



College Annual Action Plan 2006-2007

End-of-Year Report

Board of Governors
September 28, 2007



INTRODUCTION

Scope

This End-of-Year Report on the 2006-2007 College Annual Action Plan (CAAP) focuses on only those actions that were not derived from the Strategic Action Plan (SAP). The annual report on implementation of the SAP will be submitted to the Board of Governors at its November 2007 meeting. Thus, this report deals with actions from the following areas of the CAAP:

- Area 6: Operational Priorities for the Current Year
- Area 7: Institutional Planning and Communications
- Area 8: Strengthening Enrolment and Retention at Champlain Lennoxville

Glossary of Acronyms and Terms

The following table presents a glossary of acronyms and terms used in the report.

Acronym or Term	Definition
ACCQ	<i>L'Association des cadres des collèges</i>
ACD	Assistant Campus Director, often also called a Dean
ADMIN	Shorthand form used in reports and planning documents for College Administration, Sherbrooke
ADP	Automatic Data Processing, Inc. - the payroll services company used by the College
AEC	<i>Attestation d'études collégiales</i>
CAAP	College Annual Action Plan
CEEC	<i>La Commission d'évaluation de l'enseignement collégial du Québec</i>
CLES	<i>Comité de liaison de l'enseignement supérieur</i>
CSA	Champlain Students' Association
CSQ	<i>Centrale des syndicats du Québec</i>
DEC	<i>Diplôme des études collégiales</i>
DGAC	Director General's Advisory Committee
ETSB	Eastern Townships School Board
IPESA	Institutional Policy on the Evaluation of Student Achievement
IT	Information technology
KPI	Key Performance Indicator
LAM	Shorthand form used in reports and planning documents for Champlain-Saint-Lambert

Acronym or Term	Definition
LAW	Shorthand form used in reports and planning documents for Champlain-St. Lawrence
LEN	Shorthand form used in reports and planning documents for Champlain-Lennoxville
MELS	<i>Ministère de l'éducation du loisir et du sport du Québec</i>
MIT	Mobile Information Technology: local campus name of revised Computer Information Systems program offered at Champlain-Lennoxville
Moodle	Moodle is a course management system (CMS) - a free, Open Source software package designed to help educators create effective online learning communities (see http://moodle.org/) . It has been adopted as the platform for developing e-learning initiatives at Champlain-Saint-Lambert.
MVV	Mission, Values and Vision (Statement)
MVVS	Mission, Values and Vision Statement
PDF	Portable Document Format
PDI	<i>Plan directeur des immeubles</i> (a master building plan)
Ped Day	Pedagogical development day
Ped Group	Pedagogical Group
PESL	Policy on the Evaluation of Student Learning
SAP	Strategic Action Plan
SILC	<i>Système d'information sur les locaux des cegeps</i>
smart classroom	Technology-enhanced classroom that integrates networking, digital, and audio-visual technologies in order to facilitate teaching and learning
SOCRATE	The new MELS computer system for managing information (academic records) about college students
SP	Strategic Plan
SRACQ	<i>Service régional d'admission au collégial de Québec</i>
SSAP	Student Success Action Plan
STAR	Student Tracking, Assessment and Reporting system
SWOT analysis	Strengths, Weaknesses, Opportunities and Threats analysis - an approach used in strategic planning
SYSEC	<i>Système de la sanction des études collégiales</i>
TECFE	<i>Table estrienne de concertation formation-emploi</i>

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a) No actions were scheduled for 2006-2007 under Subarea 7.3 (Administrative effectiveness)

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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.

PRECURSORS:		SUCCESSORS:	G1.a2
START DATE:	3-Jul-2006	FINISH DATE:	14-Jul-2006
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LAM	Don Shewan	LAM	Chantal Boutin

FINAL STATUS	FINAL REPORT
Completed	The new Director of Student Services, Meghan Houghton, started in August 2006.

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

PRECURSORS:	G1.a1	SUCCESSORS:	
START DATE:	17-Jul-2006	FINISH DATE:	29-Jun-2007
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LAM	Don Shewan	ADMIN	Louise Brunet
		LAM	Chantal Boutin
		LAM	Nancy Kelly

FINAL STATUS	FINAL REPORT
Completed	The new Director of Student Services has completed a very successful first year and, although the process of integration will continue over the next few months, it is largely complete.

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Area 6: Operational Priorities for the Current Year

Subarea 1: Transitions in College administration

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.

START DATE: 5-Sep-2006 FINISH DATE: 15-Dec-2006

PRIMARY RESPONSIBILITY

ADMIN Louise Brunet

SUPPORTING ROLE

ADMIN John Haffenden

ADMIN Guy Mercier

FINAL STATUS

Completed

FINAL REPORT

The redistribution was completed. Payroll activities were divided between two Administration Technicians.

