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

Date: Wednesday, June 3, 2020

Location: Via Video Conference (GoToMeeting)

Members Present: Ivan DeJong, Chair of the Board
                   Elizabeth Cowie
                   Kevin Griffin
                   Kristi Honey
                   Michele James, Vice-Chair of the Board (joined the meeting at 6:10 p.m.)
                   Gail Johnson Morris (left the meeting at 7:45 p.m.)
                   Robert Lanc
                   Don Lovisa
                   Bart Lucyk
                   Debbie McKee Demczyk
                   Kenneth Michalko
                   Heather Quantrill
                   Gary Rose
                   Steve Stewart
                   Vasu Sukhija (joined the meeting at 6:10 p.m., left at 7:45 p.m.)
                   Jim Wilson

Members Absent: Suzanne Beale

Staff Present: Scott Blakey, Chief Administrative Officer
                   Barbara MacCheyne, Chief Financial Officer
                   Meri Kim Oliver, Vice-President, Student Affairs
                   Elaine Popp, Vice-President, Academic
                   Melissa Pringle, Corporate and Board Secretary
                   Linda Flynn, Associate Vice-President, Office of Development and Alumni Affairs
                   Janse Tolmie, Associate Vice-President, IT Services
                   Peter Garrett, Manager, Strategic Reporting and Government Relations

1. **CALL TO ORDER**

   With quorum present, the meeting was called to order at 6:00 p.m.

   The Chair advised that Section 27.1 of By-law No. 1, which requires recorded votes during an electronic meeting, would not be enforced in the interest of expediency. Further, the Chair advised the Governance Review Committee is currently reviewing By-law No. 1 and voting requirements.

2. **INTRODUCTION OF GUESTS**

   The Chief Administrative Officer introduced the following guests:

   - Rashmi Gupta, Director, Institutional Research and Planning
   - Jean Choi, Dean, Teaching, Learning and Program Quality
   - Debbie Johnston, Dean, Centre for Professional and Part-Time Learning

3. **ADDITIONS/DELETIONS TO THE AGENDA**

   None.

4. **CONFLICT OF INTEREST DECLARATIONS**

   None.

5. **PRESENTATIONS**

   5.1   Results of the Employee Engagement Survey

   The Director, Institutional Research and Planning presented the results of the employee engagement survey and noted that the survey was administered from March 2 to 13, 2020, with a response rate of 45.9%. Results across all employee groups found that 15.6% of employees were actively engaged, 31.2% were engaged, 43.4% were passively engaged, and 9.9% were actively disengaged. The results of the survey will be shared with departments to create action plans where required.

Governor James and Governor Sukhija joined the meeting.

   The Board questioned the Chief Administrative Officer and the Director, Institutional Research and Planning.

6.   CHAIR'S REPORT

As part of the Chair's report, the Chair:

- Congratulated Governor James for being named one of the top 100 accomplished black women in Canada, an honour awarded every two years.

- Challenged the Board to fight against systemic racism and embrace inclusion.

- Announced he recently filmed a video to launch the new strategic plan.

7.   CO-POPULOUS GOVERNORS' REPORT

As part of the co-populous governors' report, Governor Wilson noted:

- Dr. Murphy published a statement against racism and violence.

- Ontario Tech University is offering a student guarantee for fall 2020.

- On May 18, 2020, Ontario Tech University held a virtual open house, and approximately 1600 people attended.

- The Board hosted a retreat on May 27 and 28, 2020.

- The next Board meeting is on June 15, 2020.

8.   CONSENT AGENDA

Moved By Governor Cowie
Seconded By Governor Griffin
"That all items listed under the heading of consent agenda be adopted as recommended." CARRIED

8.1   Approval of Public Minutes of May 13, 2020 Board Meeting

That the public minutes of the Board of Governors meeting of May 13, 2020, be approved as read.

8.2   President's Report - May 2020

That Report BOG-2020-48, highlighting the President's activities for the month of May 2020, be received for information.

8.3   2019-2020 Durham College Foundation Annual Report

That Report BOG-2020-44 presenting the 2019-2020 Durham College Foundation annual report, be received for information.

