

1. RECRUITMENT: The College will increase the number of applications for programs outside of the top sixty high demand programs by 10%.

Recruitment activities continue in the Academic Departments. For example,

- Advertising on radio and newspapers to promote programs with soft enrolment
- Faculty Marketing Officers continue to visit high schools and participate in career fairs
- Coordinators in departments have been placing calls and sending e-mails to those applicants who have been accepted into our programs but who have not yet accepted their offers
- Marketing activities include revamped websites
- Continued contact with potential students through Metro inserts, e-blasts from the Dean and Open houses
- Schools participated in the Algonquin Connections on May 4-6, 2011 hosting students from local high schools from grades 8-12
- Using online publications and social media sites related to specific program industries to increase awareness of the programs

2. ENROLMENT: The College will find unique ways to create more access to the top sixty high demand programs while also increasing enrolment in the middle ninety programs by 10%.

Marketing strategies in place to support programs that have soft enrolment (See above)

3. RETENTION: The College will increase its semester retention rate from 81.9% to 83%.

Remedial courses and strategies have been put in place by the academic departments to assist students to complete their semester. For example

- A remedial math course ran to assist Practical Nursing (Pembroke) students who failed the math component of Level 02 Lab to move to the next level of the program
- Community Studies is offering three courses to support full-time day programs this spring
- Two course recovery options have been put in place for students in the Massage Therapy program which, if successfully completed, will allow the students to progress with their cohort

Retention proposals for F11 have been submitted. Some examples are:

- Create a homeroom for six weeks in an effort to bond students more quickly to fellow students and to target the creation of study and to deliver effective learning strategies (TSTR)
- A comprehensive proposal that builds on past practices that have been successful and introduces several new initiatives to support retention (ACOV)
- A proposal for Police Foundations class representatives (representing 19 groups) to participate in a 2-3 day leadership camp (PPSI)

4. GRADUATION RATE: The College will increase its graduation rate from 62.9% to 64% by 2011.

Course recovery opportunities offered to students requiring one course to graduate, where appropriate

General Arts and Science (GAS) have put into place articulation agreements with diploma programs across the college as an incentive for students to graduate from their GAS program

5. MOBILE LEARNING: The College will continue to embrace the trend to mobile access by ensuring that all licensed software can be downloaded to mobile devices and that new apps are created to facilitate mobile access, learning and service acquisition.

Bi-weekly meetings with Chairs and faculty involved in the mobile program delivery to launch F11

A series of six all-day PD sessions targeted specifically for faculty in Mobile programs are scheduled

6. ONLINE COLLEGE: The College will expand its online learning offerings through hybrid and full online modules by reviewing and adapting 20% of all courses and programs in each of the next five years.

CIS team working on eAlgonquin program and course development

125+ individual hybrid and online course developments in progress

CIS team supporting DE and academic department development efforts for Levels 01 and 02 of the following online programs of study to launch F11:

- Police Foundations
- Technical Writer
- Early Childhood Education
- Autism and Behavioral Sciences
- Business – Marketing

Communication I online pilot project to provide F11 Level 01 students enrolled in four specific programs the option of taking the course online. Exploring and researching a student online learning readiness tool to be used for the pilot and potentially for a college-wide student online learner readiness project

The Course development tool website is “live” at:

<http://www.algonquincollege.com/course-development>

April has been an exciting month for the Online Learning ePortal. Serving almost 3,000 students in over 352 cities across 36 countries, eAlgonquin.ca is a truly international education provider with a global profile. All distance education faculty have been added to the site resulting in site traffic 40% higher than previous levels. The ‘Staff Lounge’ has also been launched as a private discussion area for teachers.

The Applied Museum Studies’ Conservation Departments Twitter account continues to grow. Over 53 major global professional conservators including the National Gallery of London’s Conservation Department, Winterthur Museum, National Parks Service Conservation Research Facility, American Institute for Conservation, and the Frank Lloyd Wright Preservation Trust are following us. We tweet about student involvement in conservation related projects.

7. EMPLOYEE DEVELOPMENT: The College will, through professional development, training, mentorship, and coaching, prepare its employees for new ways of delivering education and training and for leadership opportunities in the College.

The annual Kaleidoscope Conference was held May 09-12, 2011 and was a great success bringing together faculty, support and administrative staff from across the College

New and improved learning object website developed and launched:

<http://lyceum.algonquincollege.com/LearningObjects>

The call for Faculty Innovation projects closed with a total of 37 submissions. Selection process is underway

Faculty and staff are attending the professional development activities being offered through the Centre for Organizational Learning during the months of May and June

The School of Business faculty attended an orientation at the Mobile Learning Centre on May 19, 2011 to better understand what their students will have access to. This included:

- myDesktop , Live@AC, Adobe Suite, mobile applications
- delivery technologies such as e-learning authoring and communication tools (Relay, Presenter, Learning Objects)
- elearning content embedded in courses (library and Intellicome resources, etc.)
- portfolio projects – Adobe
- assessment management, communications, and collaborative group work (optimizing use of Blackboard)
-

The School of Hospitality and Tourism has scheduled 4 PD sessions for staff. To date, a session on understanding international clientele and another on “The best Insight Comes from the Inside” have been completed

Many Nursing Studies faculty are attending and presenting at provincial, national and international conferences. A highlight is the presentation on the virtual Inter-professional education course offered to the Bachelor of Science in Nursing, Paramedic, Police Foundations, and Child and Youth Worker students at the international Asia-Pacific International Simulation Conference in Hong Kong

8. FINANCIAL SUSTAINABILITY: The College will target opportunities for increasing revenue, decreasing expenses and improving overall operating margins through new business opportunities, process automation, program and service efficiencies and productivity improvements.

Summer Jobs Services at Pembroke (funded by MTCU) opened its doors on May 20, 2011. MPP John Yakabuski was in attendance. MTCU has significantly increased the intake target for the program to over 600 job placements for students.

