



Regular meeting of the Commission of Studies
held on March 31, 2021, at 2:00 pm
by videoconference

Minutes, March 31, 2021

MINUTES of a regular meeting of the CEGEP Champlain – St. Lawrence Commission of Studies held by videoconference on March 31, 2021

Members present

C. Andrew, Professional Union Member representative
E. Berryman, Director of the Constituent College, President of the Commission
T. Connolly, General Education representative
T. Delisle, Student representative
G. Dröge-Grondin, General Education representative
M-A. Frenette, Business Program representative
C-A. Gauthier, Social Science Program representative
A-A. Giguère, ALC Program representative
M. Huard, Math Department representative
A. Roussel, Professional Union Member representative
F. Séguin, General Education representative
A. Stevens, Dean of Faculty
C. St-Laurent-Pedneault, Science Program representative
C. Talbot, Coordinator of Pedagogical and Institutional Development
M. Thériault, Tourism Program representative
I. Zhang, Student representative

Regrets

J. Gosselin, Support Staff representative

Persons other than members in attendance

T. Mills, Support Staff

Quorum attained with 16 of 17 sitting members present.



Regular meeting of the Commission of Studies

March 31, 2021
by videoconference
2 to 4 pm

Agenda

1. Opening remarks and confirmation of the quorum
2. Adoption of the agenda
3. Adoption of the minutes of the February 17 meeting and business arising
4. Recommendation on the 2021-2022 Academic Calendar
5. Information:
 - 5.1. COVID-19 update
 - 5.2. Strat Plan update
 - 5.3. IPESA update
 - 5.4. English Exit Exam (EEE)
 - 5.5. Development of the Student Success Plan
6. Varia

1. Opening remarks and confirmation of the quorum

Everybody was welcomed. Quorum was confirmed with 16 of 17 members present.

2. Adoption of the agenda

It was moved that the March 31, 2021, agenda be adopted.

MOVED BY M-A. Frenette
SECONDED BY C. St. Laurent-Pedneault
MOTION CARRIED UNANIMOUSLY

3. Adoption of the minutes of the February 17 meeting and business arising

The February 17, 2021, minutes were reviewed by the Commission.

Two corrections were requested:

1. M. Huard requested corrections to the meeting attendance. It was noted that C. Gélinas-Faucher, Pedagogical Counsellor, is no longer a member of the Commission of Studies and was not present at the February 17, 2021, meeting. She should be removed from the list. Also, J. Gosselin, Support Staff representative, who is a member of the Commission, should be listed under Regrets.
2. A. Stevens noted a typo on page 1 of the minutes. The acronym CEGEP should be corrected.

It was moved that the February 17, 2021, meeting minutes be adopted with the abovementioned corrections.

MOVED BY C. Andrew
SECONDED BY A. Stevens
MOTION CARRIED UNANIMOUSLY

4. Recommendation on the 2021-2022 Academic Calendar

E. Berryman explained that there are two proposed versions of the 2021-2022 Academic Calendar up for discussion. A. Stevens explained the differences between version 1 and version 2.

There was discussion on this topic. Various issues were touched on including the start date and the number of days for marking exams during the fall semester.

After some discussion, there appeared to be broad support for a start date of August 23, 2021. However, E. Berryman explained that this needs to be analyzed by Academic Organization to verify the College meets all its requirements.

It was proposed by E. Berryman that the 2021-2022 Academic Calendar version 2 presented today be changed to show a start date of August 23, 2021. It was then proposed that the Commission of Studies recommend this changed version to the Governing Board today. However, as mentioned, there must be an analysis of this new version by Academic Organization. If there are any problems resulting from the analysis the discussion will return to the Commission of Studies. If no problems result from the analysis, the recommended version will be brought to the Governing Board on April 6, 2021. There was broad support for this proposal.

It was moved that the Commission of Studies accept the process proposed by E. Berryman outlined above and recommend the 2021-2022 Academic Calendar version 2 with an adjusted start date of August 23, 2021

MOVED BY C-A. Gauthier
SECONDED BY A-A. Giguère
MOTION CARRIED UNANIMOUSLY

E. Berryman will keep the Commission posted regarding the analysis and the next steps in the process.

5. Information

5.1. COVID-19 update

E. Berryman updated the Commission of Studies on how things are progressing. The students were surveyed in March for their feedback which was generally positive.

E. Berryman summarized some of the feedback received. There was discussion following the summary. M. Huard requested a copy of the survey data.

E. Berryman continued with the updates

- We are planning for the Fall semester at this time.
- Ideally, a full in person return to campus will be possible but whether this will take place is uncertain at this time.
- The Fédé des CEGEPS is seeking sanitary guidelines from the Ministry as soon as possible.

5.2. Strat Plan update

Regarding the Strategic Plan, a SWOT analysis has been completed with the Commission of Studies, Working Group (the Hub), the Management Team, and the Governing Board. A second meeting with the Hub looked at a synthesis of the results.

The next step is to look at major issues and areas where we need to intervene. The working group is meeting again in 2 weeks. The result will then be shared for consultation. Following consultation, the development goals will be drafted.

Following the update there was discussion. It was requested that the results of the SWOT analysis be shared with those who participated in the exercises.

5.3. IPESA update

C. Talbot provided an update on the IPESA process. The discussion with the coordinators is still ongoing. It may be necessary to adjust future Commission of Studies meeting dates in order to make it possible to present the IPESA to the Commission of Studies for its recommendation.

There were no questions.

5.4. English Exit Exam (EEE)

E. Berryman provided an update on the English Exit Exam. This is supposed to be an online exam. There are still a lot of open questions. We are still waiting for the final position from the Ministry. The Colleges are eagerly awaiting details regarding the organization from the Ministry.

There were no questions.

5.5. Development of the Student Success Plan

C. Talbot provided an update. They are working on the dashboard and building a database.

She is seeking feedback from program coordinators and department coordinators in order to make the dashboard and database more useful.

The goal is that the tool be used to support student success.

There were some questions about the organization of the data within the database, specifically with regards to the ALC program.

C. Talbot explained that the database and the tables are currently being reshaped – or, rather, it's still possible to reshape them. C. Talbot reiterated that they are open to receiving department and program feedback. That all being said, we must remain realistic at the same time otherwise the process will never finish – in other words, we need to take a pragmatic approach.

6. Varia

6. a. Governing Board meeting invitation April 6, 2021 (C-A. Gauthier)

Members of the Commission of Studies were invited to the Governing Board meeting in April 6, 2021. C-A. Gauthier requested an explanation.

E. Berryman explained that the Commission was invited because there is a planned presentation of the accomplishments of the Director General. However, it's now not certain whether that presentation will take place or not so the invitation may be cancelled.

6. a. Adjournment

It was moved that the meeting be adjourned.

MOVED BY M-A. Frenette
SECONDED BY G. Dröge-Grondin
MOTION UNANIMOUSLY ADOPTED

The meeting was adjourned.