1. RECRUITMENT: The College will increase the number of applications for programs outside of the top sixty high demand programs by 10%.
As part of Algonquin College's sponsorship of Skills Canada-Ontario, the Algonquin Centre for Construction Excellence will host a Skills Canada-Ontario Day Camp this summer geared towards grades 5 and 6 students. The Academic Area continues to participate in recruitment activities, as well as respond to requests for information and for hosting visits from groups such as the Upper Canada District School Board and the Ottawa-Carleton District School Board. Visits to external sites are accommodated to the extent possible.
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%.
All winter, 2012, program intakes were successfully launched with the exception of Green Business Management. 396 Dual Credit applications have been processed for 732 winter 2012 seats. This does not include applications to be received for February start courses or Perth activity. Two new Training Delivery Agent statuses have been granted to Algonquin College: Assisted Cook Apprenticeship and Institutional Cook. The International Education Centre has identified a number of graduate certificate programs that could be marketed abroad. The Academic Area will be working with the Centre to develop these programs for CVS approval and Ministry-funding approval over the course of the next few years.
3. RETENTION: The College will increase its semester retention rate from 81.9% to 83%.
Enrolment and Program meetings were held at the end of the fall 2011 semester for all programs. Where appropriate FSP (Failure with supplemental privileges) grades were assigned, with students having to complete the supplemental exams in time to continue courses in the winter term. Students who were unsuccessful in their program in the fall term were transferred, when appropriate, to alternate programs such as General Arts and Science. The Dual Credit retention rate for fall 2011 increased by 4% over fall 2010 numbers. A variety of retention initiatives have been implemented by the Schools to help raise the retention rate from fall to winter. Analysis continues on high enrolment/high failure rate courses to identify initiatives to address the issues specific to those courses.
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.
The Mobile Learning Working Group continues to meet to address questions and issues for the implementation of mobile learning into additional academic programs in 2012-2013.
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.
The online Virtual Assistant program launched successfully in January, 2012. Developers have been hired to commence development of courses for online delivery for the first year of the Child and Youth Worker program, scheduled to launch in September 2012, as well as for Level 3 of the full-time online Early Childhood Education program. The part-time Forensic Accounting and Fraud Investigation graduate certificate program will now also be delivered as full-time online program effective spring, 2012. Online curriculum has been obtained to assist in the development of the hybrid delivery of the 12 weeks of didactic learning in the Advanced Care Paramedic program. The Faculty Support Central Blackboard in the School of Media and Design has been launched. This initiative was spearheaded by Cath Kenney as a one-stop shop where faculty can learn tips and tricks for hybrid development, as well as teaching methodology.
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 Construction Trades and Building Systems Department held a full-day professional development session on December 21, 2011, with a theme of “use of technology in the classroom.” Topics ranged from how to do a lecture capture, use of goose neck cameras for close-up work, use of light pens, how to assess students with disabilities, results of departmental math assessments, use of Blackboard and a presentation on piloting the use of iPADs in the Heating, Refrigeration and Air Conditioning program. This is the first of a series. During the first week of January, a learning strategist from the Woodroffe Campus delivered two workshops to faculty at the Perth Campus, with one being specifically delivered for trades programs. Staff in the School of Media and Design participated in a workshop on understanding the communication activities of Generation Y/Z. Staff in the Centre for Continuing and Online Learning participated in a Diversity Training session in December.

On December 22, 2011, and January 5, 2012, the School of Hospitality and Tourism held general school meetings. Several objectives were met and new School operating models were discussed including Communications Model, Working Model, Knowledge Base Model, Program Mix and new Organizational Chart. Six functional teams have now been established to move the School forward. These teams are individually focused on Program Costing and Financial Sustainability; Retention and Graduation Rates; Mobile Learning; International Projects; Program Mix and Growth; and Marketing and Branding.

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 College in the Ottawa Valley has secured two new Skills Link Youth Employment contracts through Service e-Canada; one each in Pembroke and Renfrew. The Pembroke project stretches ten months and has total revenue of approximately $266K, while the Renfrew contract is four months with total revenue of $95K. The School has also confirmed a contract with Service Canada to support the Options 2012 Skills Trades Fair, valued at $26K.

Employment Services at the Perth Campus has secured an additional $55K through a special funding envelope which enables an expansion to include a classroom/workshop area with 16 workstations to better serve clients and referral agencies.

The Centre for Continuing and Online Learning (CCOL) reviewed all of its continuing education programs for long-term sustainability. As a result, four Graduate Certificate Health program have been suspended due to historically low enrolment. Two of the four programs are currently offered online.

9. Student Activity

The School of Business Awards and Recognition Evening was held on November 22, 2011. It was very well attended with over 60 donors who showed their support and generosity to honor outstanding students and their achievements. The event gave the students a chance to network with representatives and executives in their field of study.
A Mechanical Engineering Technician & Technologist Student Chapter (METT Chapter) has now been formed. It targets a number of programs including Heating, Refrigeration and Air Conditioning (HRAC), Civil Engineering, Architectural Technician and Mechanical Engineering. They are meeting regularly in the ACCE and have begun to plan events. The faculty advisor is Ken Hill, Professor, HRAC.
Two students in the General Arts and Science – Aviation Management program, Kaitlyn Mullins and Alborz Mirenayat, received a bursary of $500 each from the Cornwall Flying Club. The presentation was made on December 8, 2011, and was attended by Bruce Dwyer, Coordinator.

On November 22, 2011 the Culinary students under the supervision of Chef Robert Gelinas prepared hors d'oeuvres for the opening of the Algonquin Centre for Construction Excellence.