Exam invigilation of TSSA exams will now be done through the Algonquin Test Centre instead of through the School of Transportation and Building Trades in an effort to increase productivity in the school and use existing in-house expertise to have services delivered by those best able to provide the service efficiently

A refresher session with Human Resources was held for Continuing Education/Distance Education Academic managers, Continuing Education operations managers and support staff to review part-time compensation classification processes and procedures. Benefit: increased staff awareness of part-time classifications, Human Resources policies and impact on contract agreements. Purpose: To reduce college liability regarding part-time instructor contractual agreements and classifications

The eConfirmation letter functionality with the Online Learning Student ePortal went into production during the month of May. Historically, the confirmation letters (which includes online course information) was sent to students through the mail. Students now receive confirmation of their course registration including all relevant data (i.e. use rid, password, textbook information, etc.) via email within 24 hours. The implementation of this feature is expected to result in an annualized saving of

approximately \$25-35K (staff time, stamps, paper, etc.), is environmentally friendly and improves service to students.

The Friends of the Ottawa Public Library Association (FOOPLA) are donating \$25K to establish a bursary for the Library Technician program. This donation is a combination of the matching funds from the provincial government and the donation from FOOPLA.

1. RECRUITMENT: The College will increase the number of applications for programs outside of the top sixty high demand programs by 10%.

N/A

2. ENROLMENT: The College will find unique ways to create more access to the top sixty high demand programs while also increasing enrolment in the middle ninety programs by 10%.**Physical Resources:****Algonquin Centre for Construction Excellence (ACCE):**

The Algonquin Centre for Construction Excellence has made good progress since the last report and is on budget and on schedule for substantial completion in June, 2011 for major portions of the facility and for the start of classes on September 6, 2011. The College has requested an extension of the KIP program funding for the ACCE Project to October 31, 2011, in accordance with the changes announced in December, 2010 by the federal government:

Highlights include:

- Overall 90% completed with moderate amounts of work remaining in mechanical, electrical, finishes, doors and windows, furniture and equipment, security and IT systems work.
- Sunshade installation is progressing well and is about 95% complete.
- Most of the millwork has been received and about 80% installed
- Construction of the sheet metal booths, plumbing mock-ups and wood floor for the woodworking areas is progressing
- The brick veneer for the screen wall to the North exterior enclosure is complete
- Framing of the underside of the first study pod is complete.
- Purchasing of academic equipment is progressing
- Move in of equipment will begin in June.
- Partial Substantial performance is expected by June 30, 2011

SWT Tunnel:

- The trench drain design is completed
- The landscaping design approval for the tunnel top is pending at the City of Ottawa and is expected soon.
- College Avenue extension and the widening of Woodroffe Avenue, North have commenced and completion is expected August 4, 2011

Pedestrian Bridge:

- The Bridge is essentially complete, but the HVAC system cannot be commissioned until the mechanical systems are commissioned in the ACCE since the utilities are fed from the ACCE.

Building "B" Drop-off Loop:

- Construction is being tendered, closing June 1.
- Completion is expected by end of July

Perth Campus Renewal and Expansion:

This project has made good progress since the last report and is on budget (\$12.3M) and on schedule for

substantial completion in July, 2011 and for the start of classes on September 6, 2011. The College has requested an extension of the KIP program funding for the Perth Project to October 31, 2011, in accordance with the changes announced in December, 2010 by the federal government:

Commons and Academic Wing:

- *The roof framing which is 100% complete and the overall roofing work is 95% complete*
- *Ceiling vapour barrier and strapping 80% complete*
- *95% of the windows have been installed*
- *Installation of the drywall boarding is approximately 75% complete – Complete in all classrooms – Library being completed currently*
- *Sprinklers are 95% complete*
- *Electrical rough-in approximately 80% complete*
- *Mechanical rough-in 75% complete. Fan coil installation 80% complete*
- *Far East Wing Classes – painting has commenced*
- *Last slab area in server area to be poured next week*
- *Roof top units in place*
- *Installation of siding has commenced*
- *Canopy structure being installed*

Carpentry / Masonry Shops structure:

- *Structure is complete*
- *Membrane roofing is 100% complete*
- *Under slab mechanical is 80% complete*
- *Mechanical rough-in is 50% complete*
- *Electrical rough-in is 50% complete*
- *Under slab radiant heating is complete*
- *Block walls 50% complete*
- *Dust collector in place*
- *Generator in place*

Pembroke Campus Relocation:

The project is on budget and scheduled for completion and occupancy by start of the academic year in September 2012.

- *Ground Breaking Ceremonies in Pembroke took place on May 18, 2011*
- *Integrated Design Process meetings with stakeholders and Campus Development Consultants continue*
- *Norr Architects are completing drawings for construction and building permit submission*
- *Site Plan Control Application to the City of Pembroke was made on May 13, 2011*
- *Design Review Project Team meetings continue on a bi-weekly basis*
- *The formal Contract documents are being compiled for execution*
- *Project Risk Workshop has been scheduled for June 8, 2011 in Ottawa*
- *Renderings have been completed*

Student Commons

The project is on budget and scheduled for completion and occupancy by the start of the academic year in September 2012.

- *90% Design Development has been achieved (May 18th)*
- *Integrated Design Process meetings with stakeholders and Campus Development Consultants continue*
- *Design Review Project Team meetings continue on a bi-weekly basis*
- *The formal Contract documents are being finalized for execution*
- *The displaced parking lot is available for use. IT and security cabling is complete. Remaining landscaping work is underway*
- *The contractor mobilized on-site, setting up site fencing April 30, 2011*
- *Trees, asphalt and curbs have been removed. The site is leveled.*
- *Site Plan Approval is expected by May 20, 2011.*

3. RETENTION: *The College will increase its semester retention rate from 81.9% to 83%.*

N/A

4. GRADUATION RATE: *The College will increase its graduation rate from 62.9% to 64% by 2011.*

N/A

5. MOBILE LEARNING: *The College will continue to embrace the trend to mobile access by ensuring that all licensed software can be downloaded to mobile devices and that new apps are created to facilitate mobile access, learning and service acquisition.*

N/A

6. ONLINE COLLEGE: *The College will expand its online learning offerings through hybrid and full online modules by reviewing and adapting 20% of all courses and programs in each of the next five years.*

N/A

7. EMPLOYEE DEVELOPMENT: *The College will, through professional development, training, mentorship, and coaching, prepare its employees for new ways of delivering education and training and for leadership opportunities in the College.*

N/A

8. FINANCIAL SUSTAINABILITY: *The College will target opportunities for increasing revenue, decreasing expenses and improving overall operating margins through new business opportunities, process automation, program and service efficiencies and productivity improvements.*

Finance and Administrative Services

Finance and Administrative Services is continuing to work on the financial year-end closing activities for 2010/11 including approximately 25 cost and program audits. The College submitted financial statement information for 2010/11 by the May 18, 2011 deadline. The loan agreement between the College and the Ontario Financing Authority for Pembroke campus has been signed off.

