is required to initial tasks and hours and the information is then evaluated by B. Brooks and B. James.

5.4 Research Initiatives/Opportunities

- A pamphlet was left for interested people. S. Todd explained that industry, the government and the college will provide funding to support this initiative in the area of research projects through CONII.
- Brooks and S. Knihnisky have been working on a research project that will be completed soon.
- June Jenkins-MacDonald will be invited to a meeting in the spring.

5.5 Continuing Education Update

G. Brooks, Program Assistant and Science and Technology Liaison reported the following:
G. Brooks noted that she is responsible for running day and night school courses for the School of Science and Engineering Technology. She noted that the Continuing Education type of learner is largely the mature student looking to enhance or change their career. Certificates have typically been 2 years in length. Some certificates such as Electronics, Environmental and Water Quality have been offered previously. G. Brooks noted that there has been a decline in Electronics and Electro-Mechanical. AutoCAD, Electricity and Mathematics are still popular courses that run. G. Brooks asked if she should be offering hybrid courses and is looking for 1 more certificate course to offer. Faculty and employers can provide feedback to G. Brooks at gail.brooks@durhamcollege.ca.

6. Other Business

6.1 Membership Review (spring)

NA.

6.2 PAC Assessment Form (spring)

NA.

6.3 Participation in Program Review and Focus Group

NA.

7. Decisions/Recommendations (action items)

- M. Mokros requested that the new Program of Studies be reviewed in comparison to the old Program of Studies to determine what courses had been removed with the inclusion of Industrial Controls I and II being added. **ACTION BY: B. Brooks, Feb 7, 2011**
- Instrumentation Controls I and II – Committee members to review these courses and provide feedback on topics that still need to be included in the courses. **ACTION BY: Advisory Members, Feb. 7, 2011**
- Automation Controls I and the Process Controls loop – Advisory members to look at required topics and where it should be included. **ACTION BY: Advisory Members, Feb. 7, 2011**
- June Jenkins-MacDonald will be invited to a future meeting. **ACTION BY: L. Dillon, Jan. 2011**

Future Meeting Date

February 7, 2010

Members decided that 6:00 p.m. was a good meeting time.

8. Adjournment

8:20 p.m.

Electro-Mechanical-Mechtronics Program Advisory Committee Action Log

NEW Action Items from June 11, 2010 Meeting

	Action Item	Date	Responsible	Outcome
1.	Advise on what courses were removed from the previous Program of Studies with the addition of Controls I and I being added.	ASAP	B. Brooks	
2.	Review the new Program of Studies in comparison with the old Program of Studies to determine what courses have been removed with the inclusion of Industrial Controls I and II.	Feb. 7, 2011	Advisory Members	
3.	Automation Controls I and the Automation loop – Look at required topics and where these should be included.	Feb. 7 2011	Advisory Members	
4.	June Jenkins-MacDonald to be invited to the next advisory meeting.	Feb. 7, 2011	L. Dillon	
5.				
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Action Items

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Action Items

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Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Cheryl Owen	Clinical Practice Leader	Rouge Valley Health System
External Committee Member		
Diane Moore	Area Director	Bayshore Home Health
Jenny McKay	Director of Care	Hillsdale Terraces
Maureen Awalt		Hillsdale Terraces
Katherine Rautenburg	PSW	Partners in Community Living
Theresa Henderson	Enterostomal Therapist	Partners in Community Living
Elected Student/Alumni Representatives		
Stephanie Kalogris	Year 2 Student	Practical Nursing
Anita Storey	Year 1 student	Personal Support Worker
Cindy Perry	Alumni	Practical Nurse
Jennifer Cowan	Alumni	Personal Support Worker
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
Debbie Morrison	Faculty/Coordinator	Practical Nursing Program
Deborah Schuh	Faculty/Coordinator	Personal Support Worker Program
Sandra Blayone	Faculty	Practical Nursing Program
Donna Boyd	Program Officer	Continuing Education
Guests/Unelected Faculty/Staff		
Kim Rutschmann	Manager of Nursing Practice	Hillsdale Terraces

REPORT PREPARED BY: Lisa Kowal

DATE: November 15th, 2010

MINUTES REVIEWED BY: Susan Sproul

DATE: December 6th, 2010

Present: Debbie Morrison, Susan Sproul, Stephanie Kalogris, Jennifer Cowman, Theresa Henderson, Donna Boyd, Katherine Rautenberg, Cindy Perry, Deborah Schuh

Regret(s): Carol Burke, Cheryl Owen, Diane Moore, Jenny McKay, Maureen Awalt, Rebecca Wilson

Guest(s): Kim Rutschmann

1. Welcome and Introductions

- Welcome and introductions were made around the table

2. Additions to the Agenda

- 7.1 PAC Membership and Chair
- 7.2 New PN curriculum
- 7.3 Increasing pass rate in PN program

3. Acceptance of the Agenda

- Agenda accepted with additions above

4. Approval of Minutes

- Minutes of May 26th, 2010 were accepted as presented

5. Business/ Actions Arising from Previous Minutes

- Still seeking out PAC representation from Lakeridge Health

6. Discussion Items

6.1 External Membership Information Sharing

Report by: K. Rautenberg, T. Henderson

- Access centres have had a decline in community clients due to budgets. There is a big need in the community for home care. Patients are being pushed back into the hospital. Acute patients are being sent back to Emergency. In Emergency there are a number of clients who only need wound care but there is no support in their homes. RN-RPN –PSW through CCAC (Community Care Access Centre) plan was to increase the number of case managers to assess people to ensure they do not need the service.
- Nurses are advocating daily for their patients to keep them in the home. The professional judgment of the nurse at the bedside is encouraged.
- PSW's in small agencies are not being paid less than CCAC; patients are going to other agencies because they pay the PSW less. Need to advocate for insurance companies to pay PSW's more.

Report by: J. Cowan

- Lakeridge Health Program regeneration: each unit previously had a charge nurse. There is now a patient care manager who runs the unit financially and a patient care specialist who is the contact for nurses on each floor involved in patient flow. These positions are management positions and do not assist with the daily care of patients. The charge nurses previously completed patient care and this role is missing from front line help. The standard patient load is 4-1 or 5-1 for the day, evening shift is 5-1 and night shift is 8-1.

Report by: K. Rutschmann

- Trying to keep up with new Ministry of Health regulations; currently reviewing each regulation to ensure that it has been met.
- There are 10 PSW students coming to Hillsdale Thursday for orientation.
- Fairview is the host for the bridging program.
- Good to see that restorative care was part of the PSW curriculum.
- Fairview likes to hire mainly Durham College PSW students

6.2 College/School Update and Program Update

Report by: S. Sproul

- Beverly Tezak is coming to Durham College and UOIT on Dec. 10th to complete a session on the regeneration of Lakeridge Health corporation.
- The School of Health & Community Service strategic plan was discussed (see attachment)
- PN and PSW KPI Report Summary discussed (see attachment)
- PN and PSW Hired Career Services report was discussed (see attachment)

Report by: D. Schuh

- From the March intake 23/28 students graduated at Convocation in October
- Prior to starting March intake part of the planning process was to send messages out to partners re: practicum requests over the summer-all 4 LTC sites agreed to take students but practicum placements continue to be a concern.
- Minimal community placements were available and we could not use school placements because of summer holidays /preceptorship availability.
- March Intake 2011 has 143 applicants with 48 confirmed at present-practicum placements may be a concern. D. Schuh to meet with M. Sich to review strategies to secure placements.
- September intake took in 41 students – currently down to 38. Seems to be a good mix of student ages. Appear to have better writing skills than past applicants.

Report by: D. Morrison

- 2nd intake of PN students is well underway
- Grad student wonders why there is no interview as a program entrance requirement and why acceptance is based solely on marks.
- Grades are 75% for english and 70% for math

6.3 Continuing Education Update

- Currently 4 courses are offered through CE for the PSW part-time program – program has had a decline in students.
- Mental Health certificate has been re launched.
- Lakeridge Health paediatric MH program beginning and we are doing educational training for them in November ; will investigate if this training can be opened to nurses from other agencies.
- Perinatal program is strong and nephrology course is also running in January.

6.4 Student Voice

- Recent PSW graduate C. Perry reported the job market is good for our PSW graduates – most of the March intake graduates have been hired. She is currently working in home care and respite work.
- S. Kalogris a current second year PN student advised the committee that second year of the program is much more demanding and are encouraged to be more independent. Raised her concern about the on-line portion of the A&P course and felt students would do better with a face to face professor.

7. Additional Agenda Items

7.1 PAC Membership

- S. Sproul reviewed the PAC membership and the Terms of Reference. S. Sproul, D. Schuh and D. Morrison will meet to look at membership. If the membership has any ideas regarding possible new

members please send them to S. Sproul. S. Sproul will approach C. Owen about becoming the chair on PN and PSW Program Advisory Committee

7.2 PN New Curriculum

- We will be offering the first semester of the new PN curriculum starting in September 2011.

7.3 Increasing Pass Rate in the PN Program

- PN program is investigating the possibility of increasing the pass rate for core nursing courses to 60% - currently the DC pass rate is 50%. This will be moving forward to academic counsel for consideration.

8. Decisions/Recommendations

- See attached "Action Log"

9. Future Meeting Date

- June 1st, 2011 3:30-5:30 (light dinner will be served) SW106 Boardroom

10. Adjournment

- Meeting adjourned at 4.50pm

Nursing & PSW Program Advisory Committee Action Log

NEW Action Items from October 27th, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Meeting to take place to recruit new PAC membership.	June 1 st , 2011	S. Sproul	
2.	Ask Cheryl Owen to accept the role as Chair of the PAC.	June 1 st , 2011	S. Sproul	COMPLETE
3.	Investigate opening up the MH pediatric training to other agencies	June 1 st , 2011	D. Boyd	
Action Items from May 26th, 2010				
1.	Elect new chair at spring Meeting	October 27 th , 2010	Membership	COMPLETE
2.	Lakeridge Health Oshawa representative will be sought	October 27 th , 2010	S. Sproul	

Advisory Committee Membership List

Name	Title	Organization
Committee Co-chairs		
Alicia Jones	Legal Assistant	Blaney McMurtry LLP
Seana Depaepe	Legal Assistant	ThorntonGroutFinnigan LLP
External Committee Member		
Rosa Pedretti	Legal Assistant	Osler, Hoskin & Harcourt LLP
Laura Johnson	Legal Assistant	Aird and Berlis LLP
Julie Hakkesteegt	Legal Assistant	Templeman Menninga LLP
Jennifer Senior	Legal Assistant	Osler, Hoskin & Harcourt LLP
Michelle Wagg	Secretarial Services Team Leader	McMillan LLP
Veni Tacconelli	Manager, Legal Assistant Services	McCarthy Tétrault LLP
Susan Madden	Legal Assistant	Osler, Hoskin & Harcourt LLP
Roz Chasler	Assistant Director / Administrative Support Services	Ogilvy Renault LLP
Lindsay Ortega	Recruitment Specialist	Miller Thomson LLP
Anne Weber	Operations Manager	Durham Region Crown Attorney's Office
Gidget Hunter	Legal Assistant	Aird and Berlis LLP
Trena Mumby	Supervisor, Legal Secretarial Services	Osler, Hoskin & Harcourt LLP
Carolyn Clark	Legal Assistant	Osler, Hoskin & Harcourt LLP
Heather Redwood	Human Resources Supervisor	Miller Thomson LLP
Lesley Wray	Human Resources Generalist	Blaney McMurtry LLP
Cynthia Kelly	Human Resources Generalist	Aird and Berlis LLP

**Elected Student/Alumni
Representatives**

Name	Yr/Program/Alumni
Carolyn Lucifora	OFLG – Year 2
Carol Ann Factor	OFLG – Year 2

**Elected Faculty/Staff
Representatives**

Name	Title
Joanne Arbour	Professor
Harpreet Kochhar	Program Coordinator
Jennifer Mark	Part-time Faculty
Audra Hawkins	Part-time Faculty

Guests/Unelected Faculty/Staff

Name	Title	Organization
Shannon Madill	Student – OFLG – Year 2	

REPORT PREPARED BY: Joanne Arbour

DATE: November 3, 2010

MINUTES REVIEWED BY CHAIR Bev Neblett

DATE: November 23, 2010

Present: Gidget Hunter, Laura Johnson, Carolyn Clarke, Harpreet, Audra Hawkins, Jen Mark, Carol Ann Factor, Shannon Madill, Carolyn Lucifora, Rosa Pedretti, Jennifer Senior, Bev Neblett, Joanne Arbour

Regret(s): Alicia Jones, Seana Depaepe, Julie Hakkesteegt, Michelle Wagg, Veni Tacconelli, Susan Madden, Roz Chasler, Lindsay Ortega, Anne Weber, Trena Mumby, Lesley Wray, Cynthia Kelly

Guest(s): None

1. Welcome and Introductions

J. Arbour welcomed the group and the members introduced themselves.

2. Additions to the Agenda

There were no additions to the agenda.

3. Acceptance of the Agenda

H. Kochhar moved to accept the agenda,
Seconded by: R. Pedretti

4. Approval of Minutes

FileSite – change name.
Minutes reviewed and correction made to the spelling of FileSite.
B. Neblett moved to accept the minutes as amended.
Seconded by: A. Hawkins.

5. Business/ Actions Arising from Previous Minutes

None

6. Discussion Items

6.1 External Membership Information Sharing

Software – Big Hand:

G. Hunter gave the following information to the committee regarding this software:

Lawyers record WAV files on BB, send to either 1) assistant; 2) private group; or 3) Docs Pro Department. Assistant checks program every morning, gives outlook-like pop-up when you get a new transcription. You can upload a voicemail to the system so instead of starting and stopping by pointing and clicking, you can use the foot pedals.

AccuRoute:

The firm is trying to eliminating “Office Charges” – so they have installed a filter to each printer (desktop) scanner and copier that ensures you have to provide a detailed description to print/copy/scan to office.

Re: Scanning, they are eliminating PDFing to email now, as people aren’t saving their documents to FileSite, so AccuRoute ensures all documents are filed in a single folder, from which you have to file to the appropriate file. Also automatically bills client scans and prints as disbursements making life easier for the accounting department.

Industry Trends

Discussion surrounding the new Disability Training required in Ontario took place. Each firm is presently training staff whether it be when they are hired or through internal communication.

B. Neblett questioned whether we should be including this By-law in the program curriculum. Team will discuss further in program meeting.

Labour Market

The group from the industry recapped the layoffs of the last couple years. However, many also knew of new hires joining the firm. Overall impression was that things are looking a little more promising.

R Pedretti and J. Senior explained that Osler is now staffing at a 3 to 1 or 4 to 1 Lawyer to Assistant ratio. G. Hunter also expressed a larger ratio among staff.

R. Pedretti explained that many new lawyers entering the firm are doing their own production work. The assistant's role is changing to not as much "traditional" work but more a "managing their legal professional's practice."

L. Johnson explained that she is in an 8 to 1 ratio as a dedicated assistant to the legal students. Her main duties presently are proofreading memorandums, petty cash, and cheque requisitions.

Discussion also took place surrounding the practice of the lawyer's docketing and different firms are doing different practices surrounding this task.

C. Clarke also joined that discussion explaining her role as a POD assistant in the Corporation division. They work on overflow documents needed for the various legal professionals. Software she presently works with is Microsoft Word and Excel. Schemes and Styles from Word were highlighted as a required skill.

Discussion also took place regarding Automated Civil Litigation (ACL3) software. R. Pedretti uses the software, yet J. Senior does not. R. Pedretti is presently on a task force for the software and expresses that new hires will be using it.

Employer Satisfaction with Placement Students

No placement employers in attendance to address this agenda item.

6.2 College/School Update and Program Update

Enrollment Projections

Program enrollment projections for Sept. 2011 are 35 students with a minimum retention rate of 80% (28 students)

Program Standards

The program is scheduled on the Ministry of Training, Colleges, and Universities program standards development and revision roster (as of July 2010). The actual date for this to occur is not presently available.

Program Quality Progress Report (PQPR)

The PQPR was based on the results of the Key Performance Indicator reports that were shared at the June 9, 2010 meeting. Areas that have been addressed for action are as follows:

Students' progression through keyboarding courses. The team is looking at developing more opportunities for students to be able to repeat their keyboarding courses when they fail without delaying their progression through their program of study

Providing students with feedback about their progress. The team is clarifying to students (verbally and in writing) what the College policy is around providing feedback and timelines for doing so. This is now included in the Program Guide Book, which outlines program policies. As well the turnaround time for marking of specific assignments is now being put in the footers of the assignment document.

S. Madill inquired about midterm marks for second year students. Bev explained that originally midterm marks was a pilot and would move to second year; however, it never came to fruition.

Suggestions were made to ask faculty where the student presently stands in their class. A. Hawkins expressed that she would be giving marks to the class the following week. J. Arbour and J. Mark also had or will be giving the marks to the class.

Use of course materials (e.g. books, software handouts). Ensuring that all staff (full-time and part-time) are familiar with and using the course materials as outlined in the course outlines.

Level of concern by people at the college for the student's success. The program scored very well in this category; but wants to improve their results by at least 5%. Faculty are eliciting feedback from students on how they're doing. Faculty are clearly outlining to the students the expectations around office hours, and responses to email and phone messages. Faculty are sharing with the other service areas of the college any feedback they get from students regarding their experiences with that specific service area.

Increase employer satisfaction responses. Faculty are working on a mail out to recent grads who will be surveyed in the next month to remind them to give permission for the surveyor to speak with their employers in order to be able to get some concrete feedback. R. Pedretti suggested feedback from students at program level.

G. Hunter expressed when she was contacted, the survey personnel asked about her birth year. They then asked further questions and finished with her actual birth date. At that time, she became suspicious and refused to give that information. The permission was therefore not granted. L. Johnson suggested an email campaign rather than phone calls. R. Pedretti further suggested calling the large firms for general satisfaction information; however, R. Pedretti and B. Neblett both felt this would not work due to privacy laws. C. Factor also suggested mailing a survey.

Improvement of computer labs. Faculty have gone to Conestoga College to look at their Office Simulation Lab. The aim is to put in a capital request for the program to have a similar lab set up.

Employment Statistics

Of the 2008 graduates who were surveyed 6 months after graduation, 83.3% were employed. This is down from previous years where the result was 100%; but considering that this would have been at the beginning of the economic downturn, this is a very positive result. 67% of grads found employment in the GTA, 33% in Durham. Also, 27.3% of graduates went on to further education in programs such as Court Support Services graduate certificate and Legal Administration diploma.

A. Pedretti spoke about her criminal law firm and that they "march to a different drum".
J. Mark told of 20 people being let go a year ago; however, she has seen new hires recently.

New Associate VPA position

Mary Blanchard, former dean of the School of Communication, Language and General Studies has been appointed to the position of Associate Vice President of Academics, Academic Planning. She is also carrying out the role of Dean, School of Interdisciplinary Studies and Employment Services until a replacement can be found.

New Student Services Building

Construction of the Student Services Building is on target to be completed for the new year.

Convocation

Fall Convocation occurred October 21, 2010. 15 students graduated from the Office Administration General Certificate program.

College Open House

Saturday November 13 from 11:00 a.m. to 2:00 p.m., DC will be holding its Fall Open House. Faculty and students will be on hand to speak with potential students about the program.

School Restructuring
Career Development programs from the former School of Career Development and Continuing Education have now moved to a new school named Interdisciplinary Studies and Employment Services.

Restructure of Program

Program is now a distinct two year diploma program accepting students into their chosen option beginning in their first year of study.

Demographics of Year 1 Students

This year's students are primarily female and under the age of 21 years. Most of students were working (full time or part time) prior to coming into the program. Their reason for selecting program was for the career opportunities. Their expectations around timelines for receiving feedback from faculty are somewhat unrealistic (want evaluation criteria returned to them within 3 days and the feedback should include the grade, written comments, and verbal explanation when needed). Faculty are addressing this in their classes by apprising students of the College's grading procedures which is 2 – 3 weeks for the return of evaluation criteria. While most students plan on pursuing employment upon graduation, there is also a high percentage of this year group who are also interested in continuing on to university at some point and using their diploma to gain advanced standing.

Enrollment Numbers

The College has an enrollment projection of 10,000 students by 2015. As of September 2, 2010, the College's enrollment numbers were 7,287.

Enrollment in the program is down this year.

Year 1

34 students enrolled in Office Administration General certificate program

26 students enrolled in Office Administration – Legal diploma program

Year 2

20 students enrolled

General Education Compliance

June 11, 2010, the program was validated as general education compliant effective September 2011, when the Human Resources Essentials course is expanded to 42 hours.

6.3 Continuing Education Update

Carol Ann suggested that some students were interested in the Mediation program at the College. Continuing Legal Education – Gidget informed the group that this is now mandatory for the lawyers.

6.4 Student Voice

N/A

6.5 PAC Membership Review

PAC membership and terms of committee members will be brought forward at the spring meeting.

7. Additional Agenda Items

N/A

8. Decisions/Recommendations (action items)

None

9. Future Meeting Date

Thursday, May 19, 2011.

10. Adjournment

The meeting adjourned at 8:00 p.m.

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Paul McGary	Director of Mental Health and Pinewood Centre	Lakeridge Health
External Committee Member		
Jan Langlois	Clinical Advisor	John Howard Society
Jack Vanderluit	Coordinator	Durham Mental Health Services
Donna Rogers	Executive Director	Four Counties Addiction Service Team
Scott Jones	Director, Addiction Treatment Program	Harbour Light
Tariq Asmi	President, Regional Services	Ontario Shores Centre for Mental Health Sciences
Elected Student/Alumni Representatives		
Courtney Sherman	ADMH Student	
Yolanda Sang	ADMH Alumni	
Amber Cotters	SSW Yr. 2 student	
Lisa Palmer	SSW Alumni	
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
Ken Lomp	Faculty/Coordinator	Addictions and Mental Health
Randy Uyenaka	Faculty/Coordinator	Social Service Worker Program
Pat Mongeon	Faculty	Social Service Worker Program
Donna Boyd	Program Coordinator	Continuing Education
Guests/Unelected Faculty/Staff		
Lisa West	Practicum Officer	School of Health & Community Services

REPORT PREPARED BY: Carol Connor

DATE: November 20th, 2010

MINUTES REVIEWED BY: Paul McGary

DATE: December 17th, 2010

Present: Paul McGary, Ken Lomp, Jan Langlois, Courtney Sherman, Randy Uyenaka, Jack Vanderluit, Donna Boyd, Lisa West, Carol Burke, Amber Cotters, Lisa Palmer, Susan Sproul, Donna Rogers (via teleconference)

Regret(s): Linda Thompson, Patricia Mongeon, Scott Jones, Tariq Asmi

1. Welcome and Introductions

- Welcome and introductions were made around the table.

2. Additions to the Agenda

- 7.1 May intake of ADMH

3. Acceptance of the Agenda

- Agenda accepted with addition above

4. Approval of Minutes

- Minutes of May 6th, 2010 approved as presented

5. Business/ Actions Arising from Previous Minutes

- New member still to be recruited from CMHA Durham to replace Linda Thompson

6. Discussion Items

6.1 External Membership Information Sharing

Report by: J. Langlois

- Continue to take DC students for their placement. Have hired ADMH and SSW graduates
- Residential services moving to Whitby – Rossland/Garden
- Whitby office moving to where Christine Elliott's office is located
- United Way is now all one operation (United Way of Durham Region)
- Very involved with helping to get sex trade workers off the streets in Oshawa

Report by: J. Vandersluit

- Expanded – 4 more units
- Crisis program funded until 2011
- Will contact June MacDonald-Jenkins re CONII; for mold removal in the McKay House

Report by: P. McGary

- Quality Project in place; sensitivity training in emergency department – to allow more compassionate care for people with mental health issues
- Process underway with peer support model; recruit volunteers, set up training with United Survivors of Volunteers (2011)

Report by: D. Rogers

- Doing a tremendous amount of training through the counties
- Ontario Works/Northumberland Region have approved to provide additional training to their staff regarding substance abuse

6.2 College/School Update and Program Update

Report by: S. Sproul

- S. Sproul updated the PAC committee on the creation of a new CYW PAC that started this week
- The decision to have a separate PAC was based on the doubled enrollment of the program and some differences between the programs
- KPI's and employment statistics were reviewed for the membership
- SSW team has implemented new strategies to help improve KPI's (increased lab time, use of WEB CT to keep students aware of their progress, new texts, adding more mental health content to course outlines
- We will have offered two new programs in September 2011; Development Services Worker (2 year diploma and the Accessibility Coordination program (post graduate certificate)
- School of Health & Community Services strategic plan was discussed with membership

Report by: R. Uyenaka

- 81 first year students in SSW, 60 moved from 1st year to 2nd year
- We have significantly higher number of students out on placement this year over last
- New program card has been developed for the program
- FP agency student evaluation forms have been updated/change
- Holding focus groups (Innovation Centre) for each year level

Report by: K. Lomp

- 21 students in ADMH
- 13 students were in attendance at convocation; very positive feedback from graduates
- All but 1 student completed the program last year
- Looking in to the possibility of DC providing a placement opportunity for an ADMH student at our health centre
- January in-take is full with a waiting list
- Will be starting work on curriculum mapping for the ADMH program
- K. Lomp raised a concern with the PAC members that hospitals and CAMH are reluctant to take our students because ADMH is not a regulated profession; they are not interested in providing practicum to students they won't be hiring
- K. Lomp is going to contact the College of Social Workers to investigate the possibility of our ADMH students registering with them. He will also be looking at some face to face communications with Ontario Shores and CAMH regarding our students and placements.

6.3 Continuing Education Update

- SSW enrollment is very good
- CYW is now being offered through CE

6.4 Student Voice

- L. Palmer currently employed at Luke's Place reported they have a Durham College student on placement

7. Additional Agenda Items

7.1 ADMH May In-take

- DC is considering offering a May in-take of the ADMH program based on the number of applicants both domestic and international
- Some discussion took place about the concern for field placement but the committee felt based on the staggering of the in-takes (September, January and May) this wouldn't be an issue
- K.Lomp indicated that part-time teachers could be recruited from local agencies to teach during the summer months
- D. Rogers felt if we moved forward with an additional in-take she would assist in obtaining placements for our students in the Northumberland region
- The PAC committee supported the idea of an additional in-take in May for the ADMH program

8. Decisions/Recommendations

- See attached "Action Log"

9. Future Meeting Date

- May 16th, 2011; 3-5pm SW106 Boardroom

10. Adjournment

- Meeting adjourned at 5pm

Community Program Advisory Committee Action Log

NEW Action Items from November 1st, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Recruit new member for PAC from CMHA Durham to replace Linda Thompson	May 16 th , 2011	K. Lomp, R. Uyenaka	
2.	Look at possibility of student placement at the Durham College Health Centre (ADMH)	May 16 th , 2011	K. Lomp	
3.	Contact College of Social Workers to investigate possibility of ADMH graduates registering with them	May 16 th , 2011	K. Lomp	

Advisory Committee Membership List

Name	Title	Organization
Committee Position: Committee Chair		
Joe Stokes	Assistant Registrar, Student Recruitment and Admissions	UOIT
Committee Position External Committee Members		
Adriana McDonough	Student Success Coordinator	Durham Catholic DSB
Ian Skinner	Student Success Officer	Durham School Board
Tracey Szarka	Academic Advisory, Nursing	UOIT
Elyse Pinder		Durham Separate School Board
Karen Maki	Director, Post-secondary partnerships, distance education and curriculum development	Trent University
Committee Position Student Representatives		
Mary-Kim Marrin	Former student	RPN at Durham College
Bailey Corneal	2 nd year	
Committee Position Staff & Faculty Representatives		
Mary Blanchard	Associate Vice President	
Bev Neblett	Associate Dean	Interdisciplinary Studies
Jeff Zakoor	Program Coordinator	GAS
Kathy Kirkby	Professor	GAS
Lynne Lyon	Professor	GAS
Lynn Connaty	Professor	GAS
Ralph Hoffman	Professor	School of Health
Bruce Trieselmann	Professor	School of Technology
Donna Pegg	Professor	Dental Hygiene – School of Health
Debbie Morrison	Professor	School of Health
Sue Hawkins	Admission Officer	DC

Guests in Attendance

REPORT PREPARED BY: Ann Conroy

DATE: November 1, 2010

MINUTES REVIEWED BY: M.Blanchard

DATE: December 20, 2010

Present: Joe Stokes, Mary Blanchard, Jeff Zakoore, Tracey Szarka , Debbie Morrison, Bruce Trieselmann, Lynn Connaty, Lynne Lyon, Bev Neblett, Bailey Corneal, Mary-Kim Marrin , Karen Maki

Regret(s): Donna Pegg, Adriana McDonough, Sue Hawkins, Elyse Pinder, Ian Skinner Ralph Hoffman Kathy Kirkby

Guest(s):

1. Welcome and Introductions

M. Blanchard welcomed everyone and introductions were made around the table.

J. Stokes agreed to be the Chair for the committee.

2. Additions to the Agenda

There was one addition to agenda

7.1 Articulation between GAS and UOIT partnerships

3. Acceptance of the Agenda

Approved

4. Approval of Minutes

There were no amendments to the last minutes.