On November 26, 2011, the Culinary and Restaurant Team Competition, called Battle of the Blades was held at the College. This competition gave the opportunity for students to participate in a culinary team

competition that encourages them to develop their communication, culinary and serving skills. There were 14 culinary students and 7 hotel students competing. They had to prepare, cook and serve their creations to guests. The main sponsor of this event from Canadian Cutlery, Bill Trout mentioned, "how the event differed from all the others he has been involved in. "

On December 1, 2011, Culinary students, under the guidance of Chef Patrick Kostiw, participated in the sold-out Savour Ottawa Dinner.

On November 11-13, 2011, twenty-six students from the Event Management program volunteered at the Food and Wine Festival Show at the Ottawa Convention Centre.

Martin Taller, Professor, Bachelor of Hospitality and Tourism Management and his third year students have been awarded an Ottawa Young Entrepreneurship grant to develop their "Virtual Wedding Planner App".

Broadcasting - Television students assisted at the public event honoring Jean Piggott, by filming tributes from friends and family. The final video will be presented to the family at a later date.

The Loggersports Team hosted a Lumberjack Fundraising Dinner on November 21, 2011 at Algonquin College in the Ottawa Valley. The event was a huge success with approximately $1K raised.

The fifth annual Multicultural Day was held on November 28, 2011, at Algonquin College in the Ottawa Valley. Approximately 100 students participated in various activities and sampled ethnic food.

10. Faculty Activity

Algonquin Centre for Construction Excellence (ACCE) Administrators and Staff organized an event to recognize ACCE staff for their dedication and commitment to achieving their part in the completion of the ACCE building and related academic work to revise, renew, and integrate their programming into the new facility. This Awards Gala evening took place on December 21, 2011, in the atrium of ACCE and was extremely well received by staff.

Mark Anderson, from Money Sense Magazine, interviewed Chef Ramsay, which was featured in the online November issue at www.moneysense.ca/2011/11/14/make-your-inner-chef-happy. The article, called "Make your Inner Chef Happy", included helpful hints and expertise from Chef Ramsay who commented on conventional thinking, cool fridges, cutting edge, pan handling and kitchen "must – haves".

The second annual Les Emmerson Fundraiser event for General Arts and Science bursaries is scheduled for March 2, 2012.

Led by TV Broadcasting Coordinator, Jeremy Atherton, the School of Media and Design reached out to the Ottawa Regional Youth Choir to perform a Flash Choir at the Algonquin Centre for Construction Excellence building over exam week. The purpose was to showcase the talents of students and at the

same time communicate that Algonquin was great place to go to study. The final product was a clip on YouTube featuring Darth Vader, who conducted the choir. The flash mob video received a lot of attention within the Algonquin community and is currently at approximately half a million views. The video was featured on the CBC National, G4TV, Memebase, CBS in New York, Wired Magazine, countless bloggers, Satchi and Satchi posted it on their Global Facebook page. The video was even posted and tweeted by Lucas Films. Jeremy did a live interview on CBC morning radio and received inquiries from as far away as the Philippines. During the peak, it received more than 100,000 views a day. It was listed as the 6th most viewed video on YouTube for December (Comedy). Needless to say - it surpassed our expectations. A great example of how small idea can go a long way in promoting our school.

11. COMMUNITY ACTIVITY AND DONATIONS

Algonquin College in the Ottawa Valley is the platinum sponsor of the Upper Ottawa Valley Chamber of Commerce Business Achievement Awards Gala being held on January 28, 2012, in Pembroke. Dean Karen Davies is the co-host for the event.

The Pembroke Legion donated $10K to the College to establish a new endowed bursary in recognition of the College's building of a new waterfront campus.

The Construction Trades and Building Systems Department was approached by Steve Barkhouse from Amsted Construction and Tony Bond from The Boys and Girls Club of Ottawa to partner with them to build three bunkhouses as part of the Building Construction Technician (BCT) program in 2012-13. An Inter-Professional Education opportunity will be created and will involve other programs including cabinet making, electrical and architecture.

On January 13, 2012, Nissan Canada donated a 2007 Altima Hybrid car with a book value of $18K to the Mechanical and Transportation Technology Department. Arrangements are also underway for the donation of a bus by OC Transpo.

The Vice President, Academic provided the opening address to Catholic School Board Principals. The topic was focused on changes and challenges of education in 2012 and Algonquin College's response to this rapidly changing environment.

Dentists from the Ottawa Valley have provided $500 to each Dental Assisting student successfully entering Level 02. We currently have five students from the Valley.

The Police Foundations program donated thirteen Christmas Gift Baskets to the Youville Centre in support of young unwed mothers and their children.
On November 15, 2011, the Restaurant International hosted a "Master of Wine" event hosted by Tim Hanni and attended by trade/industry professionals. Tim is a professionally-trained chef, who is one of the first two resident Americans to successfully complete the examination and earn the title Master of Wine which is regarded as the highest accolade in the international wine industry.
Chef Michael Sobcov, Chef Andrew Skorzewski, and two Culinary students participated in the College Days MPP Reception on November 29, 2012 hosted by College's Ontario at Queen's Park. This provided

our students an opportunity to showcase Algonquin's student expertise in hospitality, culinary arts and entertainment, and to gain valuable experience.

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.***
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.***
<u>Finance and Administrative Services:</u> Finance staff continues to work with all areas of the College to update and refine assumptions and estimates in the preparation of the 2012/13 annual budget. Requests for Proposals for Audit Services have closed and the selection committee meetings have been scheduled. Deloitte was awarded a contract to work with the College on an Enterprise Risk Management Framework. Finance is coordinating the Q3 2011/12 Financial Projection exercise, preparing for the February 13, 2012, Board of Governors meeting. The College's auditors are currently performing interim audit procedures in preparation for year end. Significant progress is being made towards addressing the Broader Public Sector Directives recommendations to ensure compliance with the BPS Directives.

Physical Resources:

Algonquin Centre for Construction Excellence (ACCE):

- Commissioning is ongoing. Expected completion date is August, 2012.
- Deficiencies and minor outstanding issues are being addressed. Expected completion date is April, 2012.