8.4   Report of the Governance Review Committee Meeting of May 27, 2020

That all actions taken at the May 27, 2020, meeting of the Governance Review Committee, be adopted as recommended, and the minutes be approved as read.

8.5   Update on Key Performance Indicators Initiative and Results of the 2019-2020 Student Satisfaction Survey

That the Report BOG-2020-51 concerning the KPI initiative and the results of the student satisfaction survey for 2019-2020, be received for information.

9.   DISCUSSION ITEMS

9.1   Quality Assurance and Comprehensive Program Review

The Dean, Teaching, Learning and Program Quality presented the quality assurance and comprehensive program review (CPR) report and presented an overview of the College's quality assurance processes. It was reported that 20 CPR's were completed in 2018-2019 and presented to academic council in 2019-2020, and 23 CPR's are in progress, with reporting delayed until fall 2020 due to the COVID-19 pandemic. Also, approximately 20 CPR's were scheduled to start in the spring, but have been delayed until fall 2020. The reports are submitted to the Office of the Vice-President, Academic and are presented by the faculty team at Academic Council for information sharing.

The Board questioned the Vice-President, Academic.

Moved By Governor Quantrill
Seconded By Governor James
It is recommended to the Durham College Board of Governors:

"That Report BOG-2020-43, presenting information on the programs that both completed a comprehensive program review and presented the results to Academic Council this past year, as well as programs currently in the process of completing a comprehensive program review, be received for information."
CARRIED

9.2   New Program of Instruction: Veterinary Office Assistant

The Vice-President, Academic and Dean, Centre for Professional and Part-Time Learning presented a new program of instruction for approval, Veterinary Office Assistant.

The Vice-President, Academic advised the program had been through the full internal review process and complied with the credentials framework and Minister's binding policy directive.

The Dean, Centre for Professional and Part-Time Learning, advised the Veterinary Office Assistant certificate consisted of eight courses hosted through OntarioLearn. The program will emphasize contributing to the effectiveness of a veterinary office environment, will equip graduates with the specialized knowledge and practical skills required to liaise with clients, oversee efficient office communications, schedule meetings and appointments, perform equipment maintenance, and contribute to special projects. Graduates of the program will have a firm grounding in foundational knowledge of veterinary terminology and procedures to be a valuable asset in a veterinary office.

The Board questioned the Dean, Centre for Professional and Part-Time Learning.

Moved By Governor Johnson Morris
Seconded By Governor Lanc
It is recommended to the Durham College Board of Governors:

"That in accordance with Report Number BOG-2020-39, the proposed Durham College Certificate program of instruction listed below be approved:

- Veterinary Office Assistant." CARRIED

9.3 New Program of Instruction: Construction Management

The Vice-President, Academic and Dean, Centre for Professional and Part-Time Learning presented a new program of instruction for approval, Construction Management.

The Vice-President, Academic advised the program had been through the full internal review process and complied with the credentials framework and Minister's binding policy directive.

The Dean, Centre for Professional and Part-Time Learning, advised the Construction Management certificate consisted of seven courses hosted through OntarioLearn. The Construction Management program provides practical training in the commercial construction management field. The program emphasizes two key areas of construction management: the interpretation and understanding of commercial project documents (working drawings, specifications, soils reports, contracts), and the preparation of estimates and construction schedules. By developing foundational skills in the construction

management field, graduates will gain the knowledge to begin assisting or managing the construction process, from initial planning to project completion. Graduates may find positions in many areas of construction, some of which may be at the management level if they have prior experience.

The Board questioned the Dean, Centre for Professional and Part-Time Learning.

Moved By Governor Lucyk
Seconded By Governor Mckee Demcyzk
It is recommended to the Durham College Board of Governors:

"That in accordance with Report BOG-2020-41, the proposed Durham College Certificate program of instruction listed below be approved:

- Construction Management." CARRIED

9.4   New Program of Instruction: Coding Essentials

The Vice-President, Academic and Dean, Centre for Professional and Part-Time Learning presented a new program of instruction for approval, Coding Essentials.

