



# College Annual Action Plan 2006-2007

## DETAILED VERSION

Executive Summary Approved by the Board of Governors (June 16th, 2006)



June 2006  
Champlain Regional College

# Detailed CAAP for 2006-2007 (Excluding Student Success)

## Area 1: Clarifying Institutional Mission

### Subarea 1: Revising the mission of the College

**Goal 2:** Foster a sense of understanding and ownership of the mission among all College community members.

KEY PERFORMANCE INDICATORS: (a) In focus groups, community members can describe the implications of the mission statement for their role in the College;  
(b) College policies and procedures are clearly linked to the mission;  
(c) Planning documents are clearly linked to the mission

**Action 1:** Disseminate the mission and vision statements to all members of the College community through print and other media

*Note: (1) This action also addresses Goal 2, Sub-issue 2: "Foster a sense of understanding and ownership of the vision among all College community members."*

EVALUATION METHODS: (a) Mission and vision statements disseminated

COORDINATION (ORIGINAL SPECIFICATION): Campus Directors,  
Director of Financial Services,  
Academic & Institutional Planning Coordinator

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
7-Aug-2006	15-Sep-2006	ADMIN Gerald Cutting	ADMIN Brian Denison ADMIN Guy Mercier ADMIN John Haffenden ADMIN Louise Brunet ADMIN Stephen Tribble LEN Maya Prpić LAM Donald Shewan LAW John Keyes

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 1: Clarifying Institutional Mission

#### Subarea 1: Revising the mission of the College

**Goal 2:** Foster a sense of understanding and ownership of the mission among all College community members.

KEY PERFORMANCE INDICATORS: (a) In focus groups, community members can describe the implications of the mission statement for their role in the College;  
(b) College policies and procedures are clearly linked to the mission;  
(c) Planning documents are clearly linked to the mission

**Action 2:** Meet with constituency groups at each location on a regular basis to discuss the mission and vision statements and their implications for practice, policies and procedures

*Note: (1) This action also addresses Goal 2, Sub-issue 2: "Foster a sense of understanding and ownership of the vision among all College community members."*

EVALUATION METHODS: (a) Working papers from meetings;  
(b) Revised policies and procedures;  
(c) Consistency of planning documents with mission and vision statements

COORDINATION (ORIGINAL SPECIFICATION): Campus Directors,  
Director of Financial Services,  
Academic & Institutional Planning Coordinator

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	29-Jun-2007	ADMIN John Haffenden LEN Maya Prpić LAM Donald Shewan LAW John Keyes	ADMIN Brian Denison

### Area 3: Developing and Improving Academic Programs

#### Subarea 1: Providing educational programs that respond to current and emergent community needs and interests

# Detailed CAAP for 2006-2007 (Excluding Student Success)

## Area 3: Developing and Improving Academic Programs

### Subarea 1: Providing educational programs that respond to current and emergent community needs and interests

**Goal 1:** Ensure that existing programs in the Regular Day sector respond to the needs and interests of students, universities and employers in the communities we serve.

KEY PERFORMANCE INDICATORS: (a) Number and nature of existing programs, options and/or profiles revised and implemented;  
(b) Feedback from students;  
(c) Feedback from universities;  
(d) Feedback from employers;  
(e) Retention rates in same program;  
(f) Graduation rates in sa

**Action 1:** Develop methods and tools for conducting systematic annual environmental scans and reviews of key performance indicators for all DEC programs to determine (a) which, if any, may require a closer evaluation and possible revision, and (b) opportunities for

EVALUATION METHODS: (a) Methods and tools for conducting annual environmental scans and KPI reviews for DEC programs developed

TIMELINE NOTES: Carried over from 2005-2006. To be addressed in the context of CAAP A7.S1.G3.a3.

COORDINATION (ORIGINAL SPECIFICATION): Campus Directors,  
Deans,  
Director of Studies

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
25-Sep-2006	27-Apr-2007	ADMIN Brian Denison ADMIN Gerry Cutting	ADMIN Stephen Tribble

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 3: Developing and Improving Academic Programs

#### Subarea 1: Providing educational programs that respond to current and emergent community needs and interests

**Goal 1:** Ensure that existing programs in the Regular Day sector respond to the needs and interests of students, universities and employers in the communities we serve.

KEY PERFORMANCE INDICATORS: (a) Number and nature of existing programs, options and/or profiles revised and implemented;  
(b) Feedback from students;  
(c) Feedback from universities;  
(d) Feedback from employers;  
(e) Retention rates in same program;  
(f) Graduation rates in sa

**Action 2:** Conduct a systematic annual environmental scan and review of key performance indicators for all DEC programs to determine (a) which, if any, may require a closer evaluation and possible revision, and (b) opportunities for improvement

EVALUATION METHODS: (a) Annual environmental scans and KPI reviews completed

COORDINATION (ORIGINAL SPECIFICATION): Campus Directors,  
Deans,  
Director of Studies

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jan-2007	30-Mar-2007	ADMIN Stephen Tribble	ADMIN Brian Denison LEN Andrée Lafleur LEN Maya Prpić LAM Anthony Singelis LAM Brian O'Boyle LAM Don Shewan LAW Jean Robert LAW John Keyes LAW Pierre Choquette

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 3: Developing and Improving Academic Programs

#### Subarea 1: Providing educational programs that respond to current and emergent community needs and interests

**Goal 2:** Ensure that existing programs in the Continuing Education sector respond to emerging needs and interests of students and employers in the communities we serve.

KEY PERFORMANCE INDICATORS: (a) Number and nature of existing programs, options and/or profiles revised and implemented;  
(b) Feedback from students;  
(c) Feedback from employers;  
(d) Retention rates;  
(e) Graduation rates  
(f) Employment rates in relevant fields;  
(g) Feedback

**Action 1:** Develop methods and tools for conducting regular environmental scans and reviews of key performance indicators for all offered Continuing Education programs to determine (a) which, if any, may require a closer evaluation and possible revision, and (b) opp

EVALUATION METHODS: (a) Methods and tools for conducting annual environmental scans and KPI reviews for Continuing Education programs developed

TIMELINE NOTES: To be addressed in the context of CAAP A7.S1.G3.a3.

COORDINATION (ORIGINAL SPECIFICATION): Campus Directors,  
Deans,  
Directors / Coordinators of Continuing Education,  
Director of Studies

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	15-Dec-2006	ADMIN Brian Denison ADMIN Gerry Cutting	ADMIN Stephen Tribble

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 3: Developing and Improving Academic Programs

#### Subarea 1: Providing educational programs that respond to current and emergent community needs and interests

**Goal 2:** Ensure that existing programs in the Continuing Education sector respond to emerging needs and interests of students and employers in the communities we serve.

KEY PERFORMANCE INDICATORS: (a) Number and nature of existing programs, options and/or profiles revised and implemented;  
 (b) Feedback from students;  
 (c) Feedback from employers;  
 (d) Retention rates;  
 (e) Graduation rates  
 (f) Employment rates in relevant fields;  
 (g) Feedback

**Action 2:** Conduct a regular environmental scan and review of key performance indicators for all offered Continuing Education programs to determine (a) which, if any, may require a closer evaluation and possible revision, and (b) opportunities for improvement.

EVALUATION METHODS: (a) Regular environmental scans and KPI reviews completed

COORDINATION (ORIGINAL SPECIFICATION): Campus Directors,  
 Deans,  
 Directors / Coordinators of Continuing Education,  
 Director of Studies

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jan-2007	30-Mar-2007	LEN	Maya Prpić
		LAM	Don Shewan
		ADMIN	Brian Denison
		LEN	Andrée Lafleur
		LEN	Debbie McNab
		LAM	Anthony Singelis
		LAM	Brian O'Boyle
		LAM	Nancy Kelly

# Detailed CAAP for 2006-2007 (Excluding Student Success)

## Area 3: Developing and Improving Academic Programs

### Subarea 1: Providing educational programs that respond to current and emergent community needs and interests

**Goal 3:** Develop, where feasible, new programs in the Regular Day sector that respond to emerging needs and interests of students, universities and employers in the communities we serve.

KEY PERFORMANCE INDICATORS: (a) Number and nature of new programs, options and/or profiles developed and implemented;  
(b) Feedback from students;  
(c) Feedback from universities;  
(d) Feedback from employers;  
(e) Retention rates in same program;  
(f) Graduation rates in same

**Action 1:** Develop methods and tools for conducting systematic annual environmental scans to identify emerging needs and interests of the students, universities and employers in the communities we serve.

*Note: (1) This action also addresses Goal 4, Sub-issue 1: "Develop, where feasible, new programs in the Continuing Education sector that respond to emerging needs and interests of students and employers in the communities we serve."*

EVALUATION METHODS: (a) Environmental scan needs assessment methods and tools developed.

TIMELINE NOTES: To be addressed in the context of CAAP A7.S1.G3.a3.

COORDINATION (ORIGINAL SPECIFICATION): Campus Directors,  
Deans,  
Directors / Coordinators of Continuing Education,  
Director of Studies

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	15-Dec-2006	ADMIN Brian Denison ADMIN Gerry Cutting	ADMIN Stephen Tribble

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 3: Developing and Improving Academic Programs

#### Subarea 1: Providing educational programs that respond to current and emergent community needs and interests

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KEY PERFORMANCE INDICATORS: (a) Number and nature of new programs, options and/or profiles developed and implemented;  
 (b) Feedback from students;  
 (c) Feedback from universities;  
 (d) Feedback from employers;  
 (e) Retention rates in same program;  
 (f) Graduation rates in same

**Action 2:** Conduct a systematic annual environmental scan to identify emerging needs and interests of the students, universities and employers in the communities we serve.