The minutes were accepted

Proposed by: D. Morrison

Seconded by: B. Trieselmann

5. Business/Actions Arising from Previous Minutes

6. Discussion Items

6.1. External Membership Information Sharing

Changes in Legislation

B128 and AODA, violence in workplace were discussed. It is advisable for all students to have an introduction to these bills. The Ministry has provided an on-line component that UOIT has adapted for its employees. It was suggested that it could be offered in the communications courses, if faculty agreed. Another suggestion was to offer it through the Co-curriculum Recognition offered through Student Life. The advantage would be that students could show it on their resume.

Action to follow up with Kristal and program team to enquire where we can embed it. Next meeting.

Changes in Labour Market

The majority of students in the GAS program go on to other programs. There are over 800 applicants for the 45 seats in the nursing program so students want to improve their grades for a better chance of acceptance. Students were very stressed with the need for high grades. Students who had grades of 80 were applying for peer tutors as they wanted a grade in the 90's for acceptance into the PN program.

At the beginning of the semester we conduct an orientation survey to determine the composition and characteristics of incoming students. It was noted that this year the students in the General Arts & Science program are younger than in previous years. Retention in the GAS program is very high, with 82% of the students continuing from 1st to 2nd semester. It is our practice to post midterm grades for all 1st year students. The interim grade is worth approximately 30% of their final grade. The objective of posting the interim grades is to provide an early warning to those who may need assistance. The interim grade represents approximated 30% of the final grade, so it is still possible to recover from a weak start. The Student Liaison follows up with all failing student gives them academic advice and encourages them to seek assistance from faculty, form study groups, access the services available in the Student Academic Learning Services department, or other services, as appropriate to the individual student's needs. It was mentioned that T. Blackburn and M. Blanchard are working on a cross-college student retention project.

In cooperation with the Academic Upgrading program, the School of Technology has developed a summer "warm up" program for math that runs in July and August. This is a voluntary program for students who want to keep their math skills up or improve their skills to help with math and physics. There is no cost for upgrading. The program runs 15 hours per week for 10-20 students.

New Program Standards

In consultation with the colleges, the Ministry develops standards for all programs. The program stands for GAS are very open, and a review of the standards is not scheduled at this time.

Program Quality Progress Report (incl. Program Health Matrix Update)

Due to the diverse nature of the electives there is a high ratio of part-time professors teaching in the GAS program. We have received approval for 2 new hires for January, one to teach biology/chemistry and the second will possibly teach communications. We will request additional new hires during next year's budget process. Our School will also request additional new hires for General Education.

B. Corneal reported that the cost of textbooks is high, and some professors don't use them extensively or else make limited reference to them. Many courses have no required reading and many professors rely on PowerPoint. It was noted that PowerPoint should not replace the textbook.

There is a lot of pressure for peer tutoring. Since admission to some programs is very competitive, students with relatively high grades are seeking tutor in order to improve their grades further. Peer tutoring was originally designed for students who have not been succeeding. In order to assist students, biology and chemistry clinics have been initiated by the faculty as an additional support.

KPI Status, Annual Curriculum Renewal

In order to track data at a more detailed level we have separated the health prep and the liberal arts options in the GAS program. The liberal arts results are comparable to the provincial statistics. This is the first year for the health option so there is no comparative data. Students overall were satisfied and we are very strong compared to provincial results. This year, we will conduct focus groups with students from each program to discuss their needs.

Opportunities for faculty professional development in the field

Employment Statistics

The General Arts & Science has been divided into the health option and Liberal Arts. The enrolment in the health option was 215 for September start and 150 for Liberal Arts. There is an expectation that we will have high number of students for January as well. The results from the orientation survey were shared with the committee. The average age of students is less than 21 years of age. Seventy percent of the students are female and 66% of students live at home with parents or guardians.

A high percentage of students in the GAS program go on to other programs and only a small percentage of students seek employment. There was too small a sample of employers surveyed to be statistically valid. Most of the students who continue go on to other programs at Durham or university level.

6.2. College Program and School Updates

M. Blanchard reported that the Schools of Communication, Language & General Studies and the School of Career Development jointed together to form the School of Interdisciplinary Studies & Employment Services. The school houses General Arts & Science, Office Administration, Veterinary Program, Dental Receptionist post secondary courses, Academic Upgrading, School College Work Initiative, Employment Services and International Training. All of the Communications and General Education courses are scheduled from this school as well. We will be creating an Aboriginal Centre which will be in the Simcoe Building in January 2011.

M. Blanchard has accepted a new position as Associate Vice-President Academic - Academic Planning. We are currently searching for a new dean.

Another component of our school is the School College Work Initiative. High school students from local school boards attend classes at Durham College. At risk high school students are given a second chance to complete their high school diploma. The program offers high school student the opportunity to earn dual credits by completing their high school diploma and a college credit. This year 600 students completed a dual credit. During May and June some of our faculty are going to teach at the high schools, one of our Technology teachers is going to teach math. Because we have a number of general education courses that are very interesting, we allow high school students to take the courses. There is special funding for this collaborative effort between MTCU and the area school boards. UOIT offers dual credits but are unable to access funding, they offer their courses at a loss. We also receive special funding for the International Trained Immigrants program, the funding may be extended beyond March, which is when the current funding is expected to end.

6.3. Continuing Education Updates

No rep available.

6.4. Membership Review

Spring

6.5. PAC Assessment Form

Spring

6.6. Participation in Program Review and Focus Group

Two years from now.

7. Additional Agenda Items

7.1 Articulation between GAS and UOIT partnerships

J. Stokes from UOIT is working with J. Zakoor to develop an articulation agreement between UOIT and the GAS diploma program using a similar arrangement to the one we currently have with Trent. There are currently 22 students in diploma program. For GAS diploma graduates there is a 2 + 2 articulation agreement for the UOIT Commerce program.

M. Blanchard and J. Robinson were invited to meet with personnel from The University of Toronto in May, UOT wished to build articulation agreements with other GTA colleges similar to the one they have with Seneca College. Laddered courses would be required to participate in this program.

B. Trieselmann from Technology visited the chemistry classes in GAS to advise students of some of the options they could have in Technology. He presented them with promotional periodic tables and on the other side the programs in Technology and contact information were listed.

8. Decision/Recommendations (action items)

- Develop a student profile for each of the options. Due: next meeting, Responsible : J. Zakoor

9. Future Meeting Date

May 2, 2011

10. Adjournment

2:05 p.m.

Advisory Committee Membership List

Name	Title	Organization
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Committee Chair

Courtney Reid	3D Modeller	Digital Leisure
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External Committee Member

Name	Title	Organization
Clement Chan	Freelance Animator	9 Story Entertainment
Mike Drummelsmith	Director of Business Relations	Quazal: Middleware and Consulting Services for Online Games
Scott Heatherley	Animator	Starz Animation
Jason McKenzie	Training Manager	Starz Animation
Michelle Trahan	Freelance Modeller	
Ian Zamojc	Freelance Animator	

Elected Student/Alumni Representatives

Name	Yr/Program/Alumni
Alistair Braz	2 nd Yr. Game Dev.
Leigh Palermo	2 nd Yr. Game Dev.

Elected Faculty/Staff Representatives

Name	Title	Organization
Matthew Grabinsky	Coordinator/Professor	School of Media, Art & Design
Charlotte Hale	Associate Dean	School of Media, Art & Design
Edin Ibric	Professor	School of Media, Art & Design
Greg Murphy	Dean	School of Media, Art & Design

Guests/Unelected Faculty/Staff

Name	Title	Organization
Nick Ferrari	Professor	School of Media,, Art & Design
John Goodwin	Professor	School of Media, Art & Design

REPORT PREPARED BY: Alanna Desaillier DATE: November 1, 2010

MINUTES REVIEWED BY CHAIR: Courtney Reid DATE: November 12, 2010

Present: Clement Chan, Mike Drummelsmith, Matthew Grabinsky, Charlotte Hale, Scott Heatherley, Edin Ibric, Greg Murphy, Leigh Palermo, Courtney Reid, Jason McKenzie, Michelle Trahan, Ian Zamojc

Regret(s): Nick Ferrari, John Goodwin, Sandra Meader, Mary Noble

1. Welcome and Introductions

Greg Murphy welcomed members of the committee.

2. Additions to the Agenda

No additions

3. Acceptance of the Agenda

The agenda was accepted with no additions.

4. Approval of Minutes

The June 11th, 2009 minutes were approved.

5. Business/ Actions Arising from Previous Minutes

No action items arose from the last meeting.

6. Discussion Items

6.1 External Membership Information Sharing

- Quality of a new hire is not the problem as per M. Drummelsmith. The ability to adapt to new technologies after three months and take criticism from the Creative director. How do we prepare our students for that – what should we teach? Bring in guests from small gaming studios to teach the students.
- I. Zamojc noted that there is a huge divide between the theoretical being taught in the college and what is happening in Industry.
- Turn the projects into collaborations – each person has a specific role within the project – production pipeline.
- S. Heatherley seconded this, allowing the student the ability to work on a production pipeline; this would help the student see who is next on the pipeline.
- J. McKenzie noted simulating a games studio would be beneficial to the student.
- C. Chan felt that group collaborations would push the students to meet deadlines, which they don't very seriously in many of their courses currently.
- A discussion ensued around when to introduce a group project, should it be a capstone or in the final year?
- C. Reid stated that a game application could be developed by the program.
- Where is the game industry going? M. Drummelsmith spoke about the expense of 2D.
- M. Grabinsky would like to see a 60/40 split between 3D and 2D.
- I. Zamojc would like to see more of a programming focus within the program. This would help the student to see why certain things do work or why some don't.
- J. McKenzie felt that the studios are looking for individuals who are cross trainable. Can be hired for one position but can be floated to another.

- S. Heatherley feels that a student should focus on one component. The more specialized you are the more mobile you are.
- Student initiative was highly emphasized. Researching specialized areas may help in individual definition.
- The topic of how Durham College is marketed was brought up. The idea that some companies do not know that Durham College has a gaming program was noted.
- A suggestion was made to have a “Reel Launch”. A yearbook for the programs is being looked at.
- Changes in the Montreal area – growth is very prominent. 7000 – 8000 jobs in the gaming industry will be opening up in the next couple of years.
- Is the internship program successful – M. Drummelsmith spoke to this; programming/coding companies work well with interns but not on the art side as the programs are too specialized to bring someone in to work?
- C. Hale asked if the gaming industry is purely entertainment based or is it branching out into other areas e.g. medical. M. Drummelsmith noted that there is no money in the smaller industries. Very few educational products are being sought as well as military projects due to budget constraints.
- Opportunities for faculty professional development in the field were discussed:
 - a) Games for Change Conference – New York
 - b) DIG – London, Ontario
 - c) Sea Graft Conference
 - d) GEC - Los Angeles
 - e) E3 Conference – Los Angeles, commercial side

6.2 College/School Update and Program Update

- The College is currently undergoing the building of a new Student Services building. The timeline for its opening is January 2011.
- No field placement within this program.
- Enrollment is stable, challenged by the number of applicants.
- E. Ibric stated that more student feedback is needed. Higher levels of communication.
- M. Grabinsky spoke about how the program is trying to introduce some more entertainment. First field trip to DIG, in London, Ontario will happen in mid November.
- Curriculum change – introduce more 2D through a group project that will be educational based and judged.
- Launching new programs – DFX – graduate certificate, Video and Photography 2 year program. Undergoing approval process is a Fine Art program
- G. Murphy asked if the members would be interested in sitting in on a program review.
- Enrollment for the program is stable, but has faced challenges by the number of applicants.

6.3 Continuing Education Update

- K. Doyle-Brownell our student Liaison is working with our Continuing Education Officer, S. Meader to try and offer classes in the evening for students who have not been successful.

6.4 Student Voice

- Students felt that they were not getting feedback and grades in a timely manner. This was addressed in fall 2010.
- Teacher presentation of material – survey the students to see how the material should be presented.
- More life drawing needed.
- A discussion around the general education electives ensued. This challenge was addressed in the new 2011 POS.
- The ability to choose their defining role earlier on was noted by the students surveyed in 1st, 2nd and 3rd year.
- Educating the students on the business practice would be advantageous.

7. Additional Agenda Items

7.1 Nomination of Chair

G. Murphy explained the procedure for being a Chair on an Advisory Committee; they must be an external member and hold the position for a two-year term. Courtney Reid was nominated. She was acclaimed to the position and she accepted.

8. Decisions/Recommendations (action items)

- Recommend an evaluation of the programs third year. **ACTION BY: Program Team**

9. Future Meeting Date

Wednesday, April 27th, 2011

10. Adjournment

8:00 p.m.

Advisory Committee Membership List

Name	Title	Organization
Committee Position: Committee Chair		
Tim Chandler	Resource Manager	Ministry of Revenue
Committee Position External Committee Members		
Brian Black	AVP, Global Networks	Manulife Financial
Chris Reid		
Christine Robson		
Dave Jewell	Infrastructure Architect	IBM
Deborah Hendriks		
Elio Benincasa	Director, Technical Services	Manulife Financial
Kevin Trovato		
Mark Wilton	Applications Analyst	Town of Ajax
Tom Dickie		
Travis West		
Yasmine Moolla	Project Manager	Ministry of Revenue
Maddy Dilski	Partner Business Manager	CISCO
Committee Position Student Representatives		
Ian Manley	Computer Programmer	Durham College
Mike Schurfeil	Computer Programmer	Durham College
Jennifer Short	Computer Programmer	Durham College
Committee Position Staff & Faculty Representatives		
Jackie Bathe	Associate Dean	School of Business, IT & Management
Kevin Dougherty	Program Coordinator/Professor	Computer Programmer Analyst Program, School of Business, IT & Management
Darren Puffer	Professor	School of Business, IT & Management
Val Gilham	Program Officer	School of Continuing Education
Simon Geller	Professor	School of Business, IT & Management
Guests in Attendance		
Bill Marlow	Professor	School of Business, IT & Management

REPORT PREPARED BY: Jill Cook

DATE: November 1, 2010

MINUTES REVIEWED BY CHAIR

DATE: November 5, 2010

- Present:** Jackie Bathe, Dave Jewell, Yasmine Moolla, Maddy Milski, Kevin Dougherty, Darren Puffer, Val Gilham, Simon Geller, Ian Manley, Jennifer Short, Mike Schurfeil
- Regret(s):** Brian Black, Chris Reid, Christine Robson, Deborah Hendriks, Elio Benincasa, Kevin Trovato, Mark Wilton, Tom Dickie, Travis West,
- Guest(s):** Bill Marlow
-

1. Welcome and Introductions

- Tim Chandler welcomed the committee and facilitated introductions.

2. Additions to the Agenda

- K. Dougherty noted the changes to the Agenda which was put in place by the Board of Governors in order to allow the college to use a standard template. Faculty may not change the agenda.
- The specific items on the agenda are the same.
- The procedure for minutes after being prepared is to have the chair and the coordinator review them, followed by distribution to the other members.

3. Acceptance of the Agenda

- The agenda was accepted by the members.

4. Approval of Minutes

- The minutes from the previous meeting were accepted.

5. Discussion Items

5.1. Industry Trends

5.1.1. Changes in Legislation

- The need to include closed captioning and descriptive videos in audio visual displays.
- Benefits of virtually shutting down hydro posts and powering them up as consumption rise.
- Energy cost savings are the biggest drivers today for organizations.
- Larger organizations base energy costs on consumption alone; Floating data centers, generate current which in turn, powers the systems.

5.1.2. Changes in Labour Market

- Members discussed the shortage of qualified candidates for job vacancies.
- High demand has been noted for architects in the field.
- Canadian organizations are finding it less costly to conduct their businesses in South America.
- There has been a jump in requests for interns.
- Due to large acquisitions by TD Canada Trust in the US, they are seeking recruits.
- Many of the major banks will be rolling out new technology over the next few years, creating jobs in IT.
- Manulife is coming out of hiring freeze, looking for new hires.
- Many organizations will be faced with employee shortages as qualified baby boomers retire.
- J. Bathe questioned the type of investment that organizations are putting into new hires. T. Chandler responded explaining that managers spend time with new hires, track their performance and discuss career paths while catering to grow them into the roles they hope to attain.

- "Eagle News from the Nest" is a good source to find specific trends that are based on month to month analysis'.
- Durham College feels confident that its generalist program accommodates the needs of the trends.

5.1.3. Employer Satisfaction with Placement Students

- The Ministry of Revenue has had a majority of the placement students. The length of the placement tends to be short, not accommodating any large project involvement.
- K. Dougherty recognized the issues around the current placement program and continues to research the issue.
- K. Dougherty referred to the survey done last year that showed students were happy with the length of their placements.

5.2. Enrollment Targets and Projections

5.2.1. New Program Standards

- J. Bathe - Current enrolment numbers:
- Year 1 Computer Programmer (common first year) – 32; Year 2 Computer Programmer - 11, Computer Programmer Analyst - 22; and Year 3 Computer Programmer Analyst – 18.
- The third year registration is very good considering that it has not been over 12 in the last five years for this program
- January intake most likely will happen; benefits students who had trouble the first time around.
- Continuing Education offers night classes in this program to assist students.
- Projections for September 2011 are 140 enrollments combined throughout the programs
- Business portion of the program seems to be a success.
- K. Dougherty reported there have not been any changes to the program standards.
- The next program review will take place in 2012-2013.

5.2.2. Program Quality Progress Report (incl. Program Health Matrix Update)

- The balance of business and analyst into the program is consistently reviewed.
- Action item brought forward by K. Dougherty: green computing is being put into place in the winter of 2010-2011.
- There has been success with a team of two teachers teaching to the whole group and then breaking into focus groups.
- There was discussion about the possibility of adding another section to the Intro to Databases class.

5.2.3. KPI Status, Annual Curriculum Renewal

- Issues from previous survey included: improving large classes and accommodating a common Intro to Programming course with 2 instructors rather than smaller classes with one instructor.
- There was a high level of dissatisfaction with the lab shop facilities.
- To aid in the implementation of the new laptop requirement, all first year students were given a software key. The transition is now complete, but with gaps (need software and hardware available on campus in good prices).
- The change in the mobile program has been well received by students and faculty.
- The service portal has been set up to help students who need assistance with technology.

5.2.4. Opportunities for faculty professional development in the field

- K. Dougherty will bring forward to next meeting.

5.2.5. Employment Statistics

- There are 71% working, including 57% in their field of studies. A total of nine graduates.

5.3. College Program and School Updates

- Changes to mobile learning program are now complete.
- The college is looking at green and cloud computing.
- Math Lab is still being used for the program.

5.4. Continuing Education Updates

- Continue continues to offer courses for students who had problems in the first year
- Some courses that may be of interest to CPA grads would be: Project Management and Business Analyst.
- Continuing Education is open to offering any courses excluding diploma programs as they are not relevant for the time frame.

5.5. Research Initiatives/Opportunities

- Office of Research and Innovation – design and deployment of a barcode and scanner for parcel delivery services.
- There has also been another invite for a new project that is still under wraps.

6. Other Business

6.1. Membership Review (spring)

- Need to address the current and attending members; need to fill gaps; if members miss three consecutive meetings they will be removed from the committee.
- S. Zucker mentioned a possible contact from General Motors who would be a informative addition to the committee.

6.2. PAC Assessment Form (spring)

6.3. Participation in Program Review and Focus Group

- IT Security focus group was looked at but may be lacking the demand from students.
- Some talk of security 1 and 2 courses; members agree on the importance of these courses.

7. Decision/Recommendations (action items)

- An overview of the generalist program to add the possibility of subjects in Security 1 and 2.
- Consider the current terms of co-op and placements. Look at the possibility of having an option around certifications.
- T. Chandler will attempt to have a representative of the Ontario Government Green Data Center in as a guest at a future meeting.
- K. Dougherty will explore the options for faculty professional development.
- K. Dougherty asked that a new item be added to the agenda for student reps to speak.

8. Future Meeting Date

- Mon February 28th, 2011 at 6:30pm

9. Adjournment

- T. Chandler adjourned the meeting at 8:55pm.

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Jennifer Stein	Senior Consultant	APEX Public Relations
External Committee Member		
Doug Blair	Publicity Manager	McGraw – Hill Ryerson
Michelle Brun	Account Supervisor	Maritz Healthcare
Tanya Elliott-Briden	Vice President	APEX Public Relations
Leann Faria	Communications Director	Legal Aid Ontario
Melody Gaukel	Senior Account Supervisor	Ketchum Public Relations
Rebecca Kay	P.R. Consultant	R2R Consulting
Jennifer Kerstens	Marketing Coordinator	HMV Canada Inc.
Melissa Levy	Communications Officer	UOIT
Chris Mace	Sales & P.R. Representative	Veridian
Adria Mackenzie	Media Relations Manager	General Motors of Canada
Christie McLardie	Manager of Communications	Town of Ajax
Sharon Todd	P.R. and Marketing	IPC Investment Corp.
Elected Student/Alumni Representatives		
Christopher Cabral	2 nd Yr. Public Relations	
Emily Turney	Public Relations Alumni	
Elected Faculty/Staff Representatives		
Ginny Colling	Professor, JOUR & PR	School of Media, Art & Design
Lynn Gough	Coordinator, PR	School of Media, Art & Design
Charlotte Hale	Associate Dean	School of Media, Art & Design
Greg Murphy	Dean	School of Media, Art & Design
Paul Welsby	Professor, PR	School of Media, Art & Design
Guests/Unelected Faculty/Staff		
Sandra Meader	Continuing Education Officer	Durham College

REPORT PREPARED BY: Alanna Desaillier

DATE: November 2, 2010

MINUTES REVIEWED BY COORDINATOR: Lynn Gough

DATE: November 16, 2010

Present: Doug Blair, Chris Cabral, Ginny Colling, Lynn Gough, Charlotte Hale, Jennifer Kerstens, Adria MacKenzie, Greg Murphy, Paul Welsby

Regret(s): Leann Crete, Tanya Elliott-Briden, Melody Gaukel, Rebecca Kay, Melissa Levy, Chris Mace, Christie McLardie, Sandra Meader, Mary Noble, Jennifer Stein, Sharon Todd, Emily Turney

1. Welcome and Introductions

- Lynn Gough welcomed members of the committee.

2. Additions to the Agenda

- No additions.

3. Acceptance of the Agenda

- The agenda was accepted, P. Welsby accepted and A. MacKenzie seconded.

4. Approval of Minutes

- The June 1st, 2010 minutes were approved. G. Colling accepted, and P. Welsby seconded.

5. Business/ Actions Arising from Previous Minutes

- Articulation agreements with UOIT are still being investigated.

6. Discussion Items

6.1 External Membership Information Sharing

- A. MacKenzie stated in the auto industry they are moving away from traditional P.R.; moving towards more social media. This is a big trend.
- Auto columnists are writing not only their weekly columns but have daily blogs.
- D. Blair shared that formal press kits are not sent out anymore, communication is sent out by email.
- The idea of how to "manage your social media vehicle" was discussed.
- A. MacKenzie spoke to having Field Placements interns and that her company did hire on one. They were very happy with their skills; writing is a strength, research ability, eager to take on new projects.
- D. Blair stated attitude is important, allows the student to talk about themselves through the interview which helps form an impression of their skill level.
- D. Blair noted that having a precursor program to P.R. could help with retention. Pre-Media was mentioned as the program that could do this.
- Opportunities for faculty professional development in the field:
 1. Public Relations field trips
 2. Conferences
 3. APR accreditation
 4. CPRS accreditation
 5. Contacts through field placements

6.2 College/School Update and Program Update

- L. Gough spoke about the curriculum for the new social media course which will be taught by A. Rodrigues. Each week the students will submit a blog and incorporate another social media tool to be reviewed.
- L. Gough took students to the Canadian Press as a student field trip as well as the ROM, Terracotta Exhibit.
- L. Gough took the students to the CBC studios as well.

- G. Colling and P. Welsby are working with the students to generate stories for the Reflections magazine.
- L. Gough is working with the second year students on fundraising initiatives for their end of the year field trip.
- G. Murphy announced 4 new programs for 2011-2012 in the School of Media, Art & Design. Video and Photography, Fine Art and Digital and Cinematic Visual Effects.
- 64 confirmed applicants for 60 seats, program is waitlisted for year one.
- Second year enrollment is 39; this is a high attrition rate.
- Graduation rate is 66%. The program is compressed into 2.5 years. The stats do not accurately reflect the compression.
- The program placed stronger emphasis on photography and the skills needed from this course within the program curriculum.
- Introduced more social media into the program for 2010.
- Is conducting a feedback session by the end of November with current students to address issues identified in the KPI's.
- Addressed how students can reach professors outside of class. Office hours have been posted outside offices, or on WebCT.

6.3 Continuing Education Update

- G. Murphy asked for recommendations on courses that could be run in the spring/summer session for students who were not successful.

6.4 Student Voice

- P. Welsby spoke to the number of graduates, felt that it was hard to get a job in the first year. J. Kerstens a recent graduate of the program stated it took 9 months to get a job in the field.
- If the number was higher, the group had concerns about saturating a very small community.

7. Additional Agenda Items

7.1 Member Profile Form

- The membership committee was asked to fill out a member profile form and was collected by A. Desallier.

7.2 Program Review

- G. Murphy asked if the members would be interested in sitting in on a program review.

8. Decisions/Recommendations (action items)

- Explore the possibility of a screening tool and research the methods. **ACTION BY: Program Team**
- Continue to explore social media within the curriculum. **ACTION BY: Program Team**
- Continue to emphasize the appropriate use of social media as a P.R. vehicle. **ACTION BY: Program Team**

9. Future Meeting Date

- Tuesday, May 17th, 2011

10. Adjournment

- The meeting adjourned at 8:00 p.m.

Advisory Committee Membership List

Name	Title	Organization
Committee Position: Committee Chair		
Jackie Bathe	Associate Dean	School of Business, IT & Management
Committee Position External Committee Members		
Mike Harvey	Assistant Controller	Gerdau Ameristeel
Ben Dionne	Teacher	All Saints CSS D.C.D.S.B.
Katie Cook		
John VanSteinburg	VP, Finance	Kerr Industries Limited
John Rycroft	Financial Services Manager	Durham Regional Police Service
Kris Evans		
Kim Alexander		
Stephen Morrison		
Sheila Orecchio		
Stephanie Palisek	Business Development Manager	CGA Ontario
Nelson Tellis		
Committee Position Student Representatives		
Katelynn Higdon	Third Year Accounting Program	Durham College
Andrew Naylor	Third Year Accounting Program	Durham College
Christine Kift	Third Year Accounting Program	Durham College
Committee Position Staff & Faculty Representatives		
Ann-Marie Bennett	Program Officer	Distance Education, School of Continuing Education
Don Hutton	Program Coordinator/Professor	School of Business, IT & Management, Accounting Program
Val Gilham	Program Officer	School of Continuing Education
Joe Pidutti	Professor	School of Business, IT & Management, Accounting Program
Guests in Attendance		
N/A		

REPORT PREPARED BY: Jill Cook

DATE: November 3, 2010

MINUTES REVIEWED BY CHAIR

DATE: November 8, 2010

Present: Jackie Bathe, Ben Dionne, Joe Pidutti, John Rycroft, Katelynn Higdon, Christine Kift, Val Gilham, Don Hutton, John VanSteinburg, Stephanie Palisek

Regret(s): Stephen Morrison, Andrew Naylor, Ann-Marie Bennett, Mike Harvey, Katie Cook, Kris Evans, Kim Alexander, Sheila Orecchio, Nelson Tellis

Guest(s): N/A

1. Welcome and Introductions

- J. Bathe welcomed the committee and facilitated introductions.

2. Additions to the Agenda

- Members agreed upon the need for an area to discuss action items brought forward from previous minutes.
- In addition, members feel there should be an area to note student comments.

3. Acceptance of the Agenda

- Members accepted the agenda.