College Ancillary Services:

The **Residence** has 125 students in house this summer which is comparable to previous years. The Residence currently has 831 applications for the 2011/12 academic year and is trending to have a wait list this year.

Parking Services introduced a car sharing offering onsite through an agreement with VirtuCar enabling Algonquin community members to rent a vehicle by the hour upon joining the service. One car is dedicated to Algonquin and is located in the front of C building.

1. RECRUITMENT: *The College will increase the number of applications for programs outside of the top sixty high demand programs by 10%.***Marketing Services**

Marketing Services has analyzed the latest OCAS reports to understand the current program ranking and to determine if there is any correlation between Web traffic to program pages outside of the top sixty high-demand programs. A meeting has been scheduled with the Director of Academic Operations and Planning and the Registrar to review and discuss strategy and to identify specific measures against specific programs.

An awareness and conversion campaign was developed and implemented for the School of Business which was launched April 4th and ran until May 31st. The campaign included Metro Newspaper advertising and inserts, Google Adwords, E-mail marketing, radio, and ongoing updates to the School of Business Web page and program pages including updated faculty profiles and video content and the development of a series of success stories. The campaign also includes postcard and voicemail drops which are currently in progress and will support the conversion aspect of the campaign. Coupled with the development and execution of the campaign, an analytics dashboard has been created to measure Web traffic and will be used as a template for bi-monthly Website reporting out from marketing to the faculties. The campaign more than doubled web traffic to the School of Business site and each of the program sites.

In addition, a Graduate Certificates campaign was developed which included internal promotions such as floor decals, stair decals, posters and ad placement in the May issue of Job Postings. Results are currently being tabulated.

Recruitment Events –April 18 to May 20, 2011

- **Algonquin Connections:** The Recruitment team welcomed 820 students from five local school boards from Grades 10 and 11 for two full days of hands-on activities in over 30 participating College programs. The Recruitment team gathered 580 leads from this group of 820 students.
- **Grade 8 Connections:** 320 grade 8 students attended a day of activities (up from 220 last year) which included team building exercises and an ‘amazing race’ around the College that highlighted program areas in a fun, interactive manner.
- Recruitment partnered with the Faculty Marketing Officers from Advanced Technology Building and Trades and the Perth Campus to attend the annual Skilled Trade Competition in Kitchener and connected with approximately 300 participants.
- In the last month there have been 49 tours led by the Student Ambassadors and College Recruiters. The leads generated included 216 prospective students for the upcoming year and 253 future prospects for 2013+.
- The Algonquin Recruitment Team sponsored and attended the Canadian Counseling and Psychotherapy Associations National Conference held at the Marriott Hotel. Six counselors came to the College for a campus tour and presentation as part of a breakaway session.
- Recruitment participated and assisted with the planning of the City of Ottawa’s Annual “LEAP and Youth Day” held at Algonquin. This event was an opportunity for Ottawa youth who are young mothers and fathers or living on their own to explore the agencies and opportunities to help them finish their education or to get support to better their lives. Approximately 118 youth participated.

Media Relations

Major media stories include:

May 4 –CFRA and CBC Radio featured stories regarding the Making the CUT program hosted at Algonquin College

May 17 – Ottawa This Week featured an interview with an Algonquin College student regarding her recent gold medal win at the Ontario Skills Competition

May 17 and 20 – The Ottawa Citizen, Ottawa Business Journal, and Ottawa This Week featured stories about the launch of the new Bachelor of Hospitality

May 18 – The Pembroke Daily Observer featured a story about the groundbreaking ceremony for the new campus in Pembroke.

May 10 – The Daily Commercial News featured a story regarding the designs of the new Pembroke Campus.

May 25 – The Ottawa Citizen featured a story about Algonquin College’s Executive Chef and the James Beard House fundraiser being coordinated

May 27 – CBC Television featured an interview with a Music Industry Arts student who wrote music to lyrics written by high-school students. The song was recorded at Algonquin College using the Six String Nation guitar from Jowi Taylor.

2. ENROLMENT: The College will find unique ways to create more access to the top sixty high demand programs while also increasing enrolment in the middle ninety programs by 10%.

3. RETENTION: The College will increase its semester retention rate from 81.9% to 83%.

Marketing Services

Along with representatives from Student Services and Academic Operations and Planning, Marketing Services is developing a marketing tool to promote the College’s depth and breadth of programs and to promote the services of the College’s career counselors to assist potential applicants with determining the most appropriate program based on their current strengths and interests. This program is being developed to ensure the right person is in the right program prior to arriving at the College.

4. GRADUATION RATE: The College will increase its graduation rate from 62.9% to 64% by 2011.

5. MOBILE LEARNING: The College will continue to embrace the trend to mobile access by ensuring that all licensed software can be downloaded to mobile devices and that new apps are created to facilitate mobile access, learning and service acquisition.

6. ONLINE COLLEGE: The College will expand its online learning offerings through hybrid and full online modules by reviewing and adapting 20% of all courses and programs in each of the next five years.

Social Media Strategy

Through the implementation of the early stages of the social media strategy, Algonquin College has become the most influential Canadian College as ranked by www.klout.com. Social media tools in scope:

Twitter, Facebook, LinkedIn, and Blogs.

7. EMPLOYEE DEVELOPMENT: *The College will, through professional development, training, mentorship, and coaching, prepare its employees for new ways of delivering education and training and for leadership opportunities in the College.*

Corporate Events

Capital Educators' Awards

Professor Helena Merriam from the School of Health and Community Studies was presented with a Capital Educators' Award at this year's *EduGala* dinner hosted at the College on May 19th.