*Note: (1) This action also addresses Goal 4, Sub-issue 1: "Develop, where feasible, new programs in the Continuing Education sector that respond to emerging needs and interests of students and employers in the communities we serve."*

EVALUATION METHODS: (a) Annual environmental scans completed

COORDINATION (ORIGINAL SPECIFICATION): Campus Directors,  
 Deans,  
 Directors / Coordinators of Continuing Education,  
 Director of Studies

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jan-2007	30-Mar-2007	LEN Maya Prpić	ADMIN Brian Denison
		LAM Don Shewan	LEN Andrée Lafleur
		LAW John Keyes	LEN Debbie McNab
			LAM Anthony Singelis
			LAM Brian O'Boyle
			LAM Nancy Kelly
		LAW Jean Robert	
		LAW Pierre Choquette	

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 3: Developing and Improving Academic Programs

#### Subarea 1: Providing educational programs that respond to current and emergent community needs and interests

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KEY PERFORMANCE INDICATORS: (a) Number and nature of new programs, options and/or profiles developed and implemented;  
(b) Feedback from students;  
(c) Feedback from universities;  
(d) Feedback from employers;  
(e) Retention rates in same program;  
(f) Graduation rates in same

**Action 3:** Determine the feasibility of offering new Regular Day programs that would respond to the identified emerging needs and interests.

EVALUATION METHODS: (a) Decision on feasibility is made

COORDINATION (ORIGINAL SPECIFICATION): Campus Directors,  
Deans,  
Director of Studies

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
2-Apr-2007	11-May-2007	LEN Maya Prpić	ADMIN Stephen Tribble
		LAM Donald Shewan	LEN Andrée Lafleur
		LAW John Keyes	LAM Anthony Singelis
			LAM Brian O'Boyle
			LAW Jean Robert
			LAW Pierre Choquette

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 3: Developing and Improving Academic Programs

#### Subarea 1: Providing educational programs that respond to current and emergent community needs and interests

**Goal 3:** Develop, where feasible, new programs in the Regular Day sector that respond to emerging needs and interests of students, universities and employers in the communities we serve.

KEY PERFORMANCE INDICATORS: (a) Number and nature of new programs, options and/or profiles developed and implemented;  
 (b) Feedback from students;  
 (c) Feedback from universities;  
 (d) Feedback from employers;  
 (e) Retention rates in same program;  
 (f) Graduation rates in same

**Action 4:** Develop program proposals for new Regular Day programs that have been judged feasible.

*Note: (1) Based on results of feasibility analyses conducted in previous year.*

EVALUATION METHODS: (a) Program proposals completed

COORDINATION (ORIGINAL SPECIFICATION): Campus Directors,  
 Deans,  
 Director of Studies

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
5-Sep-2006	17-Nov-2006	LEN Maya Prpić	ADMIN Stephen Tribble
		LAM Donald Shewan	LEN Andrée Lafleur
		LAW John Keyes	LAM Anthony Singelis
			LAM Brian O'Boyle
			LAW Jean Robert
			LAW Pierre Choquette

**Action 5:** Seek Ministerial approval through appropriate channels for new Regular Day programs that will respond to identified emerging needs and interests.

EVALUATION METHODS: (a) Ministerial authorization obtained

COORDINATION (ORIGINAL SPECIFICATION): Director of Studies

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
18-Dec-2006	16-Mar-2007	ADMIN Stephen Tribble	

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 3: Developing and Improving Academic Programs

#### Subarea 1: Providing educational programs that respond to current and emergent community needs and interests

**Goal 3:** Develop, where feasible, new programs in the Regular Day sector that respond to emerging needs and interests of students, universities and employers in the communities we serve.

KEY PERFORMANCE INDICATORS: (a) Number and nature of new programs, options and/or profiles developed and implemented;  
(b) Feedback from students;  
(c) Feedback from universities;  
(d) Feedback from employers;  
(e) Retention rates in same program;  
(f) Graduation rates in same

**Action 6:** Implement new Regular Day programs as authorized.

EVALUATION METHODS: (a) New programs developed and implemented

COORDINATION (ORIGINAL SPECIFICATION): Campus Directors,  
Deans,  
Director of Studies

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
19-Mar-2007	29-Jun-2007	LEN Maya Prpić	ADMIN Stephen Tribble
		LAM Donald Shewan	LEN Andrée Lafleur
		LAW John Keyes	LAM Anthony Singelis
			LAM Brian O'Boyle
			LAW Jean Robert
			LAW Pierre Choquette

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 3: Developing and Improving Academic Programs

#### Subarea 1: Providing educational programs that respond to current and emergent community needs and interests

**Goal 4:** Develop, where feasible, new programs in the Continuing Education sector that respond to emerging needs and interests of students and employers in the communities we serve.

KEY PERFORMANCE INDICATORS: (a) Number and nature of new programs, options and/or profiles developed and implemented;  
 (b) Feedback from students;  
 (c) Feedback from employers;  
 (d) Retention rates;  
 (e) Graduation rates;  
 (f) Employment rates in relevant fields

**Action 1:** Determine the feasibility of offering new Continuing Education programs that would respond to the identified emerging needs and interests.

EVALUATION METHODS: (a) Decision on feasibility is made

COORDINATION (ORIGINAL SPECIFICATION): Campus Directors,  
 Deans,  
 Directors / Coordinators of Continuing Education,  
 Director of Studies

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
2-Apr-2007	11-May-2007	LEN Maya Prpić	LEN Debbie McNab
		LAM Don Shewan	LAM Nancy Kelly

**Action 2:** Develop and implement, where feasible, new Continuing Education programs that respond to the identified emerging needs and interests.

*Note: (1) This action does not preclude the development of programs based on other sources of information.*

EVALUATION METHODS: (a) New programs developed and implemented

COORDINATION (ORIGINAL SPECIFICATION): Campus Directors,  
 Deans,  
 Directors / Coordinators of Continuing Education,  
 Director of Studies

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
5-Sep-2006	25-May-2007	LEN Maya Prpić	ADMIN Stephen Tribble
		LAM Don Shewan	LEN Andrée Lafleur
			LEN Debbie McNab
			LAM Anthony Singelis
			LAM Brian O'Boyle
			LAM Nancy Kelly

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 3: Developing and Improving Academic Programs

#### Subarea 2: Ensuring program delivery that maximizes student learning

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 3: Developing and Improving Academic Programs

#### Subarea 2: Ensuring program delivery that maximizes student learning

**Goal 5:** Working with faculty, design pedagogical development activities and resources that will provide faculty with the knowledge and skills to better match instructional and evaluation methods to learner characteristics and the learning objectives of courses/pr

KEY PERFORMANCE INDICATORS: (a) Kinds of pedagogical development and resources provided;  
 (b) Feedback from faculty;  
 (c) Feedback from students;  
 (d) Participation statistics;  
 (e) Course documents and evaluation tools

**Action 1:** Working with faculty, design pedagogical development activities that will provide faculty with the knowledge and skills to better match instructional and evaluation methods to both the learner and the learning objectives of courses/programs.

*Note: (1) This is the development phase for activities that will begin to be delivered in Winter 2006.*

EVALUATION METHODS: (a) Number and nature of pedagogical development activities designed

COORDINATION (ORIGINAL SPECIFICATION): Deans

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	1-Jun-2007	LEN Andrée Lafleur	LAM Brian O'Boyle
		LAM Anthony Singelis	LAW Normand Bourgeois
		LAW Pierre Choquette	

**Action 2:** Deliver the pedagogical development activities

*Note: (1) Process of designing and/or revising pedagogical development activities occurred in the preceding semester (Fall 2005).*

EVALUATION METHODS: (a) Number and nature of pedagogical development activities delivered

COORDINATION (ORIGINAL SPECIFICATION): Deans

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	1-Jun-2007	LEN Andrée Lafleur	LAM Brian O'Boyle
		LAM Anthony Singelis	LAW Normand Bourgeois
		LAW Pierre Choquette	

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 3: Developing and Improving Academic Programs

#### Subarea 2: Ensuring program delivery that maximizes student learning

**Goal 5:** Working with faculty, design pedagogical development activities and resources that will provide faculty with the knowledge and skills to better match instructional and evaluation methods to learner characteristics and the learning objectives of courses/pr

KEY PERFORMANCE INDICATORS: (a) Kinds of pedagogical development and resources provided;  
 (b) Feedback from faculty;  
 (c) Feedback from students;  
 (d) Participation statistics;  
 (e) Course documents and evaluation tools

**Action 3:** Evaluate the pedagogical development activities and revise or develop new activities as necessary.

*Note: (1) This will entail both evaluation immediately following pedagogical development activities and longer-term follow-up evaluations.*

EVALUATION METHODS: (a) Feedback from participants,  
 (b) Participation statistics,  
 (c) Feedback from students

COORDINATION (ORIGINAL SPECIFICATION): Deans

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	8-Jun-2007	LEN    Andrée Lafleur	LAM    Brian O'Boyle
		LAM    Anthony Singelis	LAW    Normand Bourgeois
		LAW    Pierre Choquette	

**Action 4:** Identify the kinds of resources needed to provide faculty with the knowledge and skills to better match instructional and evaluation methods to learner characteristics and the learning objectives of courses/programs.

