



**Regular meeting of the Commission of Studies
held on December 3, 2019 at 12:15 p.m.
at 790 Nérée-Tremblay, Québec (QC)**

MINUTES of a regular meeting of the CEGEP Champlain – St. Lawrence Commission of Studies held at 790 Nérée-Tremblay, Québec (QC) G1V 4C2 at 12:15 p.m. on December 3, 2019.

Members present

E. Berryman	A. Dion
A. Stevens	C. Gélinas-Faucher
C. Brosseau	C. Talbot
A-A Giguère	F. Séguin
M-A Frenette	G. Drôge-Grondin
S. Plante	J. Gosselin
C-A Gauthier	S. Balkiss Benaskeur
M. Thériault	T. Connolly
M. Huard	

Quorum attained with 17 of 17 sitting members present.

AGENDA

1. Approval of the agenda
2. Role of the Commission of Studies
3. Approval of the 2019-2020 work plan (resolution)
4. Recommendation on the Quality Assurance Audit Plan (resolution)
5. Information:
 - a. CEEC verbal report on the evaluation of the implementation of the IPESA
 - b. Revision of the IPESA timeline
 - c. Science: *Rapport du comité d'experts*
 - d. Next meeting of the Governing Board
6. Meetings of the Commission of Studies
7. Varia

1. Opening remarks and confirmation of quorum

The meeting was called to order at 12:17 pm. Quorum was confirmed.

Edward Berryman highlights the fact that this is the first ever Commission of Studies meeting in the history of St. Lawrence. On behalf of the College, Mr. Berryman expresses his gratitude to all of those who have made this fundamental change a reality.

It was moved to adopt the agenda without modification.

MOVED BY: T. Connolly
SECONDED BY: G. Dröge-Grondin
MOTION CARRIED

2. Role of the Commission of Studies

Definition of the mandate of the Commission of Studies is read and discussed. (p.3, item 1.4, Policy on the Commission of Studies)

3. Approval of the 2019-2020 work plan

It was moved to adopt the work plan with the addition of 8. Operating rules and procedures.

RESOLUTION NO.: LAW-2019-006

Adoption of 2019-2020 work plan

WHEREAS the St. Lawrence Commission of Studies has been officially created on October 29 by the Governing Board.

WHEREAS the St. Lawrence Commission of Studies must adopt a work plan.

WHEREAS there are work objects that come from the transformation of St. Lawrence into a constituent college and from the accountability responsibilities toward the *Commission d'évaluation de l'enseignement collegial* (CEEC).

BE IT RESOLVED that the following elements be the main objects of the 2019-2020 work plan of the St. Lawrence Commission of Studies.

1. Recommendation on the Quality Assurance Audit plan: December 2019
2. Recommendation on the 2020-2021 Academic Calendar: February 2020
3. Preliminary discussion on Educational Project and Student Success: Spring 2020
4. Recommendation on the revised IPESA: May 2020
5. Recommendation on the Quality Assurance Audit report: May 2020
6. Guidelines (or policy) on the Academic calendar: May 2020
7. Recommendation on the new scheduling grid: May 2020
8. Operating rules and procedures

MOVED BY: S. Plante
SECONDED BY: A-A Giguère
MOTION CARRIED

4. Recommendation on the Quality Assurance Audit Plan

It was moved to adopt the Quality Assurance Audit Plan with the modification to the timeline at page 8.

RESOLUTION NO.: LAW-2019-007

Recommendation on the adoption of the Quality Assurance Audit Plan

WHEREAS every College must undertake the audit of its Quality Assurance System as prescribed by the *Commission d'évaluation de l'enseignement collegial* (CEEC).

WHEREAS the Champlain-wide Quality Assurance Audit Plan addresses the four dimensions that are part of the Quality Assurance System as is it defined by the CEEC.

WHEREAS the Quality Assurance System concerns elements that are under the responsibility of the Governing Board and are related to academics such as the Student Success Plan, and the management of programs of study.

WHEREAS the timeline proposed in the Quality Assurance Audit Plan allows the College to respect its engagement toward the CEEC.

BE IT RESOLVED that the CEGEP Champlain – St. Lawrence Commission of Studies recommends the adoption of the Quality Assurance Audit Plan by the Governing Board.

MOVED BY: S. Plante
SECONDED BY: A. Stevens
MOTION CARRIED

5. Information

- a) CEEC verbal report on the evaluation of the implementation of the IPESA

The Commission presented a verbal report in August to Director and Director General. For the CEEC the main issue with our IPESA is the fact that it allows for significant variability between departments and teachers, therefore compromising fairness and equity for students. The Commission considers that the IPESA needs to be "re-centered" and made clearer.

The official written report of the CEEC should be received early December. Report will be transmitted upon receipt.

- b) Revision of the IPESA timeline

Catherine Talbot, pedagogical counselor, presents the timeline. Final draft of IPESA must be presented to the Commission in May in order to be recommended to the Board in June. The revision process incorporates different moments of consultation with the stakeholders.

c) Science: Rapport du comité d'experts

The MEES presented a new science program which was poorly received by numerous key stakeholders. A *comité d'experts* was created by the MEES to deal with the issues that were raised and make recommendations on solutions to the problems that were identified. The *comité* tabled its report. The MEES will now start a new committee that will be responsible of writing another version of the program. This new iteration should be available in early 2021.

d) Next meeting of the Governing Board

The next meeting of the Governing Board is scheduled for January 15, 2020 at 5 pm.

6. Meetings of the Commission of Studies

It is proposed to hold the meetings of the Commission of Studies on Thursdays in the morning. Additional analysis and reflection are needed as this proposition does not reflect the availability of all the members.

7. Varia / Adjournment

No additional subject.

The President thanks the members of the Commission of Studies for their presence.

Meeting is adjourned at 1:30 pm.

Edward Berryman, Ph.D.
Director of the Constituent College
Director of studies