4. Approval of Minutes

- Members accepted the previous minutes.

5. Discussion Items

5.1. Industry Trends

5.1.1.Changes in Legislation

- Members were not aware of any new legislation.
- Articulation agreements between UOIT and the college mean two years in a Gen U program and students can move into third year at the university.

5.1.2.Changes in Labour Market

- Forensic accounting appears to be more popular than previous years.
- Town Hall meeting in late November to discuss Succession Planning.
- Industry trends show people are projected to retire but only 35% retire will actually do so.
- HST has created more work for corporations, adding new jobs.

5.1.3.Employer Satisfaction with Placement Students

- In regards to the four weeks of placement at the end of the program, mixed opinions as to if this is appropriate. Students do have all of their skills at this time but it may be hard for the employers to find a project that covers the span of four weeks.
- Students in this program are responsible of finding their own placements.

5.2. Enrollment Targets and Projections

- Current enrollment - Business Administration Accounting has 61 students in Year 2; Business Accounting two year diploma has 56 students in Year 2.

5.2.1. New Program Standards

5.2.2. Program Quality Progress Report (incl. Program Health Matrix Update)

- Discussion around the definition and procedures of the Program Health Matrix Update.
- No updates mentioned.

5.2.3. KPI Status, Annual Curriculum Renewal

- Previous complaints about the Gordon Wiley building; these were addressed in the renovations to the third floor.
- Previous complaints about the mobile learning program; these were resolved over the transition period. Continue to face some ongoing problems around OSAP funding not being available until after the courses start, causing students to have to wait to buy their laptops.
- Issues surrounded the general environment, not the program.
- KPI is generally good in accounting and the students are happy.
- Discussion around the topic of a SAP program being needed for the program resulted in members agreeing it was too big a program for students to accomplish in a short time.

5.2.4. Opportunities for faculty professional development in the field

- None mentioned.

5.2.5. Employment Statistics

- 94% of last year's graduates are working; 50% in work related fields.

5.3. College Program and School Updates

- Working at getting an additional Cost Accounting course into the course load.
- Changes to the Communications courses: will only need two courses (Business Communications 1 and 2), rather than the three that were previously required.
- An update to student concerns around the software previously available at the bookstore for a discounted price; contract was dropped with the college due to discretion in the pricing.

5.4. Continuing Education Updates

- The dual credit course option is not yet available for any of the accounting courses, but possibly in the future. Helps with attracting high school students to the college.

5.5. Research Initiatives/Opportunities

- None mentioned in relevance to this program.

6. Other Business

6.1. Membership Review (spring)

6.2. PAC Assessment Form (spring)

6.3. Participation in Program Review and Focus Group

- Just completed the program review; next review expected for 2018.

7. Decision/Recommendations (action items)

- Jackie will update the group in regards to the dual credit option. Comparing the dual credit program to giving credit grade eleven and twelve courses.

8. Future Meeting Date

- Wednesday April 6th, 2011

9. Adjournment

- Meeting adjourned by Jackie Bathe, at 8:40pm

Advisory Committee Membership List

Name	Title	Organization
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Committee Chair

Catherine Dutton	MAG Court Clerk/Registrar OCJ	Durham Consolidated Courthouse
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External Committee Member

Name	Title	Organization
Jenna Couvier	MAG Courtroom Clerk OCJ	Durham Courthouse
Colette Dwyer	Manager, Court Operations	MAG
Lidna Fortier	Provincial Offences Court Services	
Inez Diamond Gleeson	Provincial Offences Court Services	
Joanne Hardie	Certified Court Reporter	Durham Region
Majid Juma	Workforce Policy and Planning Coordinator	Ministry of the Attorney General
Katrina Mulligan	Justice	Durham Region
Sue Reck	President	Durham Reporting & Mediation Services
Marie-Noelle Renoux	Court Reporter & Registrarr/Reporter	MAG
Allan Rowsell	Justice	Durham Region
Paulette Scheme		MAG, Ottawa
David Salmers	Justice	Durham Region

Elected Student/Alumni Representatives

Name	Yr/Program/Alumni
Lloyd Passey	Year 1
Catherine Young	Year 1

Elected Faculty/Staff Representatives

Name	Title
Stephanie Ball	Dean
Josie Fogal	Faculty
Debbie Miller	Faculty
Lesley Wager	Faculty

REPORT PREPARED BY: Mary Bartosik

DATE: November 3, 2010

MINUTES REVIEWED BY CHAIR

DATE: November 8, 2010

- Present:** Jenna Couvier, Catherine Dutton, Colette Dwyer, Joanne Hardie, Majid Juma, Debbie Miller, Lloyd Passey, Marie-Noelle Renoux, Bonnie St. George (for S. Ball), Lesley Wagner, Catherine Young
- Regret(s):** Josie Fogal, Linda Fortier, Inez Diamond Gleeson, Sarina Kashak, Justice Katrina Mulligan, Sue Reck, Justice Allan Rowsell, Justice David Salmers, Paulette Scheme, Karen Sparkes, Lynne Wagner
-

1. Welcome and Introductions

C. Dutton welcomed the committee members and introductions were made around the table.

2. Additions to the Agenda

No additions were made.

3. Acceptance of the Agenda

The agenda was accepted by the members.

4. Approval of Minutes

The minutes were approved by the members.

5. Discussion Items

5.1 External Membership Information Sharing

- Court support positions within MAG generally have a high turnover of staff due to those employed by MAG moving onto full time positions or secondments within MAG or any government ministry.
- There are been no changes in legislation regarding court support positions.
- Changes in procedure, however, created the FPT model (flexible part time) within MAG which came into effect on Sept. 25, 2006.
- There was a recent hiring freeze in MAG which is no longer in effect when the students graduated in 2009.
- The opening of the new courthouse did not create any new jobs.
- The amalgamation of the courthouse has since allowed our students the opportunity to participate in many field observations in all business lines at one location.
- Several of the host employers indicated their support and assistance in working with our program team and students in the field.

5.2 College/School Update and Program Update

Enrollment Targets and Projections

- The projected enrolment was 40 and we currently have 36 registered students.
- We are again offering a January start with a projected enrolment of 30 with 12 already confirmed.

Program Quality Progress Report (incl. Program Health Matrix Update)

- The program annual report outlining the issues/concerns based on the various key indicators were distributed and briefly reviewed.
- One of the best practices to note is the mock panel interviews with MAG personnel as it gives the students the opportunity to go through an actual panel interview process.
- D. Miller reported on the debriefing sessions she held with the September and January start students focusing on the strengths and areas for improvement in each course.
- The results of the session aided in developing the strat plan and annual report.

KPI Status, Annual Curriculum Renewal

- D. Miller distributed and briefly reviewed the strategic plan for this academic year.
- The plan was based on the strengths outlined in the KPI results and also addressed the areas requiring improvement.
- A list of transferable credits was also distributed to the members which lists the courses that students could attain credit for from various programs across the college.

Employment Statistics

- Based on the graduates of 2010, it was reported that 31 students have been selected by the Ministry of the Attorney General (MAG) for testing/interviews; 8 graduates are employed by MAG; 2 graduates are employed by law firms; 4 graduates are employed part time by private court reporting agencies and 1 graduate has passed the first stage of the selection process with Toronto Police Services.
- There are currently no statistics on our fall 2010 graduates.
- L. Wagner reported that the CTSS resume booklets have been distributed externally to agencies such as the field observation hosts, courthouses, and private court reporting agencies. It has been a great marketing tool for student employment by employers

Field Observation Update

- D. Miller has taken over the field observation components for year and intends to provide the students with more exposure and first-hand experience in the various court systems.
- The students only observe the various court activities over a ten-week period in the first semester and will then be placed to work on a 1-on-1 basis with a court support person who will also be their mentor in a specific court environment of the student's choice for ten weeks in the second semester (Jan. 11-March 22, 2011).
- The students have received instructions on the proper decorum, proper dress attire of black and white, protocol and behavior while in an observing environment.
- She acknowledged her appreciation to all the host agencies who have supported the program and the students.

MAG Forms

- MAG will continue to forward updated forms as they become available and D. Miller expressed her appreciation on the support that MAG has provided in keeping us abreast of all the changes.
- D. Miller is developing a booklet of all the forms in the order that they will be addressed in class.

Newsletter

- L. Wagner created a CTSS newsletter which has been distributed to all our alumni, faculty and staff.

College Job Fair

- It is scheduled for Wednesday, February, 9, 2011 in the gym.

Program of Studies and Course Descriptors

- Only a few changes were made to the program of studies for 2011-2012.
- Several of the members asked that the importance of typing speed and communication skills should be greatly emphasized in the computer classes as it is key to a successful candidate for a position.

Hoodies

- With the successful sale of hoodies last year, they will again be sold to the current students.
- They are navy with white lettering: front with the college name and the back with the name of the program

CTSS Awards

- A monetary award was given to a student in the September and the January Start programs who had the highest GPA and will continue to do it again this year.

6. Decisions/Recommendations (action items)

- The Chair's term of office has come to an end and the current Chair has volunteered to continue for another two-year term. **ACTION BY: Membership unanimously agreed.**
- The students are expected to show proper behavior and attitude while visiting the court systems. **ACTION BY: Host agencies should report any issues/concerns directly to D. Miller for follow-up.**
- D. Miller and the program will continue to receive revised forms and training manuals. **ACTION BY: MAG will forward as soon as they become available.**
- The college job fair is set for February 9, 2011 from 11:00 am. to 3:00 pm. **ACTION BY: Employers/host agencies interested in participating should contact Mary Noble, Hired Career Services, at 905-721-2000, ext. 2409.**
- Program of studies for 2011-2012 is to be reviewed. **ACTION BY: Members are to forward any suggestions for change in the program or areas that should be addressed in any of the courses to be forwarded to D. Miller by the end of the year.**

7. Future Meeting Date

Wednesday, May 25, 2011 from 5:30 – 7:00 pm. in JW206

8. Adjournment

6:40 pm.

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Greg Berube	Creative Director	
External Committee Member		
Grant Cleland	Designer	Zulu Alpha Kilo
Lionel Gadoury	Principal, Director of Creative Services	Context Creative
Brian HoSang	Designer	Freelance
David Hurds	Designer	Context Creative
Rasna Jaswal	Designer	Context Creative
Patrick Lyver	CEO	Kleurvision Inc.
Andy Strote	Principal, Director of Strategic Services	Context Creative
Elected Student/Alumni Representatives		
Tyler King	3 rd yr. Graphic Design	
Jen Real	3 rd yr. Graphic Design	
Elected Faculty/Staff Representatives		
Reid Anderson	Professor, Graphic Design	School of Media, Art & Design
Richard Brown	Coordinator, Graphic Design	School of Media, Art & Design
Charlotte Hale	Associate Dean	School of Media, Art & Design
Greg Murphy	Dean	School of Media, Art & Design
Barb Suen	Professor, Graphic Design	School of Media, Art & Design
Guests/Unelected Faculty/Staff		
Herb Klassen	Coordinator, FAD	School of Media, Art & Design
Sandra Meader	Continuing Ed. Officer	Durham College

REPORT PREPARED BY: Alanna Desaillier

DATE: November 3, 2010

MINUTES REVIEWED BY COORDINATOR: Richard Brown

DATE: November 16, 2010

Present: Reid Anderson, Richard Brown, Charlotte Hale, Grant Cleland, Tyler King, Patrick Lyver, Greg Murphy, Jen Real

Regret(s): Rob Aloe, Greg Berube, Stuart Ellis, Lionel Gadoury, Tracey Hanson-Parry, Brian HoSang, David Hurds, Rasna Jaswal, Herb Klassen, Mary Noble, Andy Strote, Barb Suen

Guest(s): Sandra Meader

1. Welcome and Introductions

- C. Hale welcomed members of the committee.

2. Additions to the Agenda

- No additions.

3. Acceptance of the Agenda

- The agenda was accepted with no additions.

4. Approval of Minutes

- The May 26th, 2009 minutes were approved.

5. Business/ Actions Arising from Previous Minutes

- The curriculum changes discussed at the last Advisory meeting that were presented from the program review report have been included in the program of studies for 2010-2011.

6. Discussion Items

6.1 External Membership Information Sharing

- Big time push into Social Marketing/social media from the design point of view.
- Graphic interface design is lacking with new graduates.
- A trend that is emerging is finding more uses for household stock. This can be addressed in the 3D & materials course.
- G. Cleland shared that budgets are smaller; industry is looking for more of a general graphic design; the ability to do a little bit of everything.
- Employer Satisfaction with Placement Students:
 1. Students have a lack of knowledge on the technical side, design techniques are strong.
- A discussion around enrollment and admission requirements ensued. It was noted that 4 years ago, the requirement of a portfolio for admission was removed and the enrollment declined. The Advisory recommended that a portfolio be a requirement and it was reintroduced, and has been successful.
- Currently the program has 86 students enrolled in year one.
- G. Murphy asked how you attract the right student for the program. J. Real suggested having an entrance interview. S. Meader noted that an interview might help a student chose between 1st, 2nd or 3rd choice college choices.
- R. Anderson suggested interviewing students after their portfolio is graded.
- S. Meader asked how the students find out what the portfolio requirements will be. R. Brown shared how the requirements are decided and also noted that the information is shared at Open House events.
- No new program standards since April 2003. Program was reviewed in 2006
- Research Initiatives/Opportunities was discussed, P. Lyver suggested researching 2D barcodes.

6.2 College/School Update and Program Update

- G. Murphy shared the low scores in the KPI's:
- Students had concerns around the turnaround time for evaluation methods. The program team has addressed this in their course outlines; the turnaround is 2 weeks.
- Retention was a concern; curriculum was revamped for the 2010-2011 Program of Studies. Recommendation from advisory in 2009 and program meetings in 2010 was crucial to the curriculum change. Will be reevaluated after the first year.
- Annual exhibit takes place at the end of the school year. There have been some suggestions to host a student event on campus that mimics the end of year show; space is an issue.
- No new program standards since April 2003. Program was reviewed in 2006.
- 2009 number of graduates employed was 74%. The percentage of graduates who are in a related field is 53%. These numbers should be reviewed after the completion of the first year of the revamped curriculum.
- All students who are registered in the Graphic Design program are also registered with RGD.
- The School of Media, Art & Design has been approved for 3 new programs for 2011 in Video and Photography and Digital and Cinema Digital Effects and is awaiting approval for a Fine Art Program.
- R. Brown talked about the curriculum changes implemented for 2010 which were based on recommendations brought forward from the program review and the advisory. The reference of software has been removed from the course titles.
- The Presentation/Sales is designed to teach and help the student "sell" themselves to industry. The advisory felt this was a very important course.
- The introduction of 3 General Education courses into the program was noted as a change to the curriculum.
- Prepress production was renamed as workflow production.
- The reasons for these changes was to help address the retention issues faced after year one

6.3 Continuing Education Update

- S. Meader addressed how students who are not successful in post secondary can pick up the courses through Continuing Education or try for the Graphic Design certificate.
- The issue of limited lab space at night is a concern on running much needed courses. G. Murphy is working on a solution with IT

7. Decisions/Recommendations (action items)

- Recommend that the program team explore the possibility of implementing an entrance interview after the portfolio is graded. **ACTION BY: PROGRAM TEAM, DEAN and ADMINISTRATIVE ASSISTANT**
- Explore hosting an off campus student exhibit within the Durham Region. **ACTION BY: PROGRAM TEAM**
- Recommend having the spring Advisory meeting in downtown Toronto at one of our placement studios. **ACTION BY: DEAN AND ADMINISTRATIVE COORDINATOR**
- Recommend new storage and prep space for the student exhibit. **ACTION BY: DEAN**
- Explore social marketing and its design principles. **ACTION BY: PROGRAM TEAM**

8. Future Meeting Date

- Wednesday, May 25th, 2011

9. Adjournment

- The meeting was adjourned at 8:00 p.m.

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Donna Raetsen - Kemp	Executive Director	Station Gallery
External Committee Member		
Peter Blake	Designer	Aftershock Creative Inc.
James Campbell	Executive Director	Visual Arts Centre, Bowmanville
Joseph Catalino	Designer	Freelance
Derek Chung	Designer	Derek Chung Communications
Danielle Crosby	Commercial Illustrator	Freelance
Gary Greenwood	Artist, Retired Professor	
Linda Jansma	Curator, RMG	The Robert McLaughlin Gallery
Deborah Nolan	Program Coordinator	Station Gallery
Margaret Rodgers	Former Professor	Durham College
Craig Wildman	High School Teacher	O'Neill Collegiate & Vocational Institute
Olexander Wlassenko	Curator, Station Gallery	Station Gallery
Elected Student/Alumni Representatives		
Erin Galler	Foundations in Art & Design	
Ryan Howe	Foundations in Art & Design	
Elected Faculty/Staff Representatives		
Charlotte Hale	Associate Dean	School of Media, Art & Design
Jo-Ann Jordan	Professor, FAD, MM, PRMD	School of Media, Art & Design
Herb Klassen	Coordinator, FAD	School of Media, Art & Design
Sean McQuay	Coordinator, FAD	School of Media, Art & Design
Greg Murphy	Dean	School of Media, Art & Design
Guests/Unelected Faculty/Staff		
Sandra Meader	Continuing Ed. Officer	Durham College

REPORT PREPARED BY: Alanna Desaillier

DATE: November 4, 2010

MINUTES REVIEWED BY CHAIR: Donna Raetsen-Kemp

DATE: November 16, 2010

Present: James Campbell, Danielle Crosby, Gary Greenwood, Charlotte Hale, Linda Jansma, Jo-Ann Jordan, Herb Klassen, Sean McQuay, Greg Murphy, Donna Raetsen-Kemp, Margaret Rodgers, Olexander Wlasenko,

Regret(s): Peter Blake, Joseph Catalino, Derek Chung, Sandra Meader, Mary Noble, Deborah Nolan, Craig Wildman,

1. Welcome and Introductions

- D. Raetsen-Kemp welcomed members of the committee.

2. Additions to the Agenda

- No additions to the agenda.

3. Acceptance of the Agenda

- The agenda was accepted with no additions. J. Jordan approved and H. Klassen seconded.

4. Approval of Minutes

- The May 26th, 2010 minutes were approved. S. McQuay approved and L. Jansma seconded.

5. Business/ Actions Arising from Previous Minutes

- It was recommended that the foundations in Art & Design program team look at "Fine Art" for the program. This has been done with the proposal of a new Fine Art program.

6. Discussion Items

6.1 External Membership Information Sharing

- L. Jansma addressed concerns that the new program has not yet been published; there was some worry that there will be low enrollment in first year. C. Hale noted that the School of Media, Art & Design is not the only school within Durham College to be offering new programs for September 2011 and that the marketing and Communications team is working with everyone to ensure the correct marketing happens. This can also be done using the Durham College website.
- G. Greenwood asked if attrition has been taken into account for the new program. The target is 75 for both programs combined.
- J. Campbell asked about space on campus. Is there enough for a new program, what about studio space?
- A discussion ensued around the Arts Resource Centre downtown Oshawa as possible space.
- M. Rodgers suggested inviting the heads of specific space around Durham Region e.g. Port Perry Library to be on the Advisory.

6.2 College/School Update and Program Update

- Enrollment targets are restricted by space for this program.
- Target for September 2010 was 71; final seat count was 69 students enrolled. As of the audit date of November 1st there was 60 students.
- G. Murphy shared feedback from the KPI's to the Advisory:
 1. Untimely marking feedback for students. J. Jordan provided a marking workshop at the end of the semester (June 2010) to faculty using Netmarks. Netmarks has since been dissolved. G. Murphy recommended that faculty get trained in WebCT.
- Inappropriate studio space for student projects. This is being looked at through the capital budget. The idea of renovating the darkroom into a prep room for students has been suggested.

- Students faced challenges with writing skills; a new Communications course was added to the curriculum.
- The School of Media, Art & Design has proposed 4 new programs for 2011. Currently 2 have been approved with Ministry funding, Digital Video and Digital Photography. DFX has board approval and is awaiting Ministry approval. On November 10th – Fine Art Program will be presented to the Board of Governors.
- G. Murphy asked for suggestions on professional development for faculty.
- H. Klassen suggested volunteering in various art councils or groups.
- J. Jordan is currently on sabbatical working on her Cultural degree exploring art.
- It was suggested that faculty attend workshops throughout the year, either for a week-end or for a week; this would help with curriculum development.
- S. McQuay noted that your P.D. time usually ends up being your studio time for faculty who are artists and who may be working on upcoming exhibitions.
- G. Greenwood suggested Herb and/or Sean attend the FATE conference in St. Louis – March 30, 2011, would be beneficial to the program.
- There is no employment statistics for this program as it was designed to filter students into other programs, e.g. Multimedia, Graphic Design, and Animation.

6.3 Continuing Education Update

- K. Doyle-Brownell our student Liaison is working with our Continuing Education Officer, S. Meader to try and offer classes in the evening for students who have not been successful.

6.4 Student Voice

- R. Howe asked if this program will be presented to the current FAD students. G. Murphy stated that current FAD students would be eligible for year two in 2012
- R. Howe asked if there will be an internship within the new program. This could be a great opportunity for the students within the community

7. Additional Agenda Items

7.1 Fine Art Program Proposal – September 2011

- G. Murphy went through the current Program of Studies for 2010 and the proposed Program of studies for Fine Art 2011. It was noted that the first year of the Fine Art program will be shared with the Foundations in Art & Design.
- G. Murphy will send out the Fine Art Proposal to the membership after it has been approved. This will help to generate or facilitate services within industry, use of space or notes on what will or will not work with the proposed curriculum is being asked of the membership.
- G. Greenwood asked if the new program has been mapped for the three years of the program

8. Decisions/Recommendations (action items)

- Consider a rudimentary map of the skills for the Fine Art program and to really illustrate how the FAD program initiates that and maintains its own objectives. **ACTION BY: G. Murphy**
- Ensure there are opportunities for students to work within the community to help them bridge transitions between academic practice and professional practice.
- Revisit the relationship between the advisory committee of FAD and Fine Art. **ACTION BY: MEMBERSHIP**

9. Future Meeting Date

- Thursday, May 5th, 2011, from 5:00 – 6:30 p.m. at the Whitby Station Gallery. The Foundations in Art & Design Student exhibition opening reception will be on the same evening.

10. Adjournment

- The meeting adjourned at 7:40 p.m.

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Shannon LeBel	Sales Coordinator	McGraw-Hill Ryerson
External Committee Member		
Name	Title	Organization
Karin Anstee	Market Centre Administrator	Keller Williams Energy Real Estate Brokerage
Ernie Davies	Manager, Office of Energy Management Program	City of Oshawa
Melissa Duke	Pricing Manager	Gerdau Ameristeel
Christine Flannigan	Customer Relations Manager	Xerox Canada Ltd.
Anne Greentree	Deputy Clerk	Municipality of Clarington
Allan Hewitt	Manager of Administration	Health Dept., Region of Durham
Karen Hunt	Admin. Assistant	Economic Development & Tourism, Region of Durham
Shannon LeBel	Sales Coordinator	McGraw-Hill Ryerson
Krista McCreary	Admin	Kelly Services
April McRae	Exec. Admin Assistant, Engineering Director	Darlington Nuclear, OPG
Kim Murray	Manager	Manpower Temporary Services
Debbie Nickerson	Manager of Administration	Recreation & Culture, Town of Ajax
Felicea Nobile	Corporate Administrator	Canadian Mental Health Association
Kelly Noyes	Supply Chain & Logistics, Cost Control Clerk	Yellow Pages
Christine Radford	Constituency Assistant for Councilor Ashton	City of Toronto
Catherine Scoleri	Division Director	Office Team – Toronto
MaryJo Sitter	Supervisor, HR	Town of Whitby
CarolAnn Walker	Executive Director	Business Advisory Centre, Durham

**Elected Student/Alumni
Representatives**

Name

Kinga Koscielska	Yr/Program/Alumni Alumni	Ministry of Revenue
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Melissa Picard	Alumni	UOIT
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Danielle Davey	Second year Executive OFAD	Current student
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Lacey Judges	Yr2 Exec. OFAD	Current student
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Elected Faculty/Staff Representatives

Name

Title

Sue Dickinson	Professor	Interdisciplinary Studies & Employment Services
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Harpreet Kochhar	Professor	Interdisciplinary Studies & Employment Services
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Michelle Rivers	Professor	Interdisciplinary Studies & Employment Services
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Val Gilham	Program Officer	Continuous Education
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Guests/Unelected Faculty/Staff

Name

Title

Organization

Jenny Dalrymple	Professor/Alumni	Interdisciplinary Studies & Employment Services
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Cindy Fleming		Municipality of Clarington
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REPORT PREPARED BY: Ann Conroy

DATE: November 4, 2010

MINUTES REVIEWED BY CHAIR

Sue Dickinson/Bev Neblett

DATE: November 14, 2010

- Present:** Sue Dickinson, Bev Neblett, Harpreet Kochhar, Jenny Dalrymple, Anne Greentree, Melissa Duke, Allan Hewitt, Danielle Davey, Ann Conroy
- Regret(s):** Catherine Scoleri, Shannon LeBel, Melissa Picard, April McRae, Val Gilham, Kim Murray, Kinga Koscielska, Annette Blake, Ernie Davis, Karen Hunt
- Guest(s):** N/A
-

1. Welcome and Introductions

S. Dickinson welcomed everyone.
Everyone around the table introduced themselves.
In the absence of the Chair, Sue Dickinson Chaired the meeting.

2. Additions to the Agenda

There were no additions made to the agenda

3. Acceptance of the Agenda

The Agenda was accept as presented
Proposed by: Anne Greentree

4. Approval of Minutes

The minutes of June 3, 2010 were approved as presented
Proposed by: Ann Greentree

5. Business/ Actions Arising from Previous Minutes

6. Discussion Items

6.1 External Membership Information Sharing

Changes in Legislation

B168 Violence in Workplace and AODA – the committee members were asked if the college should be incorporating this training into the curriculum.

A suggestion was made to introduce it in the Human Resource Essentials course but specific training is provided in the workplace similar to WHMIS. Employers provide more detailed information relevant to their specific company policy. There is an on-line course for AODA that students may be directed to. Government Agencies require everyone who was hired, even contractors to be certified under AODA. They use the on-line component.

Changes in Labour Market

The private sector is still slowly removing their hiring freezes. They presently favour using contract positions. Municipality of Clarington doesn't envision any changes at this time. They hire part-time, 24 hours or less per week. Durham Region will re-evaluate their hiring depending on funding after the election. There may be a report in the Spring. Administrative salaries booklet, provided by C. Scoleri, was discussed.

Employer Satisfaction with Placement Students

Students are encouraged to find their own placement, 20% of the students find their own placement.

Employers provided feedback for students preparing to go on placement: One mistake many interviewees make is they are not prepared. Students should tailor their letter and resume for the position they are applying for by highlighting the important skills the employer is looking for.

They should be able to answer basic questions such as 'how have you prepared for this interview?' Every company has a website that students can access for research.

Students go through an extensive process to practice interview skills with the faculty and the department of Hired Career Services at the college. Employers from the advisory committee have offered to volunteer to give students an opportunity to experience the interview process.

Privacy issues are covered in the Human Resource Essentials course and Office Tech. It is becoming an important topic.

Review the IPC site.

6.2 College/School Update and Program Update

College

Enrollment Numbers

The College is presently in a growth mode with an enrollment projection of 10,000 students by 2015. As of September 2nd, the College's enrollment numbers were 7,287.

New Associate VPA position

Mary Blanchard, former dean of the School of Communication, Language and General Studies has been appointed to the position of Associate Vice President of Academics, Academic Planning. She is also carrying out the role of Dean, School of Interdisciplinary Studies and Employment Services until a replacement can be found.

New Student Services Building

Construction of the Student Services Building is on target to be completed for the new year.

Convocation

Fall Convocation occurred October 21st. 15 students graduated from the Office Administration General Certificate program.

College Open House

Saturday November 13th from 11 am – 2 pm, DC will be holding its Fall Open House. Faculty and students will be on hand to speak with potential students about the program.

School

School Restructuring

The School of Communication, Language and General Studies along with the Career Development programs from the former School of Career Development and Continuing Education have now moved to a new school named Interdisciplinary Studies and Employment Services.

Program

Restructure of program

Program is now a distinct two year diploma program accepting students into their chosen option beginning in their first year of study.