*Note: (1) This action recurs each year;  
 (2) Acquisition of resources will take place in the following Fall session*

EVALUATION METHODS: (a) Document detailing the kinds of resources needed

COORDINATION (ORIGINAL SPECIFICATION): Deans

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	8-Jun-2007	LEN    Andrée Lafleur	LAM    Brian O'Boyle
		LAM    Anthony Singelis	LAW    Normand Bourgeois
		LAW    Pierre Choquette	

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 3: Developing and Improving Academic Programs

#### Subarea 2: Ensuring program delivery that maximizes student learning

**Goal 5:** Working with faculty, design pedagogical development activities and resources that will provide faculty with the knowledge and skills to better match instructional and evaluation methods to learner characteristics and the learning objectives of courses/pr

KEY PERFORMANCE INDICATORS: (a) Kinds of pedagogical development and resources provided;  
(b) Feedback from faculty;  
(c) Feedback from students;  
(d) Participation statistics;  
(e) Course documents and evaluation tools

**Action 5:** Acquire, where feasible, the resources identified.

*Note: (1) Process of identifying needed resources takes place in preceding Winter session*

EVALUATION METHODS: (a) Annual report detailing the resources acquired

COORDINATION (ORIGINAL SPECIFICATION): Deans

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	29-Jun-2007	LEN Andrée Lafleur	LAM Brian O'Boyle
		LAM Anthony Singelis	LAW Normand Bourgeois
		LAW Pierre Choquette	

**Action 6:** Evaluate the use and pertinence of the acquired resources.

EVALUATION METHODS: (a) Feedback from faculty,  
(b) Usage statistics

COORDINATION (ORIGINAL SPECIFICATION): Deans

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	29-Jun-2007	LEN Andrée Lafleur	LAM Brian O'Boyle
		LAM Anthony Singelis	LAW Normand Bourgeois
		LAW Pierre Choquette	

### Area 4: Maintaining and Increasing Student Enrolment

#### Subarea 1: Strengthening marketing and recruitment

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 4: Maintaining and Increasing Student Enrolment

#### Subarea 1: Strengthening marketing and recruitment

**Goal 1:** Define and/or clarify target clienteles for current programs.

KEY PERFORMANCE INDICATORS: (a) Target clienteles are identified for each current program

**Action 1:** Develop a clear definition of the target clientele for each current Regular Day and Continuing Education program.

EVALUATION METHODS: (a) Definitions of target clienteles completed

TIMELINE NOTES: Lennoxville only.

COORDINATION (ORIGINAL SPECIFICATION): Campus Directors,  
Deans,  
Registrars,  
Directors / Coordinators of Continuing Education

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	29-Sep-2006	LEN Maya Prpić	LEN Andrée Lafleur LEN Debbie McNab

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 4: Maintaining and Increasing Student Enrolment

#### Subarea 1: Strengthening marketing and recruitment

**Goal 2:** Make target clientele audiences aware of our programs and the advantages of studying at Champlain.

KEY PERFORMANCE INDICATORS: (a) Number of applications received from targeted clienteles;  
 (b) Number of requests for school visits;  
 (c) Feedback from recruiters;  
 (d) Number of locations receiving marketing materials;  
 (e) Feedback from high school counsellors

**Action 1:** Identify the optimal number of enrolments in each Regular Day and Continuing Education program

*Note: (1) This action also applies to Goal 3, Sub-issue 1: "Optimize the number of qualified candidates applying for and enrolling in all programs."*

EVALUATION METHODS: (a) Optimal enrolment levels defined for all programs

TIMELINE NOTES: Lennoxville only.

COORDINATION (ORIGINAL SPECIFICATION): Campus Directors,  
 Deans,  
 Registrars,  
 Directors / Coordinators of Continuing Education,  
 Recruiters

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	29-Sep-2006	LEN Maya Prpić	LEN Andrée Lafleur LEN Debbie McNab

**Action 2:** Review and revise as needed the marketing strategies for each Regular Day and Continuing Education program in light of target clientele definitions and optimal enrolment levels.

*Note: (1) This action also applied to Goal 3, Sub-issue 1: "Optimize the number of qualified candidates applying for and enrolling in all programs."*

EVALUATION METHODS: (a) All marketing strategies reviewed,  
 (b) Necessary revisions to marketing strategies completed

TIMELINE NOTES: Lennoxville only.

COORDINATION (ORIGINAL SPECIFICATION): Campus Directors,  
 Deans,  
 Directors / Coordinators of Continuing Education,  
 Recruiters

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	29-Jun-2007	LEN Maya Prpić	LEN Andrée Lafleur LEN Debbie McNab

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 4: Maintaining and Increasing Student Enrolment

#### Subarea 1: Strengthening marketing and recruitment

**Goal 2:** Make target clientele audiences aware of our programs and the advantages of studying at Champlain.

KEY PERFORMANCE INDICATORS: (a) Number of applications received from targeted clienteles;  
 (b) Number of requests for school visits;  
 (c) Feedback from recruiters;  
 (d) Number of locations receiving marketing materials;  
 (e) Feedback from high school counsellors

**Action 3:** Implement the revised marketing strategies.

*Note: (1) This action also applies to Goal 3, Sub-issue 1: "Optimize the number of qualified candidates applying for and enrolling in all programs.",  
 (2) Revised marketing strategies will be evaluated in 2007-2008*

EVALUATION METHODS: (a) Revised marketing strategies implemented

TIMELINE NOTES: Lennoxville only.

COORDINATION (ORIGINAL SPECIFICATION): Campus Directors,  
 Deans,  
 Directors / Coordinators of Continuing Education,  
 Recruiters

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	29-Jun-2007	LEN Maya Prpić	LEN Andrée Lafleur
			LEN Debbie McNab

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 4: Maintaining and Increasing Student Enrolment

#### Subarea 1: Strengthening marketing and recruitment

**Goal 4:** Determine how particular features of each campus (e.g., buildings, extracurricular activities) are perceived by prospective students and how those perceptions influence subsequent decisions to apply and enrol.

KEY PERFORMANCE INDICATORS: (a) Feedback from prospective students and enrolled students regarding perceptions of campus features and their influence on enrolment decisions

**Action 1:** Survey entering students to determine their perceptions of particular campus features and how those perceptions influenced enrolment decisions.

EVALUATION METHODS: (a) Report on results of survey completed

TIMELINE NOTES: Lennoxville only.

COORDINATION (ORIGINAL SPECIFICATION): Deans (St. Lambert, St. Lawrence),  
Director of Student Services (Lennoxville),  
Academic & Institutional Planning Coordinator

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	29-Jun-2007	LEN Andrée Lafleur	

**Action 2:** Survey participants of campus tours to determine their perceptions of particular campus features and how those perceptions may influence subsequent application decisions.

EVALUATION METHODS: (a) Report on results of survey completed

TIMELINE NOTES: Lennoxville only.

COORDINATION (ORIGINAL SPECIFICATION): Deans (St. Lambert, St. Lawrence),  
Director of Student Services (Lennoxville)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	29-Jun-2007	LEN Andrée Lafleur	

### Area 5: Maintaining and Developing Human Resources

#### Subarea 1: Recruiting and selecting the most appropriate candidates to fill anticipated vacancies

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 5: Maintaining and Developing Human Resources

#### Subarea 1: Recruiting and selecting the most appropriate candidates to fill anticipated vacancies

**Goal 1:** Determine the strategic human resource needs of the College based on projected retirements and departures.

KEY PERFORMANCE INDICATORS: (a) Document describing the magnitude and strategic importance of projected retirements and departures by location and work area

**Action 1:** Review all positions, identifying which ones are likely to become vacant due to retirements or personnel movement over the next three years, and determining their strategic importance.

EVALUATION METHODS: (a) Report describing the magnitude and strategic importance of projected retirements and departures by location and work area.

COORDINATION (ORIGINAL SPECIFICATION): Director of Human Resources,  
Director of Financial Services,  
Campus Directors,  
Human Resource Managers

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
2-Oct-2006	22-Dec-2006	ADMIN John Haffenden	LAM Chantal Boutin
		ADMIN Louise Brunet	LAW Julie Coulombe-Godbout
		LEN Maya Prpić	
		LAM Don Shewan	
		LAW John Keyes	

**Action 2:** Develop an action plan for filling vacancies.

EVALUATION METHODS: (a) Action plan produced

COORDINATION (ORIGINAL SPECIFICATION): Director of Human Resources,  
Director of Financial Services,  
Campus Directors,  
Human Resource Managers,  
Deans

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
2-Jan-2007	27-Apr-2007	ADMIN John Haffenden	LEN Andrée Lafleur
		ADMIN Louise Brunet	LAM Anthony Singelis
		LEN Maya Prpić	LAM Brian O'Boyle
		LAM Don Shewan	LAM Chantal Boutin
		LAW John Keyes	LAW Jean Robert
			LAW Julie Coulombe-Godbout
	LAW Pierre Choquette		

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 5: Maintaining and Developing Human Resources

#### Subarea 3: Evaluation of faculty to facilitate professional development and enhance program quality

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 5: Maintaining and Developing Human Resources

#### Subarea 3: Evaluation of faculty to facilitate professional development and enhance program quality

**Goal 1:** With the involvement of faculty, design and implement an effective and efficient faculty evaluation process so as to facilitate professional development and enhance program quality.