Action 2: Hire and integrate replacement personnel.

START DATE: 5-Sep-2006 FINISH DATE: 15-Dec-2006

PRIMARY RESPONSIBILITY

ADMIN Louise Brunet

FINAL STATUS

Completed

FINAL REPORT

A new administration technician joined the team in September 2006 and a another in March 2007 to replace retirees. Orientation and integration activities have taken place. Training activities are ongoing.

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

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

START DATE: 4-Jul-2006 FINISH DATE: 29-Jun-2007

PRIMARY RESPONSIBILITY

ADMIN Gerry Cutting

FINAL STATUS

Completed

FINAL REPORT

Orientation and integration activities took place through out the year. Integration into the position of DE is considered to be a success.

End-of-Year Report on the 2006-2007 CAAP

Area 6: Operational Priorities for the Current Year

Subarea 1: Transitions in College administration

Goal 4: Provide for longterm administrative stability at Lennoxville.

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

START DATE: 13-Nov-2006 FINISH DATE: 29-Jun-2007

PRIMARY RESPONSIBILITY

ADMIN Gerry Cutting

SUPPORTING ROLE

ADMIN Louise Brunet

FINAL STATUS

Completed

FINAL REPORT

New Campus Director, Mr. Paul Kaeser, took office on January 22, 2007. Ms. Prpic returned to her post as Dean on December 5, 2006.

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

START DATE: 7-Aug-2006 FINISH DATE: 29-Jun-2007

PRIMARY RESPONSIBILITY

LEN Paul Kaeser

FINAL STATUS

Continuing

FINAL REPORT

A Manager of Records and IT and a Manager of Continuing Education were hired during the Winter Term. The Manager of Records and IT is a new position that was created to ensure the proper operation of these two sectors. The Manager of Continuing Education is a position that had been temporary for three years and was made permanent. Further work on management structures and responsibilities will continue into 2007-2008 as CAAP action A6.S12.G1.a1.

End-of-Year Report on the 2006-2007 CAAP

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.

PRECURSORS:		SUCCESSORS:	G5.a2
START DATE:	5-Feb-2007	FINISH DATE:	11-May-2007
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LAM	Don Shewan	LAM	Chantal Boutin
		LAM	Brian O`Boyle
		LAM	Anthony Singelis

FINAL STATUS	FINAL REPORT
Continuing	<p>The evaluation process was completed by May 2007. As a result, the job description for the replacement for Brian O'Boyle was modified prior to advertising for his replacement. Suzanne Coulombe will assume the title and responsibilities of the Registrar. The campus community will be informed of these changes at the start of the Fall 2007 semester.</p> <p>In the Registrariat, Pat Wagner, formerly a technician, has been reclassified as a professional with additional responsibilities in the area of admissions. Kevin Thornhill will take on the overall responsibility for student recruitment. Both of these individuals will also be working in the academic advising area. Additional staff will be added at the start of the Fall 2007 session.</p>

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

PRECURSORS:	G5.a1	SUCCESSORS:	
START DATE:	14-May-2007	FINISH DATE:	29-Jun-2007
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LAM	Don Shewan	LAM	Chantal Boutin
		LAM	Brian O`Boyle
		LAM	Anthony Singelis

FINAL STATUS	FINAL REPORT
Continuing	<p>As noted above (A6.S1.G5.a1), many of the revisions have been made with others to be completed at the start of the next academic year as a series of actions under goal A6.S1.G7 in the 2007-2008 CAAP..</p>

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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.

START DATE: 1-Aug-2006 FINISH DATE: 21-Dec-2006

PRIMARY RESPONSIBILITY

LAW Jean Robert

SUPPORTING ROLE

LAW Julie Coulombe-Godbout

FINAL STATUS

Implemented

FINAL REPORT

Implementation of the human resources changes was completed in Fall 2006.

Action 2: Redistribution of responsibilities for recurrent non-credit activities between Assistant Campus Directors (ACDs).

START DATE: 1-Aug-2006 FINISH DATE: 29-Sep-2006

PRIMARY RESPONSIBILITY

LAW Jean Robert

SUPPORTING ROLE

LAW Pierre Choquette

LAW Julie Coulombe-Godbout

LAW Dominique Routhier

FINAL STATUS

Completed

FINAL REPORT

Redistribution of responsibilities between the Assistant Campus Director (Administrative Services) and the Dean of Faculty & Academic Affairs was completed in October 2006.

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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.