Demographics of Yr. 1 students

This year's students are primarily female and under the age of 21 years. Most of students were working (full time or part time) prior to coming into the program. Their reason for selecting program was for the career opportunities. Their expectations around timelines for receiving feedback from faculty are somewhat unrealistic (want evaluation criteria returned to them within 3 days and the feedback should include the grade, written comments, and verbal explanation when needed). Faculty are addressing this in their classes by apprising students of the College's grading procedures which is 2 – 3 weeks for the return of evaluation criteria. While most students plan on pursuing employment upon graduation, there is also a high percentage of this year group who are also interested in continuing on to university at some point and using their diploma to gain advanced standing.

Program Enrollment

Enrollment in the program this year is as follows.

Year 1

34 students enrolled in Office Administration General certificate program

32 students enrolled in Office Administration – Executive diploma program

Year 2

27 students enrolled

General Education Compliance

June 11, 2010, the program was validated as general education compliant effective September 2011, when the Human Resources Essentials course is expanded to 42 hours.

Program Review

The program has been identified to go under program review in the 2014/15 academic year.

New Programs

Two graduate certificate program proposals will be submitted for consideration as possible additions to the program cluster.

Records and Information Management Graduate Certificate program (1 year); and
Professional Assistant Graduate Certificate program (1 year)

These programs would be launched Sept. 2012.

6.3 Continuing Education Update

No update available.

6.4 Student Voice

No student update available.

6.5 PAC Membership Review

PAC membership and terms of committee members will be brought forward at the spring meeting.

7. Additional Agenda Items

No additional items

8. Decisions/Recommendations (action items)

No action items

9. Future Meeting Date

June 9, 2011

10. Adjournment

The meeting adjourned at 7.45 p.m.

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Vacant		
External Committee Member		
Joe Crough	Supervisor	The Murray McKinnon Foundation
David Millar	Program Director	Durham Family Court Clinic
Brandi Kelly	Special Education Support Staff Assistant	Kawartha Pine Ridge District School Board
Georgina Jenkins	Chief Social Worker	Durham District School Board
Everet McIlwain	Manager	Kinark
Dr. Ian Brown	Chief Psychologist	Durham Catholic District School Board
Barb Christou	Area Manager	Ontario Family Group Homes
Dan Hogan	Program Manager	Frontenac Youth Services
Brenda Stewart	Direct Care Supervisor, Day Treatment	Chimo Youth
Bob Heeney	Community Development Coordinator	Ontario Shores
Christine Baillie	Child Youth Worker	Lakeridge Health Oshawa, Youth & Family Program
Elected Student/Alumni Representatives		
Dylan Thompson	Alumni	Child and Youth Worker
Melissa Chambers	Year 2 student	Child and Youth Worker
Elected Faculty/Staff Representatives		
Susan Sproul	Dean	School of Health & Community Services
Carol Burke	Associate Dean	School of Health & Community Services
Chris Harris	Faculty/Coordinator	Child & Youth Worker Program
Donna Boyd	Program Officer	Continuing Education
Guests/Unelected Faculty/Staff		
Lisa West	Practicum Officer	School of Health & Community Services

REPORT PREPARED BY: Lisa Kowal

DATE: November 4th, 2010

MINUTES REVIEWED BY: Susan Sproul

DATE: December 6th, 2010

Present: Melissa Chambers, Joe Crough, Ian Brown, Lisa West, Carol Burke, Donna Boyd, Susan Sproul, David Millar, Brandi Kelly, Georgia Jenkins, Evert McIlwain

Regret(s): Barb, Christou, Bob Heeney, Brenda Stewart, Dan Hogan, Dylan Tompson

1. Welcome and Introductions

- Welcome and introductions were made around the table. S. Sproul reviewed with the members of the newly formed committee the role of the PAC. S. Sproul chaired the first CYW PAC meeting until chair is elected.

2. Additions to the Agenda

- 7.1 PAC Chair

3. Acceptance of the Agenda

- Agenda accepted with addition above

4. Approval of Minutes

- No minutes for approval – first meeting

5. Business/ Actions Arising from Previous Minutes

- No previous action items

6. Discussion Items

6.1 External Membership Information Sharing

Report by: B. Kelly

- Emphasis in program should be on behaviour management of youth. CYW's in our board need to have a large behaviour management background. The CYW's teach skill building to the clients. Have same job description as Education Assistant (EA) but with added responsibilities including: resource to staff and parents, strong behaviour management skills, safety planning, data collection, functional behaviour assessments. CYW's complete these skills and responsibilities in collaboration with other school board staff. They do not do any counselling or therapy within the school system.
- Student retention counsellors work with this board. This could be a potential CYW student placement opportunity. Behaviour support assistance is also in the board and could have a student.

Report by: J. Crough

- Do not put students in their classrooms. The clients do individual courses so a CYW student would not have a great deal to do. They have an 80% male staff so would be hard to place students because it is predominantly a female program. They will not take female students because they do not hire females. They find that a 2 day a week placement is a tough placement to supervise. The 4 month block placement is the best for students to learn. You need to be everything within a classroom.

Report by: D. Millar

- CYW does a lot a great deal of counseling; student must be able to asses and analyze a situation to determine if the situation involves drugs, anger, stress etc. The student needs to be flexible and have a thorough skill base.

Report by: E. McIlwain

- Struggles with placing Durham College students; the timing does not work with their programs. Most of their programs run on a school schedule unless student is interested in residential setting. An

understanding of what mental health is important. Students need to have a good sense of what their skill set is. Kinark uses evidence based programming. Students need an understanding of what this is. Student assess clients and participate as a team member. Students also provide the assessment of the client in a competent manner. Report writing is a skill that is very important. Students should be able to write a concise clear report with proper grammar. Verbal and written expression of what they see and hear is very important. Students also need to be able to communicate with parents. Students need group skills. There are very few residential programs so students should broaden their experience in other areas. CYW's go into homes on their own but work within a team.

Report by: G. Jenkins

- Hire EA's with a CYW background. CYW role is connected to SSW role. The CYW and the SSW's at the board would like to supervise a student together to gain skills from both areas. Areas where students need training are in high school student success and attendance.

Report by: I. Brown

- Would like to see one course solely on behaviour management. Students need to recognize what they do not know. There should be specific courses for the specific places available to work. Durham College cannot make it too specific because it limits students' skills. Students need to be able to transfer skills from one course to another. Critical thinking skills need strengthening in our students.

6.2 College/School Update and Program Update

Report by: S. Sproul

- KPI's and employment statistics were reviewed for the membership as well as the program health matrix.
- CYW program is undergoing an internal program review
- School of Health & Community Services strategic plan was discussed with the membership

Report by: C. Harris

- The program of studies for the CYW program was reviewed with the membership as well as an overview of the program.
- Discussion took place about the need to secure placements for our students throughout their two year program; we look to school board and local agencies within the community such as Children's Aid, hospitals.
- Program Standards are under program review this year and it will take 2 years for the Ministry of Education to roll these out. DC is going ahead with an internal program review.

6.3 Continuing Education Update

- CYW program has been launched through CE this fall. The placements for the students will still reside within day school. Courses will be rolled out slowly over the year.

7. Additional Agenda Items

7.1 PAC Membership

- S. Sproul reviewed the PAC membership and the Terms of Reference. Membership is for a 3 year term with one additional 3 year term at the discretion of the dean. We will require a member of the PAC committee to volunteer for the position of Chair – hoping that this person will come forward at the next meeting.

8. Decisions/Recommendations

- See attached "Action Log"

9. Future Meeting Date

- May 5th, 2011 3-5pm

10. Adjournment

- Meeting adjourned at 5pm

Child & Youth Worker Program Advisory Committee Action Log

NEW Action Items from November 4th, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	PAC Chair to be elected	May 5 th , 2011	Membership	
2.	June Mac-Donald Jenkins to be invited to next PAC to discuss CONII	May 5 th , 2011	S. Sproul	
Action Items from				

Advisory Committee Membership List

Name	Title	Organization
Committee Position: Committee Chair		
Sheila Stevenson	Program Manager	Ministry of Health and Long Term Care
Committee Position External Committee Members		
Carol Edwards	Executive Director	DREN
Lisa Koivula	Educational Assistant	Ajax High School
Marion Smith	Teacher (ME Program)	Henry Street High School
Cathy Windfeld	Employment Support Specialist	ODSP
Cindy McCullagh	Parent of Graduate	
Lynn Connaty	Parent of Graduate	
Leslie Yeates	Vice President	Hobb & Company
Dave Sutherland	Principal	Harmony Heights PS
Earle Bass		Harmony Heights PS
Sharon Burgess		Community Living APW
Greg Booth	Facilities Manager	Town of Ajax
Don Oliver	General Manager	Staples
Committee Position Student Representatives		
Stephen Johnson	Graduate	
Brad Sexton	Current Student	
Committee Position Staff & Faculty Representatives		
Name	Title	Department
Karen Anderson	Program Liaison/Field Placement Office	Durham College
Mary Blanchard	Dean	Durham College
Liz Campbell	Field Placement Officer/LF	Durham College
Ann Conroy	Admin Coordinator	Durham College
Heidi Milovick	Learning Facilitator	Durham College
Bev Neblett	Associate Dean	Durham College
Guests in Attendance		

REPORT PREPARED BY: Ann Conroy

DATE: November 8, 2010

MINUTES REVIEWED BY:

DATE:

Present: Karen Anderson; Liz Campbell; Bev Neblett; Mary Blanchard; Heidi Milovick; Lynn Connaty; David Sutherland; Ann Conroy; Stephen Johnson; Cindy McCullagh; Leslie Yeats; Lisa Koivula; Marion Smith; Sharon Burgess; Sheila Stevenson; Cathy Windfeld; Greg Booth, Carol Edwards; Don Oliver; Earle Bass

Regret(s): Brad Sexton

Guest(s):

1. Welcome and Introductions

M. Blanchard opened the meeting and gave an overview of the reorganization. Everyone introduced themselves. S. Stevenson was elected to chair the meeting.

2. Additions to the Agenda

No additions were added.

3. Acceptance of the Agenda

The Agenda was approved as presented

4. Approval of Minutes

We were nominated for an Innovation Award. A number of people attended the presentation.
Proposed by: L. Connaty
Seconded by: C. Windfeld

5. Business/Actions Arising from Previous Minutes

6. Discussion Items

6.1 External Membership Information Sharing

Changes in Legislation

With the introduction of the Accessibility for Ontarians with Disabilities Act, *and* Bill 128 We need to prepare our students with knowledge of legislation. We can introduce students prior to field placement. Special requirements would be addressed prior to the placement and specific accommodations are addressed with employers.

Employer Satisfaction with Placement Students

The employer appreciation is held at the end of the year. At this time, we solicit feedback from employers regarding the placement.

Enrollment Targets and Projections

M. Blanchard noted that we have been taking 20 students each year. We receive a lot of applications. Consideration must be given to students who will do well in our environment. They are expected to get around the college and to placements on their own. We were able to admit 21 students this year. There are a number of students who didn't successfully complete the program and are asking to reenter to program this year. Students may be required to take a course where there is a learning facilitator already in the course.

New Program Standards

No program standards for this program.

Program Quality Progress Report (incl. Program Health Matrix Update)

K. Anderson gave a report. There are five initiatives for 2010. The Advisory board has to have members who represent employer on the board, the goal is to have 6-8 employer.

- Increase awareness – more people are becoming aware of the program giving them expectations.
- Perfect pals was introduced last year by the SA, students were recruit to pair up with CICE students, they become a pal with students in the CICE program and help them around the campus to attend different activities.
- Update the CICE web page, interviews with four students at the college were posted.
- A marketing brochure and program cards similar to all the programs in the college has been developed for promotional purposes.
- A discussion board and forum to keep team members aware of postings for staff absence, policy changes and to post and answer questions.

KPI Status, Annual Curriculum Renewal

Seventeen students graduated last June. Six months after graduation, a consulting firm hired by the Ministry contacts all graduates to conduct a survey and they asked if the employer can be contacted. Forty four percent were contacted. S. Johnson, was contacted at 9 p.m., he felt the survey was good but quite long, it took approximately one hour. Students must give permission for employers to be contacted. The student satisfaction survey is conducted in class during February. All second semester students or higher grades are surveyed. Of the 17 students, more than half indicated that they wanted to seek employments after college. Thirty three percent indicated that would participate in campus events.

C. Winfeld gave an employer perspective that student s should be getting a full realm of what an employee would have to do. Job coaching is necessary if the student is to learn what they have to do. It would be beneficial to connect with some of the service providers to assist the student find placements and find out if they are doing what the average employee would be required to do. Some employers may look at job carving for students with special needs. Ask employers if they would consider employment if there is a position. Students get an overall perspective but may not be given a specific job. However, it was noted that with the restrictions of time of when students are available, this may be difficult. Are employers advised that the college is also looking to have employment opportunities for students?

- Getting the right match for the student can be difficult as they may have time limits they are able to work.
- Is there a check around the halfway point of the program to see how the student is doing?
- The students may have a different placement each semester, so they may not be building relationships. They need employment supports, it is important to have a job coach.
- At the open house – parents are in the work force, they may be able to help with placement opportunities.
- A transition committee has been set up to answer questions. We are hoping to have an information night, before graduation, for parents to ask questions from the panel.
- There is a lengthy questionnaire that the students are to answer. This is done in a seminar class so they can have assistance.

M. Blanchard gave a very positive overview of the results for the KPI's.

An orientation survey is completed by all students.

60% of our students were 21 years old or younger

73% took a break before going to college.

53% live with parents or guardians.

Opportunities for faculty professional development in the field:

There have been a number of professional development opportunities for facilitators to participate in:

- In the past, we have Conflict Collaboration as an on-line course.
- Kinark offered a number of workshops – strategies that would work during the tutorials.
- Innovation Centre is developing a rubrics for modification.
- Develop games through PowerPoint. Also through CSD access software.
- Adaptive technology may be beneficial.
-

6.2 College Program and School Updates

- K. Anderson has taken the position of program liaison for the semester to replace Angela Wood who has taken another position in the college. Field placements have been divided between K. Anderson and E. Campbell for the semester.
- The college is hosting an Open House on November 12 and another one in February 2011.
- We are working towards having standardized blocks for all students to select from. One of the biggest challenges is having access to over-subscribed programs. Having predetermined timetable will give students more options to choose from.
- New programs are opening up in the college that allow the students more opportunities and experiences.
- The positions for Program Liaison and a new full-time Learning Facilitator will be advertised internally. K. Anderson has been in place in an interim capacity. The role is to coordinate the
- Program with a 10 hour release from their full-time position. There will continue to be three part-time facilitators.

6.3 Continuing Education Updates

NA

6.1. Research Initiatives/Opportunities

NA

7. Additional Agenda Items

7.1. Participation in Program Review and Focus Group

The program review is scheduled for 2012. We have focus groups with faculty, student and employers – a 4-5 year cycle.

8. Decision/Recommendations (action items)

9. Future Meeting Date

May 5, 2011

10. Adjournment

Proposed by: B. Neblett
Seconded: L. Kolvula

**Mechanical Program Advisory Committee
School of Science & Engineering Technology
Minutes of November 8, 2010**



Advisory Committee Membership List

Name	Title	Organization
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External Committee Member

Name	Title	Organization
Ryan Beatty	Supervisor, Mach. Shop	Dayman Design Inc.
Jeff Dayman	President	Cameco Fuel Mfg.
Mike Kube	Supervisor, Production	

Elected Student/Alumni Representatives

Name	Year/Program/Alumni
Michelle Lang	Year 3 Student

Elected Faculty/Staff Representatives

Name	Title	Organization
Gail Brooks	Program Assistant	School of Science & Engineering Tech.
Chris Daniel	Professor	School of Science & Engineering Tech.
Linda Dillon	Admin. Coordinator	School of Science & Engineering Tech.
Don Dragomatz	Professor	School of Science & Engineering Tech.
Terry Dragomatz	Professor	School of Science & Engineering Tech.
Sue Todd	Dean	School of Science & Engineering Tech.
Katy Zaidman	Coordinator/Professor	School of Science & Engineering Tech.

Guests/Unelected Faculty/Staff

Name	Title	Organization
Rob Braithwaite	Professor	Durham College

REPORT PREPARED BY: Linda Dillon

DATE: December 15, 2010

MINUTES REVIEWED BY:

DATE:

Present: R. Beatty, G. Brooks, R. Braithwaite, C. Daniel, J. Dayman, L. Dillon, D. Dragomatz, T. Dragomatz, M. Kube, M. Lang, S. Todd, K. Zaidman

Regret(s): D. Collings, J. Dean, D. Domanski, S. Fridlyand, D. Grenier, M. Ham, R. MacMaster, T. Parrott, I. Stillman, J. Sommer

Guest(s):

1. Welcome and Introductions

S. Todd welcomed members as the Chair was unable to attend the meeting.

Additions to the Agenda

NA.

2. Acceptance of the Agenda

Accepted.

3. Approval of Minutes

The minutes of May 11, 2010 were approved.

4. Business/ Actions Arising from Previous Minutes

Jim Johnstone has been removed from the Advisory Membership list.

June Jenkins-MacDonald was invited under item 5.5 and will be rescheduled to a future meeting.

R. MacMaster has followed up with S. Todd regarding the CAD/CAM software. S.Todd noted that Solid Model is the teaching software.

5. Discussion Items

5.1 Industry Trends

5.1.1 Changes in Legislation

NA.

5.1.2 Changes in Labour Trend

- J. Dayman noted that general machining is still slow. The economy has not picked up as quickly as predicted. This is evident in poor turnout at recent trade shows.
- There are opportunities in the medical and medical related fields. The design of medical and pharmaceutical (line set up, tooling in packaging, vacuum molding, production line support, operator in electronics, x-ray hydraulics in dental (could tie in with Biomedical, medical devices fixture, biodegradable plastics, wind mills, maintenance casting, food industry (good manufacturing practices, packaging etc.).
- S. Todd noted that we have offered a Food Processing Safety Techniques Operator course to start in Jan. 2011, but it has been postponed due to low enrolment.
- Price is the determining factor in producing things.
- Moving off shore has been a challenge.
- J. Dayman advised that he may have some contacts from Waterloo and he will advise S. Todd for the Advisory Committee membership.

5. Discussion Items

5.1.3 Employer Satisfaction with Placement Students

- C. Daniel, placement contact noted that Field Placement is going very well. The Research and Innovation office partnered with a company and this has been good.
- M. Kube noted that he had students from Electronics, Electro-Mechanical, Mechanical, Human Resources programs and 1 student from UOIT for safety. He was happy with the students' performance. He also noted that he still has company people on lay off from Cameco.

5.2 Enrolment Targets and Projections

Mechanical Technician - 2 Year Program

Year 1 – 24 (includes 2 Second Career and 3 Visa student, 3 students withdrew)

Year 2 – 28 (includes 7 part-time and 7 Second Career students)

- S. Todd noted that Mechanical Technician was a wait listed program. To be wait listed, a program has to have more applicants than seats and be wait listed for two years and this equates to an oversubscribed program.
- S Todd also noted that there have been a lot of program withdrawals and the reason for this is that Mechanical Technician is not as strong a program.

Mechanical Technology - 3 year Program

Year 1 – 55 (includes 4 part-time, 5 international students)

Year 2 – 41 ((includes 2 mature students)

Year 3 – 38 (includes 5 part-time)

- Due to growing student numbers, AutoCAD will need an additional section in the future.
- S. Todd noted that Mechanical Technology is a strong program. It was recommended that the Mechanical Technology program be capped at 60 seats for September 2011, if evidence shows that the numbers are going to be met.

5.2.1 New Program Standards

- T. Dragomatz worked on Program Standards with the Ministry. Information gathering was obtained from the college and then each program standard was reviewed. The final standards will be distributed to members.
- K. Zaidman noted that outcome number 2 has to be tweaked in the areas of procedures with more health and safety, projects implemented, project management and applied business principles for costing included. The quality control aspect will now become quality assurance and quality control. These changes will be completed in spring 2011 with the program faculty.

5.2.2 Program Quality Progress Report

The Program Quality Progress Report was distributed to committee members prior to the meeting.

5.2.3 Health Matrix Update

The Health Matrix was distributed to committee members prior to the meeting.

5.2.4 Key Performance Indicators (KPIs)

Mechanical Technician

- It was noted that results are not as reliable as it could be. The reason for this is due to the influx of Second Career, the underprepared student and some students not knowing what they really want to do. Statistics showed only 2 students got jobs.

5.2.4 Key Performance Indicators (KPIs)

Mechanical Technician

- Students rated feedback from professors lower. The college policy for turnaround time for work to be given back to students is 3 weeks. In Science and Engineering Technology, the school policy is to have work returned to students in two weeks. S. Todd read the student expectations on getting feedback or work returned. It was felt that some of the students' quick marking expectations are unreasonable, especially with larger classes now. Some professors felt that students do not know what feedback really means and advised that many students do not bother to pick up marked assignments, labs or tests.
- M. Lang, the student representative noted that many of the students that drop out of the program are the students who need more individualized attention. Communication courses are very important in the program.
- Look at capping the Mechanical Technician program at 24-36 students.
- Review the identity of the Mechanical program with a focus group with the Academic Research Office.

Mechanical Technology

- Mechanical Technology had good growth. The following items had higher KPIs than the system average.
- Faculty skills at 83.3% (system average of 79%).
- Quality of labs was 70% (system average 66%).
- Graduate employment was 100%
- Employer satisfaction was 100%.
- S. Todd noted that KPIs went down in some of the services areas in the college.

5.2.5 Annual Curriculum Review

NA.

5.2.6 Opportunities for Faculty Professional Development in the Field

S Todd noted that this is a new initiative where the college is trying to engage faculty to go into industry for a professional development opportunity. This would start possibly in the spring 2011 semester. This is an invitation to all companies. If interested, please contact Sue Todd at susan.todd@durhamcollege.ca.

5.2.7 Employment Statistics

Mechanical Technician – 100%

Mechanical Technology – 100%

5.3 College/School Updates

5.3.1 Program Guides for 2010-2011

The Mechanical Program Guides were distributed to members for review. The course "Basic Electrical Controls" has been added in with more AC/DC, motor controls and electrical knowledge.

5.3.2 Software Discussion

There was a lengthy discussion on software. The following points were noted:

- S. Todd mentioned that 50% of companies use Katea and 50% use Unigraphics software.
- Unigraphics and AutoCAD is less expensive software.
- AutoCAD 2010 is currently used in the labs, next year AutoCAD 2011 will be used.
- Unigraphics, version 7 is currently being used in the Unigraphics lab. For Sept. 2011, it was recommended that version 7.5 or 8 be used.
- S. Todd advised that she is working with the College I.T. Department to try to get Unigraphics installed in the Computer Commons at fixed prices and on a different server. It was suggested that S. Todd investigate getting 50 more seats on the server by changing the license count. The contact person from Unigraphics is Terry Bergin. Unigraphics is where we want to be and continue to use AutoCAD.
- D. Dragomatz expressed a concern in the Computer Commons with AutoCAD. It's set up for the first 15 students that sign on. D. Dragomatz did not see AutoCAD in windows in the Commons, it was found on the universal machine running XP. It was noted that 16 additional software licenses are supposed to be installed in the Computer Commons. S. Todd will follow-up on the I.T. issues noted.

5.3.3 Linkages/Pathways

K. Zaidman noted the following:

- Pathways are being explored. For good Mechanical Technician students, we are looking to “stream up” and get course credits from Mechanical Technician to the Mechanical Technology program. There is also an opportunity for Mechanical Technicians to do a Bachelor of E Commerce in Business if they wish.

For Mechanical Technology, opportunities are being explored with a Bachelor of Nuclear Science with UOIT, internal degree programs, and possibilities with Cape Breton University.

5.3.4 LinkedIn Website

- K. Zaidman advised that she has introduced 3 groups on this new website to promote female students in Technology. WISE (Women in Science and Engineering) is 1 new group. This website can also be used by employers for hiring.
- The Durham College Mechanical Network connects current students and graduates and gives students an opportunity to create projects and network with students/alumni and employers.
- K. Zaidman invited employers to join the networks.

5.4 Continuing Education Updates

G. Brooks, Program Assistant and Science and Technology Liaison for the school noted the following:

- There is a concern with the number of courses that have been cancelled due to low enrolment.
- There has to be a minimum of 10 students enrolled just to run a course and pay the instructor.
- Electronics, Electro-Mechanical, AutoCAD and Water Quality certificates have run in the past and courses such as Electricity, AutoCAD and Water Quality are doing well.
- G. Brooks noted that she gets calls from night school students and also employers regularly requesting AutoCAD. AutoCAD courses run on a continual basis. A certificate in AutoCAD is offered through Continuing Education.
- D. Dragomatz suggested offering a post-secondary Engineering Drawing course for students.
- G. Books noted that the AutoCAD course has been split into 2 sections – Section A and B and is now 60 hours in duration.
- Typically a night school student is a person wanting a career change but some students take a course purely from a practical stand point.
- G. Books indicated that she is looking for feedback on what courses should be offered, including post-secondary equivalent courses, or feedback on new certificate ideas from members.
- S. Todd suggested that a survey be completed with employers. Employers should be asked if they see courses or professional development for their employees, and can they determine if intensive training could be offered for a short period of time.

5.5 Research Initiatives/Opportunities

- June Jenkins-MacDonald was not able to attend this meeting and will be rescheduled to the May/June 2011 meeting for an update on CONII.
- C. Daniel noted that he has had the opportunity to work in the Centre. It is extremely busy and a new manager will be hired within the week to help out.

5.6 Hired Career Services Information

The following documents were distributed to members prior to the meeting:

- Program Advisory Report
- Employer Services (including information on the Career Services Portal to post positions at no charge to an employer and the Job Fair being held on Wed. February 9, 2011)
- Graduate Employment Report
- Internship Information

6. Other Business

6.1 Membership Review

- There is a need for additional members on the committee from industry and also a high school representative.
- J. Dayman will forward any contact names to S. Todd in the Food or Biomedical sector.

6.2 PAC Assessment Form/Advisory Roles and Responsibilities

The PAC Assessment form was distributed to members in attendance and feedback will be reviewed. The Program Advisory Roles and Responsibilities were also distributed to members.

6.3 Participation in Program Review and Focus Group

NA.

7. Decisions/Recommendations/Action Items

- J. Dayman to advise of contact names from Waterloo for the Food and Biomedical sector.
ACTION BY: J. Dayman, ASAP
 - S. Todd to obtain a high school name to sit on the advisory committee. **ACTION BY: S. Todd, ASAP**
- S. Todd and the Academic Research Office to review the Mechanical Technician identity (Is there still a labour market for a Mechanical Technician, who will hire them, and do employers separate Mechanical Technicians from Mechanical Technologists?) **ACTION BY: S. Todd, ASAP**
- S. Todd to look at capping Mechanical Technology at 60 students and 24-36 students for Mechanical Technicians. **ACTION BY: S. Todd, ASAP**
- Industry to look at the new college initiative where faculty are invited to go into industry to do professional development (advise Sue Todd at susan.todd@durhamcollege.ca).
ACTION BY: Industry Members, ASAP
- S. Todd to review I.T. Issues noted (AutoCAD 2011, Unigraphics version 7.5 or 8, Unigraphics and AutoCAD on Windows in Computer Commons, 50 additional licenses). **ACTION BY: S. Todd, ASAP**
- S. Todd and K. Zaidman to continue to explore pathways/linkages.
ACTION BY: S. Todd, K. Zaidman, ASAP
- Employers are invited to join LinkedIn or the Durham College Mechanical Network.
ACTION BY: Industry, On-going
- G. Brooks to create a survey for employers/faculty on any new courses, certificates or training that need to be offered through Continuing Education. **ACTION BY: G. Brooks, ASAP**
- Review Vocational Learning Outcome #2. **ACTION BY: K. Zaidman, spring 2011**
- Invite June Jenkins-MacDonald to the spring Advisory Meeting. **ACTION BY: L. Dillon, spring 2011**
- Review the PAC Assessment form feedback at the next meeting.
ACTION BY: Members, spring 2011

8. Future Meeting Date

End of May or early June 2011

9. Adjournment

7:40 p.m.

Mechanical Technician – Maintenance & Control Program Advisory Committee Action Log

NEW Action Items from October 21, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Vocational Learning outcomes – put link in the minutes – document attached to minutes	Dec 2011	Mary Pearce	Complete
2.	Faculty will address the current classes for student reps for PAC.	Jan 2011	Mechanical Faculty	
3.	Attach approved general education course description listing – Mary Pearce	Dec 2010	Mary Pearce	Complete
4.	DC to provide the curriculum (course descriptions) to Ball to determine what our grads have to offer	Dec 2010	Mary Pearce	Complete
5.	Islington Printing and Ball Packaging to take up the opportunity further with his supervisors	Jan 2011	Ed Conboy Dan Gage	
6.				
Action Items from _____ Meeting				
1.				
2.				
3.				
4.				
5.				
Action Items from _____ Meeting				
1.				
2.				