KEY PERFORMANCE INDICATORS: (a) Extent of faculty involvement in the development process  
(b) Annual percentage of faculty evaluated;  
(c) Feedback from faculty who have been evaluated;  
(d) Feedback from students on the quality of instruction;  
(e) Annual costs (money, time and

**Action 2:** Develop the faculty evaluation policy and procedures.

EVALUATION METHODS: (a) Document produced that clearly describes the evaluation policy and the procedures to be followed;  
(b) Extent of faculty involvement in the development process

TIMELINE NOTES: Continued from 2005-2006.

COORDINATION (ORIGINAL SPECIFICATION): Director of Human Resources,  
Director of Studies,  
Campus Directors,  
Deans

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	15-Jun-2007	ADMIN Louise Brunet	ADMIN Stephen Tribble LEN Andrée Lafleur LEN Maya Prpić LAM Anthony Singelis LAM Brian O'Boyle LAM Chantal Boutin LAM Don Shewan LAW Jean Robert LAW John Keyes LAW Pierre Choquette

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 5: Maintaining and Developing Human Resources

#### Subarea 3: Evaluation of faculty to facilitate professional development and enhance program quality

**Goal 1:** With the involvement of faculty, design and implement an effective and efficient faculty evaluation process so as to facilitate professional development and enhance program quality.

KEY PERFORMANCE INDICATORS: (a) Extent of faculty involvement in the development process  
(b) Annual percentage of faculty evaluated;  
(c) Feedback from faculty who have been evaluated;  
(d) Feedback from students on the quality of instruction;  
(e) Annual costs (money, time and

**Action 3:** Develop and/or acquire the tools necessary for faculty evaluation.

EVALUATION METHODS: (a) Evaluation tools developed and/or acquired.

TIMELINE NOTES: Continued from 2005-2006.

COORDINATION (ORIGINAL SPECIFICATION): Director of Human Resources,  
Director of Studies,  
Campus Directors,  
Deans

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	15-Jun-2007	ADMIN Louise Brunet	ADMIN Stephen Tribble LEN Andrée Lafleur LEN Maya Prpić LAM Anthony Singelis LAM Brian O'Boyle LAM Chantal Boutin LAM Don Shewan LAW Jean Robert LAW John Keyes LAW Pierre Choquette

### Area 6: Operational Priorities for the Current Year

#### Subarea 1: Transitions in College administration

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 1: Transitions in College administration

**Goal 1:** Replace the Director of Student Services at Saint-Lambert.

**Action 1:** Select a replacement for the Director of Student Services.

COORDINATION (ORIGINAL SPECIFICATION): Don Shewan (P); Chantal Boutin (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jul-2006	14-Jul-2006	LAM Don Shewan	LAM Chantal Boutin

**Action 2:** Orient and integrate the new Director of Student Services.

COORDINATION (ORIGINAL SPECIFICATION): Don Shewan (P); Chantal Boutin (S); Nancy Kelly (S); Louise Brunet (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
17-Jul-2006	29-Jun-2007	LAM Don Shewan	ADMIN Louise Brunet LAM Chantal Boutin LAM Nancy Kelly

**Goal 2:** Ensure continuity in the delivery of payroll services at College Administration following retirement of key personnel.

**Action 1:** Redistribute the responsibilities for delivery of payroll services.

COORDINATION (ORIGINAL SPECIFICATION): Louise Brunet (P); John Haffenden (S); Guy Mercier (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
5-Sep-2006	15-Dec-2006	ADMIN Louise Brunet	ADMIN Guy Mercier ADMIN John Haffenden

**Action 2:** Hire and integrate replacement personnel.

COORDINATION (ORIGINAL SPECIFICATION): Louise Brunet (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
5-Sep-2006	15-Dec-2006	ADMIN Louise Brunet	

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 1: Transitions in College administration

**Goal 3:** Ensure the smooth integration of the new Director of Studies.

**Action 1:** Provide orientation and support to the new Director of Studies.

COORDINATION (ORIGINAL SPECIFICATION): Gerry Cutting (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
4-Jul-2006	29-Jun-2007	ADMIN Gerry Cutting	

**Goal 4:** Provide for longterm administrative stability at Lennoxville.

**Action 1:** Regularise the current interim status of key administrative positions.

COORDINATION (ORIGINAL SPECIFICATION): Gerry Cutting (P); Louise Brunet (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
13-Nov-2006	29-Jun-2007	ADMIN Gerry Cutting	ADMIN Louise Brunet

**Action 2:** Revise and, where appropriate, reorganize management structures and responsibilities at Lennoxville.

TIMELINE NOTES: Continued from A6.S1.G2.a1 from the 2005-2006 CAAP.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
7-Aug-2006	29-Jun-2007	LEN Maya Prpić	

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 1: Transitions in College administration

**Goal 5:** Resolve the current temporary administrative structure for Academic Services at Saint-Lambert.

**Action 1:** Evaluate the effectiveness and sustainability of the current administrative structure.

COORDINATION (ORIGINAL SPECIFICATION): Don Shewan (P); Brian O'Boyle (S); Anthony Singelis (S); Chantal Boutin (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
5-Feb-2007	11-May-2007	LAM Don Shewan	LAM Anthony Singelis LAM Brian O'Boyle LAM Chantal Boutin

**Action 2:** Implement revisions to the administrative structure as required.

COORDINATION (ORIGINAL SPECIFICATION): Don Shewan (P); Brian O'Boyle (S); Anthony Singelis (S); Chantal Boutin (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-May-2007	29-Jun-2007	LAM Don Shewan	LAM Anthony Singelis LAM Brian O'Boyle LAM Chantal Boutin

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 1: Transitions in College administration

**Goal 6:** Restructuring of continuing education services in light of the projected low level of activity for the foreseeable future.

**Action 1:** Implementation of Human Resource changes introduced May-June 2006.

COORDINATION (ORIGINAL SPECIFICATION): John Keyes (P); Julie Coulombe (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
1-Aug-2006	21-Dec-2006	LAW John Keyes	LAW Julie Coulombe-Godbout

**Action 2:** Redistribution of responsibilities for recurrent non-credit activities between ACDs.

COORDINATION (ORIGINAL SPECIFICATION): John Keyes (P); Julie Coulombe (S); Pierre Choquette (S); Jean Robert (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
1-Aug-2006	29-Sep-2006	LAW John Keyes	LAW Jean Robert LAW Julie Coulombe-Godbout LAW Pierre Choquette

#### Subarea 2: Development of information systems to meet the needs of the College

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 2: Development of information systems to meet the needs of the College

**Goal 1:** Adapt our systems to meet the new requirements of the MELS systems.

**Action 1:** Modify our Gestion Pédagogique data entry screens and develop new modules to prepare transactions for the new SOCRATE system.

TIMELINE NOTES: Continued from A6.S2.G8.a3 in the 2005-2006 CAAP.

COORDINATION (ORIGINAL SPECIFICATION): Christine Phaneuf (P); Hocine Labsir (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jul-2006	29-Jun-2007	ADMIN Christine Phaneuf	ADMIN Hocine Labsir

**Action 2:** Adjust the module that prepares transactions for the SYSEC system to a new file format.

COORDINATION (ORIGINAL SPECIFICATION): Guy Mercier (P); Hocine Labsir (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jul-2006	29-Dec-2006	ADMIN Guy Mercier	ADMIN Hocine Labsir

**Action 3:** Develop a system for the input and transmission of space data to the Ministry's 'Système d'information sur les locaux des CÉGEPS' (SILC).

COORDINATION (ORIGINAL SPECIFICATION): Guy Mercier (P); Yves Rainville (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jul-2006	1-Sep-2006	ADMIN Guy Mercier	ADMIN Yves Rainville

**Action 4:** Upgrade the technology of our 10-year-old transmission interface with the MELS.

COORDINATION (ORIGINAL SPECIFICATION): Hocine Labsir (P); Guy Mercier (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jul-2006	1-Sep-2006	ADMIN Hocine Labsir	ADMIN Guy Mercier

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 2: Development of information systems to meet the needs of the College

**Goal 2:** Expand our Web-based services to students and employees.

**Action 1:** Develop a Web-page allowing students to view their student-fee account and pay their fees online.

COORDINATION (ORIGINAL SPECIFICATION): Guy Mercier (P); Francis Demers (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jul-2006	1-Sep-2006	ADMIN Guy Mercier	ADMIN Francis Demers

**Action 2:** Develop an online registration system for students.

COORDINATION (ORIGINAL SPECIFICATION): Guy Mercier (P); Brian O'Boyle (S); Jean Robert (S); Maya Prpić (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
5-Sep-2006	1-Dec-2006	ADMIN Guy Mercier	LEN Maya Prpić LAM Brian O'Boyle LAW Jean Robert

**Action 3:** Upgrade the existing teacher mark book function.

COORDINATION (ORIGINAL SPECIFICATION): Guy Mercier (P); Francis Demers (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jul-2006	4-Aug-2006	ADMIN Guy Mercier	ADMIN Francis Demers

**Action 4:** Develop a purchase order and requisition follow-up tool.

COORDINATION (ORIGINAL SPECIFICATION): Guy Mercier (P); Francis Demers (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
1-Sep-2006	30-Mar-2007	ADMIN Guy Mercier	ADMIN Francis Demers

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 2: Development of information systems to meet the needs of the College

**Goal 2:** Expand our Web-based services to students and employees.

**Action 5:** Develop a system allowing authorized users to control the display of messages to students and employees.

COORDINATION (ORIGINAL SPECIFICATION): Guy Mercier (P); Francis Demers (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jul-2006	4-Aug-2006	ADMIN Guy Mercier	ADMIN Francis Demers

**Action 6:** Develop a database-driven system allowing authorized users to control the display of employment postings on the College Web site.