Staff Awards Reception

The College hosted its third annual reception to recognize both nominees and nominators for College Staff Awards, Capital Educators Awards, NISOD, Laurent Isabelle and President's Star Awards. The event was held in The Observatory Lounge on Tuesday, May 10th from 3:30 to 5:00 p.m. President Gillett provided congratulatory remarks to all nominees, and expressed his gratitude to all nominators. Lifetime Achievement Award nominee Robert (Bob) Blondin was singled out by the President for his commitment to his profession, the College and our students.

Year End Annual Meeting and BBQ

The year-end Staff BBQ took place on Thursday, May 12th in the Marketplace Food Court. Over 900 faculty and staff from all three campuses, as well as representatives from the various College Boards attended the event. All technical support was provided by our own ITS staff, and students and staff from the TV Broadcasting and Interactive Multimedia programs. AIR radio students provided pre-event interviews with audience and guests. The event started off when more than 125 Algonquin employees surprised their colleagues with a Flash Mob dance. The Algonquin Flash Mobbers had been secretly practicing a routine to the Black Eyed Peas song "*I gotta feeling*" and kept the dance a secret for over 3 months. The agenda continued with remarks by President Gillett who introduced a short video on our Digital College, followed by "*Algonquin's Top 10 List*", a David Letterman-style presentation of the College's 2010-11 highlights. Rounding up the agenda was the presentation of the following College staff awards:

- Support Staff Award: Karen Gendron, Student Success Specialist, Faculty of Health, Public Safety and Community Studies
- Part-time Support Staff Award: Jeremy McQuigge, Student Transition Coordinator, Academic Partnerships; and Lorraine St. Pierre, Prior Learning Assessment and Recognition (PLAR) Administrator, Centre for Organizational Learning
- Team Award: Centre for Students with Disabilities (CSD) Team
- Dianne Bloor Part-time Faculty Award: Ilya Golub, Professor, School of Advanced Technology
- Laurent Isabelle Award: Gerry Paquette, Professor, School of Media and Design
- Administrative Staff Award: Norma Haddad, Associate Registrar Client Service, Registrar's Office
- Lifetime Achievement Award: Robert (Bob) Blondin, Supervisor, Caretaking and Grounds Services, Physical Resources

The entire Staff BBQ and related video presentations can be viewed at:

<http://mediasite.algonquincollege.com/mediasite/Viewer/?peid=bf7ea4c8bac3430dbc8d450db69abe90>

President's Star Award Presentations

The President's Star Award is presented to an employee who: demonstrates a commitment to excellence in their role within the College community; regularly and consistently demonstrates outstanding service;

and truly embodies our shared commitment to student success and the College's values of caring, learning, integrity and respect. The Department worked collaboratively with the President's Office to present one award to Chris Brennan, Events Manager, Advancement.

Marketing Services

Sandra Markus and Stephany Castilla have participated in the Leadership Development program and Marianne Greeley participated in the Client Service Excellence program delivered through the College's Centre for Organizational Learning. Stephany Castilla also attended the PSEWEB conference for college and university marketers and Mary-Ellen Scrivens attended a Search Engine Marketing Conference both held in Toronto.

In addition, Marketing Services developed and delivered its own Web site CMS/Wordpress training program to 67 employees across the three campuses.

Recruitment

- Jennifer Daly-Cyr, Director of Recruitment, as part of the development team, is piloting ALEI III (Algonquin Leadership in Education Institute).

Communications

David Hall, Communications Officer, presented a seminar at the College Association for Language and Literacy (CALL) on the subject of embracing social media as a new model of communication. This session was attended by colleagues from Algonquin and other colleges.

8. FINANCIAL SUSTAINABILITY: *The College will target opportunities for increasing revenue, decreasing expenses and improving overall operating margins through new business opportunities, process automation, program and service efficiencies and productivity improvements.*

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The International Recruitment team attended education fairs across North and South India as well as the NAFSA and ICEF conferences in Vancouver.

The new online ESL placement tool was tested for a second time in May. Further refinement is required before the tool is posted on the IEC website.

The 255 Albert Street Language Institute satellite site opened on May 9, 2011. FSL courses are being offered at this location.

Workforce and Personal Development

Various community agencies including the two local school boards, Aboriginal communities and Child and Family Services have indicated their support for the Career Sampler summer offerings.

A list of approved programs for WSIB clients has been supplied to the local WSIB office. A list of approved programs for Second Career funding has been supplied to the Employment Ontario office. The lists provided to WSIB and Employment Ontario include low enrollment programs with a high potential for employment.

2. ENROLMENT: *The College will find unique ways to create more access to the top sixty high demand programs while also increasing enrolment in the middle ninety programs by 10%.***International Education Centre**

The May ESL intake for International Students has a total of 343 registrants (May 2 – June 24, 2011). The total number of registrants for the May ESL Post-secondary intake is 341 students.

Workforce and Personal Development

The Experienced Worker Centre met this month with 155 mature clients seeking post-secondary training.

3. RETENTION: *The College will increase its semester retention rate from 81.9% to 83%.***Algonquin Foundation**

To date in 2011-12, \$8,465 has been raised for bursaries and endowments. The following is a list of new annual awards for the month of May:

- Green Business Management Bursary
- Outstanding Award of Excellence in Timber Framing
- Ottawa Police Service
- NewCap Radio Inc.
- Canadian Academy of Floral Art
- Affinity Productions
- Robertson Radiation Protection Services
- CRNL Partners
- Frances Lemke Insurance Service
- CTV Limited
- Ace Bakery Limited

A new endowment was established for the Paramedic Program and will be named the Marcel and Rolande Ouelette Bursary fund. Another new endowment for Children's Aid Society youth attending Algonquin College was established in memory of Joanne Heffernan.

Cheque presentations were held to recognize the \$100,000 endowment fund named to commemorate the Rideau Regional Centre Association and the \$25,000 endowment fund named for the Friends of the Ottawa Public Library Association.

International Education Centre

The 2011 Spring Post-secondary Orientation was held on May 6th. Workshops on "Plagiarism" and "Differences in Learning Styles" were provided.

Applied Research and Innovation

A review of the In-Class Project model has been initiated to identify strengths, weaknesses and gaps in the delivery of services to students, faculty and clients. Improvements in the model will be developed over the summer for implementation in the Fall semester.