START DATE: 3-Jul-2006 FINISH DATE: 29-Jun-2007

PRIMARY RESPONSIBILITY

ADMIN Christine Phaneuf

SUPPORTING ROLE

ADMIN Hocine Labsir

FINAL STATUS	FINAL REPORT
Completed	Data entry screens have all been adapted to the new SOCRATE requirements. We participated in the Ministry's testing of SOCRATE between February and July 2007. We are ready for the scheduled implementation in August 2007.

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

START DATE: 3-Jul-2006 FINISH DATE: 29-Dec-2006

PRIMARY RESPONSIBILITY

ADMIN Guy Mercier

SUPPORTING ROLE

ADMIN Hocine Labsir

FINAL STATUS	FINAL REPORT
Completed	The module has been adjusted and we started tests with the Ministry in December 2006. We are ready for the scheduled implementation in August 2007.

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).

PRECURSORS:

SUCCESSORS: S3.G2.a1

START DATE: 3-Jul-2006

FINISH DATE: 1-Sep-2006

PRIMARY RESPONSIBILITY

ADMIN Guy Mercier

SUPPORTING ROLE

ADMIN Yves Rainville

FINAL STATUS	FINAL REPORT
Completed	The system has been developed, and data collection is ongoing.

End-of-Year Report on the 2006-2007 CAAP

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

START DATE: 3-Jul-2006 FINISH DATE: 1-Sep-2006

PRIMARY RESPONSIBILITY
ADMIN Hocine Labsir

SUPPORTING ROLE
ADMIN Guy Mercier

FINAL STATUS	FINAL REPORT
Completed	The upgrade of the interface to the .NET framework was completed in November 2006.

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.

START DATE: 3-Jul-2006 FINISH DATE: 1-Sep-2006

PRIMARY RESPONSIBILITY
ADMIN Guy Mercier

SUPPORTING ROLE
ADMIN Francis Demers

FINAL STATUS	FINAL REPORT
Completed	Module "My Statement of Account" was made available to students in September 2006. Since January 2007, over 800 students at Saint-Lambert have paid their fees using the online payment module.

Action 2: Develop an online registration system for students.

START DATE: 5-Sep-2006 FINISH DATE: 1-Dec-2006

PRIMARY RESPONSIBILITY
ADMIN Guy Mercier

SUPPORTING ROLE
LEN Paul Kaeser
LAM Brian O'Boyle
LAW Dominique Routhier

FINAL STATUS	FINAL REPORT
Suspended	Preliminary discussions concerning the expected features of the system took place during the Fall, but the actual development of a system was postponed.

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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 3: Upgrade the existing teacher mark book function.

START DATE: 3-Jul-2006 FINISH DATE: 4-Aug-2006

PRIMARY RESPONSIBILITY SUPPORTING ROLE
ADMIN Guy Mercier ADMIN Francis Demers

FINAL STATUS	FINAL REPORT
Completed	An upgraded version was installed before the beginning of the Fall semester. Further enhancements were introduced for the beginning of the Winter semester, in response to teacher comments.

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

START DATE: 1-Sep-2006 FINISH DATE: 30-Mar-2007

PRIMARY RESPONSIBILITY SUPPORTING ROLE
ADMIN Guy Mercier ADMIN Francis Demers

FINAL STATUS	FINAL REPORT
Completed	An advanced search function was made available at the end of September 2006. A new report was also made available to the purchasing department in order to identify contracts up for renewal.

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

START DATE: 3-Jul-2006 FINISH DATE: 4-Aug-2006

PRIMARY RESPONSIBILITY SUPPORTING ROLE
ADMIN Guy Mercier ADMIN Francis Demers

FINAL STATUS	FINAL REPORT
Completed	A function for posting announcements to large groups of the college community was made available in August 2006. Another function allowing teachers to post announcements to the students in their classes was introduced for the beginning of the Winter 2007 semester.

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

START DATE: 3-Jul-2006 FINISH DATE: 4-Aug-2006

PRIMARY RESPONSIBILITY

ADMIN Guy Mercier

SUPPORTING ROLE

ADMIN Francis Demers

FINAL STATUS

Completed

FINAL REPORT

The Human Resources department at College Administration has been using this system since August 2006.

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).

START DATE: 7-Aug-2006 FINISH DATE: 29-Jun-2007

PRIMARY RESPONSIBILITY

ADMIN Guy Mercier

FINAL STATUS

Completed

FINAL REPORT

Since the beginning of the Fall 2006 semester, all teachers and department coordinators have access to the list of competencies, and the objectives and standards pertaining to the courses under their responsibility.

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

START DATE: 7-Aug-2006 FINISH DATE: 1-Dec-2006

PRIMARY RESPONSIBILITY

ADMIN Guy Mercier

SUPPORTING ROLE

LEN Maya Prpic

LAM Brian O'Boyle

LAW Dominique Routhier

FINAL STATUS

Completed

FINAL REPORT

This was completed in September 2006 and is becoming the standard method used by students and employees to submit such changes to the College.