COORDINATION (ORIGINAL SPECIFICATION): Guy Mercier (P); Francis Demers (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jul-2006	4-Aug-2006	ADMIN Guy Mercier	ADMIN Francis Demers

**Action 7:** Develop a system for Web-based delivery to teachers of information on program competencies and elements pertaining to their particular courses (ref. A3.S2.G5.a4).

COORDINATION (ORIGINAL SPECIFICATION): Guy Mercier (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
7-Aug-2006	29-Jun-2007	ADMIN Guy Mercier	

**Action 8:** Develop an online Change-of-Address form for students.

TIMELINE NOTES: Carried over from A6.S2.G2.a8 in the 2005-2006 CAAP.

COORDINATION (ORIGINAL SPECIFICATION): Guy Mercier (P); Andrée Lafleur (S); Brian O'Boyle (S); Jean Robert (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
7-Aug-2006	1-Dec-2006	ADMIN Guy Mercier	LEN Andrée Lafleur LAM Brian O'Boyle LAW Jean Robert

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 2: Development of information systems to meet the needs of the College

**Goal 3:** Expand our client/server applications.

**Action 1:** Automate the preparation of staffing proposals at Saint-Lambert.

COORDINATION (ORIGINAL SPECIFICATION): Brian O'Boyle (P); Guy Mercier (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jan-2007	30-Mar-2007	LAM Brian O'Boyle	ADMIN Guy Mercier

**Action 2:** Automate the preparation of staffing proposals at St. Lawrence.

COORDINATION (ORIGINAL SPECIFICATION): Pierre Choquette (P); Guy Mercier (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jan-2007	30-Mar-2007	LAW Pierre Choquette	ADMIN Guy Mercier

**Action 3:** Automate the preparation of staffing proposals at Lennoxville.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P); Guy Mercier (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jan-2007	30-Mar-2007	LEN Maya Prpić	ADMIN Guy Mercier

**Action 4:** Develop a room reservation system.

COORDINATION (ORIGINAL SPECIFICATION): Guy Mercier (P); Francis Demers (S); Chantal Boutin (S); Julie Coulombe (S); Jean Robert (S); Brian O'Boyle (S); Andrée Lafleur (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jan-2007	4-May-2007	ADMIN Guy Mercier	ADMIN Francis Demers LEN Andrée Lafleur LAM Brian O'Boyle LAM Chantal Boutin LAW Jean Robert LAW Julie Coulombe-Godbout

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 2: Development of information systems to meet the needs of the College

**Goal 3:** Expand our client/server applications.

**Action 5:** Develop a system for the management of Summer ESL at Lennoxville.

COORDINATION (ORIGINAL SPECIFICATION): Guy Mercier (P); Francis Demers (S); Marielle Denis (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jan-2007	2-Mar-2007	ADMIN Guy Mercier	ADMIN Francis Demers LEN Marielle Denis

**Action 6:** Improve the functionality of the interface with the ADP payroll system at College Administration.

COORDINATION (ORIGINAL SPECIFICATION): Christine Phaneuf (P); Francis Demers (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
5-Sep-2006	29-Jun-2007	ADMIN Christine Phaneuf	LEN Marielle Denis

**Goal 4:** Upgrade our technology infrastructure.

**Action 1:** Replace the Oracle servers at the three campuses.

COORDINATION (ORIGINAL SPECIFICATION): Hocine Labsir (P); Guy Mercier (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
2-Oct-2006	30-Mar-2007	ADMIN Hocine Labsir	ADMIN Guy Mercier

**Action 2:** Upgrade the firewall hardware and software at College administration.

COORDINATION (ORIGINAL SPECIFICATION): Hocine Labsir (P); Guy Mercier (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
4-Jul-2006	1-Sep-2006	ADMIN Hocine Labsir	ADMIN Guy Mercier

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 2: Development of information systems to meet the needs of the College

**Goal 5:** Meet the longterm information technology needs of St. Lawrence.

**Action 1:** Assess the merits and feasibility of recommendations made in the Information Technology Development Plan Report (June 2006).

COORDINATION (ORIGINAL SPECIFICATION): Julie Coulombe (P); John Keyes (S); Jean Robert (S); Pierre Choquette (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
31-Jul-2006	29-Sep-2006	LAW Julie Coulombe-Godbout	LAW Jean Robert LAW John Keyes LAW Pierre Choquette

**Action 2:** Develop a three-year (2006-2009) action plan for IT development at St. Lawrence.

COORDINATION (ORIGINAL SPECIFICATION): Julie Coulombe (P); John Keyes (S); Jean Robert (S); Pierre Choquette (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
2-Oct-2006	29-Dec-2006	LAW Julie Coulombe-Godbout	LAW Jean Robert LAW John Keyes LAW Pierre Choquette

**Action 3:** Implement the 2006-2007 measures from the three-year IT development action plan for St. Lawrence.

COORDINATION (ORIGINAL SPECIFICATION): Julie Coulombe (P); John Keyes (S); Jean Robert (S); Pierre Choquette (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
2-Jan-2007	29-Jun-2007	LAW Julie Coulombe-Godbout	LAW Jean Robert LAW John Keyes LAW Pierre Choquette

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 2: Development of information systems to meet the needs of the College

**Goal 6:** Meet the longterm information technology needs of Lennoxville.

**Action 1:** Assess the merits and feasibility of recommendations made in the Information Technology Planning Report (June 2006).

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P); Andrée Lafleur (S); Frank Wilson (S); Marielle Denis (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
31-Jul-2006	29-Sep-2006	LEN Maya Prpić	LEN Andrée Lafleur LEN Frank Wilson LEN Marielle Denis

**Action 2:** Develop a three-year (2006-2009) action plan for IT development at Lennoxville.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P); Andrée Lafleur (S); Frank Wilson (S); Marielle Denis (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
2-Oct-2006	29-Dec-2006	LEN Maya Prpić	LEN Andrée Lafleur LEN Frank Wilson LEN Marielle Denis

**Action 3:** Implement the 2006-2007 measures from the three-year IT development action plan for Lennoxville.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P); Andrée Lafleur (S); Frank Wilson (S); Marielle Denis (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
2-Jan-2007	29-Jun-2007	LEN Maya Prpić	LEN Andrée Lafleur LEN Frank Wilson LEN Marielle Denis

#### Subarea 3: Strategic renovations and facilities development

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 3: Strategic renovations and facilities development

**Goal 1:** Implement the first year of the Master Building Plan (PDI) at Saint-Lambert.

**Action 1:** Complete Phase 1 of the Library renovations (Information Commons project).

COORDINATION (ORIGINAL SPECIFICATION): Bernard Thibault (P); Chantal Boutin (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jul-2006	18-Aug-2006	LAM Bernard Thibault	LAM Chantal Boutin

**Action 2:** Complete Phase 1 of the Main entrance and core.

COORDINATION (ORIGINAL SPECIFICATION): Bernard Thibault (P); Chantal Boutin (S); Don Shewan (S); DSS (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jul-2006	18-Aug-2006	LAM Bernard Thibault	LAM Chantal Boutin LAM Don Shewan LAM Meagan Houghton

**Action 3:** Complete the consultation on the balance of the main entrance and building core project.

COORDINATION (ORIGINAL SPECIFICATION): Bernard Thibault (P); Chantal Boutin (S); Don Shewan (S); DSS (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jul-2006	15-Dec-2006	LAM Bernard Thibault	LAM Chantal Boutin LAM Don Shewan LAM Meagan Houghton

**Action 4:** Examine the feasibility of proceeding with Phase 2 of the Information Commons project.

COORDINATION (ORIGINAL SPECIFICATION): Bernard Thibault (P); Chantal Boutin (S); Kathy Mosher (S); Don Shewan (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
5-Sep-2006	2-Mar-2007	LAM Bernard Thibault	LAM Chantal Boutin LAM Don Shewan LAM Kathy Mosher

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 3: Strategic renovations and facilities development

**Goal 2:** Comply with MELS requirements for the SILC (Système d'information sur les locaux des CÉGEPS) project.

**Action 1:** Conduct space inventories at each location in conformity with SILC requirements and transmit the results to MELS.

COORDINATION (ORIGINAL SPECIFICATION): Yves Rainville (P); Frank Wilson (S); Bernard Thibault (S); Chantal Boutin (S); Julie Coulombe (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
5-Sep-2006	29-Jun-2007	ADMIN Yves Rainville	LEN Frank Wilson LAM Bernard Thibault LAM Chantal Boutin LAW Julie Coulombe-Godbout

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 3: Strategic renovations and facilities development

**Goal 3:** Achieve energy-savings throughout the College.

**Action 1:** Implement renovations and capital investments (e.g., electronic ballasts, high-efficiency furnace) at College Administration.

COORDINATION (ORIGINAL SPECIFICATION): John Haffenden (P); Yves Rainville (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
7-Aug-2006	27-Oct-2006	ADMIN John Haffenden	ADMIN Yves Rainville

**Action 2:** Conduct analyses of energy needs at Saint-Lambert.

TIMELINE NOTES: Carried forward from A6.S3.G1.a3 in 2005-2006 CAAP.

COORDINATION (ORIGINAL SPECIFICATION): Bernard Thibault (P); Chantal Boutin (S); Don Shewan (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
4-Jul-2006	29-Sep-2006	LAM Bernard Thibault	LAM Chantal Boutin LAM Don Shewan

**Action 3:** Conduct analysis of energy needs at St. Lawrence.

TIMELINE NOTES: Carried forward from A6.S3.G1.a1 in 2005-2006 CAAP.