Advisory Committee Membership List

Name	Title	Organization
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Committee Chair

Lori Prentice	Paralegal	Kowyn Paralegal
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External Committee Member

Name	Title	Organization
Kevin Anderson		Cogir Management
Maria Bloch	Paralegal	
Cathy Duignan	Community Legal Worker	Durham Community Legal Clinic
Carrie Heinzl		
Gordon Henderson	Prosecutor	City of Toronto
Martha Hopkins		
Grant Kelly	Manager	Prosecution Services, Region of Durham
Marcia McEwen	Supervisor, Accident Benefits	Uniford Assurance Co.
Michael Pelham		
Mark Reynolds		OTT Legal Services

Elected Student/Alumni Representatives

Name	Yr/Program/Alumni
Mary Ellen Nielsen	First Year Diploma

Elected Faculty/Staff Representatives

Name	Title
Stephanie Ball	Dean
Mark Frayne	Faculty
Peggy Hinan	Faculty
Laurie Piske	Faculty

REPORT PREPARED BY: Mary Bartosik

DATE: November 8, 2010

MINUTES REVIEWED BY CHAIR

DATE: November 20, 2010

Present: Stephanie Ball, Cathy Duignan, Mark Frayne, Grant Kelly, Carrie Heinzl, Gordon Henderson, Peggy Hinan, Grant Kelly, Marcia McEwen, Mary Ellen Nielson, Lori Prentice Mary Anne Thompson, Harold St. Croix

Regret(s): Maria Bloch, Martha Hopkins, Michael Pelham, Laurie Piske, Mark Reynolds

1. Welcome and Introductions

S. Ball opened the meeting as the Acting Chair until L. Prentice's arrival. The members were welcomed to the fall meeting and introductions were made around the table.

2. Additions to the Agenda

No additions were made.

3. Acceptance of the Agenda

The agenda was accepted by the members.

4. Approval of Minutes

The minutes were accepted and approved by the members.

5. Discussion Items

5.1 External Membership Information Sharing

- We are now a fully accredited program and listed on the Law Society's website.
- There is a growing need for more paralegals in the labour market that encompasses a broad range of union-related agencies.
- There are also more placement opportunities in specialized agencies such as the Labour Board or WSIB or any other union associates.
- The Canadian Mental Health Association will also offer in-house legal services at a lesser cost or pro bono.
- Based on institutional research over the past 2-3 years, the report indicated that the applications increase each year and the program has a fully functional advisory committee.
- The general consensus was that the host placement agencies are very pleased with the caliber of students working in their respective agencies.
- Due to the current economy, agencies are utilizing senior positions to perform junior tasks and clerks performing paralegal work.
- Dual accreditation (law clerk/paralegal) was proposed which would remove all barriers and allow for better customer service in any agency.
- A form of a bridging program was proposed in that a paralegal could take one semester of legal courses and attain a Legal Administration/Law Clerk diploma.
- A suite of courses (corporate, family, wills and estates) could be offered in the spring/summer period prior to writing their licensing exam in August or October
- The members all agreed that there is a market for employees with legal/paralegal skills.

- It was proposed that the students be surveyed as to their interest in this proposal.

5.2 College/School Update and Program Update

- We increased the maximum intake to 75 first year students this September.
- The program was filled and also wait listed.
- We will continue to offer the 2-year diploma program as long as the demand and market needs licensed paralegals.
- We set a maximum intake of 40 students and currently have 35 registered in the graduate certificate program.
- The final report in the audit performed by the Law Society in June indicated only two areas to be addressed:
 - faculty qualifications – has been addressed by S. Ball and all courses are currently being delivered by paralegals or lawyers in the field
 - field placement monitoring and reporting – the reporting requirements were refined: students must be supervised by a licensed paralegal/lawyer, must keep daily dockets, submit those dockets and a report half-way through their placement. This provides a means of monitoring each student's placement activities and quickly resolves any issues immediately that may be identified.
- The placement hours next year will be reduced from 280 to 120 hours for the length of the placement which keeps it in line with other colleges.
- The students will be able to select the fall or winter semester to complete their placement hours.
- A number of students elected to do their placement in a legal/law form over the summer period and were required to apply through the PLAR (prior learning assessment recognition) process.
- The same requirements for placement had to be met: submission of materials/dockets and matching each of the 13 prescribed competencies.
- The students will be advised in January of the opportunity of fulfilling their placement hours and the PLAR process.
- This also assists in reducing the student's workload if they elect to do their placement outside of the academic year.

5.3 Continuing Education Update

- This fall two courses were offered, Small Claims Court and Landlord and Tenant Law through Continuing Education which are closely monitored to ensure that they are delivered by accredited professors and the competencies are delivered.
- The members proposed that workshops/seminars be offered to those in the field similar to those 12-hour PD courses offered through the Law Society.
- These courses would be to provide updates in areas such as accounting, dispute resolution/conflict resolution, WSIB, FSCO, personal injury or convictions.
- The Law Society will be contacted to confirm if it is acceptable and also to attain their endorsement and possible marketing through their website.

6. Decisions/Recommendations (action items)

- The paralegal students will be surveyed. **ACTION BY: S. Ball/Faculty will survey the students regarding their interest in taking a semester of legal courses.**
- The Law Society will be contacted regarding workshops. **ACTION BY: S. Ball/M. Frayne will discuss offering a suite of workshops for practicing paralegals.**

7. Future Meeting Date

Monday, May 30, 2011 from 5:30 – 7:00 pm. in JW206

8. Adjournment

6:43 pm.

Advisory Committee Membership List

Name	Title	Organization
Committee Position: Committee Chair		
Tina Powers	Student Placement Coordinator	Ontario Shores
Committee Position External Committee Members		
Christy Petherick	Medical Assistant	Medical office of Dr. Mike Mitchell-Gill
Ralda Pearce	Information Technology	Lakeridge Health Oshawa
Marilyn Van Eyk	Administrator	Oshawa Clinic
Sue Vandermeer	Medical Assistant	Doctor's office
Gina Loucks		Lakeridge Health Oshawa
Cathy Houthuys		Lakeridge Health Port Perry
Tracy Chancey	HR	Lakeridge Health Oshawa
Committee Position Student Representatives		
Sarah Birch	Year 2, Medical Office Administration	
Committee Position Staff & Faculty Representatives		
Daphne Brussee	Professor	OFMD
Harpreet Kochhar	Program Coordinator	Office Admin
Fran Jeffery	Professor	OFMD
Bev Neblett	Associate Dean	School of Interdisciplinary Studies and Employment Services
Guests in Attendance		
Name	Title	Organization
Donna Boyd	Program Officer	Continuing Education

REPORT PREPARED BY: Daphne Brussee DATE: November 9, 2010

MINUTES REVIEWED BY CHAIR: Bev Neblett DATE: December 14, 2010

Present: Bev Neblett, Tina Powers, Harpreet Kochhar, Fran Jeffery, Daphne Brussée, Sarah Birch

Regret(s): Christy Petherick, Ralda Pearce, Marilyn Van Eyk, Sue Vandermeer, Gina Loucks, Cathy Houthuys, Tracy Chancey

Guest(s): Donna Boyd

1. Welcome and Introductions

2. Additions to the Agenda

3. Acceptance of the Agenda –
Deferred due to lack of quorum

4. Approval of Minutes

5. Business/Action Arising from Previous Minutes

6. Discussion Items

6.1 External Membership Information Sharing

Changes in Legislation--AODA training and Bill 168—should we prepare students for the possibility of training on the job? Should we add it into our Program to make them more employable? Bring in a guest speaker to present it in Field Placement for this graduating class and in Human Resource Essentials for subsequent years.

Changes in Labour Market — No significant change; economy is slow, not much turnover in the field.

Employer Satisfaction with Placement Students—generally good feedback from employers, with regular hires and placements at most locations.

At the next scheduled meeting, we will discuss the possibility of increasing the field placement period from the 80 hours now required. This potential change will depend on feedback from our community partners.

6.2 College/School Update and Program Update

Enrollment Targets and Projections

Enrollment Projections

Program enrollment projections for Sept. 2011 are 35 students with a minimum retention rate of 80% (28 students).

Program Standards

The program is scheduled on the Ministry of Training, Colleges, and Universities program standards development and revision roster (as of July 2010). The actual date for this to occur is not presently available.

Program Quality Progress Report (PQPR)

The PQPR was based on the results of the Key Performance Indicator reports that were shared at the June 17th meeting. Areas that have been addressed for action are as follows:

- Students' progression through keyboarding courses. The team is looking at developing more opportunities for students to be able to repeat their keyboarding courses when they fail without delaying their progression through their program of study.
- Providing students with feedback about their progress. The team is clarifying to students (verbally and in writing) what the college policy is around providing feedback and timelines for doing so. This is now included in the Program Guide Book, which outlines program policies.
- Use of course materials (e.g. books, software handouts). Communication courses have been reviewed and restructured to include textbooks that are more effective. York Medical System has continued to be a problem and alternatives will be looked at. An attempt will be made to schedule keyboarding courses into D209 where there are keyboarding trays as well as adjustable chairs to alleviate the student complaints regarding ergonomic deficiencies in the classrooms for this course.
- Level of concern by people at the college for the students' success. The program scored very well in this category but wants to improve their results by at least 5%. Faculty are eliciting feedback from students on how they're doing. Faculty are clearly outlining to the students the expectations around office hours and responses to email and phone messages. Faculty are sharing with the other service areas of the college any feedback they get from students regarding their experiences with that specific service area.
- Increase number of participants from employer category on Program Advisory Committee. Request sent to Office of Research Services and Innovation to review Employer Satisfaction KPI Survey to see what respondents identified an interest in participating on the committee. Team is sending out a survey to current placement employers to recruit them for the committee.
- Improvement of computer labs. Faculty have gone to Conestoga College to look at their Office. Simulation Lab. The aim is to put in a capital request for the program to have a similar lab.

Employment Statistics

Of the 2008 graduates who were surveyed six months after graduation, 87.5% were employed. This is up from previous years and considering that this would have been at the beginning of the economic downturn, this is a very positive result. 67% of grads found employment in Durham Region, 17% in Central Ontario, and 16% were unspecified.

Nineteen percent of graduates went on to further education in programs such as Court Support Services graduate certificate and Dental Assisting diploma.

College Updates

New Associate VPA position

Mary Blanchard, former dean of the School of Communication, Language and General Studies has been appointed to the position of Associate Vice President of Academics, Academic Planning. She is also carrying out the role of Dean, School of Interdisciplinary Studies and Employment Services until a replacement can be found.

New Student Services Building

Construction of the Student Services Building is on target to be completed for the new year.

Convocation

Fall Convocation occurred October 21st. No students graduated from the legal option but 15 students graduated from the Office Administration General certificate program.

College Open House

Saturday November 13th from 11 am – 2 pm, DC will be holding its Fall Open House. Faculty and students will be on hand to speak with potential students about the program.

School Updates

School Restructuring

Career Development programs from the former School of Career Development and Continuing Education have now moved to a new school named Interdisciplinary Studies and Employment Services.

Program Updates

Restructure of program

Program is now a distinct two year diploma program accepting students into their chosen option beginning in their first year of study.

Demographics of Yr. 1 students

This year's students are primarily female and under the age of 21 years. Most of the students were working (full time or part time) prior to coming into the program. Their reason for selecting program was for the career opportunities. Their expectations around timelines for receiving feedback from faculty are somewhat unrealistic (want evaluation criteria returned to them within 3 days and the feedback should include the grade, written comments, and verbal explanation when needed). Faculty are addressing this in their classes by apprising students of the College's grading procedures which is 2 – 3 weeks for the return of evaluation criteria. While most students plan on pursuing employment upon graduation, there is also a high percentage of this year group who are also interested in continuing on to university at some point and using their diploma to gain advanced standing.

Enrollment Numbers

As of September 2nd, the College's enrollment numbers were 7,287. The College has an enrollment projection of 10,000 students by 2015.

Enrollment in the program is down this year.

Year 1

34 students enrolled in Office Administration General certificate program

40 students enrolled in Office Administration – Medical diploma program

Year 2

32 students enrolled

General Education Compliance

June 11, 2010, the program was validated as general education compliant effective September 2011, when the Human Resources

6.3 Continuing Education Updates

There are some questions about continuing use of the York Med software and the support received from the vendor and whether there is another package that we could use. Alternatives were discussed.

Membership Review

At the Spring PAC meeting, the committee will review the membership and terms to ensure proper representation as outlined in our Terms of Reference.

Program Review

The program has been identified to go under program review in the 2016/17 academic year.

Opportunities for faculty professional development in the field

Timing for part-time and contract faculty who work full-time is a problem; need to aim for weekend or evening training and/or multiple sessions. CAFÉ is working on solutions to fit everyone's needs.

6.4 Student Voice

7. Additional Agenda Items

8. Decisions/Recommendations

9. Future Meeting Date

The next meeting will be held on June 7, 2011, from 6 to 8 p.m.

10. Adjournment

The meeting adjourned at 7:40 p.m.



Professional Golf Management Advisory Committee
School of Business, IT & Management
Tuesday November 9th, 2010, 6:30pm
Community Room, A144

Please RSVP to Jill Cook via email to jill.cook@durhamcollege.ca

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Scott Pritchard	Associate Director	Ontario PGA
External Committee Member		
Name	Title	Organization
Brandon McLeod		
Brandon Ridding	Pro Shop Manager (CPGA), Assistant Professional	Oakridge Golf Club
Jerry Nemish	Head Professional	Lakeridge Links Golf Course
Matt Thomas		
Paddy Kelly	Associate Professional	Coppinwood Golf Club
Peter Butler		
Robert Lewis		
Stephanie Best	Associate Professional	Lakeridge Links Golf Course
Elected Student/Alumni Representatives		
Name	Yr/Program/Alumni	
Andrew Morris	Year Two, PGM	
Robert Lewis	Year Three, PGM	
Elected Faculty/Staff Representatives		
Name	Title	
Jackie Bathe	Associate Dean	
Nadine Kirk	Coordinator	
Jeff Zakoor	Professor	
Jim Hopps	Professor	
Ryan Tracy	Professor	
Val Gilham	Program Officer	
Guests/Unelected Faculty/Staff		
Name	Title	Organization
REPORT PREPARED BY: (Name)		DATE: November 9, 2010
MINUTES REVIEWED BY CHAIR		DATE: (Date)

Present: Jackie Bathe, Nadine Kirk, Brandon Ridding, Andrew Morris, Scott Pritchard, Jerry Nemish, Jim Hopps, Paddy Kelly, Stephanie Best, Ryan Tracey

Regret(s): Brandon McLeod, David Reside, Matt Thomas, Peter Kelly, Tyler Ruest, Wilson Paterson, Robert Lewis, Jeff Zakoor

Guest(s):

1. Welcome and Introductions

- S. Pritchard welcomed the committee and facilitated introductions.

2. Additions to the Agenda

- No additions.

3. Acceptance of the Agenda

- Members accepted the agenda.

4. Approval of Minutes

- Members accepted the previous minutes.

5. Business/ Actions Arising from Previous Minutes

- HST has had an impact on the golf industry. Wholesale costs have increased by eight percent which has caused the membership fees to also increase by this amount.
- The cost to employ skilled staff has risen due to the increases in minimum wage. This means caution needs to be made in only selecting employees who are qualified in the industry.
- Members agreed that Social Media and Networking should be offered as an area of study within this course. This will help attract the younger generation as currently the baby boomers are a large portion of the memberships.
- The program is still looking at offering certification type programs.
- The college is not endorsed by the PGA and may have troubles doing that as PGA seems to be pulling away from endorsing schools as a whole.
- Graduates continue to require the five core competency models before obtaining certification from the PGA.
- The education requirements still involve a three year diploma or a degree to complete certification.
- Members feel "handicapping", reading a scorecard and employee relations should be taught in the curriculum in second or third year as this plays a large role in their future success.
- Members discussed incorporating "EVENT MAN" program for the computer portion of the program.
- Looked at students having the opportunity to take part in the PAT preparation seminar within their studies.
- Students and employers are happy with their experience.
- J. Bathe reported the current enrollment numbers: 27 students in year one; 23 students in year two; and 27 students in year three.
- Teachers have met with learner support to set up weekly tutoring sessions for those students having difficulty in particular subjects.
- Focus group was put in place which included second and third year students.

6. Discussion Items

6.1 External Membership Information Sharing

- Membership reviews will take place in the spring.

6.2 College/School Update and Program Update

- Full program review is currently being completed.
- Focus group and environmental scan are complete; working on curricular mapping to identify gaps in the program and areas for improvement which will be done in December.
- Applications have declined for the program but this has been seen across the province; student retention is at sixty percent which also meets provincial average.
- External focus group in two weeks – have a wide range of professionals from the industry.

6.3 Student Voice

- A. Morris noted that there could be change to the curricular, it seems as though students are being challenged to their full potential.
- Students find accounting and math useful and relevant to the industry; would like to see continued practical applications of what they are learning; look at having guest speakers and various field trips.

7. Additional Agenda Items

8. Decisions/Recommendations (action items)

- J. Cook will forward procedural information to S. Pritchard.
- Focus group will take place on November 25th; committee to receive updates following that meeting.
- Program of Studies to be distributed to all members.

9. Future Meeting Date

- Tuesday March 8th at 6:30pm.

10. Adjournment

- Meeting adjourned by Scott Pritchard, at 8:40pm.

Advisory Committee Membership List

Name	Title	Organization
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Committee Chair:

Keith White	IT Director	Oshawa Clinic
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External Committee Member

Name	Title	Organization
Dennis Hitchmough	ICTC Regional Manager	Information & Communication Tech. Council
Andrew Sutton	Network Consulting Engineer	Cisco
Celeste Bates		Minacs Adityabirla
David Wilson		
Derek Corneil		
Derek Goreski	Systems Engineer	Cisco Systems
Karl Alexander		
Matthew Goosen		
Matthew Rutledge	Professional Services Engineer	Unis Lumin Inc.
Mauro Lollo	Network Administrator	Watermark Insurance Services Inc.
Neil Groat		Cisco
Olivia Lu	Area Academy Manager	
Paul Swinwood		
Ryan Nicholson		
Sebastian Ruest		
Stefan Kolesnikowicz		
Wil Gay		
Kriss Warner		
Steven Witton	LAN Administrator	IQT
William Gay	Computer SCI Teacher	Port Perry High School

Elected Student/Alumni Representatives

Name	Yr/Program/Alumni
Devindra Sukhdeo	
Graham Fraser	

Elected Faculty/Staff Representatives

Name	Title
Ramzanali Jaffer	Professor
Paul Sheehan	Program Coordinator
Jackie Bathe	Associate Dean

John Mather
Adam Baran

Professor
Technologist/
Professor

Joshua Lowe
Simon Gellar
Adrian Lupea

Professor
Professor
Technical
Consultant

Guests/Unelected Faculty/Staff

Name

Title

Organization

Val Gilham

Durham College

REPORT PREPARED BY: Jackie Bathe

DATE: November 10, 2010

MINUTES REVIEWED BY CHAIR: Keith White

DATE: November 10, 2010

Present: Neil Groat, Matt Rutledge, Adam Baran, Dennis Hitchmough, Jackie Bathe, Ramzanali Jaffer, Andrew Sutton, Keith White, Simon Gellar, Mauro Lollo, Steven Wilton, Derek Goreski, Karl Alexander, Adrian Laupea, Will Gay, Olivia Lu

Regret(s): Paul Sheehan

Guest(s): Val Gilham

1. Welcome and Introductions

Purpose of advisory committees is to keep up current and viable.

2. Additions to the Agenda

No additions.

3. Acceptance of the Agenda

Accepted and seconded.

4. Approval of Minutes

Follow up from Previous Minutes

Last meeting we discussed IT Securities. It has been put on hold for one year while we determine the viability of the program.

Students now bring their own laptops. It went very well. Students are much happier.

5. Business/ Actions Arising from Previous Minutes

6. Discussion Items

6.1 External Membership Information Sharing

Cloud computing a significant trend. CISCO is strongly leaning towards the use of Cloud computing. Heavy integration with virtualization platforms, VM-Ware, Red Hat, Zen. The new NETW streams have introduced virtualization in two course without getting into depth. Would like to replace the current DCOM 5100 course with a course in cloud computing. Virtual networks are becoming huge. College is looking towards Gmail instead of MyCampus. Data Centre virtualization track will be valuable skills to have upon graduation, especially in mid-size enterprise and up. Moving to virtualized servers will decrease the hardware requirements. Government is training their own business analysts because they can't get graduates with virtualization skills. ICT says there are more positions than graduates. The government is trying to encourage immigration to fill positions. Often contract out for support with systems and work to be done on a project. As long as employees come with a basic skill-set, companies can train to specific skills. These basic skills sets should include a generalized knowledge of Cloud Computing and Virtualization.

Jaffer gave an overview of the content covered in our program 3 year technology program . He explained we currently meet and in many cases exceed the requirements of industry for entry positions. The platforms being taught are all current 2008 platforms in server technology. The same applies to the new courses in security, VOIP and unified communications which now embrace Blackberry technology. Since DCOM 5100 is reaching its end of life support from CISCO it may be time to replace it with something in cloud computing & virtualization – we would have to figure out what types of virtualization we could teach and what equipment would be needed together with instructor skill-sets. The program team was tasked to put together some ideas and bring it back to this committee for approval. Students should be familiar with the terms and technology and the employer can train the specifics. The advisory committee agreed that employers are seeking generalization of knowledge with respect to Cloud computing rather than a focus on specifics and a concentration on teaching people to think outside the box.

Last meeting we discussed Blackberry. The company is now letting us use parts of their curriculum and they gave us approx 8 Blackberries to use to teach the program (Unified Communications starting winter 2010)

VMWare was also discussed – should we go in this direction? Right now we can use VMWare for one year as long as it's installed on desktop computers (academic license – free)

The big question is, are we going in the right direction with virtualization? The committee feels it will be around for a long time and will be very important. How deep should we go? We have already been teaching local desktop virtualization. To date, virtualization has primarily been located in data centre. Within 3 years, it will likely evolve to desktop virtualization.

It was asked if grads feel if there would be time in 6th semester to have an additional DCOM added. One student felt there was overlap with the communications course curriculum and the field placement preparation. He feels 5th semester is manageable. Past grads felt 6th semester wasn't overly heavy. Some students may want a little extra time to job search.

We have Ministry outcomes that must be adhered to but we also must ensure we keep current in the market. Technologies might change but the skills-set is the same. We give them the knowledge and ability to learn and to possibly write/get certifications. We are not in the business of certification. Certification may make someone stand out when job searching. Grads found getting the certifications enabled him to get the better job. It is a lot of extra work. It is future investment in you. Another employer who was a grad, did not have certifications and has been very successful. Certain certifications may be geared towards certain companies or types of companies. I.e. CISCO or VMWare.

Jaffer reported that we placed as the top team in the qualifying rounds of Netriders for Ontario.

Employer Satisfaction with Placement Students

One employer has had placement students and has been very happy. Soft skills are important.

Enrollment Targets & Projections

New Program Standards

Wanted 135 in first semester – we have exceeded. We will have a January intake (30-35 students).

These students will go until August and start 2nd year in Sept.

40 Comp. sys tech.

44 technology in yr. 1

16 technicians

45 technologies

Program Quality Progress Report

Program team discusses KPI's, program health matrix, and has discussed what can be done to address the issues raised.. The two things founds: a) rework the security content – already done - replaced SECR 1100/2200 with CCNA Security and Unified Communications b) felt they needed to do a better job marketing the program. Maybe use some videos and films- currently been worked on with some Media, Art and Design students to produce a video. There will be a link on the school website. We want to get more connected with local area high schools. We will be doing dual credit courses – high school and college credit in one course. Perhaps DCOM 1100 could be offered. Perhaps also Business Systems Fundamentals. This course ties the IT and Business world together.

KPI Status, Annual Curriculum Renewal

Knowledge of instructor teaching course – how can student evaluate this and how do we interpret this data.

Stats out of sync due to students going on to another year vs. employment

We will survey the current classes and compare the results to the KPIs. Hopefully we'll get better data with proper results to go forth.

87.5 graduate employment

100% employer satisfaction

76.9

75% Student satisfaction

Opportunities for Faculty PD in the Field

Employment Statistics

Jackie, please fill in from the stats.

6.2 College/School Update and Program Update

January – 3 fully functional ????. We will be going towards 4. Perhaps expand to 8 ports.

We will participate in a fair in Scarborough. Open house will be Saturday, Nov. 13th. This year we have 22 student volunteers who will speak with perspective students/parents.

All programs have all moved to 2008 server platform. We will run the first 2003 exchange server and will run first CCNA Security and Unified Communications course. First course in forensics computing will be run as a mandatory GENED replacing the Electronics course this winter. We are totally compliant with GenEd according to Ministry guidelines. Program Review will take place in 2012/13.

We will be participating in Skills Ontario once gain. We won the Gold medal last year for Computer and Networking Support.

6.3 Continuing Education Update

Val will attach the PM & BA certificate program information to the minutes.

6.4 Student Voice – members felt the program has changed a lot and for the better.

7. Additional Agenda Items

7.1

7.2

7.3

8. Decisions/Recommendations (action items)

9. Future Meeting Date

Wed, March 30th.

10. Adjournment

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Sue Ploughman	VP Sales & Marketing	Promotional Products Fulfillment & Distribution Ltd.
External Committee Member		
Jomo Benjamin	Freelancer	
Kimberley Burchiel	Print Production Supervisor	Leo Burnett
Amanda Desouza	Writer/Producer	M:30 Communications
Elaine Garnett	General Sales Manager	Corus Entertainment
Alexandra Kolar	Sales & Marketing	Marketing Magazine
Andrew Martin	Production Artist	Cossette (Identica)
Maria Maynard	Senior Account Executive	Bimm Communications Group
Mike Needler	Associate, Media Buying	Mindshare
Stesha Roy	Senior Media Strategist	OMD
Elected Student/Alumni Representatives		
Amanda Carefoote	3 rd Yr. Advertising	
Lisa Elliott	3 rd Yr. Advertising	
Leanna Hess	3 rd Yr. Advertising	
Elected Faculty/Staff Representatives		
Charlotte Hale	Associate Dean	School of Media, Art & Design
Greg Murphy	Dean	School of Media, Art & Design
Dawn Salter	Coordinator, Advertising	School of Media, Art & Design
Guests/Unelected Faculty/Staff		

REPORT PREPARED BY: Dawn Salter

DATE: November 11, 2010

MINUTES REVIEWED BY DEAN: Greg Murphy

DATE: November 21, 2010

Present: Amanda Carefoote, Lisa Elliott, Elaine Garnett, Leanna Hess, Andrew Martin, Mike Needler, Stesha Roy, Dawn Salter

Regret(s): J. Benjamin, K. Burchiel, A. Desouza, Charlotte Hale, A. Kolar, Greg Murphy, S. Ploughman

1. Welcome and Introductions

D. Salter welcomed members of the committee and had each complete an Advisory Member form to update contact information.

2. Additions to the Agenda

There were no additions to the Agenda.

3. Acceptance of the Agenda

The Agenda was accepted by the Advisory members.

4. Approval of Minutes

The minutes of June 29, 2010 were accepted by those in attendance.

5. Business/ Actions Arising from Previous Minutes

A formal request was made to have the Advertising program undergo a formal review process. This will take place in the spring of 2011.

6. Discussion Items

6.1 External Membership Information Sharing

- There continues to be a need for 'interactive' creative people within industry, which is being driven by the popularity of social networking sites and more online direct response campaigns. D. Salter mentioned when receiving interactive leads from industry contacts, she often forwards them to both the Multi-Media and Web Development Coordinators as their graduates are more trained in the area of designing and programming interactive content. The Advertising program focuses on the strategy involved in the planning, development, and recommendation of communication materials for clients and although there is some execution of online content, it is not the focus. Ad students receive creative training geared more towards print and broadcast vehicles. There will likely be more online advertising content added in future but this will be dependent upon:
 - a) The new Ministry Learning Outcomes for Advertising Programs, and
 - b) The results of a formal program review for Durham College's Advertising Program.
- S. Roy mentioned there is a noticeable increase in clients beginning to spend in more traditional media vehicles again, like television (the Financial and Automobile clients are leading the spend). There had been a decline in Advertising spending of traditional media over the past few years because of the recession.
- Members did not feel there were any significant changes to the labour market. S. Roy mentioned that the Media Planning/Buying sector continues to be one of the easier areas for Advertising graduates to gain employment. D. Salter supported this statement sharing that there are always more leads from industry contacts than there are interested students to refer. In the 2011 graduating class only 5 of 51 students have expressed an interest in pursuing a career in Media Planning/Buying.