End-of-Year Report on the 2006-2007 CAAP

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.

START DATE: 3-Jan-2007 FINISH DATE: 30-Mar-2007

PRIMARY RESPONSIBILITY

LAM Brian O'Boyle

SUPPORTING ROLE

ADMIN Guy Mercier

FINAL STATUS	FINAL REPORT
Rescheduled	Work has begun on this project but the lack of human resources prevented its completion. It will be completed through a consulting contract during the 2007-2008 year.

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

START DATE: 3-Jan-2007 FINISH DATE: 30-Mar-2007

PRIMARY RESPONSIBILITY

LAW Pierre Choquette

SUPPORTING ROLE

ADMIN Guy Mercier

FINAL STATUS	FINAL REPORT
Completed	A new automated staffing procedure was developed and implemented for the winter 2007 staffing proposal.

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

START DATE: 3-Jan-2007 FINISH DATE: 30-Mar-2007

PRIMARY RESPONSIBILITY

LEN Paul Kaeser

SUPPORTING ROLE

ADMIN Guy Mercier

FINAL STATUS	FINAL REPORT
Rescheduled	No resources were available for this project. A closer evaluation of what was available at a local level was completed along with an preliminary evaluation of what is done in other colleges. Further work will continue in 2007-2008

End-of-Year Report on the 2006-2007 CAAP

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 4: Develop a room reservation system.

START DATE:	3-Jan-2007	FINISH DATE:	4-May-2007
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Guy Mercier	ADMIN	Francis Demers
		LEN	Maya Prpic
		LAM	Chantal Boutin
		LAM	Brian O'Boyle
		LAW	Julie Coulombe-Godbout
		LAW	Dominique Routhier

FINAL STATUS	FINAL REPORT
Completed	The system was developed as scheduled. It will be made available to users as soon as the initial collection of data concerning rooms and spaces is completed.

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

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

FINAL STATUS	FINAL REPORT
Completed	The Summer ESL system was developed as scheduled and was used for the Summer 2007 activities.

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

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

FINAL STATUS	FINAL REPORT
Completed	An automated payment schedule was implemented in August 2006. The academic payroll was split in November to facilitate a reorganization in the Human Resources department.

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Area 6: Operational Priorities for the Current Year

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

Goal 4: Upgrade our technology infrastructure.

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

START DATE: 2-Oct-2006 FINISH DATE: 30-Mar-2007

PRIMARY RESPONSIBILITY
ADMIN Hocine Labsir

SUPPORTING ROLE
ADMIN Guy Mercier

FINAL STATUS	FINAL REPORT
Completed	The server at Saint-Lambert was replaced in October 2006. Those for Lennoxville and St. Lawrence were replaced in February 2007.

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

START DATE: 4-Jul-2006 FINISH DATE: 1-Sep-2006

PRIMARY RESPONSIBILITY
ADMIN Hocine Labsir

SUPPORTING ROLE
ADMIN Guy Mercier

FINAL STATUS	FINAL REPORT
Completed	Installation of the new hardware and the most recent version of the software took place during the month of August 2006.

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).

PRECURSORS: SUCCESSORS: G5.a2
START DATE: 31-Jul-2006 FINISH DATE: 29-Sep-2006

PRIMARY RESPONSIBILITY
LAW Julie Coulombe-Godbout

SUPPORTING ROLE
LAW Pierre Choquette
LAW Jean Robert
LAW Dominique Routhier

FINAL STATUS	FINAL REPORT
Completed	The first report (June 2006) was rejected and a new consultant was hired. A final report was presented by our consultant, Pierre Charles Dubuc, in May 2007. This project was completed in partnership with the Lennoxville campus. In July 2007, an IP consultant was hired to make further recommendations to be completed in September 2007.

End-of-Year Report on the 2006-2007 CAAP

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

PRECURSORS:	G5.a1	SUCCESSORS:	G5.a3
START DATE:	2-Oct-2006	FINISH DATE:	29-Dec-2006
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LAW	Julie Coulombe-Godbout	LAW	Pierre Choquette
		LAW	Jean Robert
		LAW	Dominique Routhier

FINAL STATUS	FINAL REPORT
Completed	Completed in May 2007.

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

PRECURSORS:	G5.a2	SUCCESSORS:	
START DATE:	2-Jan-2007	FINISH DATE:	29-Jun-2007
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LAW	Julie Coulombe-Godbout	LAW	Pierre Choquette
		LAW	Jean Robert
		LAW	Dominique Routhier

FINAL STATUS	FINAL REPORT
Completed	Phase 1 recommendations of the report were initiated. New computer servers were purchased in addition to 180 computers for staff and students. All were installed in the summer 2007.

