**Academic Council Minutes**

**April 7, 2025**

**1:00pm – 3:00 pm**

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**Review of the February Meeting Minutes**

* The minutes from the February 2025 Academic Council meeting were approved.

**Roundtable**

**Charan (SAC)**

* SAC just finished elections.

**David Luinstra (Library, Tutoring, Learning Skills)**

* April 8th at Sutherland – late night tutoring session being held. Library open until 10:00pm. Will be held at Frost on April 9th.
* Tutoring
	+ Approximately 2500 tutoring sessions were held in the Winter 2025 semester
	+ Health and Nursing were popular topics at Sutherland.
* Learning Skills
	+ Looking for more opportunities for Learning Strategist Laura Gibson to integrate into courses and programs where students struggle.
* Tutoring being offered to students taking standardized tests.
* Business as usual with the student success team. Supporting students affected by program suspensions.

**Melissa Murray (Wellness)**

* Helping students with end of semester issues.

**Jennifer Beauchamp**

* Cyclical review is about 50% complete. Will be fully completed by end of April
* Annual review to be completed by end of intersession
* Looking to run a survey to faculty who completed cyclical review to see what improvements could be made

**Joanne Spicer (AES)**

* Health clinic is busy. For Spring, nurses and physicians will be looking at approximately 600 students for NARS.
* Approval has been given to hire a manager for Health Services. Will work on day-to-day operations at Sutherland and Frost.
* As part of Bill 166, all Colleges and Universities are required to have a mental health policy, and the policy must be in an accessible location for students to access. AES is working on making it more accessible.
* Ministry is requiring institutions to deploy Canadian Campus Wellbeing survey by Winter 2026
* Mental Health Strategy group is working on a Fleming College Mental Health Wellbeing Strategy

**Greg Nelson (RO)**

* Payment deadline has been extended to April 11th
* Timetables are being created for the Spring term
* Service Hub is now open at the front doors for students to receive assistance for RO, IT, OneCard

**Alana Callan (LDS)**

* D2L Course Shells for Spring Semester
	+ Working with Trevor in IT to get individual course shells ready for the Spring Semester. Online sessions will be held for faculty to help them understand the new procedure
	+ Many courses will not be included in single course shells
	+ Sessions will be held for Faculty during the intersession as well

**Cody Simpson**

* Calling campaign was held just before Open House
* Looking for support for next year due to volume
* April 15th – 1-3pm: Welding Industry Showcase in the hallway by the welding lab

**Tracey McConnery**

* Busy preparing for Spring orientation

**Questions:**

Jennifer B. asked David L. what intrusive advisement is. David responded that it is proactive scheduling and reminding students, rather than waiting for students to reach out.

**Course Level QA Policy and Procedures (Nat Leach)**

* Academic regulations were never codified in policy. Attempt to reconstruct basic course level quality parameters and course delivery.
* Looking for feedback from Academic Council
* QA Policy and Procedures are in stakeholder engagement phase. Next stage is SMT approval, followed by Board of Governors approval
* Nat highlighted mid-term grades, and evaluation weighting as potential areas for feedback
* Joanne said that these areas fall within best practices within the sector
* No concerns raised about the policy or procedures

**LRC Space Usage (Charan)**

* There has been a shift in usage in the LRC to a social space. Students have voiced concerns about issues with accessing the workstations
* Concerns have been raised to VPSE
* Areas such as the cafeteria and Steele Centre are designated for social spaces
* Lorie asked if there is a similar issue at Frost. Charan said he is not aware of issues at Frost
* David L. commented that this has been a longstanding issue at Fleming. Library does not have a similar issue, as the space is monitored to ensure appropriate usage.
* Jennifer B. commented that previously, there was once staff that would circulate the LRC to assist students.
* Joanne S. commented that in most other libraries, food is not allowed. It is unique that Fleming allows food in the LRC. Risk of food and drinks being spilled. Prohibiting food and drinks in the LRC may help address the issue.

**Chairs and Tables Across Campus (Charan)**

* There were previously many tables and chairs in the B Wing. Furniture has been removed, reducing study space for students. Many students have shared concern about the reduction of study space.
* Lorie Blundon to take issue forward

**Placement Challenges (Charan)**

* More than 50 students for Winter semester have not yet received a placement. Some programs in the school of Health allow students to secure their own placement site. In other programs, the College must arrange the placement site. Charan has raised this issue with Nick Stone and Kevin Griffin
* Lorie Blundon raised that sometimes, students have not received documentation, or have failed courses, and asked Charan to confirm that this is not the case here. Charan confirmed. Lorie asked if students have reached out to placement coordinator. Charan confirmed they have.
* Students have shared that they have leads for placements, but the School of Health will not allow them to find their own placements.
* Lorie shared that all placement sites must have a contract
* Melissa Murray shared that she has had a lot of students concerned with placements. Melissa to share a list of common themes with Lorie to take to Deans

**Committee Membership**

* Lorie to send a communication about AC membership, or discuss at the next meeting