4. GRADUATION RATE: *The College will increase its graduation rate from 62.9% to 64% by 2011.*

Institutional Research and Planning (IRP)

The Manager of IRP prepared College response to Colleges Ontario white paper on KPI metrics, recommending that the KPI Graduation Rate be replaced by a more useful leading indicator for retention and attrition.

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N/A

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International Education Centre

The International English Language Testing System (IELTS) CE course (hybrid) began in May. A submission to create two FSL hybrid courses and five foreign language (three Spanish and two Arabic) courses was sent to the Centre for Organization and Learning.

Corporate Business Development

Algonquin College Corporate Training (ACCT) is migrating "Leading a Diverse Workforce", a nine course Certificate Program, into the Blackboard environment to better manage the content and interactivity of this hybrid offering. ACCT is also evaluating migrating portions of the "Fundamentals of Leadership" Program onto Blackboard as well.

7. EMPLOYEE DEVELOPMENT: *The College will, through professional development, training, mentorship, and coaching, prepare its employees for new ways of delivering education and training and for leadership opportunities in the College.*

International Education Centre

Six members of the IEC participated in / attended various seminars at Kaleidoscope. The Manager of

International Projects and the Manager of Institutional Research and Planning provided a presentation on the International Education Centre and Internationalization in Higher Education. Two recruiters provided a presentation entitled “Lose Your Fear of Twitter and Facebook”

Two recruiters attended NAFSA’s “Advanced Issues in International Enrollment” seminar. Two members of the IEC attended May sessions for Leadership programs levels 1 and 2.

Applied Research and Innovation

A number of employees participated in Kaleidoscope. Of particular interest was a session on inter-professional collaboration between Public Relations and TV Broadcasting. The Director attended the Polytechnics Canada Annual General Meeting at BCIT and participated in a panel discussion on “Emerging Institutions” at the annual CAURA (Canadian Association of University Research Officers) conference.

Several ARI staff attended OCE Discovery along with Professors David Thibodeau (Advanced Technology) and Fred Sebastien (Professional Illustration). Two student groups made presentations at OCE as well.

The project manager for Community and Health attended a Project Management course.

Fifty students were employed during May on Applied Research projects, along with five part-time professors.

8. FINANCIAL SUSTAINABILITY: *The College will target opportunities for increasing revenue, decreasing expenses and improving overall operating margins through new business opportunities, process automation, program and service efficiencies and productivity improvements.*

Algonquin Foundation

To date in 2011-12, a total \$1,977 has been raised in gifts-in-kind to support the replacement of instructional equipment.

To date in 2011-12, the Constructing OUR Future Campaign (Woodroffe) has raised \$6,150,840 to support the Algonquin Centre for Construction Excellence.

To date in 2011-12, the Building OUR Community our College Campaign (Perth) has raised \$331,250 to support the new Perth Campus. A special presentation took place to recognize Michael and Gayle Grass-Iris of the Dragon Charity for donating \$25,000.

To date in 2011-12, the Pembroke Campaign has raised \$1,701,902 to support the new Pembroke Campus.

International Education Centre

The Director of International and Corporate Business Development travelled to China (April 26th – May 7th) where he visited with SITC (Suzhou Institute of Trade and Commerce), JMI (Jiangsu Maritime Institute), Bohai University and Liaoning Forestry Vocation – Technical College.

Two ESL Instructors travelled to JMI (Nanjing, China) to deliver two weeks of intensive ESL training to students registered in the joint Algonquin – JMI Business Administration – Materials and Operations

Management program.

Two Business Administration professors travelled to JMI (Nanjing, China) to deliver “Power Teaching”, a 15-week course condensed into 3 weeks on MicroEconomics and Marketing.

A professor/coordinator from the Eco-Tourism program in Pembroke is currently in Dodoma, Tanzania providing Technical Assistance on the Algonquin project entitled “Hospitality and Linkage Project” which is a CIDA funded – ACCC administered “Education for Employment” project. The professor is delivering a week of training on Environmental Sustainable Practices and a second week of training on Entrepreneurship Skills.

An IEC manager participated in a 10-day deployment to Amman, Jordan, to provide technical assistance to a CIDA funded project entitled “Building and Extending Skills Training Systems” in the area of Active Employment and Labour Policies, which are gender-sensitive and specifically encourage more women in the paid labour force.

Two administrators are currently working in Dar Es Salaam, Tanzania, to conclude the “Capacity Development in Labour Market Information and Analysis.” This is a CIDA funded – EFE initiative administered by ACCC. Their deployment will focus on training workshops for TVET institutions on data gathering, harnessing employer feedback, and labour market information for program development.

Two full-time faculty assessed students and conducted teacher training for the Cadre-Jazan Economic City Technical College (JECPT) Preparatory Year Program (PYP) in Jazan, Saudi Arabia (two week period).

Applied Research and Innovation

The first projects funded by the Full Spectra Centre were approved and initiated.

The FedDev funds have almost all been allocated.

Strategic partnership meetings have been held with IBM, CISCO, Am-Tech, Siemens, PCL and N-Grain. Two applications are being prepared for funding requests. A CFI infrastructure Notice of Intent is being prepared for June 10, and an NSERC CCI Innovation Enhancement Letter of Intent is being developed for June 3.

Corporate Business Development

ACCT launched an e-commerce on-line module on the web-site, to facilitate on-line purchasing of corporate training public courses. This involved updating to the new Web-site with integration to the Salesforce CRM allowing for real-time registration and communication.

In May 2011, ACCT delivered customized training and/or public training workshops for 19 organizations, including the following new clients: **Louis W. Bray Construction Ltd, Plan Group, and Ottawa Fluid System Technology.**



Presentation to:	Board of Governors
Subject:	Revised Management Summary Report Format
Date:	June 13, 2011
Presenter(s):	Robert Gillett, President

Purpose:

To seek feedback on the revised format of the monthly management summary to the Board of Governors which is now aligned as agreed, with the eight areas of focus in the Budget and Business Plan.