6.2 College/School Update and Program Update

- The Program will again accept 75 students for the 2011/12 Academic Year. There was discussion and agreement from the Advisory to raise the English mark requirement for prospects to gain acceptance. Presently an applicant must only pass Grade 12 English. Given there has been a noticeable decline in the writing and speaking ability of students as noted by faculty, D. Salter mentioned the desire to raise the minimum English requirement to a 70%, which is in line with the English minimum requirement in both the PR and Journalism programs. The three third year students in attendance mentioned they had to take tests as part of admission requirements at other schools they applied to. It appears as though Sheridan, Centennial, George Brown, and Seneca have testing requirements for admissions (basic math and communications).
- Discussions have been underway with the Registrar's Office and both D. Salter and G. Murphy will follow-up to ensure appropriate changes are implemented for the 2012/13 Academic Year.
- Greg Murphy writes: Although I was unable to attend in person, apart from a brief conversation by phone, I would like to comment on some of the issues raised during the meeting through these minutes. Some of the technical shortcomings in the learning outcomes can be addressed by adding a 6th in-class semester and moving the field placement (now occupying the entire final semester) to the 9th or 10th week. This would allow the addition of further training in social media and web design. It would also allow students to refine their skills in the use of data mining; account management; media planning and buying; and in the technical areas of photo and video capture and manipulation. The video course discussed in item #7 Recommendations, will be re-examined as four new programs are developed over the next 10 months. There will be a significant increase in the use of video technology in the School of Media, Art and Design by Fall 2011 as we develop programs in Digital Video Production; Digital Photography and Advanced Fine Arts.
- D. Salter provided a top line of employer satisfaction with the Advertising internship program. 45 students completed placement during the Winter 2010 period with 43 students receiving either Above Average or Exceptional performance ratings from their supervisors. Only two students received satisfactory evaluations and no students were asked to repeat their placements. This is consistent with historical performances.
- The Program will again accept 75 students for the 2011/12 Academic Year. There was discussion and agreement from the Advisory to raise the English mark requirement for prospects to gain acceptance. Presently an applicant must only pass Grade 12 English. Given there has been a noticeable decline in the writing and speaking ability of students as noted by faculty, D. Salter mentioned the desire to raise the minimum English requirement to a 70%, which is in line with the English minimum requirement in both the PR and Journalism programs. The three third year students in attendance mentioned they had to take tests as part of admission requirements at other schools they applied to. It appears as though Sheridan, Centennial, George Brown, and Seneca have testing requirements for admissions (basic math and communications).
- Discussions have been underway with the Registrar's Office and both D. Salter and G. Murphy
- A formal Program Review will begin in the Spring 2011. G. Murphy to provide D. Salter with all the details. The last Advertising Program Review was done in the Spring 2004 so there is a clear need to conduct a new review.
- Results from these reports were discussed during the summer June 29th 2010 meeting and therefore were not reviewed in detail. D. Salter simply reiterated that although student satisfaction levels for the quality of their learning experience were lower than the MTCU and Durham College averages, 'Graduate Satisfaction' and 'Employer Satisfaction' continue to be extremely high and above average suggesting some contradictory information. Students rate their teachers high and are happy when they graduate and employers are happy with their performance, so it is difficult to assess why students may have some dissatisfaction throughout the process. Many speculate it has to do with students not taking the surveys too seriously or only really take interest in any evaluations once they graduate. The Program and Advisory team continue to hypothesize that last year's lower retention score could be the result of students being ill prepared for the expectations of the program and/or not enjoying the content. It was noted that the early departure students in Advertising were failing 3 or more subjects, so poor performance appears to be the driver (lack of interest in content, lack of motivation).

6.3 Continuing Education Update

- K. Doyle-Brownell our student Liaison is working with our Continuing Education Officer, S. Meader to try and offer classes in the evening for students who have not been successful.

6.4 Student Voice

- Current third year students in attendance mentioned they were not satisfied with the current Portfolio class as they felt the deliverables were too structured and thus did not allow them to put together a book that reflected their true creativity and talents (too 'cookie-cutter' template approach to be followed). D. Salter shared feedback with the faculty member who has since discussed process with students. D. Salter also encouraged students to still put together a book as required to show their ability to follow instructions and meet criteria, but should also develop a version that is completely a creative piece reflective of their style and personality. Students are encouraged to share work and gain feedback towards portfolio submissions from other faculty so they should act on this. Students would like to have a session within Portfolio class that helps them understand why and how portfolios are used as well as have good and poor examples reviewed with them.
- Current third year students also suggested the addition of a lesson or two in their Video Production class that walks them through video camera operation. Currently, the course has them moving right into production without instruction on features and how to use the equipment. Perhaps this course needs to be more like an intro Photography course? D. Salter to discuss with J. Starling who currently teaches the course.
- No particular opportunities were discussed although D. Salter mentioned she continues to complete some PD at agencies during the summer months when not in class. It is encouraged that other faculty do the same or gain training on upgrades to software, attend any seminars of interest or Innovation Centre sessions.

7. Additional Agenda Items

7.1 Nomination of Chair

- Although absent from the meeting, Advisory Member S. Ploughman was nominated for Chair by D. Salter who had discussed responsibilities with her earlier in the week. S. Ploughman accepted. D. Salter asked for agreement by the Advisory during the meeting and there was unanimous agreement. Jason Grabinsky was thanked for being the chair for the past two years; his time and commitment were appreciated.

8. Decisions/Recommendations (action items)

- M. Needler (recent alumni, June 2010) mentioned he was not familiar with some key media terms necessary to know in his job when he began his full-time media position in the spring 2010. He reviewed the terms he needed to know and S. Roy, now teaching the media courses in the Ad Program, confirmed that these terms are part of the new curriculum. S. Roy also confirmed that there will be a unit or two which cover off the strengths and limitations of online/social marketing media as this continues to be a trendy area that clients want to play in/spend in. S. Roy mentioned that there is a great online resource, Media Digest (CMDIC) that is available and can be downloaded for free. It was suggested she discuss this resource with her second year students so they are aware and can access it.
- E. Garnett suggested the Advertising Program Round Table Day might also be used for alumni turned employers, to scout for interns. The main focus of this unique program offering will continue to be an informational session to help guide students on career choices and to help identify promotional materials they could use when interviewing.

9. Future Meeting Date

- Present Members agreed to a Spring Meeting Date of Thursday, May 26th @ 6:00PM. Meeting will either be held in Toronto at either Cossette or Mindshare. Will confirm location closer to the date.

10. Adjournment

- Meeting was adjourned at 7:30 p.m.

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Ron Subden	Executive Chef	Oshawa Golf Club
Kelly O'Brien (Co-Chair)	Clubhouse Manager	Oshawa Golf & Curling Club
External Committee Member		
Don Andrews	Owner/Operator	Tin Mill Restaurant
Kevin Anyan	General Manager/Owner	Kings Court Catering
Bob Brown	Program Facilitator SCWI/SHSM	Durham Board of Education
Sharon Doyle	Manager	Taunton Mills LTC Facility
Penny Johansen	Owner/Manager	Chatterpaul's
Georg Krohn	Hospitality Consultant	
Faybian Palmer	Director of Food Services	Aramark Food Services
Stacey Ritchie	OYAP and Pathways Coordinator	Durham Catholic District School Board
Mary Solomon	Production and Retail Manager	Ontario Shores Centre for Mental Health Sciences
Elected Student/Alumni Representatives		
Megan McCrorie	Year 1 Student	Hospitality Management
Elected Faculty/Staff Representatives		
Jackie Bathe	Associate Dean	School of Business, IT & Management
Dave Hawey	Professor	Culinary Skills
Val Gilham	Program Officer	Continuing Education
Robert Grieve	Professor	Hospitality Management
Peter Lee	Professor/Culinary Lab Technician	Culinary Skills and Hospitality Management
Guests/Unelected Faculty/Staff		
Lisa Burt	Administrative Coordinator	School of Business, IT & Management
Vidal Chavannes	Manager, Program Development and Quality Initiatives	Office of Research Services and Innovation
Emma Cronin	Admissions and Recruitment Officer	Admissions and Recruitment
Anna DeGrauwe	Career Advisor	Hired Career Services
Judy Spring	Dean	School of Business, IT & Management

Present: Don Andrews, Kevin Anyan, Jackie Bathe, Bob Brown, Sharon Doyle, Val Gilham, Robert Grieve, Dave Hawey, Penny Johansen, Georg Krohn, Peter Lee, Kelly O'Brien, Faybian Palmer, Stacey Ritchie, Mary Solomon, Ron Subden

Regret(s): N/A

Guest(s): Vidal Chavannes, Emma Cronnin, Anna DeGrauwe, Judy Spring

1. Welcome and Introductions

- This is the first meeting of the Culinary Skills/Hospitality Management Advisory Committee.
- J. Spring welcomed the participants and facilitated introductions.
- The roles and objectives of advisory committees were reviewed. Participants received copies of the Advisory Committee Terms of Reference as a reference.

2. Additions to the Agenda

- Election of chair was added under 7.3 – Additional Agenda Items

3. Acceptance of the Agenda

- The agenda was approved with the one additional agenda item noted above.

4. Discussion Items

4.1 External Membership Information Sharing

- Participants expressed a need for experienced staff with customer service and serving skills.

4.2 College/School Update and Program Update

- We experienced strong enrolment for the first year of the programs. Hospitality Management currently has 45 students. Culinary Skills currently has 35 students. Faculty noted that the majority of the students are local.
- J. Spring described other programs offered by our school and articulation agreements currently available.
- R. Grieve provided an overview of the Hospitality Management program. Students receive hands-on experience in a kitchen and will run a restaurant in both the cooking and service side.
- The program team will be making ongoing updates to the program as needed.
- D. Hawey provided an overview of the Culinary Skills program. The students seem to be focused and excited about the program. The students are currently learning basic kitchen skills and are preparing for their field placement. The students have a mixture of kitchen experience and are mostly direct from high school.
- Students recently prepared soups and sold them as part of a United Way fundraiser. The soups were very popular.
- D. Hawey is arranging for students to volunteer for various fundraising events to receive experience. Students participated in preparing a meal for a local golf tournament. Chef Peter Lee took students to a local hospital fundraising gala.
- We are currently leasing kitchen facilities at Maxwell Heights Secondary School. In addition, we have offered secondary school students at Maxwell Heights a dual credit in Customer Service to begin in February 2011 which will give them a high school credit and a credit in the Hospitality Management program.
- A new building is planned for the Whitby Campus to house approximately 950 students and will include several kitchen labs that would house about 24 students in each class. Other programs that will be housed in the new building include Horticulture and Food Sciences.

- The field placement requirement is 80 hours of workplace experience. Noting that due to the nature of the business, it is expected that the placements would take place when the facility needs them (evenings, weekends for example). The group discussed requirements of the students and the measurement criteria for field placement employers to determine success. An employer handbook is being created and will be available to all employers by the time that placements occur. The ideal field placement experience would include all aspects of the job to provide experience for the student. Some have had bad experiences with students from other colleges and expressed concerns about attendance and preparation of the students.
- Faculty invited those interested in hiring a placement student to observe the students during class time as part of their selection process.
- Customer service skills were discussed. Theory and practical experiences have been planned within the curriculum. The restaurant will open February-April. Serving experience was noted as an important skill by the participants. The faculty confirmed that the students will receive theory and practical experience during their restaurant module, but the students will need placement/workplace experience to solidify their skills.
- Wine skills currently aren't included in the Culinary Skills program but will be included in the proposed Culinary Management.

4.3 Continuing Education Update

- As soon as we have our own kitchen facilities, Continuing Education will be offering programming in the culinary area.

4.4 Student Voice

- Megan McCrorie reported on her experience in the Hospitality Management.
- The kitchen facilities are very nice and the travel time is not a problem. Megan car pools with other students but said that the travel time by bus in about 15 minutes.
- Her class is at the lab max and she reported that the kitchen can be a bit crowded, but it is manageable.

5. Additional Agenda Items

7.1 Culinary Management Proposed Program.

- After discussions, the group unanimously agreed to the continued preparation of the new proposed Culinary Management program. (see focus group minutes dated November 15, 2010)

7.2 Election of Chair

- Ron Subden was elected as chair.

6. Decisions/Recommendations (action items)

- See attached action log sheet for action items.

7. Future Meeting Date

- The committee prefers morning meetings.
- Monday May 16, 2010 at 9:30 a.m. - Community Room, A144 Gordon Willey Building.

8. Adjournment

- The meeting was adjourned at 10:30 a.m.

Program Advisory Committee Action Log

NEW Action Items from November 15, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	Participants who are interested in hiring a field placement student should contact Robert Grieve – by email robert.grieve@durhamcollege.ca or by phone 905-721-2000 ext. 2309. This planning for this academic year’s placement is underway. If you are interested in a placement for this year, please contact us no later than November 30, 2010. We will always welcome calls for future placements after that date.	ASAP – no later than November 30,2010	All External Committee Members	



Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Jay Fisher	Project Executive	York University
External Committee Member		
Name	Title	Organization
Cindy Kaye	Manager, Public Affairs	OPG
Bob Verwey	Owner	OWASCO
Gary Vaughan		
Elected Student/Alumni Representatives		
Name	Yr/Program/Alumni	
Elected Faculty/Staff Representatives		
Name	Title	
Ingrid Brand	Professor	School of Business, IT & Mgmt.
Jeff Schissler	Professor	School of Business, IT & Mgmt.
Peter Stasiuk	Professor	School of Business, IT & Mgmt.
Jackie Bathe	Associate Dean	School of Business, IT & Mgmt.
Val Gilham	Program Officer	Continuing Education
Ann-Marie Bennett	Program Officer	Continuing Education
Guests/Unelected Faculty/Staff		
Name	Title	Organization

REPORT PREPARED BY: (Name)

DATE: (Date)

MINUTES REVIEWED BY CHAIR

DATE: (Date)

Present: Jay Fisher, Jackie Bathe, Jeff Schissler , Val Gilham, Ann-Marie Bennett, Ingrid Brand, Peter Stasiuk, Bob Verwey, Gary Vaughen, Cindy Kaye

Regret(s): Jeff Nelson, Dave Lapenta

Guest(s): Arlene Allen

1. Welcome and Introductions

2. Additions to the Agenda

2.1. Program Brand

3. Acceptance of the Agenda

Agenda approved and seconded.

4. Approval of Minutes

4.1. It was decided that students would join CMA & CPSA. Incidental fees were added to their tuition.

CMA – Canadian Marketing Association – The memberships are underway.

CPSA – Canadian Professional Sales Association – Judy is ensuring this is being done.

There are good cost savings from membership (ie. hotels). Make sure students are led through the site and the benefits of membership. This may give students an advantage with job hunting. We got approval from CPSA for equivalencies for many of our courses. Need to clearly communicate with CPSA and students, what equivalencies are in place and the pathway to the credentials.

Durham College Marketing competition – last year over 35 students – one of the most successful years. Last February ('10) Jeff took 3 students to Vanier Business Challenge in Montreal. It is a 3-day event and 30 schools participate. Students read through a case and make recommendations for a business plan. The presentation is 18-20 minutes and is presented to an audience. The students did well but did not get into top 3. Will be going again in 2011.

Minutes were approved and seconded.

5. Discussion Items

5.1. Industry Trends

5.1.1.Changes in Legislation

Nothing to report.

5.1.2.Changes in Labour Market

It was reported the construction industry is not seeing much improvement in 2010 over 2009. There will be a lot of work in the next year and a half.

Foreign completion is a large problem. US have a strong 'buy American' policy. This was confirmed at the Economic Prosperity Conference.

In the Steel industry, it is cheaper to ship it here that it is to manufacture it here due to high power rates. Companies are running weekends and evenings to take advantage of lower power rates. Labour rates are also high. The Canadian \$\$ is also not helping.

Complexity of jobs is increasing due to changes in technology, regulations, compliance, merging, etc. Marketing departments must be aware of changes is all of these issues. It was asked how we can teach the students more about these types of complexities? Students would not be expected to function at this level. They would be in entry level courses but

student's expectations are higher although they would not necessarily ready. It is a characteristic of this generation to feel a sense of entitlement. Students lack in ethics and realism.

Car industry is booming – sales have greatly increased. Recreational vehicle tourism will be up about 20% next year. They are having trouble filling the positions.

We should try to thread international issues into most marketing courses. We could also look at customer service skills.

Student's writing skills are generally poor. Critical thinking and problem solving skills are also lacking.

Social Media is huge and is not being fully addressed in our curriculum. Digital Marketing is a good start but we have a long way to go. We need to address strategic initiatives for marketing with the new technologies. It has been discussed to add Current Events as the General Education course in the program. Media and culture is also a topic area which must be fully explored. It is difficult but important for faculty to make changes in the curriculum to meet the needs of the grads 3-5 years from now. The program also needs to stay current and competitive with other college programs. This gets back to teaching critical thinking skills so students can adapt upon graduation and beyond. Advertising and public relations are done in very different than they were even 10 years ago. Many texts that we use are very out of date.

5.1.3. Employer Satisfaction with Placement Studies

Nothing to report.

5.2. Enrollment Targets & Projections

347 first year students (all options)

75 year 2 marketing

56 year 3 marketing

Students want a more flexible schedule – ie. online, nights, etc.

5.2.1. New Program Standards

Nothing to report.

5.2.2. Program Quality Progress Report (Health Matrix)

This was to identify the areas of strength and that required improvement.

Program Weaknesses:

- a) Helpfulness of instructor outside of classroom. It is sometimes difficult to ascertain the student's intent or meaning. The office of Institutional Research will do another survey to delve into this issue and provide more concrete data.
- b) Text – students don't like the high price, but often students do not utilize the text properly.

Program strengths:

- a) Ability to work with others
- b) utilization of skills.

5.2.3. KPI Status, Annual Curriculum Renewal

The next formal review for Marketing is scheduled for 2015/16. We will continue to review our curriculum each spring.

5.2.4. Opportunities for Faculty PD in field

Instructors would like more opportunities to get back into industry.

5.2.5. Employment Statistics

Jackie, please fill in these statistics. Thanks.

5.3 College Program & School Updates

It is difficult to be responsive in timely fashion is difficult due to our long-range deadlines.

The 3 communications courses in the business programs will be combined into 2 courses starting for the Fall 2011 year. Grammar, spelling, sentence structure will be taken into consideration into all courses instead of just being addressed in College Communications Skills.

Marketing has a website (insert website address here). The site talks about articulation agreements, hands-on experience (real world class examples, marketing competitions), testimonials, up-to-date relevant skills, wide variety of jobs, course description, admissions requirements and laptop requirements.

5.4 Continuing Education Update

Distance Education courses are run through Ontario Learn. Over half are owned by Durham College. Many other courses are brought to us from another Ontario Learn college. There are many monthly intake courses. Enrollments are very strong for distance education. The final business course is being developed for distance education for January 2011. Moodle is the platform that is primarily used for DE courses.

Very few marketing courses are delivered in the evening due to lack of interest. We are offering Marketing Digitally, Marketing I & II and Principles of Sales at night.

5.5 Research Initiatives/Opportunities

No other research to mention.

5.6 Student Voice

No students present.

6. Other Business

6.1. Membership Review

We are always looking for new employer members. We also need to have student and alumni representation.

6.2. Program Brand

We don't have a market brand and we need to more competitive. Perhaps our brand could be our real-world approach. Perhaps we could be a sales professional specialist, or a digital marketing specialist. We need to talk to our students to ask what made them enroll in Marketing at Durham (especially those not from the Durham Region). Perhaps we need to decide on area of expertise and create a strong brand. What is the strength of the marketing instructor team? Several of our instructors teach real-life, practical skills and experiences.

Action: Suggested that we do a marketing competition (project) to have the students help with this initiative. Let's look at how other colleges are branding their marketing program.

7. Decisions/Recommendations (action items)

Jeff will consider the branding project and report the progress at the next meeting.

8. Future Meeting Date

Is this the best time slot? 4:00-6:00 was discussed.
Wednesday, April 6th, 4-6.

9. Adjournment

8:55 pm

Advisory Committee Membership List

Name	Title	Organization
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Committee Chair

External Committee Member

Name	Title	Organization
Bob Malcolmson	CEO and General Manager	Greater Oshawa Chamber of Commerce
Dave Hare		
Dianne Gallo	Senior Manager	Business Development Bank of Canada
Elizabeth Tracy		
Jackie Simkin		
Lorna Weston-Smyth		
Nikki Henderson		
Richard Gauder		
Sue Pitchforth		
Wendy Abel		

Elected Faculty/Staff Representatives

Name	Title
Tina Grant	Professor
Bill Bradburn	Professor
Jackie Bathe	Associate Dean
Jeff Schissler	Professor
Jeffrey Burns	Professor
Ted Seath	Coordinator

Guests/Unelected Faculty/Staff

Name	Title	Organization
Arlene Allen	Administrative Support	Durham College
Ryan Ounjian	Business Information Officer	Business Advisory Center Durham

REPORT PREPARED BY: Jill Cook

DATE: Tuesday, November 16, 2010

MINUTES REVIEWED BY CHAIR

DATE: (Date)

Present: Jackie Bathe, Val Gilham, Bill Bradburn, Ted Seath, Jeff Burns, Tina Grant, Dave Hare, Dianne Gallo, Bob Malcomson, Lorna Weston-Smyth, Ryan Engine

Regret(s): Elizabeth Tracy, Jackie Simkin, Nikki Henderson, Richard Gauder, Sue Pitchforth, Wendy Abel, Jeff Schissler

Guest(s): Arlene Allen

1. Welcome and Introductions

- Jackie Bathe welcomed the committee and facilitated introductions.

2. Additions to the Agenda

- None.

3. Acceptance of the Agenda

- Members accepted the agenda.

4. Approval of Minutes

- Members accepted the previous minutes.

5. Business/ Actions Arising from Previous Minutes

- None mentioned.

6. Discussion Items

6.1 External Membership Information Sharing

- Accessibility Act will impact small business owners; store needs to be fully accessible, training needs to be available to their employees.
- Issues still remain around trying to have small business owners trained properly and certified in areas that relate to their work. Training can be very expensive; some businesses do not exceed twenty employees so they can remain under the requirements of ensuring their staff members are properly trained.
- The Chamber of Commerce offers training for entrepreneurs and small business owners but it remains difficult to attain attraction to these sessions.
- Fines will start to be delivered to companies or owners who are compliant with regulations.
- There are resources and companies that specialize in providing training to companies.
- T. Seath will communicate with Gary Gannon of the Human Resource placement program to discuss the options of promoting placements throughout local business newspapers and trade magazines, etc.
- Field placement students are covered under the Ministry, so entrepreneurs and small business owners need not be weary of hiring them.
- Discussion around the importance of integrating a Health and Safety focus into the program.
- Following the recession, many small manufacturing plants have remained close or used the opportunity to reopen under a new image.
- There has been a large increase in home based consulting businesses.

- The Summer Company Program has been successful with various groups of students, may want to look at involving this program in that activity.
- Over the next 15 years, skilled trade shortage; 65 % of tradesmen will qualify for retirement.
- Social media should be a focus in this program.
- Formatting of the placement program needs to be reviewed; difficult for employers to trust students with customer database, etc. in such a small timeframe.; students are not able to feel out the industry in a short time.

6.2 College/School Update and Program Update

- Discussion took place around the current structure of the placement portion of the program.
- Suggestions of having students participate in events rather than completing a placement. Events could include a Chamber of Commerce event or attending a meeting.
- Some of these types of events could be part of the curriculum and marked so students are willing to attend.
- Students should be members of the Chamber of Commerce; BPW holds a student rate.
- BPW also holds dinner meetings every fourth Monday of the month and hosts a special event in March of each year for students to attend.
- J. Bathe updated the committee on the current enrollments: 22 students registered in the compressed 1 year program; 28 students in year 1 of the normal stream and 21 in year 2.
- KPI results were low which was expected as this is still a new program.
- Changes to courses within the program: Payroll Admin. Is now offered during the day rather than at night only; Small Business Management has been changed to include ethics and the Sales Act; Taxation for Entrepreneurs is now available; and the two Communications courses have been adjusted so they do not overlap information.

6.3 Continuing Education Update

- Entrepreneurship and Small Business courses are offered, more as a course to course method and not a formal diploma program; this works very well, spaces are always well occupied.
- Daytime students like having the night option as well to accommodate their needs.
- V. Gilham was interested in the idea of offering Taxation for Entrepreneurs course.
- Workshops are also available for Small Business and Entrepreneurship.

7. Additional Agenda Items

- No items were added.

8. Decisions/Recommendations (action items)

- J. Bathe and T. Seath will redesign the field placement portion of the program; will update committee in the next meeting.
- Student representatives will be added to the committee for the next meeting.
- J. Bathe will put together student focus group to address any issues with the program.

9. Future Meeting Date t

- Tuesday April 5th, 2011 at 6:30pm

10. Adjournment

- Meeting adjourned by J. Bathe at 8:30pm

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Erika Goreski	Coordinator of Volunteer Resources	Rogers Television
External Committee Member		
Joanne Burghardt	Editor in Chief	Metroland News
Tony Doyle	Assistant to the President	Durham College
Ted McFadden	News Editor	York Region Media Group
Terry O'Keefe	Producer	City News
David Stell		
Bill Swan	Retired Professor	
Sandra Watson	News Director	Durham Radio Inc.
Elected Student/Alumni Representatives		
Kyla Morgan	2 ND Yr. Journalism Print	
Elected Faculty/Staff Representatives		
Charlotte Hale	Associate Dean	School of Media, Art & Design
Greg Murphy	Dean	School of Media, Art & Design
Rob Paxton	Coordinator, Journalism	School of Media, Art & Design
Anna Rodrigues	Professor, Journalism	School of Media, Art & Design
Gerry Rose	Professor, Journalism	School of Media, Art & Design
Guests/Unelected Faculty/Staff		
Brian Legree	Professor, Journalism	School Of Media, Art & Design
Sandra Meader	Continuing Ed. Officer	Durham College

REPORT PREPARED BY: Alanna Desaillier

DATE: November 16, 2010

MINUTES REVIEWED BY CHAIR: Erika Goreski

DATE: November 30, 2010

Present: Joanne Burghardt, Tony Doyle, Erika Goreski, Kyla Morgan, Greg Murphy, Rob Paxton, Anna Rodrigues, David Stell, Sandra Watson

Regret(s): Charlotte Hale, Brian Legree, Ted McFadden, Terry O'Keefe, Sandra Meader, Mary Noble, Gerry Rose, Bill Swan

1. Welcome and Introductions

E. Goreski welcomed the members and asked for a round table introduction.

2. Additions to the Agenda

No additions to the agenda.

3. Acceptance of the Agenda

The agenda was accepted.

4. Approval of Minutes

The minutes of April 20, 2009 were approved.

5. Business/ Actions Arising from Previous Minutes

- S. Watson asked for an update on the program review which was completed in the spring of 2010. R. Paxton summarized the review report which G. Rose and G. Murphy presented to the Durham College Academic Council.
- Articulation agreements with UOIT have been completed. Students who have completed their three year diploma are able to take two bridging courses through the summer and can enter directly into year three of the degree program.

6. Discussion Items

6.1 External Membership Information Sharing

- The idea that students come in to the program wanting to just “write” needs to be addressed. Interviewing, research and reporting are all major components of the program. This could be captured by the High School visits.
- E. Goreski suggested a colleague who is interested in joining the Advisory. The name will be passed onto R. Paxton.
- T. Doyle asked how much of the Journalism print field has changed, how much new media is being taught? R. Paxton shared the changes to the curriculum that is addressing the Industry shift from Print based to new media. E.g. Interviewing and Research is now its own independent course.
- Cable television is pushing Community interaction. The younger audiences are watching TV. on-line.
- Independent radio broadcasting is very expensive. Pros and cons of citizen Journalism were discussed. Breaking news is now on the websites, newspapers are writing exclusive articles.
- D, Stell asked if writing on a deadline is still being taught within the program. R. Paxton stated this is being addressed in a number of courses.
- Not a lot of reporters are laying out the paper anymore, could the pagination be moved. A lot of newspapers are hiring Graphic Designers to layout the paper now.
- The introduction of web based Journalism needs to be addressed in second year. Could a split between web based journalism and the print based (Chronicle) be looked at?
- A suggestion to allow students when they start writing to upload to a “mock” website was discussed.