Pedestrian Bridge (City of Ottawa Funded Project):

- Complete.

Perth Campus Renewal and Expansion:

- Deficiencies are being addressed. Expected completion date for landscaping is June, 2012.
- Commissioning is ongoing. Expected completion date is August, 2012.

Pembroke Campus Relocation:

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

- Integrated Design Process meetings with stakeholders and Campus Development Consultants continue.
- The 90% Design has been completed and the Compliance Team's comments are being addressed by the Design/Build Team.
- Design Project Review Team (DPRT) meetings continue on a bi-weekly basis.
- The erection of steel structure and installation of steel deck is complete.
- Masonry block work is approximately 25% complete.
- Exterior metal studs and insulation boarding to the exterior walls is underway.
- Underground mechanical and electrical services are 70% complete.

Student Commons

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

- 100% Design review drawings are expected by January 27, 2012.
- Integrated Design Process meetings with stakeholders and Campus Development Consultants continue.
- Slab on grade has been poured 70%.
- Concrete shear walls and beams and slab in the auditorium continue with a scheduled completion by mid February, 2012.
- Erection of structural steel in the Commons third floor to roof is complete.
- Drywall steel studs have commenced.
- Mechanical and electrical work has commenced.
- Book Store swing space fit-up is under way and on schedule.

Technical Services and Energy Conservation:

The planned upgrade to Algonquin's central plant through the addition of an 800 ton chiller and the phase out of a 400 ton chiller and all remaining R-11 refrigeration remains on budget and on track for completion before the beginning of the next cooling season in early May, 2012. The TRANE chiller is due

for delivery at the end of March and the installation was tendered, posted on MERX, and closed on January 30, 2012.

Energy:
The Request for Proposals for an ESCO Contract, phase 2, was posted on MERX and closed on December 22, 2011, with 12 interested companies responding. The process calls for selecting the top 4 proposals from the RFQ's submitted, proceeding to the Request for Proposal stage and selecting the successful contractor to deliver an Energy Savings contract that is acceptable to the College.

College Ancillary Services:
Q3 results for Ancillary Services reflect the impact of lower than forecasted revenues for Retail Services due to the closing of the D entrance as a result of the construction of the Student Common and summer business shortfalls in the Residence.

Retail Services will be moving into a temporary location, the old Woodworking Shop, during the week of February 13th. Conference Services will be moving into A building and the Coin Ops office will be relocated to the Parking offices in the basement of C building.

Food Services has been reviewing menus and will introduce an offering of Chinese food in the Taste of Asia kiosk in the Marketplace Food Court. Following SPSP recommendations, a third party will now be responsible for snack vending machines for Woodroffe Avenue. Implementation will occur during the end of January and early February and will increase the number of machines to 28 where the One Card can be used.

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

Recruitment Activities

The Recruitment team is concentrating on grade 12 Career Class presentations. To date:

- 37 School Visits/Campaigns – September 2011 (45 in 2010)
- 193 School Visits/Campaigns – October 2011 (85 in 2010)
- 126 School Visits/Campaigns – November 2011 (105 in 2010)
- 75 School Visits/Campaigns – December 2011 (11 in 2010)
- 72 School Visits/Campaigns – January 2012 (14 in 2010)

A total of 10,754 leads have been collected by the end of January. 35% of the leads collected came from high school visits and 32% from the web.

College Information Fair

Recruiters attended a 'mini dialogue' to update Guidance Counsellors in the York Region.

Recruitment Marketing Initiatives

The Web Services team has received 302 work tickets (requests for assistance) through Zendesk (a web change order request system which tracks the quantity of web changes and automates client communication with receipt and completion responses) since October 24th. Of these tickets, 249 have been successfully resolved and the remaining 53 are either pending a response from the client or are of a recurring nature.

The first two weeks of the January online recruitment campaign generated over 2,100 direct visits to the Future Students website.

Google Search Engine Marketing generated 11,290 visits to the Future Students website and program pages in December.

Web banner campaigns have been implemented and have successfully leveraged web traffic through the homepage to the Future Students website. For example, more than 10,000 visits to the Future Student site were generated via the rotation of five banners.

Posting the Television Broadcasting Students' Darth Vader You Tube video to the website generated almost 2,100 visits to the Future Students website over a three-week period.

Pay Per Click campaigns generated 15,784 visits to the Future Students website in October and November.

Media Relations

Major media stories include:

November 3 – Metro Ottawa published a story about Algonquin College radio station (CKDJ) trying to convince Stephen Harper to grow a mustache for Movember.

December 8 – Ottawa South EMC reported that Paulette Young, part-time Early Childhood Education teacher at Algonquin, received the Prime Minister's Award for Excellence in Early Childhood Education.

December 15 – CBS, Your Ottawa Region and The Huffington Post all featured stories on the Darth Vader Christmas flash mob at the College. The video went viral and was also featured on many blogs.

December 21 – CBC and Your Ottawa Region featured stories about the outrage of the faculty union leader after he learned details of president Robert Gillett's retirement package.

January 5 – Openfile featured a story about David Hall, former Algonquin College communications officer, and his predictions on social media trends.

January 12 – The Arnprior EMC featured a story about Algonquin's Hire Me! Reach Higher! project receiving funding from the federal Skills Link program. It focused on how the project will help 30 youth develop skills and experience to find a job or the confidence to return to school.

January 19 – The Nepean/Barrhaven EMC featured a story on Bob Rae's visit to the Algonquin trades building. It featured Rae's remarks about needing a national strategy for post-secondary education and the funds raised to construct the building.

January 23 – The Ottawa Citizen published stories from Jan. 20 – 23 about labour relations between Algonquin College and the faculty union. The stories focused on the high number of outstanding grievances filed by the faculty union and how they are a symptom of a larger problem.

January 26 – The Nepean/Barrhaven EMC reported on Hydro One's $750,000 grant to Algonquin College electrical engineering technology students. Algonquin was also mentioned in stories about the other grant recipients in The Barrie Examiner.