COORDINATION (ORIGINAL SPECIFICATION): Julie Coulombe (P); John Keyes (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
4-Jul-2006	29-Sep-2006	LAW Julie Coulombe-Godbout	LAW John Keyes

**Action 4:** Develop and implement energy-savings action plan at Saint-Lambert based on results of analyses.

TIMELINE NOTES: Carried forward from A6.S3.G1.a3 in 2005-2006 CAAP.

COORDINATION (ORIGINAL SPECIFICATION): Bernard Thibault (P); Chantal Boutin (S); Don Shewan (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
2-Oct-2006	29-Jun-2007	LAM Bernard Thibault	LAM Chantal Boutin LAM Don Shewan

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 3: Strategic renovations and facilities development

**Goal 3:** Achieve energy-savings throughout the College.

**Action 5:** Develop and implement energy-savings action plan at St. Lawrence based on results of analyses.

TIMELINE NOTES: Carried forward from A6.S3.G1.a2 in 2005-2006 CAAP.

COORDINATION (ORIGINAL SPECIFICATION): Julie Coulombe (P); John Keyes (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
2-Oct-2006	29-Jun-2007	LAW Julie Coulombe-Godbout	LAW John Keyes

**Goal 4:** Ensure access to necessary services and physical space at Bishop's University for Lennoxville.

**Action 1:** Complete negotiations with Bishop's University for a renewed (2005-2010) lease and service agreement.

TIMELINE NOTES: Continued from A6.S3.G2.a1 in 2005-2006 CAAP.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P); John Haffenden (S); Marielle Denis (S); Frank Wilson (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
4-Jul-2006	20-Oct-2006	LEN Maya Prpić	ADMIN John Haffenden LEN Frank Wilson LEN Marielle Denis

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 3: Strategic renovations and facilities development

**Goal 5:** Facilitate the optimal use of space and equipment in the CRC building at Lennoxville.

**Action 1:** Conduct an inventory of equipment and material, ensuring that the information is entered into the Oracle database.

COORDINATION (ORIGINAL SPECIFICATION): Frank Wilson (P); Marielle Denis (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	29-Jun-2007	LEN Frank Wilson	LEN Marielle Denis

**Action 2:** Develop a maintenance plan for equipment.

COORDINATION (ORIGINAL SPECIFICATION): Frank Wilson (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jan-2007	29-Jun-2007	LEN Frank Wilson	

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 3: Strategic renovations and facilities development

**Goal 6:** Extend the use and capabilities of 'smart classrooms' at Lennoxville.

**Action 1:** Investigate the new "smart classroom" technologies now available.

COORDINATION (ORIGINAL SPECIFICATION): Frank Wilson (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	15-Dec-2006	LEN    Frank Wilson	

**Action 2:** Determine the feasibility of updating the technology in existing "smart classrooms".

COORDINATION (ORIGINAL SPECIFICATION): Frank Wilson (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	15-Dec-2006	LEN    Frank Wilson	

**Action 3:** Determine the feasibility of equipping new "smart classrooms".

COORDINATION (ORIGINAL SPECIFICATION): Frank Wilson (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	15-Dec-2006	LEN    Frank Wilson	

**Action 4:** Where feasible, purchase and install new equipment in existing "smart classrooms".

COORDINATION (ORIGINAL SPECIFICATION): Frank Wilson (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jan-2007	29-Jun-2007	LEN    Frank Wilson	

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 3: Strategic renovations and facilities development

**Goal 6:** Extend the use and capabilities of 'smart classrooms' at Lennoxville.

**Action 5:** Where feasible, purchase and install equipment to create new "smart classrooms".

COORDINATION (ORIGINAL SPECIFICATION): Frank Wilson (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
3-Jan-2007	29-Jun-2007	LEN Frank Wilson	

#### Subarea 4: College bylaws and policies

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 4: College bylaws and policies

**Goal 1:** Develop new human resources bylaws and policies or revise existing ones, as required, or order to meet the changing needs of the College.

**Action 1:** Continue the revision of Bylaw 4 concerning the management of human resources.

TIMELINE NOTES: Continued from A6.S3.G2.a1 in 2005-2006 CAAP. Will continue into 2007-2008.

COORDINATION (ORIGINAL SPECIFICATION): Louise Brunet (P); Chantal Boutin (S); John Haffenden (S); John Keyes (S); Maya Prpić (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
5-Sep-2006	29-Jun-2007	ADMIN Louise Brunet	ADMIN John Haffenden LEN Maya Prpić LAM Chantal Boutin LAW John Keyes

**Action 2:** Revise Working Conditions for Non-Unionised Professional Staff.

COORDINATION (ORIGINAL SPECIFICATION): Louise Brunet (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	25-Oct-2006	ADMIN Louise Brunet	

**Action 3:** Revise Working Conditions for Non-Unionised Support Staff.

COORDINATION (ORIGINAL SPECIFICATION): Louise Brunet (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	25-Oct-2006	ADMIN Louise Brunet	

**Action 4:** Revise Policy for Management Staff.

COORDINATION (ORIGINAL SPECIFICATION): Louise Brunet (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
30-Oct-2006	14-Feb-2007	ADMIN Louise Brunet	

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 4: College bylaws and policies

**Goal 2:** Evaluate the three current Policies on the Evaluation of Student Learning (PESLs) as required by the CÉEC.

**Action 1:** Finalise the evaluation plan (criteria, approach, process, etc.) for evaluating the PESLs.

COORDINATION (ORIGINAL SPECIFICATION): Stephen Tribble (P); Anthony Singelis (S); Brian O'Boyle (S); Jean Robert (S); Pierre Choquette (S); Andrée Lafleur (S); Brian Denison (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
28-Aug-2006	13-Oct-2006		

**Action 2:** Evaluate the three PESLs.

COORDINATION (ORIGINAL SPECIFICATION): Stephen Tribble (P); Anthony Singelis (S); Brian O'Boyle (S); Jean Robert (S); Pierre Choquette (S); Andrée Lafleur (S); Brian Denison (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
16-Oct-2006	2-Feb-2007		

**Action 3:** Produce an evaluation report for submission to the CEEC.

COORDINATION (ORIGINAL SPECIFICATION): Stephen Tribble (P); Anthony Singelis (S); Brian O'Boyle (S); Jean Robert (S); Pierre Choquette (S); Andrée Lafleur (S); Brian Denison (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
5-Feb-2007	4-May-2007		

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 4: College bylaws and policies

**Goal 3:** Develop an Institutional Policy on the Evaluation of Student Achievement.

**Action 1:** Complete the draft of the new IPESA

TIMELINE NOTES: Continued from A6.S4.G2.a1 in the 2005-2006 CAAP.

COORDINATION (ORIGINAL SPECIFICATION): Stephen Tribble (P); Brian Denison (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
11-Sep-2006	22-Dec-2006	ADMIN Stephen Tribble	ADMIN Brian Denison

**Action 2:** Consult on the draft IPESA.

TIMELINE NOTES: Continued from A6.S4.G2.a2 in the 2005-2006 CAAP.

COORDINATION (ORIGINAL SPECIFICATION): Stephen Tribble (P); Brian Denison (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
8-Jan-2007	16-Mar-2007	ADMIN Stephen Tribble	ADMIN Brian Denison

**Action 3:** Revise the draft IPESA in light of consultations and the results of the evaluations of the current PESLs.

TIMELINE NOTES: Continued from A6.S4.G2.a2 in the 2005-2006 CAAP.

COORDINATION (ORIGINAL SPECIFICATION): Stephen Tribble (P); Brian Denison (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
19-Mar-2007	13-Apr-2007	ADMIN Stephen Tribble	ADMIN Brian Denison

**Action 4:** Submit the new IPESA to the Board of Governors for adoption.

COORDINATION (ORIGINAL SPECIFICATION): Stephen Tribble (P); Brian Denison (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
21-May-2007	15-Jun-2007	ADMIN Stephen Tribble	ADMIN Brian Denison

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 4: College bylaws and policies

**Goal 4:** Conclude local agreements in application of Bill 37 concerning collective agreements with faculty and professional staff at all locations.

**Action 1:** Revise local agreements with faculty and professional staff at each location.

COORDINATION (ORIGINAL SPECIFICATION): Louise Brunet (P); Maya Prpić (s); Don Shewan (S); John Keyes (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
5-Sep-2006	25-Oct-2006	ADMIN Louise Brunet	LEN Maya Prpić LAM Don Shewan LAW John Keyes

**Goal 5:** Fulfill the new requirements for equal opportunity as per Law 143 on equal opportunity for employment.

**Action 1:** Produce report following completion of the identification process for handicapped persons.

COORDINATION (ORIGINAL SPECIFICATION): Louise Brunet (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
5-Sep-2006	15-Dec-2006	ADMIN Louise Brunet	

#### Subarea 5: Program development, evaluation and revision

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 5: Program development, evaluation and revision

**Goal 1:** Implement the action plans produced by recent program evaluations at Saint-Lambert.

**Action 1:** Implement the Year 3 actions from the Science program evaluation action plan.

COORDINATION (ORIGINAL SPECIFICATION): Anthony Singelis (P); Brian O'Boyle (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
15-Aug-2006	1-Jun-2007	LAM Anthony Singelis	LAM Brian O'Boyle

**Action 2:** Implement the Year 2 actions from the Creative Arts program evaluation action plan.

COORDINATION (ORIGINAL SPECIFICATION): Anthony Singelis (P); Brian O'Boyle (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
15-Aug-2006	1-Jun-2007	LAM Anthony Singelis	LAM Brian O'Boyle

**Action 3:** Implement the Year 1 actions from the Languages program evaluation action plan.

COORDINATION (ORIGINAL SPECIFICATION): Anthony Singelis (P); Brian O'Boyle (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
15-Aug-2006	1-Jun-2007	LAM Anthony Singelis	LAM Brian O'Boyle

**Goal 2:** Respond to local business and government needs through the development of new programs for Continuing Education.