Background:

At the May 11, 2011, meeting of the Board of Governors, it was reported that future management summary reports would be presented to the Board of Governors in a revised format which would align with the following 8 Business Plan priorities for 2011/12:

1. Recruitment
2. Enrolment
3. Retention
4. Graduation Rate
5. Mobile Learning
6. Online College
7. Employee Development
8. Financial Sustainability

Discussion/Considerations:

Each area of the College has been asked to complete their management summary report using the attached format. It must be recognized that from month to month, or based on the type of activity undertaken in a specific Area of the College, not all Areas will have information to report in all business plan categories.

Recommendation:

That the Board of Governors provides feedback on the revised format.

1. RECRUITMENT: *The College will increase the number of applications for programs outside of the top sixty high demand programs by 10%.*

N/A

2. ENROLMENT: *The College will find unique ways to create more access to the top sixty high demand programs while also increasing enrolment in the middle ninety programs by 10%.*

N/A

3. RETENTION: *The College will increase its semester retention rate from 81.9% to 83%.*

N/A

4. GRADUATION RATE: *The College will increase its graduation rate from 62.9% to 64% by 2011.*

N/A

5. MOBILE LEARNING: *The College will continue to embrace the trend to mobile access by ensuring that all licensed software can be downloaded to mobile devices and that new apps are created to facilitate mobile access, learning and service acquisition.*

N/A

6. ONLINE COLLEGE: *The College will expand its online learning offerings through hybrid and full online modules by reviewing and adapting 20% of all courses and programs in each of the next five years.*

- AODA/Diversity Advisor has partnered with members of COL in the review of curriculum to ensure courses which will now be offered online incorporate the principles of Universal Design for Learning.
- E- Filing of Employee Records: The project is ongoing. As a result of the time involved, we are looking at bringing in another student to assist with the scanning. We are experiencing delays due to old forms being printed on colored cardstock as well as systems slowing down due to insufficient /incompatible RAM. This issue has been addressed and is in the process of being rectified. Upon completed this tool will be a great asset to the college and assist with the college's goal in going online and will help simplify meeting employee requests and more efficient storage of documents.
- Support and assistance was available to our Administrative Staff as they prepared their performance contracts for 2011-12 and completed their performance appraisals for 2010-11 year.
- Representative of Human Resources were involved in the stakeholder consultation of the ICT strategy and part of the task group working directly with the consultants.

7. EMPLOYEE DEVELOPMENT: *The College will, through professional development, training, mentorship, and coaching, prepare its employees for new ways of delivering education and training and for leadership opportunities in the College.*

- AODA/Diversity Advisor has completed two courses through Corporate Training, Leading a Diverse Workforce.
- AODA/Diversity Advisor has held a training session for Algonquin employees on **Accessible Document Production**, as part of this year's Kaleidoscope conference.
- AODA/Diversity Advisor presented **Accessible Multimedia: Including All Students from the**

Start, at the Teaching Resources that embrace All Disabilities conference for faculty.

- Working with the V.P. Academic Area, developed a standard job posting template for academic hires. Established minimum academic credentials, experience requirements and a standard job description. The new posting template was implemented for the May academic hiring drive. During the month of May there were 47 Academic position posted, 7 Administrative positions and 12 Support Staff roles.

8. FINANCIAL SUSTAINABILITY: *The College will target opportunities for increasing revenue, decreasing expenses and improving overall operating margins through new business opportunities, process automation, program and service efficiencies and productivity improvements.*

- Implementation of the new rules for maternity/parental leave for Academic staff have been put in place, including meeting with OPSEU 415, effected staff, ITS and Payroll. This will result in approximately \$13,000 savings per leave for the College.
- Reminders have been sent out to all Academic departments regarding the automatic entry of the summer leave period for Academic staff. We have seen a reduction in liability since last year and expect this trend to continue.
- Reminders were sent to all Managers who have not submitted Memorandum's of Agreement for staff with excess vacation. Reports were prepared for PEC to review regarding compliance.
- Several teleconferences took place with Shepell.fgi Disability Management regarding services that can be offered to enhance early return to work and reduce sick leave and WSIB liabilities.
- Since the implementation of the New Terms and Conditions Document for Part Time Staff, HR has received over 100 signed Terms and Conditions. This process reduces the risk of liability in the College by having signed contracts that protect both the employee and the College as per Employment Standard Guidelines.

1. RECRUITMENT: *The College will increase the number of applications for programs outside of the top sixty high demand programs by 10%.*
STUDENT SUPPORT SERVICES

On May 9, staff from Algonquin College made a presentation to a group of Aboriginal educators at the Akwesasne Reserve. There was a presentation on our Aboriginal support services, the Mamidosewin Centre, the Residence, and the programs the College offers. The session was very well accepted and was an excellent networking opportunity.

Centre for Students with Disabilities

A very successful “Make the Cut” was held on May 4, at Algonquin. Over 260 high school students and their teachers attended the day-long event. This transition program is a joint initiative of Algonquin College and Carleton University, in collaboration with the Public and Catholic School boards of Ottawa-Carleton, Upper Canada and Renfrew County. The program provides an orientation to the post-secondary environment with a focus on specific resources available for students with Learning Disabilities or Attention Deficit Hyperactivity Disorder.

2. ENROLMENT: *The College will find unique ways to create more access to the top sixty high demand programs while also increasing enrolment in the middle ninety programs by 10%.*
REGISTRAR’S OFFICE
Registration Statistics
Full-time Registration in Post-Secondary/Post-Diploma Programs

For the 2011 Spring Term, as of May 20, 2011, the net registered students numbered 2,127 or 98.5% of the projected enrolment.

The breakdown of the 2,127 registered, as at May 20, 2011, is as follows:

Faculty/School	Approved Projected		Net Registered	
	Entry Level	Returning	Entry Level	Returning
School of Business	0	514	0	552
School of Hospitality and Tourism	0	292	0	304
Faculty of Arts, Media and Design	0	144	0	147
Faculty of Technology and Trades	50	649	25	635
Faculty of Health, Public Safety and Community Studies	36	346	41	316

International and Corporate Business Development	0	0	0	0
School of Part-Time Studies	18	28	9	19
Algonquin College in the Ottawa Valley	0	83	0	79
College Totals	104	2,056	75	2,052

Continuing Education Registrations

For the 2011 Spring Term as at May 20, 2011, registrations stood at 8,679 as compared to 8,490 at the same time last year. The term registrations to May 20, 2011 represent 82.5% of the projected enrolment. Registration continues throughout the term.