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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).

PRECURSORS:		SUCCESSORS:	G6.a2
START DATE:	31-Jul-2006	FINISH DATE:	29-Sep-2006
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Paul Kaeser	LEN	Marielle Denis
		LEN	Maya Prpic
		LEN	Frank Wilson

FINAL STATUS	FINAL REPORT
Completed	The first report (June 2006) was rejected and a new consultant hired. A final report was received from the new consultant in May 2007.

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

PRECURSORS:	G6.a1	SUCCESSORS:	G6.a3
START DATE:	2-Oct-2006	FINISH DATE:	29-Dec-2006
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Paul Kaeser	LEN	Marielle Denis
		LEN	Maya Prpic
		LEN	Frank Wilson

FINAL STATUS	FINAL REPORT
Rescheduled	Delayed pending completion of action A6.S2.G6.a1. Certain recommended actions were immediately undertaken. (see A6.S2.G6.a3 below). An implementation schedule for the remaining actions will be developed in Fall 2007 as part of CAAP 2007-2008

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

PRECURSORS:	G6.a2	SUCCESSORS:	
START DATE:	2-Jan-2007	FINISH DATE:	29-Jun-2007
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Paul Kaeser	LEN	Marielle Denis
		LEN	Maya Prpic
		LEN	Frank Wilson

FINAL STATUS	FINAL REPORT
Implemented	Certain recommended actions from the consultants report were immediately undertaken: new computers were purchased for student labs and administration support staff; all users were migrated to Windows XP.

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).

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

FINAL STATUS	FINAL REPORT
Completed	This action was completed by the first week of class in the Fall 2006 semester. The delay in completion was foreseen in a sufficiently timely fashion to allow for arrangements to be made for the start of classes.

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

START DATE: 3-Jul-2006 FINISH DATE: 18-Aug-2006

PRIMARY RESPONSIBILITY
LAM Bernard Thibault

SUPPORTING ROLE
LAM Chantal Boutin
LAM Meghan Houghton
LAM Don Shewan

FINAL STATUS	FINAL REPORT
Completed	The majority of the work was completed on time such that the area was usable by students at the start of the Fall semester. Initial usage patterns caused us to adjust the furniture ordered. Students indicated a great deal of satisfaction with the changes and the area is fully used on a daily basis.

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

START DATE: 3-Jul-2006 FINISH DATE: 15-Dec-2006

PRIMARY RESPONSIBILITY
LAM Bernard Thibault

SUPPORTING ROLE
LAM Chantal Boutin
LAM Meghan Houghton
LAM Don Shewan

FINAL STATUS	FINAL REPORT
Completed	<p>The consultations were completed and it was decided to focus on completing the main entrance for this year. Further consultation will be required to complete the core student area and will be conducted over the 2007-2008 year. This decision was taken for two reasons: first, we wish to build a greater consensus on the exact changes to be made and second, an unique opportunity to renovate the cafeteria in partnership (cost sharing) with the concessionaire, thus changing our priorities for renovations.</p> <p>Architectural plans were finalized in April 2007. The purchasing process was completed and work began on the renovations in June 2007.</p>

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

START DATE: 5-Sep-2006 FINISH DATE: 2-Mar-2007

PRIMARY RESPONSIBILITY

LAM Bernard Thibault

SUPPORTING ROLE

LAM Chantal Boutin

LAM Kathy Mosher

LAM Don Shewan

FINAL STATUS	FINAL REPORT
Completed	The plans and tendering process were completed by the end of the Winter 2007 semester and work began in June 2007 for completion by the start of classes for the fall term.

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.

PRECURSORS: S2.G1.a1

SUCCESSORS:

START DATE: 5-Sep-2006

FINISH DATE: 29-Jun-2007

PRIMARY RESPONSIBILITY

ADMIN Yves Rainville

SUPPORTING ROLE

LEN Frank Wilson

LAM Chantal Boutin

LAM Bernard Thibault

LAW Julie Coulombe-Godbout

FINAL STATUS	FINAL REPORT
Completed	The space inventories are complete at all locations. Data coding, validation, and transmission will be completed no later than October 15, 2007.

End-of-Year Report on the 2006-2007 CAAP

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.

START DATE: 7-Aug-2006 FINISH DATE: 27-Oct-2006

PRIMARY RESPONSIBILITY

ADMIN John Haffenden

SUPPORTING ROLE

ADMIN Yves Rainville

FINAL STATUS

Completed

FINAL REPORT

A high-efficiency natural gas furnace was installed at College Administration in June 2007 and was financed with funds from the reinvestment plan. An economy of over 20% is expected.