6.2 College/School Update and Program Update

- G. Murphy shared the Adobe software package that the College has negotiated for the students; Students will receive the Master Collection.
- G. Murphy addressed the KPI's for the Journalism program and the Quality report compiled by the program team.
- The graduation rate for 2009 for Journalism Print is 70% and 100% for Journalism Print & Broadcast.
- First year enrollment is 90 seats; currently the program has 75 students. There is concern in the drop in applicants due to the changes in the laptop program. Students no longer lease their computers but are required to purchase a laptop before starting the program.
- R. Paxton addressed a new faculty mentoring program that was introduced into first year. There is some very positive feedback from this. The faculty involved in this mentoring is: A. Fournier, B. Legree, R. Paxton and A. Rodrigues.
- A discussion ensued around Open House and the perspective applicants.
- The program is now Gen Ed. Compliant as of the 2011 Program of Studies.
- A MTCU initiative is to encourage faculty to go on secondment during the May/June time period; this allows faculty to get up to date in Industry.
- The School of Media, Art & Design has been Ministry approved for two new programs for 2011 – Digital Photography and Digital Video Production. Digital Visual Effects and Fine Art are awaiting approval.
- Working to deadline and uploading right away is being taught in the third year of the program.

6.3 Continuing Education Update

- K. Doyle-Brownell our student Liaison is working with our Continuing Education Officer, S. Meader to try and offer classes in the evening for students who have not been successful.

6.4 Student Voice

- K. Morgan noted that the students in year three have concerns with the articulation agreement with UOIT because of the mobile program. Currently students have already purchased their laptop for the Journalism program but to go into the UOIT program they would need to lease another laptop.
- K. Morgan noted that if the Admissions department needs some additional help when visiting High Schools that second and third year students could be asked to go along and share their experiences.
- The minutes stated that “entrance requirements” for entry into the program was being looked at; this has been turned down due to the direct correlation to applicant’s numbers.
- Adding Investigational news into the program would be beneficial.
- Feature writing II has some overlap from Feature Writing I; is there a way to evolve this course?
- The ability to comment on the Chronicle articles would be beneficial to the students.

7. Additional Agenda Items

7.1 Additional Advisory Members

- R. Paxton encouraged current members to share potential Advisory member names.

8. Decisions/Recommendations (action items)

- Recommend exploring the possibility of introducing new media into the program. **ACTION BY: PROGRAM TEAM**
- Explore the possibility of reducing the amount of time students spend on the chronicle. **ACTION BY: PROGRAM TEAM**
- Explore the possibility to set-up well rounded criteria to help expand a student’s portfolio. **ACTION BY: PROGRAM TEAM**
- Invite advisory members to speak at the Open House. **ACTION BY: PROGRAM COORDINATOR**

9. Future Meeting Date

Monday, May 2nd, 2011 6:00 p.m.

10. Adjournment

The meeting was adjourned at 8:00 p.m.

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Scott Burns	Deputy Chief	Durham Regional Police
External Committee Member		
Name	Title	Organization
Mark Gilbert	Program Coordinator	Youth Connections
Gary Hasenhindl	Program Coordinator	Youth Connections
Nick Lisi	S/Sgt.	Durham Regional Police
Wyatt Johns	Program Director	Youth Connections
Kevin McAlpine	Chief	Port Hope Police
Ken Polley	Assistant Crown Attorney	Ministry of the Attorney General
Chris Priebe	Nuclear Response Force	Ontario Power Generation
Teresa Sheppard	Program Facilitator for Adolescent Rehabilitation	Whitby Mental Health Centre
Neil Weaver	Director, Nuclear Sec. Resourcing & Specialized Training	Ontario Power Generation
Anne Weber	Office Manager	Ministry of the Attorney General
Elected Student/Alumni Representatives		
Name	Yr/Program/Alumni	
Sharon Forbes	1	
Elected Faculty/Staff Representatives		
Name	Title	
Stephanie Ball	Dean	
Charlene Di Danieli	Faculty	
Neil Gonsalves	Faculty	
Kathy Phillips	Faculty	

REPORT PREPARED BY: Kathy Phillips

DATE: November 22, 2010

MINUTES REVIEWED BY ACTING CHAIR

DATE: November 23, 2010

Present: Stephanie Ball, Charlene Di Danieli, Sharon Forbes, Neil Gonsalves, Gary Hasenhindl, Kathy Phillips, Chris Priebe, Neil Weaver

Regret(s): D/Chief Scott Burns, Wyatt Johns, Chief Kevin McAlpine, S/Sgt. Nick Lisi, Ken Polley, Teresa Sheppard, Ann Weber

1. Welcome and Introductions

The Acting Chair, N. Gonsalves, welcomed everyone and introductions were made around the table.

2. Additions to the Agenda

No additions were made to the agenda.

3. Acceptance of the Agenda

The members accepted the agenda as presented.

4. Approval of Minutes

The members approved the minutes of the June 22, 2010 meeting.

5. Business/ Actions Arising from Previous Minutes

No actions arising from the previous minutes.

6. Discussion Items

6.1 External Membership Information Sharing

C. Di Danieli briefly reviewed the placement process with the placement hosts and the importance of employer satisfaction in our students. She also reviewed options and processes related to mature students or students with significant work experience being able to credit out of the field placement component using the PLAR (Prior Learning Assessment Recognition) policies.

6.2 College/School Update and Program Update

- The program's projected enrolment targets remain unchanged from the previous year. (Class capacity set at 30-35 students)
- There no planned changes to the program of studies next year as we are meeting industry standards.
- The results of the KPI surveys indicated a lack of computer skills, learning environment and teacher's presentation styles. – These concerns were addressed by the inclusion of a new IT Security course, development of new class room space resulting from college capital projects, and consideration of alternative delivery models.
- S. Ball briefly outlined the two new programs being introduced next year: Victimology, a graduate certificate program, and Emergency Services Fundamentals certificate program.
- Fire Science Technology and Industrial Fire programs will be introduced in the fall of 2012.
- The faculty and S. Ball are discussing a dedicated classroom for the exclusive use of the Advanced Law Enforcement, Youth Corrections & Interventions and Victimology programs.

6.3 Student Voice

S. Forbes suggested that one of the new courses did not meet their expectations and will be re-visited by the faculty and S. Ball

7. Decisions/Recommendations (action items)

- The members requested that the advisory meeting be held in the day time. **ACTION BY: N. Gonsalves will discuss alternate time frames with the Chair for the next meeting.**
- A few of the courses may be offered in a hybrid delivery mode. **ACTION BY: Faculty will discuss what courses may be conducive to an alternative delivery.**
- Advisory members requested that they be provided with program updates. **ACTION BY: N. Gonsalves will ensure that all program-related communications also be forwarded to the advisory members. Key data to be pulled from Dean Ball's weekly divisional updates.**

8. Future Meeting Date

Wednesday, May 11, 2011: A change in timeframe will be discussed with the Chair.

9. Adjournment

6:30 pm.

Advisory Committee Membership List

Name	Title	Organization
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Committee Chair Jackie Bathe

External Committee Member

Name	Title	Organization
Jessica Leckie		
Randy Low		
Ken Allen		
Dan Quinn		
Dave Breech		

Elected Student/Alumni Representatives

Name	Yr/Program/Alumni
Lindsay Harrison	Graduate Certificate
Brad Massia	Year 2
Cassandra Britton	Year 1
Luke Snyder	Year 3

Elected Faculty/Staff Representatives

Name	Title
Ernie Rainbow	
Matt Akler	
Jan Robinson	
Paul de Souza	
Jackie Bathe	
Kate Houze	

Guests/Unelected Faculty/Staff

Name	Title	Organization
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REPORT PREPARED BY: Kate Houze

DATE: November 18, 2010

MINUTES REVIEWED BY CHAIR

DATE: November 18, 2010

Present: Kate Houze, Ernie Rainbow, Matt Akler, Jan Robinson, Paul de Souza, Lindsay Harrison, Jessica Leckie, Randy Low, Brad Massia, Cassandra Britton, Ken Allen, Jackie Bathe, Dan Quinn, Luke Snyder, Dave Breech

Regret(s):

Guest(s):

1. Welcome and Introductions

- Jackie Bathe welcomed members and discussed new agenda.

2. Additions to the Agenda

- None.

3. Acceptance of the Agenda

- Agenda accepted by members.

4. Approval of Minutes

- Previous minutes accepted by members.

5. Business/ Actions Arising from Previous Minutes

- Dan Quinn accepted position of Committee Chair.

6. Discussion Items

6.1 External Membership Information Sharing

- Ken - social marketing perspective – info travels v. quickly, connection with consumer, 100% transparency with consumers, corps – how do this? best way to leverage, best connect with consumer, move quickly to understand to make brand connection, focus on that work – event experiences, user content sharing, 2-way dialogue
- Dan – social media drives business, labour relations – focus on first time ever – all 4 leagues out at same time all CBAs expire in 6-motnh period, from NFL perspective – affects sponsorship, broadcasters, significant issues for broadcasters, all 4 layers – tv, broadband, phones, tablet; watch these, in-home viewing experience is too good, difficult to fill stadiums, economy effect but at-home is hard to beat; real focus on ticket sales – what learn in classroom, skills required, best practices; how change over next few years? key revenue stream
- Dave – shrinking of government (parks & rec.), many hiring own directors to run programs, movement from volunteer-based to paid, quality of volunteer, issues dealing with parents, etc., pressure on sincere want to help volunteers, student volunteers hired in as staff, aware of pay grades of city – beating these, private schools hiring sport specific people, TO city – 1.25 million responsibility, contact hours – impossible, keeping facilities open long hours are gone, facilities locked down, this is why communities take hold, can pay reasonably well (entrepreneurial), multi-faceted, task-oriented, deliver programs
- demise of the smaller independent stores across country – gravitation to larger stores, managerial level want experience but not entry level staff (\$11 to 12 per hour); skill and knowledge of staff is not there, want to start in middle area – handle issues immediately, perform on day 1, 9 a.m. means 8:30 a.m. – being late won't cut it- be there and do your thing,
- real problem of ethics and morality in new generation of student to succeed in workplace, give word – now need to document and sign, seek people with multi-faceted backgrounds (volunteer,

- not just sports), not pigeon holed, electronic but must communicate with people face to face, no debating skills, perfection first time or upset, kids available to enter immediate position – work all about, morality, ethics – will do very well, in high demand – picture of total individual
- Jackie question – how many? 10 to 15 students – bill 168, accessibility by 2012? creating issues?
 - Dave – no, worked with Variety Village, Canadian Independent Business Association, not afraid of any of those things, rules & regulations, WSIB – out of touch
 - Randy – observation as consumer, watching the industry – with Jays at first huge demand (order takers), changed last 10 years, now 50 to 60 people in office b/c trying to get out to as many people as possible selling tickets, sales – go getters, social media savvy, use all facets, students need to be prepared – no training time
 - Jessica – City of Oshawa – lack of customer relations, communication, facilities have barrier to dealing with people with disabilities, communicating with staff, members; students don't know how to deal with in satisfactory way; lot of times pt & ft staff cannot give feedback effectively; great on paper then if not people person it can go really bad; don't want it to escalate to council or mayor
 - Jessica – lack of courtesy, more patience (i.e. seniors), proper channels to get information for members, customers, issues of accessibility, training – city doing more, improve customer service, customer relations is number 1 to bring in people – word of mouth is key b/c advertising dollars are low; need to increase customers' comfort levels; educate on importance
 - Ernie – basic people skills?
 - Jessica – yes, book smarts but lack of dealing with people one-on-one; time consuming to train people in this
 - Ernie – internship visit few years ago – things going great, presentation in front of Board of Governors, used to texting and emailing but not conversing face-to-face
 - Dave – living in society of hedonism and self gratification; empathy of customer service; patience, immediacy of solution, compassion
 - Ernie – educators, employers – separation; what do educators do? neglect of basics
 - atmosphere, methodology used, lots of info but don't know how to share it, fun activity – creating environment and need to take to workplace, bring excitement back, energy
 - Luke – not always skills learned in classroom but goes beyond, encouraging students to volunteer to deal with people outside of classroom setting, balance – classroom, social life, work, volunteering
 - Matt – ethics, morality – general not just students (societal)
 - Dave – employers quick to id people firm in ethics and morality, how handle people
 - Jackie Bathe – common theme in all of them – customer svc, people skills, work ethic, diversity of labour market, old and young people dichotomy
 - Dave – time a big one, organizational theft; vigilance is key; difficult to get people to understand; empathy and responsibility through other than academic channels
 - Matt – social media – students are keen users, but can be manager?
 - Ken – kids have fresh perspective, looking for direction – but need some perspective, understand how works and how quickly moves, basic social skills, connect with people one to one; balance this
 - Dan – students/younger people been around it longer, comfort level, application and use in business environment; how use as marketing tool? strategies not how to use technology
 - Jackie – employment opportunities? directed at Dave
 - Dave – community organizations looking to hire, involved you'll get in first, comfort level

6.2 College/School Update and Program Update

- housed with Graduate Certificate students, Sep 7 to Nov 16 organized 29 students, great success, student led, faculty guided, students established 6 committees, 2 co-chairs, fundraising, sponsorship, event management, speaker liaison
- Conference Feedback - Lindsay – experience, times thought what have we gotten into? learned a lot, time was huge issue, went remarkably well, errors on way but nothing that hindered, branded in COMM class; base created for future years
Cassandra – attended, great experience, great insight, women's panel, appreciated it
137 paid – 25 high school students, 1 from newspaper ad, 6 walk ups, undergrads made up most of audience
Dan – what are key recommendations for next year?

- Lindsay – space/location, more opportunities to network throughout conference not just at end
 Brad – middle of busy time, timing in New Year preferred
 Jackie – what impressed her – all faculty were there, students there, worthwhile event
 Dan – students looked professional, impressed, details taken care of; is it for students or young people from industry (other schools) – what try to achieve? Very well done
 Lindsay – marketing position – marketed outside but time not on side
 Matt – nail down keynote speakers early
 Jan – sponsorship was challenging
 Ken – what is long term vision? Position program
 Luke – other conference – focused on industry and business, what don't hear in class, different topics, more range of industry
 Dan – post meeting yet?
 Lindsay – today – feedback good, putting binders together for next group
- Program mapping – review happens in 2011, team off-site for 2 days, look at all courses and plot against ministry's outcomes, analyze data – redundancies and gaps, office of IR – environmental scan compared against other 24 colleges, industry trends, employment trends, competition, program team provides input, SWOT analysis, student focus group, external focus group, then team rewrites course of study, review occurs in 2011/12, 2013 new program of studies; every 5 to 7 years of every program

6.3 Continuing Education Update

6.4 Student Voice

- Lindsay – tie into conference into the Events class (Matt's course), committees
- Cassandra – loves program, we're great, surprise – students who don't know what's going on – why are they here?; students are clueless as to deadlines
- Luke – drop of numbers, same as in year 3
- Cassandra – most students, typically out of high school, taking years on own (now 21) so knows what she wants
- Retention discussion
- Proactive once midterm marks released
- Support to help students, pick up courses

7. Additional Agenda Items

8. Decisions/Recommendations (action items)

- Spring meeting curriculum – one faculty to debrief
- Social media course, customer service content, invite PAC students to team mapping

9. Future Meeting Date

- Thursday, March 24, 2011

10. Adjournment

- Adjourned at 4:20 p.m. – Randy, Ken seconded

Present: Robin Voisey, Bev Neblett, Ann Conroy, Stephanie Bond, Kaitlin Lazelle, Trisha Boyer, Anna Lambert, Carol Smith, Vickie Heenan

Regret(s): Morgan Jarvis

Guest(s):

1. Welcome and Introductions

B. Neblett welcomed everyone to the first Advisory Board meeting. Introductions were made around the table.

2. Additions to the Agenda

There were no additions to the agenda.

3. Acceptance of the Agenda

Proposed by: B. Neblett
Seconded by: V. Heenan

4. Approval of Minutes

This is the first advisory board meeting. There are no previous minutes.

5. Business/ Actions Arising from Previous Minutes

6. Discussion Items

B. Neblett read the Terms of Reference for the Advisory Committee and highlighted the role of the committee. The composition of the committee should be a maximum of 14 external members from field, one current and one graduate and three voting members of faculty. At the Spring PAC meeting, the committee will review the membership and terms to ensure proper representation as outlined in our Terms of Reference. The Chair was selected from the external members to facilitate the meeting. C. Smith accepted the position.

Program overview, curriculum, and length of field placement.

Industry expectations of veterinary assistant role and skill set.

6.1 External Membership Information Sharing

The scope of practice for graduates is to assist the vet in care and maintenance, assisting the technicians and general care of the facility, cleaning and maintenance of the animal quarters. Safety procedures are needed when working with animals. Students should know how to determine the different levels of care that is required for the care of the animal. Excellent communication is very important. They should have good diagnostic skills to observe the animals and the use of equipment. They need to be someone who likes to work out front with customers. They are also expected to assist with reception duties and have knowledge of computer software. The most important skill set of a veterinarian assistant is good communication skills.

The skills that give a student the edge over others is having the knowledge and flexibility to be able to work in both the front and back part of the facility, and self-directed and willingness to work as a team member. Knowledge of safety is very important especially using medication and handling the animals, beyond WHMIS training. Make students aware of safety needs.

Trends –

The industry is moving a lot like human medicine. If students are able to support a specialist and know the lingo, this will give them an edge. Specializing in behaviour, homeopathic medicine, chiropractors for animals and cancer treatment are emerging. Referral clinics are becoming more popular.

Employers stated they don't feel the two week placement gives the students enough experience/exposure to the field, a month would be better. This suggestion will be investigated further. There was discussion on geographic locations of placement, and students' preparation for placement as well as the workplace. Placement opportunities are not limited to the Durham Region and students are encouraged to complete their placement in the location where they will be living after graduation in order to develop their network base. At present, students are encouraged to do volunteer work during the first semester, as a means to begin preparation for determining their placement and exposing them to the field. This is not gradable but gives the students a positive experience.

6.2 College/School Update and Program Update

College

Enrollment Numbers

As of September 2nd, the College's enrollment numbers were 7,287. The College has an enrollment projection of 10,000 students by 2015.

New Associate VPA position

Mary Blanchard, former dean of the School of Communication, Language and General Studies has been appointed to the position of Associate Vice President of Academics, Academic Planning. She is also carrying out the role of Dean, School of Interdisciplinary Studies and Employment Services until a replacement can be found.

New Student Services Building

Construction of the Student Services Building is on target to be completed for the new year.

Convocation

Fall Convocation occurred October 21st. June Convocation, 32 students graduated from the program.

School

School Restructuring

Career Development programs from the former School of Career Development and Continuing Education have now moved to a new school named Interdisciplinary Studies and Employment Services.

Program

Program Overview

The MTCU approved name for this program is Animal Care. This is a one year certificate program with a two week field placement component at the end of the second semester. Program goals and standards - there are 14 vocational goals, which are addressed through in-class instruction, and a placement component. The students must also complete voluntary hours in the first semester. The program has expanded from 25 students to 40 at this current time, with the possibility of a second intake in the Winter semester. February Start is an option.

Demographics of Yr. 1 students

This year's students are primarily female and under the age of 21 years. Only 1/3 of the students are direct entry from high school. Most of students were working (full time or part time) prior to coming into the program. Their reason for selecting program was for the career opportunities. Their expectations around timelines for receiving feedback from faculty are somewhat unrealistic (want evaluation criteria returned to them within 3 days and the feedback should include the grade, written comments, and verbal explanation when needed). Faculty are addressing this in their classes by apprising students of the College's grading procedures which is 2 – 3 weeks for the return of evaluation criteria. While most students plan on pursuing employment upon graduation, there is also a high percentage of this year's group who plan to pursue further education.

Enrollment Numbers/Projections

Enrollment in the program this year is 40 students.

Program enrollment projections for Sept. 2011 and Feb. 2012 are 35 students with a minimum retention rate of 80%.

KPI results

We fared quite well compared to the College KPIs overall. 27 students participated in the survey. In our capstone questions our results are as follows:

Q14 – Knowledge and Skills – Future Career	77.8%
Q26 – Learning Experiences – Program Quality	74.1%
KPI Student Satisfaction	70.4%
Employer Satisfaction	100% (note: only had 2 employer responses)

Areas of Strength (Top 5):

- Teachers help student to understand their chosen career
- Program includes topics relevant to student's future success
- Teachers are up-to-date/current in their fields
- Teacher's knowledge of their subject areas
- Teacher's presentation of the subject material

Areas for improvement:

- Provide opportunities to further education after graduation
- Feedback about academic progress
- Quality of lab learning
- Quality of lab facilities and equipment
- Field placement

Program Health Matrix

This year, the college has implemented a Program Health Matrix Report which is a summative measure of a program's effectiveness based on Quality and Growth...two important dimensions critical to the sustained viability of a program. The matrix report is intended to help program teams identify strengths of the program, best practices and possible areas of improvement. The score for the VETA program is 33/100 on Quality vs. 67/100 on Growth.

Quality results are measured in the following areas:

Teachers' knowledge and presentation of their subject, learning experiences, retention, graduation rate, graduate employment rate, and graduate satisfaction

Growth results include yearly comparisons of 1st choice applications, total applications, and enrollment numbers.

Program Quality Progress Report (PQPR)

The PQPR was based on the results of the Key Performance Indicator reports. Areas that have been addressed for action are as follows:

- Improving Employer Satisfaction feedback on KPI survey. Throughout the academic year and at the end of their program, faculty remind students of the 6 month post graduation survey and encouraging them to give permission to the surveyor in order for us to be able to gather data from their employers in regards to the training we delivered to the student
- Providing students with feedback about their progress. The team is clarifying to students (verbally and in writing) what the College policy is around providing feedback and timelines for doing so. This is now included in the Program Guide Book, which outlines program policies. Continued use of WebCT to provide additional information, such as assignment/test due dates.
- Providing an opportunity for the students to volunteer at a business within the industry to provide out of classroom experience that is not part of the curriculum and supports their learning.
- Level of concern by people at the college for the student's success. The program scored very well in this category; but wants to improve their results by at least 5%. Faculty are eliciting

feedback from students on how they're doing. Faculty are clearly outlining to the students the expectations around office hours, and responses to email and phone messages. Faculty are sharing with the other service areas of the college any feedback they get from students regarding their experiences with that specific service area.

- Classrooms being able to accommodate increased enrollment numbers.

Employment Statistics

Of the 2008 graduates who were surveyed 6 months after graduation, 77.8% were employed. This is down from the previous year, which was 81.8%; but due in part to it being the beginning of the 2008 economic downturn. 40% of grads found employment in Durham, while 60% found employment in the Greater Toronto Area. Our students found jobs as Animal Care Attendants, Cashiers in pet stores, veterinary assistants, and a Zoo trainer.

18.2% of graduates went on to further education in programs such as Veterinary Technician.

Discussed how students find employment after graduation. Primarily students have found it through their field placement or leads that come into the college after they have graduated. A best practice from another program, where they have all the students submit a resume and put it into a booklet so when an employer contacts the college they may see them all, was discussed. This could be done in the Business Communication class.

Program Review

The program has been identified to go under program review in the 2011/12 academic year. In preparation of this review, the committee will discuss the process and identify focus group participants at the spring meeting.

6.3 Continuing Education Update

6.4 Student Voice

Students expressed an interest in having specialty courses available. Some general education courses that would be of interest are: animal legislation, specialty math, history of animal care. Industry leaders will run workshops that offer certification. Georgian College is offering this type of workshop. Canine therapy is very big. There was some discussion around how this could be accommodated possibly offering electives that can be a specialty for students. At the present time, elective courses are mandatory in the 2-3 year programs but not in a one year certificate program. The placement component may be able to accommodate students to experience a specialty.

Students are asking for a general introduction to animal care.

Equestrian massage therapy would be interesting. Canada does not have this type of course; students would have to go to the States to take it.

7. Additional Agenda Items

8. Decisions/Recommendations (action items)

Student resumes prepared and placed in a booklet for potential employers. **ACTION BY: V. Heenan** Committee membership. **ACTION BY: B. Neblett**

Duration of Field Placement. **ACTION BY: Program Review team**

9. Future Meeting Date

June 16, 2011, 6 p.m.

10. Adjournment

Present: Jackie Bathe, Brent Coros, Dave Fletcher, John Wilson, Tim Hogenbirk,
Val Gilham, Neil Harris, Michelle Shurland-Jadoo, Christina Munro

Regret(s): Jackie Shemko, Chris Schnitzler, Colin Deans, Paul Gallagher, Meaghan Snow,
Todd Gibbs, Troy Woudwyk

Guest(s): Jill Cook

1. Welcome and Introductions

- Jackie Bathe welcomed committee members and facilitated meeting.

2. Additions to the Agenda

- The possibility of Continuing Education to add additional courses for students to have options if needed.

3. Acceptance of the Agenda

- Members accepted the agenda.

4. Approval of Minutes

- Members accepted the previous minutes.

5. Business/ Actions Arising from Previous Minutes

- Transportation course was reviewed, revised and is being taught by Colin Deans.
- J. Shemko met with the marketing team to work on ways of marketing the program to new students.

6. Discussion Items

6.1 External Membership Information Sharing

- Membership reviews will take place in the spring.
- Canadian Supply Chain Sector Counsel is working on ways to engage people and marketing the program.
- Initiatives from the Ministry are being done to classify job classifications. These would include written job descriptions for each job. There have been about fifteen job classifications in this field so far which will now be sent to the Canadian government for approval.
- Staff are working on the internet site to better explain the program.
- Program Review was completed; new Program of Studies was implemented – updated Inventory courses; added Transportation course; will be adding SAP next year; program is GenEd compliant; combined the Economics courses; added Math in semester one to help students with Operations; and combined the two Statistics courses into one course.
- Members agreed SAP is an asset graduates should have and believe the addition of this next year is a benefit to the program.
- Graduates should have skills in Project Management – this course will be added to the third year Program of Studies for Fall 2011.
- Service Operations related jobs are on the rise (hospitals, utilities).
- Members stressed that it is important that the Quality Management courses focus on other areas and not only the manufacturing sector.
- Financial sector is looking for training in Quality Assurance - Black Belt, analytic skills that are taught through Operations Management.

- Data analytics are big in the industry; being able to use crystal reports to analyze tools is a skill that is required.
- Knowledge of internal controls is becoming critical; knowing financial controls.
- SAP will be applied to the second and third year program of studies and later will be applied to first year.
- 'Fresh Connection' – team builder for organizations or groups where they are walked through operations of a company, divided into teams and later compete against other organizations worldwide.
- The Simulation course within the program should be taught by a business person who knows the software related to the course.
- Program needs to look at the current computer courses being offered; more focus on Access and Excel and less on Word and PowerPoint as these are usually taught to students before the college level.
- Accessibility legislation and Bill 168 have been a main focus of organizations in the past year.

6.2 College/School Update and Program Update

- Continuing Education – Operations Management has been changed, but was not reflected in Fall 2010; Operations Management is offered at night, includes seven courses for a Certificate.
- Members agreed that more options should be offered to students to assist them in achieving their goals and graduating (Night school, online, distance education).
- Continuing Education will be advertising APIX in the online brochure to assist students in becoming more familiar with it.
- Continuing Education does currently offer Business Analysis and Project Management certificates

6.3 Student Voice

- Research project was done and it showed that in comparison Durham College offers ten Operations courses throughout two years and the five other colleges looked at only offer four.
- There should be more focus on Access and less so on Word.
- Reaching out to high schools would be beneficial for students to get a better understanding of what Operations entails.
- Thoughts of bringing high school students onto campus to expose them to college life.
- Invite guest speakers from various parts of business to talk to students about roles in Operations Management.
- Have second and third year students talk to first year students to open the communications around the Operations Management program.

7. Additional Agenda Items

- The possibility of Continuing Education to add additional courses for students to have options if needed.

8. Decisions/Recommendations (action items)

- Provide copies of the Accounting and Cost Management courses to members.
- V. Gilham will update committee on the number of students who are registered in Operations through Continuing Education.
- Discussion will take place with Distance Education regarding third year courses availability.
- T. Woudwyk will provide members with the website for the Canadian Supply Chain Sector Council.
- Updates on SAP will be provided to members.
- New recommendations for the computer courses will take place at next meeting.
- Neil Harris has accepted the position of Chair on the committee.
- V. Gilham will include information on Business Analysis and Project Management Certificate programs.

