

**School of Health & Wellness  
School of Justice & Community Development  
School Council Meeting  
November 10, 2015  
8:00 – 10:00 p.m.  
Room B3151**

**1. Call to Order/Welcome Remarks/Announcements**

Carol Kelsey welcomed everyone and called the meeting to order at 8:10 a.m.

Carol made 3 announcements:

- a. Molly Westland received her 20 years' service award in October
- b. Jamie Cowan recently achieved his Bachelor of Applied Arts in Justice Studies
- c. Cris Sad has taken an Appendix D for Pam Selkirk. Kimberley Payne has taken the 4-week position for Cris until a replacement is hired.

**2. Approval of Agenda**

Sherry Gosselin is in the process of putting access to Know-It-All on the Affinity website, which will solve problem of remote access.

**3. Approval of Previous Meeting Record**

**4. Business Arising – School business plans will be discussed at next Council.**

**5. Reports**

a) Educational Resources Committee

Tracy expressed the importance of putting forth capital equipment requests as \$146000 was available and granted.

The process will start again in January 2016.

The Dean put in 4 college capital project requests to MTCU including Wellness Spa Clinic, Skills for Justice Lab, Simulation Centre, expansion of Chem Lab, and moving of Esthetics program and is waiting for a reply.

b) Integrated Planning Committee

No report – Coordinator meetings planned

c) Academic Council

Cindy Gervais, Kelly McKnight, Molly Westland, Carol Kelsey are part of this council. Everything is available on the Academic Council website. Cindy and Kelly will alternate sending email updates.

The first new appeal process is in progress right now.

David Luinstra from Library wants to know about courses where enhanced library instruction would be helpful. He has something that students would find useful

#### d) Student Reps Council

It is a simpler adaptation of what was done last year in CD & H where principles and terms of reference can be the same.

Need to elect a student rep from each year of each program in both Health & Wellness and Justice & Community Developments.

Fall meetings will be in week 7 and week 11. Winter meetings will be in week 5 and week 10. We will start in Winter 2016, so you can host a selection process now or in January.

Standing item in week 11 will be to discuss coping with stress. Meetings will be held on Mondays from 3:00-4:00 (the common hour).

Subject for a potential town hall meeting will be discussed at one meeting.

## **6. Disrespectful Behaviour in the Classroom (Red Keating)**

Red opened discussion about the Student's Rights and Responsibility Policy. The policy addresses respect for persons (rudeness / technology) and maintaining an orderly learning environment.

Discussion centred around cell phone/laptop abuse in the classroom. Coping strategies offered included: a) taking a 2 minute break to allow students to check phones, b) designate half the lecture hall to students using technology and the other half to those who don't want to be distracted, c) use the phone as a learning tool ex. to research Internet or take photo of important slide, d) provide a consequence ex. food offense: if the phone rings the student must bring food to the class.

Regarding disrespect for each other, set class rules and standards of behavior, stay on top of it with reminders of the Rights and Responsibility Policy, and provide private consequences for individuals.

3 things to deal with disrespect in the classroom, especially within the last few weeks:

- i) Revisit the rules
- ii) Acknowledge the fact that you understand the students are under stress and that they have fears
- iii) Approach individual student and ask, "What are you doing to help yourself?"

## 7. Student Injuries and Reporting: Policies & Procedures (Tina Benincasa)

Tina explained that old WEPA forms for placement are now extinct and have been replaced with a letter to the employer and a letter to the student.

If there is an injury on unpaid work placement:

- i) Student must report it to site, faculty advisor, and Coordinator. The triggers are: a) lost a day or more of work, b) exposed to communicable disease, 3) sought medical attention. Tina does the WSIB paperwork.
- ii) Student must rely on own health insurance (or parents) – out of Province or Country
- iii) Student, Coordinator and Tina must fill out Form 7 (host site and Tina), WSIA Claim Form within 7 days of the incident, or within 2 days if it is critical incident.

Regarding the letter to employers, there are 2 possibilities:

- i) If agency has WSIB, then Ministry of Training Colleges & Universities (MTCU) will cover the WSIB and it will not negatively affect the agency's WSIB premiums
- ii) If agency does not have WSIB (ex. out of province/mom & pop company) then MTCU will cover with private insurance (Ace Ina – not as good as WSIB)

### WSIB Tracking

The WSIB student letter is a NAR requirement. Tina reports Ace Ina students to the MTCU every 3 months, Benita Brett keeps employer letter/coordinator files each student letter in their individual student file. Employer letter is 1 per site – one time only.

**\*See Tina for the full package of forms to fill out if there is a placement injury. Tina is responsible for filling out WSIB paperwork.\***

If it's a paid placement (ex. Co-op) the agency covers the student with employer WSIB. Student classed as "Employee".

An Accident/Incident Form must be filled out for any student, on placement or not.

Most common incidents:

- a) Fainting – fill out form only if it is a critical injury (ex. hit head, out for long time, sought medical attention)
- b) Needle stick injury – not deemed critical unless contaminated.

## 8. Organizational Competencies (Trish O'Connor)

Trish reviewed the 3 competencies of Learn, Belong, Become as they relate to leaders, faculty and support staff. She explained how they fit in with the Strategic Plan, Academic Plan,

Department Plans, Business Plan and Annual Meetings. She described how they'll be used for recruitment, professional development plans, succession management and mentoring plans.

A gap analysis was used to compare the existing with the new competencies. Trish led a group activity to identify other gaps in the competencies and identified developing future talent and continuous learning as one of the trends.

Next steps will include conducting more focus groups (including ELT) and rolling out the competencies and how they'll be used in the new year.

### **9. United Way Campaign**

Carol shared that there is a YouTube campaign ad that is posted on the Know-It-All. Pledge support is still open and you can download a pledge form as well. We, as a college, Cobourg/Frost campuses have exceeded targets last year. Campaign ends November 30<sup>th</sup>.

### **10. Upcoming Events**

November 21<sup>st</sup> Open House from 10:00 am to 2:00 pm – talk to Benita Brett

December 22<sup>nd</sup> Holiday Lunch at Golf Club – talk to Janice Miller

December 7<sup>th</sup> Completion of winter course outlines. Timetable will be out by then.

Don't worry, next Staff Council Meeting will NOT be Friday, December 18<sup>th</sup> at 3 pm.