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

PRECURSORS:

START DATE: 4-Jul-2006

SUCCESSORS: G3.a4

FINISH DATE: 29-Sep-2006

PRIMARY RESPONSIBILITY

LAM Bernard Thibault

SUPPORTING ROLE

LAM Chantal Boutin

LAM Don Shewan

FINAL STATUS

Rescheduled

FINAL REPORT

A preliminary analysis was conducted; however, difficulties in having the selected supplier respect their submission put this project on hold for most of the 2006-2007 year. By the end of the academic year, these problems appeared to have been resolved and the project is rescheduled for the 2007-2008 year.

End-of-Year Report on the 2006-2007 CAAP

Area 6: Operational Priorities for the Current Year

Subarea 3: Strategic renovations and facilities development

Goal 3: Achieve energy-savings throughout the College.

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

PRECURSORS: SUCCESSORS: G3.a5
START DATE: 4-Jul-2006 FINISH DATE: 29-Sep-2006
PRIMARY RESPONSIBILITY SUPPORTING ROLE
LAW Julie Coulombe-Godbout LAW Jean Robert

FINAL STATUS	FINAL REPORT
Rescheduled	The final letter of agreement for our energy saving program (Honeywell) was signed in June 2007, by St. Lawrence and St. Lambert. A feasibility study will begin in September 2007. This project is in line with government directives to decrease energy consumption

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

PRECURSORS: G3.a2 SUCCESSORS:
START DATE: 2-Oct-2006 FINISH DATE: 29-Jun-2007
PRIMARY RESPONSIBILITY SUPPORTING ROLE
LAM Bernard Thibault LAM Chantal Boutin
LAM Don Shewan

FINAL STATUS	FINAL REPORT
Rescheduled	Postponed due to delays in completion of action A6.S3.G3.a2 above.

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

PRECURSORS: G3.a3 SUCCESSORS:
START DATE: 2-Oct-2006 FINISH DATE: 29-Jun-2007
PRIMARY RESPONSIBILITY SUPPORTING ROLE
LAW Julie Coulombe-Godbout LAW Jean Robert

FINAL STATUS	FINAL REPORT
Rescheduled	To be completed with the feasibility study in September 2007.

End-of-Year Report on the 2006-2007 CAAP

Area 6: Operational Priorities for the Current Year

Subarea 3: Strategic renovations and facilities development

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.

START DATE: 4-Jul-2006 FINISH DATE: 20-Oct-2006

PRIMARY RESPONSIBILITY

LEN Paul Kaeser

SUPPORTING ROLE

ADMIN John Haffenden

LEN Marielle Denis

LEN Frank Wilson

FINAL STATUS

Completed

FINAL REPORT

No progress was made during the fall semester. Under the terms of the existing lease and service agreement, the non-financial aspects of the agreement were automatically renewed for 2006-2007. Intense negotiations to reach a new long-term agreement began during the Winter semester and a new lease and service agreement for 2005-2012 completed in June 2007.

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.

PRECURSORS: SUCCESSORS: G5.a2

START DATE: 14-Aug-2006 FINISH DATE: 29-Jun-2007

PRIMARY RESPONSIBILITY

LEN Frank Wilson

SUPPORTING ROLE

LEN Marielle Denis

FINAL STATUS

Rescheduled

FINAL REPORT

Due to higher priority demands on available human resources this action was postponed to CAAP 2007-2008

End-of-Year Report on the 2006-2007 CAAP

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.

START DATE: 5-Sep-2006 FINISH DATE: 29-Jun-2007

PRIMARY RESPONSIBILITY

ADMIN Louise Brunet

SUPPORTING ROLE

ADMIN John Haffenden

LEN Paul Kaeser

LAM Chantal Boutin

LAW Jean Robert

FINAL STATUS

Continuing

FINAL REPORT

The reflection on what should be included in Bylaw 4 was completed at St. Lambert and College Administration through working committees and at St. Lawrence through a task force. The completion of Bylaw 4 was deferred to 2007-2008 to give priority to the completion of the faculty evaluation policy in 2006-2007.

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

START DATE: 14-Aug-2006 FINISH DATE: 25-Oct-2006

PRIMARY RESPONSIBILITY

ADMIN Louise Brunet

FINAL STATUS

Completed

FINAL REPORT

The working conditions for Non-Unionized Professional Staff were approved by the Board of Governors on September 27, 2006.

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

START DATE: 14-Aug-2006 FINISH DATE: 25-Oct-2006

PRIMARY RESPONSIBILITY

ADMIN Louise Brunet

FINAL STATUS

Completed

FINAL REPORT

The Working Conditions for Non-Unionized Support Staff were approved by the Board of Governors on September 27, 2006.