**Action 1:** Develop the 'Gestion de Commerce' AEC in response to interest from Emploi-Québec.

COORDINATION (ORIGINAL SPECIFICATION): Nancy Kelly (P); Mark Wallace (S); Don Shewan (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
4-Jul-2006	15-Oct-2006	LAM Nancy Kelly	LAM Don Shewan LAM Mark Wallace

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 5: Program development, evaluation and revision

**Goal 3:** Develop new program options in DEC programs at Saint-Lambert.

**Action 1:** Explore the possibilities for and, if feasible, develop a new "law" option for the Social Science program at Saint-Lambert.

COORDINATION (ORIGINAL SPECIFICATION): Anthony Singelis (P); Brian O'Boyle Suzanne Coulombe (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	18-May-2007	LAM Anthony Singelis	LAM Brian O'Boyle LAM Suzanne Coulombe

#### Subarea 6: Student Tracking, Assessment and Reporting (STAR) system

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 6: Student Tracking, Assessment and Reporting (STAR) system

**Goal 1:** Make pertinent STAR reports accessible to program and department coordinators (student success monitoring).

**Action 1:** In consultation with the Deans and DGAC, identify the most relevant STAR reports to make available to program and department coordinators.

COORDINATION (ORIGINAL SPECIFICATION): Brian Denison (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
28-Aug-2006	29-Sep-2006	ADMIN Brian Denison	

**Action 2:** Convert the targeted STAR reports for dissemination via Web-based Services.

COORDINATION (ORIGINAL SPECIFICATION): Guy Mercier (P); Brian Denison (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
2-Oct-2006	15-Dec-2006	ADMIN Guy Mercier	ADMIN Brian Denison

**Action 3:** Create 'help files' for the targeted STAR reports to aid program and department coordinators in generating and interpreting the reports.

COORDINATION (ORIGINAL SPECIFICATION): Brian Denison (P); Guy Mercier (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
2-Oct-2006	15-Dec-2006	ADMIN Brian Denison	ADMIN Guy Mercier

#### Subarea 7: Development of non-government sources of revenue

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 7: Development of non-government sources of revenue

**Goal 1:** Increase the presence of Champlain College Saint-Lambert within the local regions while increasing the non-DGEC revenues for Continuing Education.

**Action 1:** Obtain and successfully implement the ESL contracts for the Montérégie and Montreal regions.

COORDINATION (ORIGINAL SPECIFICATION): Nancy Kelly (P); Mark Wallace (S); Don Shewan (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
4-Jul-2006	15-Jun-2007	LAM Nancy Kelly	LAM Don Shewan LAM Mark Wallace

#### Subarea 8: Joint projects with other institutions

**Goal 1:** Introduce a Computer Science and Mathematics DEC program in collaboration with Collège Lionel-Groulx.

**Action 1:** Continue development of the Computer Science and Mathematics DEC program in collaboration with Collège Lionel-Groulx.

TIMELINE NOTES: Continued from A6.S8.G2.a1 in the 2005-2006 CAAP, pending a favourable decision from the CLES.

COORDINATION (ORIGINAL SPECIFICATION): Stephen Tribble (P); Maya Prpić (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	29-Jun-2007	ADMIN Stephen Tribble	LEN Maya Prpić

#### Subarea 9: Development of intercollegiate athletics

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 6: Operational Priorities for the Current Year

#### Subarea 9: Development of intercollegiate athletics

**Goal 1:** Enhance the opportunities for student athletes and the visibility of Champlain Saint-Lambert through interscholastic sports.

**Action 1:** Complete the application process for a Women's AAA Basketball team.

COORDINATION (ORIGINAL SPECIFICATION): Dean Howie (P); Don Shewan (S); DSS (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
1-Aug-2006	31-Oct-2006	LAM Dean Howie	LAM Don Shewan LAM Meagan Houghton

**Action 2:** Successfully complete the first year of Men's AA Football.

COORDINATION (ORIGINAL SPECIFICATION): Dean Howie (P); Don Shewan (S); DSS (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
4-Jul-2006	1-Dec-2006	LAM Dean Howie	LAM Don Shewan LAM Meagan Houghton

**Action 3:** Complete the application for 2007-2008 Men's National Basketball Championship.

COORDINATION (ORIGINAL SPECIFICATION): Dean Howie (P); Don Shewan (S); DSS (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
4-Jul-2006	1-May-2007	LAM Dean Howie	LAM Don Shewan LAM Meagan Houghton

### Area 7: Institutional Planning and Communications

#### Subarea 1: Implementation of the Strategic Plan and Strategic Action Plan

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 7: Institutional Planning and Communications

#### Subarea 1: Implementation of the Strategic Plan and Strategic Action Plan

**Goal 1:** Ensure that all necessary annual reports on the Strategic Action Plan are completed and submitted to the relevant bodies.

**Action 1:** Evaluate and report on Year 2 of the Strategic Plan and Strategic Action Plan.

COORDINATION (ORIGINAL SPECIFICATION): Gerry Cutting (P); Stephen Tribble (S); Brian Denison (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
11-Sep-2006	22-Nov-2006	ADMIN Gerry Cutting	ADMIN Brian Denison ADMIN Stephen Tribble

**Action 2:** Submit the report on Year 2 of the Strategic Plan and Strategic Action Plan to the Ministry and CEEC.

COORDINATION (ORIGINAL SPECIFICATION): Gerry Cutting (P); Stephen Tribble (P); Brian Denison (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
23-Nov-2006	1-Dec-2006	ADMIN Gerry Cutting	ADMIN Brian Denison ADMIN Stephen Tribble

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 7: Institutional Planning and Communications

#### Subarea 1: Implementation of the Strategic Plan and Strategic Action Plan

**Goal 2:** Ensure that the Strategic Plan and Strategic Action Plan are updated as needed on an annual basis to reflect the changing circumstances of the College.

**Action 1:** Review the Strategic Plan and Strategic Action Plan and revise as needed in preparation for the 2007-2008 academic year.

COORDINATION (ORIGINAL SPECIFICATION): Gerry Cutting (P); DGAC (S); Brian Denison (S); Deans (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
2-Apr-2007	25-May-2007	ADMIN Gerry Cutting	ADMIN Brian Denison ADMIN Guy Mercier ADMIN John Haffenden ADMIN Louise Brunet ADMIN Stephen Tribble LEN Andrée Lafleur LEN Maya Prpić LAM Anthony Singelis LAM Brian O'Boyle LAM Don Shewan LAW Jean Robert LAW John Keyes LAW Pierre Choquette

**Action 2:** Submit copies of any revised versions of the Strategic Plan and Strategic Action plan to the relevant bodies.

COORDINATION (ORIGINAL SPECIFICATION): Gerry Cutting (P); Stephen Tribble (S); Brian Denison (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
28-May-2007	29-Jun-2007	ADMIN Gerry Cutting	ADMIN Brian Denison ADMIN Stephen Tribble

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 7: Institutional Planning and Communications

#### Subarea 1: Implementation of the Strategic Plan and Strategic Action Plan

**Goal 3:** Develop a set of methods and tools for conducting regular environmental scans to facilitate strategic planning.

**Action 1:** Prepare a report at each location on the current state of environmental scanning, the sources for that information, and what additional kinds of information would be useful.

COORDINATION (ORIGINAL SPECIFICATION): LEN: Maya Prpić (P); Andrée Lafleur (S); Frank Wilson (S); Marielle Denis (S)  
 LAW: John Keyes (P); Pierre Choquette (S); Jean Robert (S); Julie Coulombe (S)  
 LAM: Don Shewan (P); Brian O'Boyle (S); Anthony Singelis (S); Chantal Boutin (S); Bernard Thibea

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
7-Aug-2006	8-Sep-2006	LEN Maya Prpić	LEN Andrée Lafleur
		LAM Don Shewan	LEN Frank Wilson
		LAW John Keyes	LEN Marielle Denis
			LAM Anthony Singelis
			LAM Bernard Thibault
			LAM Brian O'Boyle
			LAM Chantal Boutin
			LAW Jean Robert
			LAW Julie Coulombe-Godbout
		LAW Pierre Choquette	

**Action 2:** Review the location-specific reports on environmental scanning with the All-Management group and explore next steps.

COORDINATION (ORIGINAL SPECIFICATION): Gerry Cutting (P); DGAC (S); Brian Denison (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
11-Sep-2006	21-Sep-2006	ADMIN Gerry Cutting	ADMIN Brian Denison
			ADMIN Guy Mercier
			ADMIN John Haffenden
			ADMIN Louise Brunet
			ADMIN Stephen Tribble
			LEN Maya Prpić
			LAM Don Shewan
			LAW John Keyes

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 7: Institutional Planning and Communications

#### Subarea 1: Implementation of the Strategic Plan and Strategic Action Plan

**Goal 3:** Develop a set of methods and tools for conducting regular environmental scans to facilitate strategic planning.