Admission Statistics**2011 Fall Term**

As at May 24, 2011, OCAS statistics for the 2011 Fall Term indicate that, for College Choices (i.e. number of individual applicants to Algonquin College), our Non-Secondary School applicants are up 5.6% from last year, Secondary School applicants are up 1.1%, with an overall increase in applicants of 3.4%. Province wide, the variances are 2.1%, - 1.2% and 0.4% respectively.

As at May 24, 2011, for Program Choices (applicants are allowed a maximum of 5 program choices, with up to 3 at any one college), our Non-Secondary School applicants are up 4.1% from last year, Secondary School applicants are up 1.2%, and overall we show an increase of 2.7%. Province wide, the respective variances are 1.6%, -1.0% and 0.3% respectively.

As at May 24, 2011, for Confirmations (acceptance of our offer of Admission), our Non-Secondary School confirmations are up 4.4% from last year, Secondary School confirmations are down 2.2%, and overall, we show an increase of 1.4%. Province wide, the respective variances are 0.9%, -0.5% and 0.2% respectively.

Final Grades - 2011 Winter Term

Grades for most 2011 Winter Term post-secondary programs were due to the Registrar's Office by noon on May 5, 2011. Grades were entered, verified and successfully posted to the Algonquin College Student Information System (ACSIS) for students by 3:00 a.m. on May 6, 2011.

This extremely high level of service to our students is the result of the close collaboration of Faculty, Chairs, Information Technology Services and the Registrar's Office.

3. RETENTION: *The College will increase its semester retention rate from 81.9% to 83%.***STUDENT SUPPORT SERVICES****Student Affairs and Orientation**

On Tuesday, May 3, between 50 and 60 new students commencing their studies in the Spring Term, attended the College's first ever Spring Orientation. Students had the pleasure of hearing the keynote address from MTV's Aliya-Jasmine Sovani who spoke about the importance of involvement and leadership during a student's post-secondary experience. The majority of students represented the following programs: EME Technician – Robotics, Veterinary Assistant, and Aviation Management.

Student Employment Services

Joanne McDonald, Manager, Career Services and Student Activities, is working in collaboration with Bill Garbarino, Coordinator, Business – Marketing to develop a clearer process with the Public Service Commission to increase the recruitment opportunities for Algonquin College students and graduates into the Federal Government.

In April 2011, Student Employment Services experienced a 13.5% increase (compared to April 2010) in the number of jobs received and posted for job seekers to consider. The majority of the increase was demonstrated in the full-time job category (permanent and contract).

Health Services

The volume of visits was 3,557 compared to 3,353 one year before, an increase of 6%. Of these, 878 were to see a doctor (25% of the total). There were 13 accident reports generated for on-campus incidents.

The Health Promotions Team designed and installed bulletin boards throughout the College to promote organ donation, as well as May's topic of Sun Safety. Health Promotions hosted a Rapid HIV clinic on April 11, and met with Pascale Hough, Outreach Worker, to discuss the success of this past year and plan for the 2011-2012 academic year. A new team for "Leave the Pack Behind" was hired.

Residence

During the weeks of April 18 and 25, the "move-out experience" took place in the front lobby of the Residence. All went smoothly. Cotton candy and popcorn were handed out daily as a thank you to students. The lobby also featured a collection centre for unwanted items such as food, clothing and room belongings. These items were donated to the Diabetes Association and a local church.

On April 30, all of the Residence Advisors (RA's) attended the Residence Advisors Appreciation Evening and each received a letter of appreciation for a job well done. Each RA took an opportunity to share a powerful message on how becoming an RA has helped them in many ways, especially in building strong leadership skills.

Counselling Services

The following table reflects the substantial increase, over the same time last year, in the number of clients seen on the same day that they present at Counselling Services, and also an increase in the number of booked appointments.

		April 2010	April 2011
Counsellor	Same Day	89	169
One-to-One Appointments	Booked	245	350
	Total	334	519

David Glickman organized the second annual “Day of Pink” which was held on Wednesday, April 13. The event was run jointly among three main groups: Counselling Services, Residence Life and the Algonquin Queer Students’ Association. The key focus of the event was to raise awareness and provide resources on the topic of bullying, harassment and discrimination. Surveys were handed out, both at the events and in participating professors’ classes and nearly 500 were returned. Additional materials were distributed, including Respect booklets, Day of Pink bookmarks and Day of Pink buttons. Large screen monitors were set up to play video loops from a variety of campaigns, including *ThinkB4USpeak*, *Give a Damn* and *It Gets Better*.

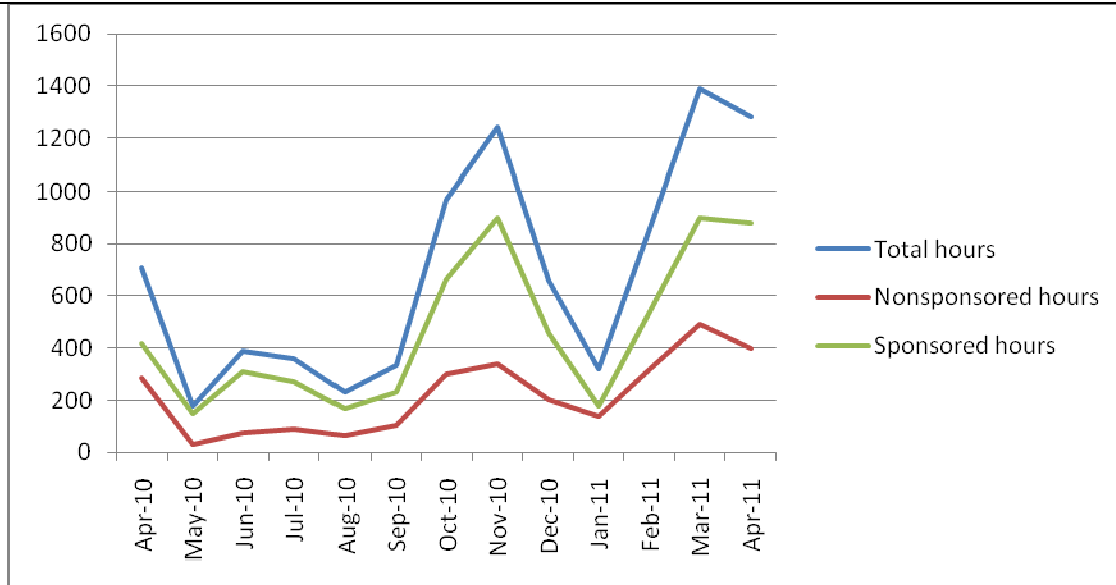
Louise Legault and Audrey Rosa planned and organized the annual conference of the Ontario College Counsellors (OCC), held at Algonquin College on May 15-17, 2011. This conference brings the OCC Executive, college counsellors and helping professionals from the Ottawa community together to learn and connect. A mix of presenters from Algonquin College, other colleges’ counselling services and the psychological community were assembled to offer sessions relevant to current college counselling services.