The Vice-President, Academic advised the program had been through the full internal review process and complied with the credentials framework and Minister's binding policy directive.

The Dean, Centre for Professional and Part-Time Learning, advised the Coding Essentials certificate consisted of eleven courses hosted through OntarioLearn. The Coding Essentials program will equip students with the fundamental skills needed to enter and succeed in careers in the Canadian knowledge economy. This program provides sought-after skills in computer programming and web app development, augmented with perspectives on project management to support the learners' ability to work successfully in a team environment. Graduates may find entry-level positions such as Computer Programmer, JavaScript Developer, Software Developer, Web Developer, and App Developer.

The Board questioned the Dean, Centre for Professional and Part-Time Learning.

Moved By Governor Michalko
Seconded By Governor Honey
It is recommended to the Durham College Board of Governors:

"That in accordance with Report BOG-2020-40, the proposed Durham College Certificate program of instruction listed below be approved."

• Coding Essentials." CARRIED

9.5 2020-2025 New Program Development Plan

The Vice-President, Academic, presented the 2020-2025 new program development plan, reporting that various internal quality assurance mechanisms are in place for vetting and approving new program proposals. The process begins with preparing a concept paper to describe the scope of the new program and conducting preliminary discussions regarding the purpose and strategic fit of the program. Following the concept paper, the Office of Research Services, Innovation and Entrepreneurship prepares an environmental scan for each proposed new program and hosts a labour market/industry focus group session to gauge the industry's interest in supporting a new program in the area of study and field of practice. Then, the new program proposal is presented to the Program Proposal Review Committee (PPRC), a Committee with representation from across the College. The PPRC is responsible for reviewing each new program proposal for its feasibility and sustainability. Further, the PPRC will determine whether or not to recommend the new program to the Vice President, Academic for approval, and continued development. The Vice-President, Academic, advised the new program development plan is reiterative and responsive to changing needs and priorities.

The Board questioned the Vice-President, Academic.

Moved By Governor Rose
Seconded By Governor Stewart
It is recommended to the Durham College Board of Governors:

"That Report BOG-2020-42, presenting the 2020-2025 New Program Development Plan, be received for information." CARRIED

9.6   2019-2020 Durham College Annual Report

President Lovisa presented the 2019-2020 Durham College annual report, noting the report is reflective and looked back at the last decade. Given the launch of the new strategic plan, the College wanted to reflect on the past decade since it was ten years since the mission statement had been changed. Further, it was reported that the annual report recognized successes, including a new strategic plan but also acknowledged the impacts of COVID-19.

The Board questioned President Lovisa.

Moved By Governor Wilson
Seconded By Governor Cowie
It is recommended to the Durham College Board of Governors:

"That based on Report BOG-2020-53, the 2019-2020 Durham College annual report, be approved." CARRIED

10.   UPCOMING EVENTS

None.

11.   RECOGNITION OF OUTGOING GOVERNORS

Outgoing Governors DeJong, Stewart, Quantrill, McKee Demczyk, and Sukhija were recognized for their contribution to the Durham College Board of Governors.

12.   MOVE TO IN-CAMERA SESSION

Durham College By-law No. 1. provides for the Board of Governors to address, in-camera, items of corporate business respecting human resources or litigation matters, confidential items covered under the Freedom of Information and Protection of Privacy Act, and, items that the Board deems to be confidential to the College.

Moved By Governor Griffin
Seconded By Governor Honey
"That the Durham College Board of Governors move in-camera after a 5-minute recess." CARRIED

Governor Johnson Morris and Governor Sukhija left the meeting.

The meeting recessed at 7:45 p.m. and reconvened in-camera at 7:53 p.m.

During the in-camera session, the Board discussed recommendations from its Standing Committees, the College's succession plan, and received updates on the College's response to COVID-19.

12.   ADJOURNMENT

With no further business, the meeting ended at 8:18 p.m.

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Ivan DeJong
Board Chair

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Melissa Pringle
Corporate and Board Secretary