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%.***

Program Marketing Services

The following sites have been updated to the new WordPress environment and are now live: Ombudsman, Health Services, Student Affairs and Orientation, Student Success Centre, and Employment Services.

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.***

Coffee Break with the President Series

The President's Christmas Coffee Break was held on December 16th in the Students' Association Observatory Lounge at the Woodroffe Campus where approximately 400 faculty and staff chatted informally with President Gillett.

Breakfast with the President Series

New Staff Breakfast

On Tuesday, January 17th, 12 new employees were invited to join President Gillett for a breakfast in the Staff Dining Lounge to discuss their experiences as the newest staff members and to share any suggestions they may have to enhance the programs and services provided to the College community.

Marketing

Marketing and Web Services provided the support to develop and launch the President's Search Website.

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.***

Visit by Bob Rae, Interim Leader, Liberal Party of Canada, and MP Toronto Centre

On Monday, January 16th, the College was the first stop on Mr. Rae's two-week cross Canada college tour called "Skills Training and Jobs Tour". The purpose of his tour was to show Canadians what is happening across Canada in terms of post-secondary skills training available to prepare students for the workforce. Mr. Rae's team requested to focus on construction training at Algonquin. The visit included a one-hour tour of the Algonquin Centre for Construction, followed by a round-table discussion with the President's Executive Committee and Students' Association President , Jacob Sancartier.

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

International Education Centre

Meetings have been completed with all Deans, Chairs and Program Coordinators to prepare a multi-year international enrolment plan. Discussions are on-going regarding the development of new Graduate Certificate Programs to attract more international students.

One hundred and ten new international students attended the winter, 2012 Orientation. In January, recruitment managers were in Nigeria, Kenya, Zambia, Zimbabwe and Mexico attending educational fairs and conducting agent visits.

Information, Institutional Research and Technology Services (IIRTS)

The Algonquin College profile and related metrics continue to be updated for use and posted on the Polytechnics Canada website to assist in recruitment and advocacy efforts for its nine member institutions across Canada.

A preliminary data mapping review has been carried out on the measurements and metrics available from the cloud hosted (Amazon EC2 services) Advancement web sites (via Google Analytics) and the CRM installations in Salesforce.com. Completing this mapping with Advancement will provide crucial input to the Strategic Enrollment Management working group.

Workforce and Personal Development (WPD)

Workforce and Personal Development recruited 22 new Second Career students in January.

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%.***

Algonquin College Corporate Training (ACCT)

At the end of January, 2757 employees from 213 public and private sector organizations have enrolled and re-skilled in ACCT public and customized workshops in 2011-12.

Information, Institutional Research and Technology Services

The Qlikview pilot has concluded and the findings of the exercise are being compiled (the evaluation reviewed enrolment reporting and dashboard creation). A similar pilot will be conducted in February to evaluate the same objectives with the comparable Cognos product.

Workforce and Personal Development (WPD)

The Personal Development Institute increased offerings to the luxury learner by offering an additional 8 courses in January 2012.

International Education Centre

Enrollment projections for international students entering programs of study for 2012-2013 have been completed. As of January 24th, there are 202 level 1 International students and 754 returning students for a total of 956 international post-secondary students enrolled in winter, 2012.

The January 2012 enrolment for the Language Institute is as follows:

LANGUAGE INSTITUTE ENROLMENT	
Program	**Enrolment Number**
ESL International	256
ESL Canadian	135
CE Winter (excluding ENL)	838
Teaching English As A Second Language	33

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

Language Institute

The Student Success Specialist served approximately 210 students in January, 2012 who were at risk or requested a transfer from one section to another.

Algonquin College Foundation

A bursary endowment was established in memory of Colin J. Everett, a former Rideau Campus Biochemistry program faculty member, for students enrolled in either the Biotechnology or Medical Radiation programs.

The following funds have been established: the Ivan Carr endowment fund for Children's Aid Foundation youth studying at Algonquin College; the Frank and Maria Hatz endowment fund for students enrolled in the Personal Support Worker and/or the Practical Nursing program; and the Katherine J. King Lorraine Chapter I.O.D.E. endowment to support students enrolled in any program at the Woodroffe Campus.

Three new annual awards were established: Faucet Fix Award for students enrolled in the Plumbing program, the Bill and June Joe Scholarship for students enrolled in the Bachelor of Hospitality Management program and the Renfrew Dental Association Scholarship fund for students enrolled in the Dental Assisting Program.

Information, Institutional Research and Technology Services (IIRTS)

Efforts continue to re-engineer the technologies most required by students resulting in higher levels of availability for wireless networking and Blackboard as well as increased bandwidth to access the internet. The available hours for the Blackboard system have been extended by reducing the nightly maintenance window. Effort and investment is ongoing to eliminate the need for a nightly maintenance window through implementation of online backups.

IIRTS is working with University of Ottawa and the Enterprise Policy Research Initiative to undertake a longitudinal study to determine the persistence and outcomes of students transferring between Algonquin and the University of Ottawa. The long term goal of this research is to identify at risk students to raise the retention of these identified students.

Workforce and Personal Development (WPD)

The Second Career office met with 37 current students and 97 prospective students over the past two

months. Currently, the Education to Employment program, supported by First Generation funding, has a waiting list of students wishing to access the program.

Applied Research and Innovation

In-Class Projects (ICPs) are the focus for the winter semester. To date, 10 projects have been registered through our dedicated portal for the January – April term, representing over 35 students.

The College received 36 inquiries from potential external partners between October and December 2011. Many of these clients submitted First Contact Forms providing a high level overview of their proposed project.

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

Information, Institutional Research and Technology Services

Organization, communication and coordination activities are underway for the KPI Student Satisfaction Survey that will take place from February 6-17, 2012. 13,000 FTPS(full time post secondary) students enrolled in 154 programs will be surveyed.