End-of-Year Report on the 2006-2007 CAAP

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 4: Revise Policy for Management Staff.

START DATE: 30-Oct-2006 FINISH DATE: 14-Feb-2007

PRIMARY RESPONSIBILITY

ADMIN Louise Brunet

FINAL STATUS	FINAL REPORT
Completed	The Policy for Management Staff was approved by the Board of Governors on May 4, 2007.

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.

PRECURSORS: SUCCESSORS: G2.a2
START DATE: 28-Aug-2006 FINISH DATE: 13-Oct-2006

PRIMARY RESPONSIBILITY

ADMIN Stephen Tribble

SUPPORTING ROLE

ADMIN Josée Bouchard

ADMIN Brian Denison

FINAL STATUS	FINAL REPORT
Completed	Several planning sessions were held during Fall 2006, including a preliminary mapping of the three PESLs with the CÉEC's evaluation criteria. However, further work on developing the evaluation plan had to be put on hold in order to complete the draft IPESA (see A6.S4.G3.a1). A new Planning & Evaluation Analyst, Josée Bouchard, was hired in Winter 2007. She was able to complete the development of the evaluation plan and present it to the Commission of Studies in June 2007.

End-of-Year Report on the 2006-2007 CAAP

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

PRECURSORS:	SUCCESSORS:	G3.a2
START DATE: 11-Sep-2006	FINISH DATE:	22-Dec-2006
PRIMARY RESPONSIBILITY	SUPPORTING ROLE	
ADMIN Stephen Tribble	ADMIN Brian Denison	

FINAL STATUS	FINAL REPORT
Completed	The consultation draft was completed and distributed in December, 2006, and a schedule of consultation sessions for the Winter, 2007, was developed for all three campuses. The Director of Studies and the Coordinator of Strategic Planning coordinated the subsequent consultation of the proposed IPESA.

Action 2: Consult on the draft IPESA.

PRECURSORS: G3.a1	SUCCESSORS: G3.a3
START DATE: 8-Jan-2007	FINISH DATE: 16-Mar-2007
PRIMARY RESPONSIBILITY	SUPPORTING ROLE
ADMIN Stephen Tribble	ADMIN Brian Denison

FINAL STATUS	FINAL REPORT
Completed	Extensive consultations on the draft IPESA occurred on all three campuses (20+ meetings) between January and April, 2007. These were followed by petitions and campus resolutions insisting on revisions to the consultation document. A post-consultation advisory group was formed made up of 18 representatives from all campuses to aid in the preparation of a revised policy document.

End-of-Year Report on the 2006-2007 CAAP

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

PRECURSORS:	G3.a2	SUCCESSORS:	G3.a4
START DATE:	19-Mar-2007	FINISH DATE:	18-May-2007
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Stephen Tribble	ADMIN	Brian Denison

FINAL STATUS	FINAL REPORT
Continuing	The revision of the consultation draft of the IPESA was completed in June-July 2007. Copies of the new version have been sent to the campuses. Members of the Commission of Studies have been asked to bring final comments to the meeting on September 26, 2007, for consultation. A final draft will then be sent to Board members in advance of the October meeting.

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

PRECURSORS:	G3.a3	SUCCESSORS:	
START DATE:	21-May-2007	FINISH DATE:	15-Jun-2007
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Stephen Tribble	ADMIN	Brian Denison

FINAL STATUS	FINAL REPORT
Rescheduled	The new IPESA will be submitted to the Board of Governors for adoption on October 26, 2007, and following the required consultation by the Commission of Studies.

End-of-Year Report on the 2006-2007 CAAP

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.

START DATE: 5-Sep-2006 FINISH DATE: 25-Oct-2006

PRIMARY RESPONSIBILITY

ADMIN Louise Brunet

SUPPORTING ROLE

LEN Paul Kaeser

LAM Don Shewan

LAW Jean Robert

FINAL STATUS

Completed

FINAL REPORT

The local agreements were approved by the Board of Governors on June 7, September 27 and October 27, 2006. CSQ Faculty negotiations at the national level are not completed.

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.

START DATE: 5-Sep-2006 FINISH DATE: 15-Dec-2006

PRIMARY RESPONSIBILITY

ADMIN Louise Brunet

FINAL STATUS

Completed

FINAL REPORT

The report was completed and submitted to the Commission des droits de la personne et des droits de la jeunesse on December 15, 2006.

End-of-Year Report on the 2006-2007 CAAP

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.

