

# Columbia College

## Program Academic Council Meeting

<b>NOTE:</b>	<b>Clarification of Terms</b>
<b>Must; Shall; Will:</b>	These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i> .
<b>Should:</b>	This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.
<b>May or Could; Can:</b>	These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

### POLICY

It is the policy of the College to ensure transition between each academic semester is kept as seamless as possible.

Towards this end, a facilitator transitional meeting will be scheduled two weeks prior to each semester start. This will be called the Program Academic Council Meeting.

As each program delivery approach is somewhat different, Department Chairs will approach this task in different manners.

The College's expectation is that the following content will be reviewed with faculty prior to the start of a semester they are involved in.

#### **Goals:**

1. To provide an opportunity for current semester facilitators to meet with facilitators for the next semester. This will enable current facilitators an opportunity to describe and discuss classroom climate and other matters with their next semester counterparts.
2. To review and update returning facilitators on matters related to new department policy and procedures. To also provide them with any updated forms or documents.
3. To provide facilitators with an opportunity to discuss any of the materials found in their Facilitator's Handbook, Contract of Employment, Position Description, or Facilitator's Course Materials and Classroom Management Responsibilities booklet. To discuss any questions or concerns they may have about the programs and to discuss more thoroughly the forms and documents being provided, reviewed, and updated.

### PROCEDURES

As there are three essential purposes to this meeting, the agenda should be divided into three parts. Each part will focus on matters relevant to a specific group of facilitators. As each section of the agenda ends facilitators may excuse themselves if the next section(s) is not relevant to them.

Please note that all the procedures, forms, and documents used within this program were developed by Columbia faculty and staff. They should be considered official department documents; however if a facilitator has any recommendations for change, they should note them in writing to the Department Chair so that they may be properly reviewed and considered for future use.

#### **Homework Before the Meeting**

1. Prior to the meeting all faculty are asked to review the agenda and all related documents listed in item #3 at the top of this page. Please contact the Department Chair or alternate if you are missing any of these documents.
2. Please prepare a list of questions you wish to discuss as a result of reviewing the documents listed in item 3 at the top of the page.
3. If you have not already done so, please contact the Department Chair and ask that a copy of the Facilitator's Binder be left for you at the reception desk. Please pick it up a week or so early so that you have had time to read it and prepare for the meeting.
4. Please bring item 3 documents to each Program Academic Council Meeting.

# **Columbia College**

## **Program Academic Council Meeting**

### **Agenda**

#### **INTRODUCTION**

This document was designed to assist Department Chairs in preparing an agenda for a special meeting with faculty prior to the start of a new semester.

As each program delivery approach is somewhat different, Department Chairs will approach this task in different manners.

The College's expectation is that the content described below will be reviewed with faculty prior to the start of a semester they are involved in.

#### **ITEM 1**      For current semester faculty and next semester faculty.

- 1.0 Current semester facilitators will share with next semester facilitators their opinion on classroom climate, student progress, and student successes. In short, things that will help the next semester facilitators prepare for the classroom in a positive manner and increase their and the student's opportunity to be more successful. Distribute an updated student class list for any detailed discussion.
- 1.1 Review, if needed, the most recent program Customer Satisfaction Survey results and seek input for ways to improve.
- 1.2 Faculty to recommend short-term and long-term changes to individual courses and the program that will improve the future employment success of graduates.
- 1.3 The faculty contact list will be circulated to update any changes.
- 1.4 Faculty will identify and recommend any changes to department communication and day-to-day operations.
- 1.5 Other items.

#### **ITEM 2**      For returning faculty and new faculty.

- 2.0 Review Lesson Plan formats (focus on first hour, quiz, and final 2.5 hours should include at least one case study as well as other topics and facilitational activities that will help students develop problem-solving skills).
- 2.1 Distribute to facilitators and briefly review updated or new documents and forms to be inserted in their Facilitator Binder. Old documents and forms are to be discarded.

2.2 Respond to facilitator questions related to the Facilitator Handbook. Especially questions related to:

1. Position Description
2. Customer Satisfaction Surveys
3. Contract requirements
4. Student learning styles
5. Methods of facilitating

Remind facilitators to follow their responsibilities as stated in their position description, employment contract and other college and department documents.

2.3 Remind facilitators they are to submit a signed contract one week before classes. Ask them to please refer to the current Facilitator Binder for samples of the most current contract that are to be used.

2.4 Remind facilitators to submit the first lesson plan one week before classes start. Subsequent lesson plans are to be submitted prior to start of each class.

2.5 Remind facilitators they are to submit after the second class (before the end of first week) the student responses to "How About Some Feedback" survey. Two types of sample forms are found in the Facilitator Binder.

2.6 Remind facilitators that paycheques will not be issued till after course grades are submitted, Customer Satisfaction Survey has been issued and faculty responses completed, and invoice has been submitted for the specific course. Please also note that paycheques will normally be mailed within 30 days of the date that the invoice was received by the Department Chair.

2.7 Respond to facilitator questions related to the Facilitator Binder. Remind facilitators they are to use all the forms contained in the binder.

2.8 Hand out the course syllabus to each facilitator and have them review and advise one week before class start of any final changes for approval.

2.9 Review relevant administrative details, e.g. booking procedures for the multi-media unit, building security code, photocopier code.

2.10 Other items.

### **ITEM 3**      For facilitators who have not taught before in this program at Columbia College.

3.0 Discuss in more detail questions new facilitators have related to the following items:

- Position Description
- Customer Satisfaction Survey and Procedures
- Contract requirements
- Student Learning Styles
- Methods of Facilitating
- Course materials and classroom management responsibilities (see related binder)
- Course syllabus

3.1 Other items.