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.***

Information, Institutional Research and Technology Services

Wireless networking and Blackboard enhancements have taken place to improve the availability, reliability and resiliency of Blackboard and the wireless network to support mobile learners.

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.***

Algonquin College Corporate Training (ACCT)

ACCT developed and implemented online assessments for two courses in the Fundamentals of Leadership certificate program, Interpersonal Communication and Leadership Skills, using survey software application called Timba. This online assessment is integrated with ACCT's CRM system (Salesforce) and automatically quantifies survey results for more rapid and responsive course modifications and targeted sales follow-up.

Language Institute

The hybrid components of the FSL Levels 1 to 6 that began in September have been fully redesigned to use Blackboard. Work has begun on the development of the hybrid curriculum for FSL Level 7.

Information, Institutional Research and Technology Services

A presentation entitled 'From Data to Decision-Making' was given in January to Algonquin staff enrolled in the Advanced Leadership program.

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.***

Algonquin College Corporate Training (ACCT)

ACCT Learning Consultants (5) and Managers (2) completed training in LinkedIn, including how to use this social media tool to increase targeted business development opportunities and sales.

Language Institute
The Acting Chair of the Language Institute completed Leadership Level 1 training in January. 15 full-time faculty and staff participated in professional development courses in December, 2011 and January, 2012.

Workforce and Personal Development (WPD)
Administrative support staff attended training on online Ministry payment processes.

Applied Research and Innovation
The Director attended a CONII Professional Development event. The Director, a Project Manager and the Project Officer attended Hydro One Applied Research Consortium meeting with three other colleges. A Project Manager started the Leadership Level 1 training program. The Administrative Assistant attended the Service Excellence program.

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 College Corporate Training (ACCT)
At the end January, ACCT has secured $1,739,805 in revenue.

International Education Centre
An MOU has been completed with a college in Sarajevo (FMPHTM) to deliver Business Administration – Ontario College Advanced Diploma (3 yrs) and Hospitality Management – Hotel & Restaurant- Ontario Diploma (2yrs). Program delivery will commence in September, 2013.

Language Institute
The Language Institute has become an official IELTS (International English Language Testing System) Test Centre. Training sessions for the administrator and examiners are scheduled to begin in March.

The first CELPIP (Canadian English Language Proficiency Index Program) test session was completed on January 30, 2012.

Algonquin College Foundation
The Constructing OUR Future (ACCE) Campaign, to date, has reached $7,590,501 exceeding the $7M goal. The Pembroke Campaign has reached $1,965,651 of the $2.5M goal and the Perth Campaign has reached $436,050 of the $1M goal.

The Gifts-in-Kind total to date is $66,653.21. New partnerships are being developed that will translate into future donations.

A four-year extension to the partnership with Hydro One has been approved. Algonquin College will receive $750K for a capital campaign gift, instructional equipment, bursaries, scholarships, applied research and diversity initiatives.

Information, Institutional Research and Technology Services

An enterprise SharePoint environment is being set up within the College to host automation projects that originally would have either been paper processes or built in the .NET environment. Commissioning of the projects will take place through February and March with the first automation and analysis projects being deployed in March. The SPSP analysis dashboard and data management system will be deployed to this infrastructure in April.

IIRTS provided consultation services, vendor location and recommendations for the SPSP SharePoint analysis dashboard and data management automation projects.

Workforce and Personal Development (WPD)

Workforce and Personal Development was the successful bidder on two contracts with the Ministry of Citizenship and Immigration. One contract is for $1M for the Biotechnology bridge program and the second contract of $300K is funding for an Internationally Educated Professionals Conference.
Workforce and Personal Development is partnering with the Building Greener Futures to offer a series of workshops to youth in the region.

Work is nearing completion on the mapping and value-streaming of operational processes in the Experienced Worker Centre, WSIB and First Generation student support areas under WPD.

Applied Research and Innovation

The College was successful in its application to the Ontario Centres of Excellence (OCE) for the Connections In-Class Project grant and was awarded $57,150 for 22 projects.

A Letter of Intent was submitted to the NSERC College and Community Innovation (CCI) - Innovation Enhancement program for a proposed research program in health and wellness, with a focus on medical devices. The College will find out in February if it is being invited to submit a full application for this $2.3 million grant.

An application has been submitted to the new NSERC CCI Industrial Research Chair for a College program in the area of Digital Media. If successful, the College would receive a 5-year, $1 million grant that would fund the Chair's salary, some research costs, student engagement and administration.

Following Algonquin's successful deployment of the FedDev Applied Research and Commercialization (ARC) Pilot program grant, the College applied to the FedDev ARC Extension program for a further $750,000 in funding for 2012-2013.

Two photonics projects were successful in their bids to apply for funds from the NSERC CCI Applied Research and Development program – each project received $25 K.

ALGONQUIN COLLEGE

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

During the months of December and January there were forty-three competitions posted. The two Recruitment Officers participated on numerous selection committees to provide guidance and HR advice on the competitions. Twenty-one competitions were successfully completed with new hires beginning in December and January.

In comparing 2010 and 2011, the number of competitions posted in 2010 was 220 postings versus 298 in 2011. This increase also reflected the need to find alternate recruitment strategies for difficult to fill positions.

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%.***

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.***

The AODA Advisor made a presentation to Learning & Teaching Services staff on the new Integrated Accessibility Regulations and the impact that it will have on the College's on line course offerings.

The implementation of Halogen's e-learning performance management module is approximately 80% complete. A catalogue of leadership development training programs has been created in the system which will form part of the development plans to be made available to College employees. The roll-out of this module will allow the College to track the learning and development activities for all College Administrators.

The prototype of the Administrative performance evaluation review has been completed within Halogen. A demonstration was provided to the President's Executive Committee at the end of January.

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.***

Succession Planning

Work continues on the Succession Planning project. A Talent Assessment Review is scheduled with the President's Executive Committee in March.