Peer Tutoring

The number of students accessing Peer Tutoring continues to trend above previous years. There were 81% more sessions completed in April 2011, over the same month last year.

This report is the summary of Peer Tutoring hours booked for the month of April 2011. The booking hours reported here are grouped into 2 categories:

- **Sponsored Hours:** These includes all tutoring hours booked by a student that receives tutoring paid for by an outside institution, or from one of the support services at Algonquin College (i.e.: C.S.D or March of Dimes).
- **Non- Sponsored Hours:** These include all hours booked and paid for by the student directly.
- **Total Hours:** These include both Sponsored and Non-Sponsored hours.



Test Centre

Although demand for test and assessment services peaks annually in February, service volumes continue to remain above past years, with April 2011 showing an increase of 31% in service volume and an increase of 54% in revenue over April 2010.

This increase is largely the result of the growing demand for the Test Centre's core services – admission assessment for full-time programs and exam invigilation for students enrolled in distance education programs through external institutions. However, the addition of services, such as those for the Career and Academic Access Centre, has also contributed to increasing service volumes. The addition of the National Dental Hygiene College Board exams to recent graduates of the Dental Hygiene program in May, and the Technical Standards and Safety Authority (TSSA) exams to students enrolled in Heating and Refrigeration programs and courses in June, will help to continue the Test Centre's service growth.

4. GRADUATION RATE: The College will increase its graduation rate from 62.9% to 64% by 2011.

STUDENT SUPPORT SERVICES

Mamidosewin Centre

The Indigenous Graduate Honoring Ceremony was an event that highlighted the accomplishments of our Indigenous students. The graduating Indigenous students were celebrated by their peers, families, friends and community. The ceremony was open to all post-secondary graduates who are living in the National Capital Region. Algonquin College hosted this year's event and had the most graduates participating. Forty-eight students, of which 28 were Algonquin graduates, walked across the stage at the Museum of Civilization to receive their certificates/diplomas. Vice President, Academic, Kent MacDonald was there to provide the host's address to the attendees. David Yeo presented the Dalian's Aboriginal Leadership Award to Dylan Whiteduck, a graduate of Algonquin College's Small and Medium Enterprise Program.

5. MOBILE LEARNING: *The College will continue to embrace the trend to mobile access by ensuring that all licensed software can be downloaded to mobile devices and that new apps are created to facilitate mobile access, learning and service acquisition.*

N/A

6. ONLINE COLLEGE: *The College will expand its online learning offerings through hybrid and full online modules by reviewing and adapting 20% of all courses and programs in each of the next five years.*

REGISTRAR'S OFFICE

Automated Graduate Validation

For the first time, the Registrar's Office successfully conducted and validated automated graduate validation for all one-year College programs.

E-communication

E-communication campaigns to communicate key messages to students and applicants have included the following:

2011 Spring Term:

- sent to all full-time registered students to communicate refund/withdrawal dates;
- sent to all registered students, with OSAP funding available, to communicate loan pick-up logistics and advise regarding the National Student Loan Service Centre (NSLSC) prescience on campus from May 9 - 11, 2011.

2011 Fall Term:

- sent to all applicants to encourage completion of the next steps in the application process.

7. EMPLOYEE DEVELOPMENT: *The College will, through professional development, training, mentorship, and coaching, prepare its employees for new ways of delivering education and training and for leadership opportunities in the College.*

REGISTRAR'S OFFICE

Ontario Association of Student Financial Aid Administrators (OASFAA) Conference

In collaboration with Carleton University, the Registrar's Office co-hosted the 2011 Ontario Association of Student Financial Aid Administrators (OASFAA) Conference from May 11 – 13, 2011. The OASFAA Association is committed to the financial well-being of our students.

Algonquin College hosted the OASFAA Banquet in the Restaurant International with record attendance on May 12, 2011. Ministry of Training, Colleges and University OSAP representatives included Maria Mellas, Toni Pucci and Noah Morris. The OASFAA conference focused on 2011-2012 OSAP initiatives and proposed program changes for 2012-2013.

STUDENT SUPPORT SERVICES

From April 18 – 20, Wayne McIntyre led three workshops for more than 100 employees of Abbot Point of Care. The topics covered were: mature learning; how we learn; different ways learning takes place; learning styles; and what will work for you. These students are the third group of employees from Abbot Point of Care to take the Micro Electronics Apprenticeship Program from Algonquin College, and the

courses are delivered at the employer's location in Bell's Corners.

Student Employment Services

Two members of the Student Employment Services staff attended the Ontario College Career Educators (OCCE) Annual General Meeting and Conference held in Orillia, Ontario, from May 18 - 20. Topics discussed included the growing presence of mental health concerns within our student populations; the value of incorporating the "appreciative inquiry" approach when working with our clients; an open discussion around developing and implementing standards and certifications for career educators and practitioners within Ontario; and a presentation on the recent changes to the original SASCC (Student Access and Success Coordinating Committee). Joanne McDonald has accepted the position as Chair for the OCCE group once again this year.

Centre for Students with Disabilities

The entire CSD Team was honoured at the President's Barbeque on May 12, when they were awarded the College Team Award, in recognition of teamwork and outstanding service to the College.

8. FINANCIAL SUSTAINABILITY: *The College will target opportunities for increasing revenue, decreasing expenses and improving overall operating margins through new business opportunities, process automation, program and service efficiencies and productivity improvements.*

N/A