**Action 3:** Define the components of a common and systematic approach to environmental scanning, including procedures and schedules.

COORDINATION (ORIGINAL SPECIFICATION): Gerry Cutting (P); DGAC (S); Brian Denison (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
22-Sep-2006	27-Apr-2007	ADMIN Gerry Cutting	ADMIN Guy Mercier ADMIN John Haffenden ADMIN Louise Brunet ADMIN Stephen Tribble LAM Don Shewan LAW John Keyes

#### Subarea 2: Integration of strategic and operational planning

**Goal 1:** Implement an integrated annual planning approach and refine as needed.

**Action 1:** Prepare the 2007-2008 CAAP and submit to the Board of Governors.

COORDINATION (ORIGINAL SPECIFICATION): Gerry Cutting (P); DGAC (S); Brian Denison (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
16-Apr-2007	15-Jun-2007	ADMIN Gerry Cutting	ADMIN Guy Mercier ADMIN John Haffenden ADMIN Louise Brunet ADMIN Stephen Tribble LAM Don Shewan LAW John Keyes

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 7: Institutional Planning and Communications

#### Subarea 2: Integration of strategic and operational planning

**Goal 2:** Develop the tools necessary for supporting an integrated annual planning approach.

**Action 1:** Transfer the planning database from MS Access to Oracle XE.

COORDINATION (ORIGINAL SPECIFICATION): Brian Denison (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
28-Aug-2006	15-Dec-2006	ADMIN Brian Denison	

**Action 2:** Develop PDF forms to facilitate the collection and integration of status and planning information.

COORDINATION (ORIGINAL SPECIFICATION): Brian Denison (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
28-Aug-2006	15-Jun-2007	ADMIN Brian Denison	

#### Subarea 4: Institutional communications

**Goal 1:** Improve communication to the College community concerning the Strategic Plan and Strategic Action Plan.

**Action 1:** Examine ways in which the College Administration website could provide a central location for conveying information about our Strategic Plan and strategic planning efforts.

TIMELINE NOTES: Carried over from A6.S4.G1.a1 in the 2005-2006 CAAP.

COORDINATION (ORIGINAL SPECIFICATION): Gerry Cutting (P); Lousie Brunet (S); John Haffenden (S); Guy Mercier (S); Stephen Tribble (S); Brian Denison

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
28-Aug-2006	4-May-2007	ADMIN Gerry Cutting	ADMIN Brian Denison ADMIN Guy Mercier ADMIN John Haffenden ADMIN Louise Brunet ADMIN Stephen Tribble

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 7: Institutional Planning and Communications

#### Subarea 4: Institutional communications

**Goal 2:** Ensure that faculty and staff at Lennoxville are informed about all channels and procedures through which students can express concerns and complaints.

**Action 1:** Conduct information sessions and discussions with faculty and staff concerning channels and procedures available to students for expressing concerns and complaints.

TIMELINE NOTES: Carried over from A6.S4.G2.a2 in the 2005-2006 CAAP.

COORDINATION (ORIGINAL SPECIFICATION): Andrée Lafleur (P); Maya Prpić (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
21-Aug-2006	15-Dec-2006	LEN Andrée Lafleur	LEN Maya Prpić

### Area 8: Strengthening Enrolment and Retention at Champlain Lennoxville

#### Subarea 1: Enhancing campus visibility in the Eastern Townships

**Goal 1:** Ensure that Champlain Lennoxville is advertised effectively.

**Action 1:** Develop an advertising plan with a professional advertising firm.

TIMELINE NOTES: Work will actually begin in June 2006.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
4-Jul-2006	18-Aug-2006	LEN Maya Prpić	

**Action 2:** Implement the advertising plan within the Sherbrooke / Eastern Townships area.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
21-Aug-2006	16-Mar-2007	LEN Maya Prpić	

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 8: Strengthening Enrolment and Retention at Champlain Lennoxville

#### Subarea 1: Enhancing campus visibility in the Eastern Townships

**Goal 2:** Ensure that important news about Champlain Lennoxville is communicated to the general public.

**Action 1:** Develop a media relations plan.

TIMELINE NOTES: Work will actually begin in June 2006.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
4-Jul-2006	1-Sep-2006	LEN Maya Prpić	

**Action 2:** Implement the media relations plan.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
21-Aug-2006	16-Mar-2007	LEN Maya Prpić	

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 8: Strengthening Enrolment and Retention at Champlain Lennoxville

#### Subarea 1: Enhancing campus visibility in the Eastern Townships

**Goal 3:** Ensure the presence of strategic partnerships with educational and other institutions in the community.

**Action 1:** Increase the extent and quality of campus participation in community events.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	29-Jun-2007	LEN Maya Prpić	

**Action 2:** Establish and maintain ongoing liaison and communication with the high school network in the Eastern Townships.

*Note: This encompasses both English and French schools, public and private.*

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	29-Jun-2007	LEN Maya Prpić	

#### Subarea 2: Strengthening services to students

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 8: Strengthening Enrolment and Retention at Champlain Lennoxville

#### Subarea 2: Strengthening services to students

**Goal 1:** Ensure that students have access to a rich and varied range of cultural and social activities.

**Action 1:** Increase the number and variety of student activities offered through Student Services.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	18-May-2007	LEN Maya Prpić	

**Action 2:** Establish joint projects with the Champlain Students' Association (CSA).

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	18-May-2007	LEN Maya Prpić	

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 8: Strengthening Enrolment and Retention at Champlain Lennoxville

#### Subarea 2: Strengthening services to students

**Goal 2:** Ensure that the success-related needs of students, particularly those in their first semester, are met in an effective manner.

**Action 1:** Assess and prioritise the needs of first-year students.

COORDINATION (ORIGINAL SPECIFICATION): Andrée Lafleur (P); Maya Prpić (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
4-Sep-2006	2-Mar-2007	LEN Andrée Lafleur	LEN Maya Prpić

**Action 2:** Conduct a program-level analysis of student success indicators to identify potential obstacles and problem areas.

COORDINATION (ORIGINAL SPECIFICATION): Andrée Lafleur (P); Brian Denison (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
4-Sep-2006	2-Mar-2007	LEN Andrée Lafleur	ADMIN Brian Denison

**Action 3:** Revise the Lennoxville Student Success Action Plan to ensure that it addresses the identified needs of students and identified obstacles to student success.

COORDINATION (ORIGINAL SPECIFICATION): Andrée Lafleur (P); Brian Denison (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
5-Mar-2007	15-Jun-2007	LEN Andrée Lafleur	ADMIN Brian Denison

#### Subarea 3: Strengthening the marketability of the campus for prospective students

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 8: Strengthening Enrolment and Retention at Champlain Lennoxville

#### Subarea 3: Strengthening the marketability of the campus for prospective students

**Goal 1:** Communicate more effectively to prospective students the strengths of current program offerings (including General Education).

**Action 1:** Identify the strengths of each of our programs (including General Education), with special attention to those factors which differentiate us from our competitors.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P); Andrée Lafleur (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
4-Jul-2006	18-Aug-2006	LEN Maya Prpić	LEN Andrée Lafleur

**Action 2:** Develop and implement effective means for communicating program strengths to prospective students.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P); Andrée Lafleur (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
21-Aug-2006	29-Jun-2007	LEN Maya Prpić	LEN Andrée Lafleur

**Goal 2:** Communicate more effectively to prospective students the advantages of Champlain Lennoxville as a location for pursuing college-level studies.

**Action 1:** Identify the main features of the campus that make Lennoxville an excellent choice for college-level studies.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P); Andrée Lafleur (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
4-Jul-2006	18-Aug-2006	LEN Maya Prpić	LEN Andrée Lafleur

**Action 2:** Develop and implement effective means for communicating campus strengths to prospective students.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P); Andrée Lafleur (S)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
21-Aug-2006	29-Jun-2007	LEN Maya Prpić	LEN Andrée Lafleur

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 8: Strengthening Enrolment and Retention at Champlain Lennoxville

#### Subarea 4: Mobilising and informing the campus community

**Goal 1:** Ensure that members of the campus community are informed about significant campus issues and events in a clear and regular fashion.

**Action 1:** Publish and disseminate a monthly newsletter that will include regular reports on enrolment.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	29-Jun-2007	LEN Maya Prpić	

**Action 2:** Update the website on a regular basis.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	29-Jun-2007	LEN Maya Prpić	

**Action 3:** Increase the number of Coordinators' Meetings held each semester.

COORDINATION (ORIGINAL SPECIFICATION): Andrée Lafleur (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	29-Jun-2007	LEN Andrée Lafleur	

## Detailed CAAP for 2006-2007 (Excluding Student Success)

### Area 8: Strengthening Enrolment and Retention at Champlain Lennoxville

#### Subarea 4: Mobilising and informing the campus community

**Goal 2:** Develop a long-term strategic enrolment plan for Champlain Lennoxville.

**Action 1:** Establish a working group to coordinate and facilitate the development of a strategic enrolment plan.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
14-Aug-2006	15-Sep-2006	LEN Maya Prpić	

**Action 2:** Develop a strategic enrolment plan.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
18-Sep-2006	23-Mar-2007	LEN Maya Prpić	

**Action 3:** Present the draft strategic enrolment plan to the campus community.

COORDINATION (ORIGINAL SPECIFICATION): Maya Prpić (P)

START DATE	FINISH DATE	PRIMARY RESPONSIBILITY	SUPPORTING ROLE
26-Mar-2007	13-Apr-2007	LEN Maya Prpić	