Part-time Orientation Sessions
In December, 2011, and January, 2012, there were 21 part-time faculty orientation sessions provided to 624 attendees.

Teaching Adult Lifelong Learners (TALL) Certificate Program
These sessions are ongoing.

Winter 2012
Woodroffe
TTA5501: Teaching Adults: Getting Started (Jan 17-Feb 21)
TTA 5502: Learning Theory and Managing the Learning Environment (Mar 6-Apr 24)
TTA 5506: Teaching Practicum (Mar 8-Apr 26)
TTA 5507: Strategies for Effective E-Learning (Jan 18-Mar 14)
TTA 5509: Presentation Skills (Jan 16-Mar 26)

Pembroke
TTA 5501: Teaching Adults: Getting Started (Jan 17-Feb 21)

Getting Connected Support Staff Conference
12 Algonquin support staff employees and 40 colleagues from other eastern region colleges attended the Support Staff Eastern Region Conference held on November 23-25, 2011.

Faculty Cyber Connections
In winter 2012, a module on effective design of multiple choice evaluations is being offered. There are six Algonquin employees enrolled in this online professional development program.

Advanced Leadership in Education Institute III-Organizational Leadership Program
Four sessions have been delivered with the most recent held on January 26/27, 2012. The same cohort of 12 participants is proceeding through.

Leadership Development Program and Advanced Leadership Development Program
The Leadership Development program was offered Oct 6/7, Nov 15/16, Dec 5/6, 2011. The Advanced Leadership Development program was offered Oct 19/20, Nov 24/25, Dec 15/16, 2011. 24 participants successfully completed both programs.

Service Excellence Program
Twenty-four employees successfully completed the fall offering of the Service Excellence program held on November 2nd, 14th, and 21st, 2011. A winter session is scheduled for February 15th, 29th, March 7th, and 21st for 24 employees.

Faculty Professional Development
Professional development was offered and delivered to Faculty and Academic Coordinators in December, 2011, and January, 2012, specifically targeting those teaching in mobile programs in winter

2012.

WordPress PD Program
On January 20th, the Centre for Organizational Learning assisted in the offering of a professional development WordPress session.

Other
The Centre for Organizational Learning (COL) provides support to the CIS team in developing PD for faculty in mobile programs.

The new COL website is available on the www3platform. The new format can be used as a PD repository. The COL is in the process of developing an online Orientation Tutorial for new administrative staff.

AODA
The AODA Advisor attended the Web Accessibility Matters Conference on January 19, 2012.

The AODA Advisor is working with the Accessibility for Government on Line (A4GOL) organization to bring their training courses on campus for Algonquin employees.

Lunch and Learn series
The Recruitment team offered a series of three workshops in the month of January to College staff on interview skills. These workshops have been well received and the feedback has been very positive.

The Recruitment team offered a workshop to World Skills on ways to find employment at Algonquin College. There were 22 participants in this workshop and it was focused on assisting newcomers to Canada to find employment.

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.***

Due to the 2011 Support Staff labour disruption, 85 pension buyback estimates were completed. A total of 58 employees purchased their pension buyback. Documentation was submitted to CAAT by the due date of December 23, 2011.

Human Resources is working with ITS and Finance to incorporate the new CAAT pension contribution rates and process, and is also working on the data collection tool for CAAT and the T4 preparations.

In January, 2012, a refund of $110,553 was received representing the 2011 New Experimental Experience Rating Plan (NEER) statement from the Workplace Safety and Insurance Board in comparison to the 2010 (NEER) Statement for which the College had a surcharge of $250,000.

The business case was completed for the investment in a new HRIS (Human Resources Information

System) system to assist the College to leverage new technology to focus on people management. This business case will be presented to the President's Executive Committee in February. In addition, Human Resources has commenced the value streaming of the HRIS access process to streamline the entire process.

A framework has been developed and is being used to audit all accounts in the system to ensure that unauthorized access to the system is reduced. To date all areas of the College have been provided with a report of all users In their units and HR has been receiving responses which are being used to remove any unauthorized users.

Twenty seven College Administrators received training and coaching on the Halogen Talent Management system.

Ten College employees received training on the HR/PAY /HRIS systems over the reporting period. Two systems Administrators received training during this period.

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

Centre For Students With Disabilities

On November 23rd, Algonquin College's Centre for Students with Disabilities and Carleton University's Paul Menton Centre ran the annual joint initiative, "Make the Cut". This is a transition program for high school students with learning disabilities or attention deficit hyperactivity disorder who are considering attending college or university in the fall. The program provides prospective students with an orientation to the post-secondary environment, with a focus on specific resources available for students with disabilities. Several CSD counsellors and the learning strategist provided joint workshops with Carleton staff for students and educators. Over 250 people attended this transition day.

Residence

On December 5th, Residence Life opened the application process for the Resident Advisor and Senior Staff positions for Summer, 2012, and the 2012-2013 academic year. An online application is being used for the first time to reach out to a greater number of students.

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 2012 Winter Term, as at January 20, 2012 (10th day of term and last day to withdraw and receive partial refund)**,** net registered students numbered 14,754 or 99.4% of the projected enrolment.

The breakdown of the 14,754 registered, as at January 20, is as follows:

Faculty/School	Approved Projected		Net Registered	
	Entry Level	Returning	Entry Level	Returning
School of Business	420	2,852	353	2,864
School of Hospitality & Tourism	327	971	293	958
Faculty of Arts & Media Design	239	2,992	203	2,887
Faculty of Technology and Trades	443	2,589	429	2,697
Faculty of Health, Public Safety/Community Studies	263	3,002	303	2,969

International & Corporate Business Development	0	28	0	31
Centre for Continuing & Online Learning	85	69	100	114
Algonquin College in the Ottawa Valley	0	557	20	533
College Totals	**1,777**	**13,060**	**1,701**	**13,053**

Continuing Education Registrations
For the 2012 Winter Term as at January 20, 2012, registrations stood at 10,675 as compared to 10,470 at the same time last year. The term registrations to January 20, 2012 represent 89.4% of the projected enrolment. Registration continues throughout the term.

