



**Regular meeting of the Commission of Studies
held on September 9, 2020 at 2 p.m.
by videoconference**

MINUTES of a regular meeting of the CEGEP Champlain – St. Lawrence Commission of Studies held by videoconference. on September 9, 2020.

Members present

E. Berryman, Director of the Constituent College, President of the Commission
T. Connolly, General Education representative
G. Drôge-Grondin, General Education representative
M-A Frenette, Business Program representative
C-A Gauthier, Social Science Program representative
C. Gélinas-Faucher, Pedagogical Counsellor
A-A Giguère, ALC Program representative
M. Huard, Math Department representative
F. Séguin, General Education representative
A. Stevens, Dean of Faculty
C. St-Laurent-Pedneault, Science Program representative
C. Talbot, Pedagogical Counsellor
M. Thériault, Tourism Program representative

Regrets

T. Delisle, Student representative
S. Galarneau, Student representative

Quorum attained with 13 of 15 sitting members present.

AGENDA

1. Opening remarks and confirmation of the quorum
2. Adoption of the agenda
3. Adoption of the minutes from the last meeting and business arising
4. Adoption of the 2020-2021 work plan
5. Information
 - a) IPESA revision
 - b) Quality Assurance Audit report
 - c) Development of the Student Success plan
 - d) Revision of the Social Science program
 - e) Winter 2020 success rates
 - f) Enrolment
 - g) Fall semester
 - h) Update revision of social science and science programs
6. Next meeting of the Commission of Studies
7. Adjournment

1. Opening remarks and confirmation of the quorum

The meeting was called to order at 2 pm. Regrets from S. Galarneau and T. Delisle were received and quorum was confirmed. Mr. Berryman welcomed Christopher St-Laurent Pedneault, the new Science Program representative and thanked Stephanie Plante for the work done last year.

2. Approval of the Agenda

It was moved to adopt the agenda with the changes mentioned: 5 h) becoming 5 d) and 5 h) changed to Ministry Student Success update.

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MOVED BY: C-A Gauthier
SECONDED BY: G. Dröge-Grondin
CARRIED

3. Approval of the minutes and business arising

Minutes from the meeting on May 27, 2020 were approved with the addition of "and participate" at item 4, last paragraph.

MOVED BY: M. Thériault
SECONDED BY: A.-A. Giguère
CARRIED

4. Adoption of the 2020-2021 work plan

The 2020-2021 work plan for the Commission of Studies is presented. The items on the work plan are priorities however the Commission of Studies is not limited these items only.

Commission of Studies

2020-2021 WORK PLAN

- 1 Recommendation on the Quality Assurance Audit report: Fall 2020
- 2 Recommendation on the development plan of the Student Success Plan and the Strategic Plan (development objectives of the College): Fall 2020
- 3 Recommendation on the revised IPESA: Winter 2021
- 4 Recommendation on the 2021-2022 Academic Calendar: Winter 2021
- 5 Recommendation on the Student Success Plan and the Strategic Plan (development objectives of the College): Winter 2021

MOVED BY: A. Stevens
SECONDED BY: C. Talbot
CARRIED

5. Information

- a. The IPESA second consultation process will be relaunched shortly. The comments provided during the first consultation were integrated however the spirit of the provisions were not changed. A list of documents and/or information that has been taken out of the IPESA, and that will require to be updated separately as guidelines, is accessible in the draft.
- b. The production of the Quality Assurance Audit report was postponed due to the COVID pandemic. The draft will be available shortly for consultation. Following the consultation period and after proceeding to the changes the report may require, the report will be brought to the Commission of Studites to recommend its approval to the Governing Board. The QAA report is to be sent to the CEEC by the end of November.
- c. The development of the Student Success Plan, which will determine the methodology, the deadlines, etc. will be launched in order to begin Student Success Plan accordingly.
- d. The revised Social Science program will be presented to the *Comité Conseil* and then sent to the Minister for signature. Its implementation will become mandatory as of fall 2023. As for the Science program, the consultation period will be from September 12 to November 30. The final draft of the program should be sent to the Minister for signature in the spring 2021.

- e. The success rate for winter 2020 was good considering the abrupt changes to the semester caused by COVID; Students succeeded 93% of all their courses compared to 91% for the Winter 2019 semester. More students than the previous winter asked for incompletes (58 students), but only six of them asked incompletes for all their courses
- f. A total of 1061 students as of today which is the highest number of students in many years. We will monitor closely as limit drop date is September 18, 2020.
- g. An update on the start of the semester was provided by Mr. Berryman. He mentioned that a survey was sent to students prior to the fall semester inquiring about WI-FI and computer access. Very few students needed a computer. Also, the bookstore sales went well and students were happy with the new process. A second survey will be prepared and sent to students next week to see how they are doing and what could be done to make their experience better.
- h. The College will complete the template provided by the Ministry to analyse student success by October 30, 2020.

6. Next meeting of the Commission of Studies

The next meeting of the Commission of Studies will be on October 28, 2020.

7. Adjournment

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

Meeting is adjourned at 3:23 pm.

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