9. Future Meeting Date

- April 13th, 2011 at 6:30pm

10. Adjournment

- Meeting adjourned by J. Bathe at 8:55pm

Program Advisory Committee Action Log

NEW Action Items from November 30, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	To follow up and correct the accuracies in the Program Health matrix for the Paramedic and Advanced Care Paramedic programs.		R. Hofmann/ S. Ball	
2.	To follow up on new program initiatives to enhance the professionalism and communication skills of students in the Paramedic and Advanced Care Paramedic programs.		R. Hofmann	
3.	To follow up on new program initiatives to enhance the employment acquisition skills of students in the Paramedic and Advanced Care Paramedic programs.		R. Hofmann	
4.	To follow up on new program initiatives to enhance the driving skills of students in the Paramedic and Advanced Care programs.		R. Hofmann	
5.	To follow up on web delivery that enhances student engagement (WebEx, etc.) in the Advanced Care programs.		R. Hofmann	
6.	To follow up on a proposal to harmonize the delivery of the two Advanced Care Paramedic programs.		R. Hofmann	
7.	To follow up on other paramedic programs' admission requirements and aptitude testing.			
Action Items from _____ Meeting				
1.				
2.				
3.				
4.				
5.				
Action Items from _____ Meeting				
1.				
2.				

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
TBA		
External Committee Member		
Name	Title	Organization
Barrett, Dermott	Officer	Ministry of Transportation
Di Danieli, Robert	Staff Sergeant	Toronto Police Service
Falzon, Ian	Customs	Canada Border Services
Hannan, Derek		By-Law Enforcement-Ajax
Hasenhindl, Gary		Youth Connections
Hicks, Laura	Supervisor	Parking & Vehicle Enforcement
Homes, Carolyn	Operations/ Resource Protection Manager	Sears – National
Jobanputra, D.J.	Constable	Durham Regional Police
Maddin, Jim	Security Operations	Canada’s Wonderland
Ogilvie, Patrick	Senior Consultant	King-Reed & Associates Inc.
Phillips, Covell	Business Development Consultant	ADT Advanced integration/Intercon Security
Robertson, Brian		Diligent Security Training & Consulting
Sandiland, Lyn	Inspector	Alcohol and Gaming Commission of Ontario
Elected Student/Alumni Representatives		
Name	Yr/Program/Alumni	
Froats, Jordan	2	
Pearson, Natasha	2	
Elected Faculty/Staff Representatives		
Name	Title	
Ball, Stephanie	Dean	
Di Danieli, Charlene	Faculty	
Gonsalves, Neil	Faculty	
LeRoy, Lynne	Faculty	
Guests/Unelected Faculty/Staff		
	Title	Organization
Bennett, Ann-Marie		Distance Education
Meader, Sandra		Continuing Education

REPORT PREPARED BY: Mary Bartosik

DATE: December 1, 2010

MINUTES REVIEWED BY ACTING CHAIR

DATE: (Date)

Present: Stephanie Ball, Ann-Marie Bennett, Charlene Di Danieli, Neil Gonsalves, Gary Hasenhindl, Carolyn Homes, Lynne LeRoy, Sandra Meader, Covell Phillips, Lyn Sandiland, Neil Weaver

Regret(s): Dermott Barrett, Robert Di Danieli, Ian Falzon, Jordan Froats, Derek Hannan, Laura Hicks, Dinesh Jobanputra, Jim Maddin, Patrick Ogilvie, Natasha Pearson, Brian Robertson

1. Welcome and Introductions

The Acting Chair, N. Gonsalves, welcomed everyone and introductions were made around the table.

2. Additions to the Agenda

No additions were made to the agenda.

3. Acceptance of the Agenda

The members accepted the agenda as presented.

4. Approval of Minutes

The members approved the minutes of the last meeting June 10/10).

5. Business/ Actions Arising from Previous Minutes

- The program mapping exercise was completed in the spring. The Criminology course was identified as a course that did not address nor meet any of the LASA learning outcomes.
- It creates an opportunity to replace the course with one that may be more relevant.
- A recommendation to add a course on Addictions and Mental Health was proposed. The members agreed that students should be provided with some skills/knowledge on addictions and the various types of mental health issues. The members felt this was highly relevant to students entering the Law Enforcement field and should definitely be included.
- As an additional incentive for students the course is also included in the Emergency Services Fundamentals Certificate program, so students who complete it there will receive a credit towards the LASA course.

6. Discussion Items

6.1 External Membership Information Sharing

- Committee members stated that there are job postings in a broad range of security agencies and would like to reach out to the students regarding those positions. Students do not seem aware of the many facets of security in the field. Students are encouraged to visit the site for job postings and employers should go onto the Hired Career Services portal, create an employer profile and post positions.
- The members can forward job postings to N. Gonsalves and students will be advised through their college email address.

6.2 College/School Update and Program Update

- The members were provided with a brief overview of the changes to the agenda and minute templates that will provide consistency and standardization across all college programs.

- S. Ball sends out a weekly update on all activities occurring in the school and asked the members if they would like such an update on LASA program activities. The members were receptive to receiving monthly updates on the various program activities.
- Funding approval has been given for two (2) new programs: Victimology and Emergency Services Fundamentals.
- Victimology is a graduate certificate program for university or diploma graduates and will be delivered in a hybrid/on-line model.
- Emergency Services Fundamentals is an entry level certificate program. The program will capture those students who were not able to get into one of the oversubscribed programs such as Police Foundations, Paramedics, Firefighter or Law & Security. It provides options and transferable credits for the pathway they want to pursue in the future.
- The initiative for a Drivewise simulator continues to be pursued. Any member interested in a partnership for the simulator should forward their letter of support to S. Ball. OPG indicated that they would be interested in a Drivewise simulator that is portable so that the training can be done on their site. The members will be provided with a demonstration of the types of customized training it can provide at the next meeting.
- It was proposed and the members were receptive to scheduling the next meeting during the day time hours such as 3:00-5:00 pm. A meeting request will be sent to determine members' availability for a selected date for the spring meeting.
- If members are aware of any opportunities for our faculty in their organization for training as part of their professional development, they should contact N. Gonsalves.

6.2 Continuing Education Update

- The Security Guard course is being offered on-line and Career Preparation will be offered in the winter. There are approximately 7600 students taking on-line courses this past year and the numbers continue to grow each year.
- The enrolment in night school courses have declined over the past few years due to the high demand for on-line courses.

7. Additional Agenda Items

7.1 Close out on Action Item #4 regarding Field Placement

- Placing students in field placement agencies will become more challenging as there are approximately 125 students in second year and will now include up to 50 students from the January Start program for a total of 175 students. We cannot continue to sustain the large numbers in the current format.

7.2 Changes to the Field Placement Component

- The faculty are looking at alternatives to field placement due to the large numbers. It was proposed that a ranking system be set up for those students who want placement and provide a series of workshops for those not wanting to go out during the 3-week block in the winter semester.
- The workshops could consist of topics such as how to complete the various and extensive types of forms required by various recruiting agencies or a series of guest speakers from a broad range of security agencies including those in the private security sector.
- Another alternative to field placement is to offer another level of the Career Preparation course that would built on the key employability skills and their marketability.
- Members are asked to forward any other suggestions on workshops or other alternatives for further discussion with the faculty
- Students and placement hosts will be canvassed for feedback regarding placement and the proposed alternatives.
- Any changes to placement will take effect in September 2012.

7.3 Changes to the Program of Study

- The Security Guard course was introduced into the second year of the program in compliance with the new legislation for licensed security guards. The full 14-week course will provide the skills required to write the licensing exam.
- Two levels of fitness and Career Preparation have been introduced this year.
- The first semester is common to both the Law & Security Administration and Police Foundations. It provides transferability for those students who want to switch programs.

- 8. Decisions/Recommendations (action items)**
See attached action log.
- 9. Future Meeting Date**
The spring meeting will be called by the Acting Chair.
- 10. Adjournment**
5:30 pm.

Program Advisory Committee Action Log

NEW Action Items from November 30, 2010 meeting				
	Action Item	Date	Responsible	Outcome
1.	Committee members are asked to forward any opportunities for our faculty as part of their professional development.	Spring 2011	N. Gonsalves	
2.	A meeting request will be sent out to all the members with a proposed date for the spring meeting.	Spring 2011	M. Bartosik	
3.	Committee members will be provided with monthly updates on program activities.	Monthly	N. Gonsalves	
4.	Committee members are to forward suggestions for alternatives to field placement or topics for workshops.	Spring 2011	N. Gonsalves/ L. LeRoy	
5.	The students and our current placement hosts will be surveyed through our Research Department regarding placement and the proposed alternatives.	Spring 2011	N. Gonsalves/ L. LeRoy	
6.	Committee members interested in a partnership for the purchase of the Drivewise simulator should forward the organization's letter of support.	January 2011	S. Ball	
7.	A demonstration of the Drivewise simulator will be provided at the next meeting.	Spring 2011	N. Gonsalves	
8.	Committee members will forward job postings for distribution, via email, to our students.	January 2011	N. Gonsalves	

Advisory Committee Membership List

Name	Title	Organization
Committee Chair		
Dr. Rudy Vandersluis, MD, CCFP(EM), FRCPC	Chair, Medical Advisory Board	Central East Prehospital Care Program
External Committee Member		
Name	Title	Organization
Jim Moir	Superintendent, Operations	Durham Region Emergency Medical Services
David Mokedanz	Superintendent, Quality and Development	Durham Region Emergency Medical Services
Marty Epp	Program Manager	Central East Prehospital Care Program
Keith Kirkpatrick	Manager	City of Kawartha Lakes Emergency Medical Services
Steve Darling	Manager, Education and Training	York Region Emergency Medical Services
Andrew Benson	Education Manager	Central East Prehospital Care Program
Bradley Hickman	Superintendent, Professional Standards	York Region Emergency Medical Services 520 Cane Pkwy, Newmarket, ON, L3Y 8T5
Jim Harris	CQI Manager	Central East Prehospital Care Program
Elected Student/Alumni Representatives		
Name	Yr/Program/Alumni	
Robert Morra	Alumni (Advanced Care Paramedic Program)	
Andrew Bright	Alumni (Paramedic Program)	
Elected Faculty/Staff Representatives		
Name	Title	
Ralph Hofmann	Coordinator	
Stephanie Ball	Dean	
Kevin Griffin	Faculty	
Steve Bazak	Faculty	

REPORT PREPARED BY: Ralph Hofmann

DATE: December 9, 2010

MINUTES REVIEWED BY CHAIR

DATE: December 13, 2010

Present: Stephanie Ball, Andrew Bright, Marty Epp, Bradley, Hickman, Ralph Hofmann, Keith Kirkpatrick, Dave Mokedanz, Jim Moir, Rob Morra, Rudy Vandersluis

Regret(s): Andrew Benson, Steve Darling, Jim Harris

1. Welcome and Introductions

The Chair welcomed all the members to the inaugural meeting in the School of Justice & Emergency Services. Introductions were made around the table.

2. Additions to the Agenda

There were no additions to the agenda.

3. Acceptance of the Agenda

The members accepted the agenda as presented.

4. Approval of Minutes

The minutes were approved by its members present.

5. Discussion Items

5.1 External Membership Information Sharing

- B. Hickman reported that the Region has recently instituted a mentoring program for new paramedics. As the ACP complement grows, call volumes and clinical exposure continue to be an increasing challenge for new ACPs.
- J. Moir and D. Mokedanz, are exploring enhanced driver training (within the Region).
- R. Vandersluis announced that he is now the chair of the Provincial Medical Advisory Committee. Standardized provincial directives with respect to delegated medical acts to be published in the near future.
- K. Kirkpatrick stated that the new ACP have now completed their training and ready to move on to the consolidation phase .

Question: What are the most pressing needs/gaps that new hires (graduates from all ACP and paramedic programs) have?

K. Kirkpatrick reported that:

- driving is a huge issue, both emergency driving and day to day
- graduates need to look at the specific job call and make sure that their resumes reflect the requirements
- graduates need to project more confidence during the interview phase
- new hires need to appreciate where they came from, i.e. better appreciate the history of the profession
- new hires need to develop better communication skills as they make up the bulk of what paramedics do

D. Mokedanz stated that:

- new graduates tend to be very strong clinically but have needs in "Ambulance 101" i.e. the day to day aspects of the job - driving, professionalism, communication

- J. Moir echoes echoed D. Mokedanz's sentiment and described an attitude of entitlement. Vehicle repairs alone are a huge budget item.
- Brad Hickman reported that the same issues are true in York Region
- Andrew Bright affirmed the sense of entitlement that he sees in co-workers
- Ralph Hofmann
 - reviewed where professionalism and driving are included in the curriculum of both the Paramedic and Advanced Care Paramedic programs
 - will follow up on how else the issues of professionalism, communication and driving can be enhanced in both curriculums

5.2 College/School Update and Program Update

The program report was distributed and attached. In addition, the committee was provided with the Program Health Matrix (with corrections), KPI report and Program of Study for both Paramedic and Advanced Care Paramedic programs. The program has moved to the School of Justice and Emergency Services. S. Ball, Dean, was introduced. None of the student facilities (labs, etc) are affected by this move. Any future correspondence will come from Mary Bartosik as the Administrative Coordinator for the School.

Paramedic Program

Enrolment

- There are 34 students in first year; one student has withdrawn and one remains at risk
- There are 28 students in second year. There are five students at currently at risk, three of whom are returning from a previously unsuccessful semester.
- All students writing the AEMCA exam from last year were successful.
- 24 of 28 graduates are employed.

Program Quality Initiatives

- New alignment strategies in the labs
- Enhanced teacher education and professional development college level initiatives
- Peer tutoring services are now available to second year students

Advanced Care Paramedic Program

In House Program (PADV)

- There are 11 students enrolled in the program completing the first semester; one withdrew in the first week; and one student withdrew just before classes began
- All students writing the Ministry regulatory exam last year were successful
- All students graduating last year are employed
- Challenges around time commitments and scheduling

On-Line Program (ACPO)

- There are 13 students currently completing exit testing
- One student was unsuccessful in the first semester
- Four students withdrew from the program, three citing cost and workload issues
- The Canadian Medical Association accreditation process was completed and approved for the program
- We have nineteen students confirmed for the January intake
- All students writing the Ministry regulatory exam last year were successful
- All students graduating last year are employed
- Challenges around maintaining student engagement in an on-line program

York Program (ACP YORK)

- There are eleven students in the York cohort
- One student withdrew citing health and family issues
- All students writing the Ministry regulatory exam last year were successful
- All students graduating last year are employed

Program Quality Initiatives

- New alignment strategies in the labs
- Programs to be included in the KPI process
- College level initiatives
- Peer tutoring now available to Advanced Care students

Discussion

D. Mokedanz:

- centralized testing/hiring processes get more difficult to succeed in each year as there are more applicants for less spots
- in general, college programs need to foster a culture of practice and detail to succeed in the current hiring processes
- a large part of the professionalism that students learn comes from the behaviour and role modeling of lab instructors and preceptors

K. Kirkpatrick:

- supports the idea of harmonizing the two programs and taking the best of both
- appreciates the challenges of the on-line program
- would mean not having to hire a tutor for his funded ACP students

Rudy Vandersluis:

- asked about preceptor training and selection
- stressed the need to have preceptors that wanted to be there for the right reasons
- encouraged the use of a more interactive web delivery format as one method of increasing student engagement in on-line delivery with WebEx being one example

Rob Morra:

- as a recent ACP graduate, reaffirmed the advantages of flexible delivery while maintaining engagement in face to face interaction

Marty Epp

- discussed enhanced selection criteria and aptitude testing as a possible solution to retention challenges in the Paramedic program

Ralph Hofmann

- reviewed the current initiative to enhance preceptor training and preparation:
 - Web site
 - Certification
 - Communication strategies
- will follow up on a proposal to harmonize the delivery of the two Advanced Care paramedic programs
- will follow up on web delivery that enhances student engagement (WebEx, etc)
- will follow up on other program's admission requirements and aptitude testing

Stephanie Ball

- identified similar challenges and feedback in other programs
- there may be a potential place for common programming in professionalism and communications

5.3 Continuing Education Update

Currently, there are no Continuing Education courses offered for either program. An advantage of an additional offering of the Advanced Care program is that students unsuccessful in any one course now have an opportunity to make up courses without having to wait a year.

6.4 Student Voice

Student voice sessions have been scheduled for early January. Future sessions will be scheduled for the traditional October time period.

6. Additional Agenda Items

6.1 DriveWise Simulator

In order to address the program desire for enhanced driver training, the purchase of a driving simulator is being pursued. A recent application for applied research funding did not come to fruition. A note of thanks was extended to M. Epp, K. Kirkpatrick and D. Mokedanz for providing letters of support on very short notice. The school and program recognize the need and will continue to pursue this through capital acquisition requests.

6.2 Electronic Tracking

The variety and advantages of electronic tracking for students in field placement warrants further investigation.

- closer to real time feedback on student progress
- information available and quicker regarding student exposure and trends

Rob Morra

- warned about the challenges of the Centennial version and that preceptors are reluctant to take a student because of it
- may be a problem with all documentation requirements
- program to follow up on options for electronic tracking

7. Decisions/Recommendations (action items)

Recommendations:

1. The committee recommends and endorses the acquisition of an emergency driving simulator to enhance the driver training of all paramedic students
2. The committee recommends and endorses the harmonization of program delivery for the Advanced Care Paramedic (PADV) and Advanced Care Paramedic On-Line (ACPO) programs
3. The committee recommends and endorses the use of more interactive on-line delivery platforms for the Advanced Care Paramedic Program

Action Items (see attached action log)

8. Future Meeting Date

The next meeting will be held in April 2011. The specific date will be determined with six to eight weeks notice.

9. Adjournment

11:30 a.m.

Program Advisory Committee Action Log

NEW Action Items from November 30, 2010 Meeting				
	Action Item	Date	Responsible	Outcome
1.	To follow up and correct the accuracies in the Program Health matrix for the Paramedic and Advanced Care Paramedic programs.		R. Hofmann/ S. Ball	
2.	To follow up on new program initiatives to enhance the professionalism and communication skills of students in the Paramedic and Advanced Care Paramedic programs.		R. Hofmann	
3.	To follow up on new program initiatives to enhance the employment acquisition skills of students in the Paramedic and Advanced Care Paramedic programs.		R. Hofmann	
4.	To follow up on new program initiatives to enhance the driving skills of students in the Paramedic and Advanced Care programs.		R. Hofmann	
5.	To follow up on web delivery that enhances student engagement (WebEx, etc.) in the Advanced Care programs.		R. Hofmann	
6.	To follow up on a proposal to harmonize the delivery of the two Advanced Care Paramedic programs.		R. Hofmann	
7.	To follow up on other paramedic programs' admission requirements and aptitude testing.			
Action Items from _____ Meeting				
1.				
2.				
3.				
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5.				
Action Items from _____ Meeting				
1.				
2.				

**Energy Audit Technician & Renewable Energy Technician Program
Advisory Committee
School of Skilled Trades, Apprenticeship and Renewable
Technology
Minutes of November 30th, 2010**

Advisory Committee Membership List

Name	Title	Organization
Jackie Coffey	Vice President	SolarGreen Inc.
External Committee Member		
David Asling-Snee		North Wind Solutions
Doug Bisset	Owner	Bissett Engineering
Doug Clarke	Owner	Home NRG Savers Inc.
John Di Vizio	High School Tech Teacher	Durham Catholic District School Board
Victor Fiume	President	Canadian Home Builders Association
Gail Lawlor	Owner	Energy Matters
Bill Hamm	Executive Director	Durham Eco House
Rick Lea	Executive Director	Durham Region Local Training Board
Mike Muzyczka	Ontario Strategic Initiatives Manager	Westburne
Peter Reynolds		Energy Star
Judy Torrie-Smith	Executive President	Go Green Together Inc.
Jonathan Wheatle	Business Development Officer	Durham Strategic Energy Alliance
Elected Student/Alumni Representatives		
Frank Lopez	Year 2 student	Renewable Technology Program
Elected Faculty/Staff Representatives		
Norm Fenton	Dean	School of Skilled Trades, Apprenticeship, and Renewable Technology
Luiz Fenandes	Faculty	ENAT/RET Programs
Allan Martin	Program Coordinator	ENAT/RET Programs
Greg Moran	Program Coordinator	ENAT/RET Programs
Sue Moore	Manager, Academic Operations	School of Skilled Trades, Apprenticeship, and Renewable Technology
Guests/Unelected Faculty/Staff		
Jana Forsyth	Employment Officer	Hired Career Services, Durham College
Joy Lavergne	Program Officer	Continuous Education Durham College
Ross Stevenson	Faculty	Durham College
Nathalie Stutt	Recruitment Officer	Admissions and Recruitment, Durham College

REPORT PREPARED BY: Mary Pearce

DATE: December 30, 2010

MINUTES REVIEWED BY CHAIR

DATE: December 30, 2010

**Energy Audit Technician & Renewable Energy Technician Program
Advisory Committee
School of Skilled Trades, Apprenticeship and Renewable
Technology
Minutes of November 9, 2010**

Present: Allan Martin, Bill Hamm, David Asling-Snee, Doug Clark, Frank Lopez, Greg Moran, Jackie Coffey, John Di Vizio, Jonathan Wheatle, Luiz Fernandes, Mike Muzyczka, Norm Fenton, Peter Reynolds, Rick Lea, Ross Stevenson, Sue Moore

Regret(s): Judy Smith Torrie, Victor Fiume, Gail Lawlor

Guest(s): Jana Forsyth, Joy Lavergne, Nathalie Stutt

1. Welcome and Introductions

Introductions of re-formed committee members

2. Additions to the Agenda

New energy programs - Ross Stevenson

3. Acceptance of the Agenda

Agenda accepted by Ross Stevenson, seconded by Peter Reynolds

4. Approval of Minutes

Previous minutes accepted by Al Martin, seconded by Mike Muzyczka

5. Business/ Actions Arising from Previous Minutes

5.1. No previous action items

6. Discussion Items

NRCan will not be an active participant on the advisory committee. However they will assist on an as-needed basis going forward.

6.1 External Membership Information Sharing

Bill Hamm – Durham Eco House

- retrofit to the house to put as many green technologies in as possible, to draw people to the house, showcase all the energy items
- Visitors get the opportunity to see, touch, and feel without suppliers selling products
- April opening (advertising students helping to post to Twitter and FaceBook)
- Possible opportunity for energy students to conduct their Energy Audits - Al Martin to liaise with Norm Fenton

Ross Stevenson

- Sobeys putting solar panels on their roofs, Loblaw/Wal-Mart will follow suit
- Feed in Tariff (FIT) program in underway in province with 20 year contracts which will lead to future job opportunities in solar projects (installations, project management, etc.)

Doug Clark

- Home NRG to provide a baseline home audit for the Durham Eco House
- Hired some 1st year students and found they were easier to train than students off the street

6.2 College/School Update and Program Update

- Enrolment
 - As requested, following are the numbers for students enrolled in the year one ENAT program returned for the second year of the RET program:

Program	2009 Enrolment		2010 Enrolment Year 1		2010 Enrolment Year 2	
	Seats Available	Enrolled	Seats Available	Enrolled	Seats Available	Enrolled
Energy Audit Technician	40	12*	20	15	N/A	
Renewable Energy Technology	80	102	60	61	80	82
Total	120	114	80	76	80	82

- Notes: *Correction – Originally reported as 40 at this meeting, confirmed by Records and Registration department; Cancelled government subsidy program contributed to reduced 2010/2011 target enrolment.
- Many students who were registered in the only the one year certificate program want to get into the two year program after completing the one year.
- Other College Updates
 - Students held an Energy exhibition as a component of their communications course, all displays exceeded faculty expectations.
 - Advisory committee to look at program modifications and potential name changes - Need the advice of the industry for changes to the program. Al Martin will be submitting an overview to the PAC prior to next meeting.
 - The Chair requested that all members of the PAC be provided a Program Guide so they have a better understanding of the program objectives.
 - The College is looking to the industry members of the PAC for information on market trends, where the jobs are and skill sets required. This will allow the College to identify gaps and make improvements to the programs going forward.

6.3 Continuing Education Update

- Currently offered by Continuing Education - Building Environmental Services (BES) could possibly have material which could be used in the Energy program
- No equivalent Energy Audit or Renewable courses developed at this time for credit recovery.

6.4 Student Voice

- Frank Lopez to head a sub-committee to inquire to what changes to the program would benefit the students. Not to be a forum for complaints, but to be productive members of the committee to form change.
- Program has a mix of 'Second Career' students, as well as direct from high school.
- Goal is to bring on another student preferably in first year in order to always have one student on the committee.
- Frank indicated that the attitude of the student made a difference in securing employment – those who wanted jobs got jobs.

7. Additional Agenda Items

7.1. New programs

- Approved by the Board of Governors and Ministry
 - Construction Hoisting
 - Construction Carpentry
 - Welding Techniques
 - Biofuels
 - Energy Management and Building Sustainability
- Energy Management and Building Sustainability
 - Management of large buildings – employment with developers, major property owners, and consultants
 - Building as a system was the basis for this 3 year program – components of the building system with an emphasis on water conservation

- First year ENAT students will be able to move into this program although they may need a math bridging course
- Bio-fuels – aimed at biomass, bio-fuels, small biomass macerator
 - Most jobs are in eastern Canada
 - potential for advanced standing from the energy program

7.2 Math Courses

- Luiz Fernandes suggested that math courses could be offered at night or through the summer to better prepare students that are weak in math prior to entering the Energy programs
- It was indicated that College level math is accepted however the technology level math is the harder and more preparatory work maybe required for the Energy programs (recommended versus required)
- Physics – required/recommended for entrance into program
- Need to analyze the empirical data on the averages in the courses that are posing problems
- Focus groups and industry trends aid the research process to determine the program requirements in order to serve industry
- Peter Reynolds – raised the point that increasing the entrance requirements will close down the one year ENAT program
- Al Martin suggested the 1 year certificate and the 2 year program be separated with maybe some common courses

7.3 Work Experience Program

- Don Murdock is beginning to look for placement opportunities for student work experience.

7.4 Job Fair hosted by Durham Region Training Board

- Sample of the employers present:
 - SamCo
 - Pure Energies – internship opportunities

8. Decisions/Recommendations (action items)

- 8.1.** Recap on the students who have completed the program and employment in the field to be presented at next PAC meeting – Jana Forsyth
- 8.2.** Program guides to committee member for course description review – Mary Pearce
- 8.3.** PAC to provide feedback on program objectives to accelerate program changes – PAC membership
- 8.4.** Home NGR to provide baseline audit to Durham ECO House which will be utilized to assist students.
- 8.5.** Al Martin to liaise with Bill Hamm to determine the possibility of students doing energy audits on the ECO House.
- 8.6.** Al Martin to work with appropriate departments to analyze the empirical data on the averages in the courses that are posing problems (i.e. math, physics) to determine appropriate pre-requisites for the course and bring to next meeting.
- 8.7.** PAC Members to contact Don Murdock if work experience opportunities exist for the students.

9. Future Meeting Date

- March 2, 2011
- 10:00am to 12:00 noon
- Location to be determined

10. Adjournment

Motion to adjourn was approved by Peter Reynolds and seconded by John Di Vizio at 5:20pm.

NEW Action Items from November 30th, 2010 Meeting

	Action Item	Date	Responsible	Outcome
1.	Recap on the students who have completed the program and employment in the field to be presented at next PAC meeting	Spring 2011	Jana Forsyth	
2.	Program guides to committee members for course description review	January 2011	Mary Pearce	
3.	PAC to provide feedback on program objectives to accelerate program changes	Spring 2011	PAC Membership	
4.	Home NGR to provide baseline audit to Durham ECO House which will be utilized to assist students	Spring 2011	Doug Clark	
5.	Al Martin to liaise with Bill Hamm to determine the possibility of students doing energy audits on the ECO House	January 2011	Al Martin Don Murdock	Complete
6.	Al Martin to work with appropriate departments to analyze the empirical data on the averages in the courses that are posing problems (i.e. math, physics) to determine appropriate pre-requisites for the course and bring to next meeting	Spring 2011	Al Martin	
7.	PAC Members to contact Don Murdock if work experience opportunities exists for the students	Spring 2011	PAC Membership	

Action Items from _____ Meeting

1.				
2.				
3.				
4.				
5.				

Action Items from _____ Meeting

1.				
2.				