Admissions Statistics
2012 Fall Term
As at January 23, 2012, OCAS statistics for the 2012 Fall Term indicate that, for *College Choices* (i.e. number of individual applicants to Algonquin College), our Non-Secondary School applicants are down -2.6% from last year, Secondary School applicants are down -0.7%, with an overall decrease in applicants of -1.5%. Province wide, the variances are -5.9%, -5.4% and -5.6% respectively.

As at January 23, 2012, 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 down -5.2% from last year, Secondary School applicants are down -1.4%, and overall we show an decrease of -2.9%. Province wide, the respective variances are -7.2%, -6.4% and -6.7% respectively.

STUDENT SUPPORT SERVICES

Centre for Students with Disabilities (CSD)
In December, two meetings were held with the Coordinator, Dual Credit Programs, regarding Dual Credit students who are currently being supported by the CSD, both at Algonquin and those on-site at their high schools. Issues regarding students on the Autism Spectrum Disorder were discussed, to ensure that teaching strategies and supports were consistent with what students will experience when coming to College. The CSD is also developing a handout for Dual Credit students.

Test Centre
November and December serve as the preparation period for the 2012-2013 application cycle, which peaks from mid-January to early-March. In preparation for this period, the Test Centre and Admissions Department of the Registrar's Office participated in discussions with other Ontario Colleges and the Ontario College Application Service for an automatic means for transferring the results of the Health Occupations Aptitude Exam to all colleges.

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

REGISTRAR'S OFFICE

30% Off - Ontario Tuition Grant (OTG)

On January 5, 2012, the Ontario government formally announced the new 30% Off – Ontario Tuition Grant (OTG). Eligibility is as follows:

- You are a full-time student at a public college or university in Ontario;
- You are in a first entry program;
- You are a Canadian citizen, permanent resident, or a protected person;
- You are an Ontario resident;
- It has been less than four years since you left high school (or less than six years for students with a permanent disability); and,
- Your parent(s)' gross income is $160,000 or less.

The benefit delivered by this new program is $1,600 on a full year basis for university and college students in a degree program, and $730 for college students in a diploma or certificate program. For the January 2012 term, eligible students will receive half of the full year benefit, that is, either $800 or $365. Students will be eligible for the grant for up to two terms per academic year.

Students eligible for OSAP are automatically assessed. For eligible students not on OSAP, applicants must apply online at ontario.ca/30off.

The program will be administered in two phases. The Ministry has not yet provided details regarding operationalization of the 2012-2013 process.

STUDENT SUPPORT SERVICES

Student Support Services first ever event for International students was held on November 23, 2011, with approximately 40 students in attendance. There were three keynote speakers and seven panelists from Y Employment Access Centre (transferrable skills and job search strategies), Ottawa Centre for Regional Innovation (OCRI) (entrepreneurship), Ottawa Community Immigrant Services Organization (OCISO) (mentorship), Vanier Community Service Centre (Experica – the Practice Firm), Pinecrest-Queensway Community Health Centre (from Volunteerism to Employment Program), and Volunteer Ottawa (importance of volunteer work). Emanuel Miulescu from the Vanier Community Service Centre spoke on job development and two past Algonquin graduates with international status spoke of their experiences transitioning into the Canadian workforce.

The panel discussion was followed by a mini trade show. Exhibits included Student Employment Services, Career Cruising, Alumni Association and each of the community organizations represented on the panel. In addition to the guests from the community organizations, Della Siemens from the Alumni Association and Michelle Cameron from the International Education Centre came to network with the students. Feedback from the attendees was excellent.

Health Services
In December, the volume of Health Services visits was 2,500 compared to 2,462 the previous year. Of these visits, 596 were to see a physician, which accounts for 24% of the total visits. There were five accident reports generated for on-campus injuries/incidents.

Student Employment Services
The Employment Coach for the Aboriginal Student Education to Employment Program presented "Personality Dimensions", a self-assessment tool, to 36 students within General Arts and Science – Aboriginal Studies. The objective was to ascertain the effectiveness of the tool when combined with Aboriginal educational methodologies. The tool focused on students identifying their strengths, areas of personal development, understanding and appreciating the differences of others, and building communication skills.

Two additional Tim Hortons franchises were engaged within the program and accepted students into their retail outlets. A meeting was held at Algonquin College with the Senior Vice President and the National Human Resources Manager of Tim Hortons to present the program business plan. Additionally, the Senior Vice President engaged *Spirit Creative*, an Aboriginal advertising and promotion company to work on the logo and mission statement for the program. Related costs will be covered by Tim Hortons. Two meetings were held at the College with *Spirit Creative* to discuss the branding.

The annual Health Care Job Fair was held on January 12th, with 19 employers exhibiting at the fair. Employers represented included: Montfort Hospital, Ottawa Hospital, the Canadian Forces, the Royal Ottawa Hospital, and At Home Hospice. Approximately 300 students from the health care programs participated.

Student Success Centre
At the end of November, Dan Cuddy, Student Success Specialist, toured several post-secondary campuses to research "One-stop Service" models currently in use. The campus visits included Durham, Seneca, George Brown, Sheridan, Brock University and Fanshawe College. Durham College was identified as being the most comparable to Algonquin's Student Commons and will be considered for future follow-up visits.

Student Affairs and Orientation
Blackboard training sessions were made available to students beginning a program in January, 2012. A total of 43 students participated in the in-class sessions and six students participated in the online live-streamed session.

Winter Orientation was held on Thursday, January 5, 2012. The College hosted between 450 and 500 students to help them learn about the important basics of the College experience. The evening's agenda included a welcome from President Gillett, a keynote address from motivational speaker Bob Harris, a welcome from the Students' Association President and Board of Directors, information on how to get involved on campus, an information session for parents, and a one-hour program orientation.

Centre for Students with Disabilities

During Final Assessment Week, the CSD Test Room facilitator administered 780 exams with disability-related accommodations in place. This includes students requiring assistive technology, alternative to print exams, a quiet writing environment, scribing, or other accommodation. Of these exams, 150 were booked online.

The Acting Manager and Test Room Facilitator made a presentation to the School of Business regarding the online booking system. Beginning January 9, all programs in the School of Business will book and approve tests/exams online.

Counselling Services
On November 24th, the Parent Resource Network (PRN) hosted its annual Christmas Party for students with children. Over 100 parents and children attended the two-hour event in Salon A of the Market Place Food Court. Coffee and snacks were provided, but Santa was the hit of the party; taking time to pose for a picture and providing a present for each child. Each child was also asked to choose a donated book to take home; a practice that aligns with the PRN's focus on parent/child literacy. The Students' Association assisted both financially and with volunteers for set-up/clean-up for the event. Parents expressed their gratitude for the opportunity to share their College life with their children, meet other parents on campus, and have the opportunity to help celebrate Christmas during the busy end-of-term period.

Residence Life
Residence Life provided a variety of opportunities for students during Final Assessment Week to provide a break from studies and stress relief. Offerings included: pictures and cookies with Santa; Karaoke and wing night; Drum Circle; giant board games (Chess, Snakes & Ladders, and Connect 4); Mexican Fiesta; hot chocolate and movie night with the SA Outreach; and Zumba.

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

REGISTRAR'S OFFICE

Convocation, Spring 2012
The 2012 Spring Convocation Ceremonies (Ottawa Schools) will be held at Scotiabank Place on Monday, June 18, Tuesday, June 19 and Wednesday, June 20, 2012.

Convocation Ceremonies are scheduled for Saturday, June 9, 2012, in Pembroke and Thursday, June 14, 2012, in Perth.

STUDENT SUPPORT SERVICES

Counselling Services
Peer Tutoring scheduled 882 sessions in December, which represents a 17% increase in sessions over the same time last year. Of particular note, two programs initiated retention pilot projects involving in-class peer tutoring strategies, including:

- Computer Systems Technician program – five tutors were available 12 hours per week in the CST 8182 laboratory (under the supervised guidance of the instructor) to assist students with course

material;

- Police Foundations program – four tutors were placed in each section of PFP1000 (Career & College Success) (eight sections in all), where they reviewed math concepts with small groups of students. The goal was to assist students in the mastering of math concepts required to meet learning objectives of program and post-graduation examinations.

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.***

REGISTRAR'S OFFICE

Algonquin College Student Information System (ACSIS)

The Registrar's Office and Information Technology Systems are collaboratively testing a redesigned Algonquin College Student Information System (ACSIS) with improved functionality.

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.***

STUDENT SUPPORT SERVICES

Student Success Centre

On December 12th, the Student Success Centre funded the development of a separate online application of the ACSAS (Algonquin College Student Advising System) for the Student Success Specialist team at Algonquin. This system will permit the Student Success Specialists to capture and track interactions and meeting notes from student meetings through a database that will produce consistent reports and necessary follow-up reminders for staff and students alike. Dan Cuddy is coordinating several meetings with the computer programmer and the Student Success Specialist Team to develop the site for their unique needs. Work on this initiative will continue through to the end of March, 2012.

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

The Registrar's Office Data Analyst is registered in Level II of the Microsoft.Net Framework Programming certificate program.

STUDENT SUPPORT SERVICES

On December 1st, two Student Employment Services employees attended the Eastern Region Ontario College Career Educators' meeting held at Loyalist College in Belleville. Loyalist, Fleming, Durham, and Algonquin Colleges were all in attendance. Updates and changes at each College were discussed, and it was also learned that almost every college is now using a career services web-based solution powered by ORBIS Communications.

The Acting Manager, Health Services and the Acting Manager, CSD attended a webinar entitled "Defining Mental Health" on December 8th. This webinar provided insight into the signs of mental

health issues and reviewed how managers can most appropriately handle sensitive employee situations that may impact on workplace productivity and performance.

The CSD Learning Strategists attended the Learning Specialists Association of Canada Eastern Region Conference in Toronto. One of the sessions, Strategies for Reducing Anxiety, included 10 realistic strategies that can be shared with students who have anxiety or who experience test anxiety. These strategies have also been shared with all of the CSD counsellors.

Two CSD Counsellors attended the two-day Suicide ASSIST program in December to ensure we provide support to students in crisis with disabilities.

On January 4th, Residence Life hosted senior staff training and new staff orientation. Three senior staff participated in a morning session entitled: "Behind Closed Doors: Assessing and Triaging Situations when on Call" and a year-in-review of 2011. The training for new staff included an afternoon highlighting the following policies and procedures: Mediation Skills: Dealing with Roommate Conflict, Bulletin Board and Programming, and the College Service Tour.

On January 11th, the Acting Manager of Residence Life, participated in a virtual roundtable entitled, "What truly makes a great Residence Life/Housing Program". The roundtable was organized and hosted by the Association of College and University Housing Officers-International (ACUHO-I) and the Association of Higher Education Facilities.

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.***

REGISTRAR'S OFFICE

Tuition and Ancillary Fees

Algonquin College continues to await an updated Tuition and Ancillary Fees policy from the Ministry of Training, Colleges and Universities (MTCU). As reported last month, and in the absence of an approved MTCU framework, comprehensive fees schedules are not available for Board of Governor's approval.

Offers of Admission packages will be distributed on the February 1, 2012, Equal Consideration Date. Revisions to the text of all Offers of Admission letters for the 2012-2013 academic year will be made to indicate that the fees for 2012-2013 are not yet available, and that the College will provide the new fees schedules as soon as possible.