START DATE: 15-Aug-2006 FINISH DATE: 1-Jun-2007

PRIMARY RESPONSIBILITY
LAM Anthony Singelis

SUPPORTING ROLE
LAM Brian O`Boyle

FINAL STATUS	FINAL REPORT
Completed	Revisions to the integrative activity and comprehensive assessment were completed and have been referred by the Program Committee to the various departments for consultation. The new IPESA will have an impact on the completion of this item and some adjustments to the work done by the committee may need to be made after the IPESA is in place.

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

START DATE: 15-Aug-2006 FINISH DATE: 1-Jun-2007

PRIMARY RESPONSIBILITY
LAM Anthony Singelis

SUPPORTING ROLE
LAM Brian O`Boyle

FINAL STATUS	FINAL REPORT
Completed	By the end of the academic year, the actions in Year 2 of the Creative Arts program evaluation plan were completed. As well, several discussions were held regarding the possibility of developing a new option in Creative Arts and the examination will continue into the 2007-2008 year.

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

START DATE: 15-Aug-2006 FINISH DATE: 1-Jun-2007

PRIMARY RESPONSIBILITY
LAM Anthony Singelis

SUPPORTING ROLE
LAM Brian O`Boyle

FINAL STATUS	FINAL REPORT
Rescheduled	It was agreed to postpone the implementation of the revision to allow the department to conduct further review and research regarding the proposed revisions. A completed report and action plan will be completed by the end of the Fall 2007 semester.

End-of-Year Report on the 2006-2007 CAAP

Area 6: Operational Priorities for the Current Year

Subarea 5: Program development, evaluation and revision

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.

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

FINAL STATUS	FINAL REPORT
Rescheduled	After further review, it was decided to delay the completion of this program. In order to be competitive, it will be necessary to identify a unique variation such as was done with our Sports Marketing program in the Day Division. An analysis of the local market suggested that the development of another AEC (Wireless Communications) would be more advantageous. See actions 1 and 2 for goal A6.S5.G6 in the 2007-2008 CAAP.

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.

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

FINAL STATUS	FINAL REPORT
Completed	A new Social Science option titled "Criminology" was created. For the Fall 2007 semester, 79 students were admitted to the option qualifying it as a real success.

End-of-Year Report on the 2006-2007 CAAP

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

PRECURSORS:	G1.a2	SUCCESSORS:	
START DATE:	2-Oct-2006	FINISH DATE:	15-Dec-2006
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Brian Denison	ADMIN	Guy Mercier

FINAL STATUS	FINAL REPORT
Suspended	Delayed initially because of work on the new IPESA and the subsequent delay in providing the Coordinator of processing with the selected reports for conversion. Development of the help files was rescheduled to take place in Winter 2007 but had to be postponed again due to time demands of other priorities. The issue of 'help files' will be re-examined in 2007-2008 in the course of preparing a development plan for STAR (CAAP goal A6.S6.G2).

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.

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

FINAL STATUS	FINAL REPORT
Completed	Champlain Saint-Lambert was awarded the contract for the 2006-2007 year and classes began in September 2006. The College was able not only to maintain these two contracts for 2007-2008 but also to obtain a similar contract for Laval.

End-of-Year Report on the 2006-2007 CAAP

Area 6: Operational Priorities for the Current Year

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.

START DATE: 14-Aug-2006 FINISH DATE: 29-Jun-2007

PRIMARY RESPONSIBILITY

ADMIN Stephen Tribble

SUPPORTING ROLE

LEN Paul Kaeser

FINAL STATUS

Continuing

FINAL REPORT

An unfavourable response was received from the MELS in June 2006, indicating that no new pre-university programs would be approved. Accordingly, further work on this project was initially suspended. The dossier was subsequently reanimated following a favourable assessment by the CLES. An announcement is expected for an authorization of a five-year pilot project, to commence in Fall 2008 on an experimental basis, for a two-year pre-university DEC program in Computer Science/Science. The authorization is expected to be given to Champlain-Lennoxville and at least one francophone Cégep.

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.

START DATE: 1-Aug-2006 FINISH DATE: 31-Oct-2006

PRIMARY RESPONSIBILITY

LAM Dean Howie

SUPPORTING ROLE

LAM Meghan Houghton

LAM Don Shewan

FINAL STATUS

Completed

FINAL REPORT

Champlain Saint-Lambert has been accepted for entry into the Women's AAA Basketball League for the 2007-2008 year.

End-of-Year Report on the 2006-2007 CAAP

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

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

FINAL STATUS	FINAL REPORT
Completed	<p>Although the team had a losing record, the season was a major success from many points of view. Average attendance exceeded 500 spectators for home games.</p> <p>The fund-raising met its targets (raising over \$50,000) and a solid infrastructure has been developed such that the team should be on sound footing for many years to come.</p> <p>In addition, one of our football sponsors, Gravel Automobiles also managed to obtain a \$20,000 grant for the renovation of our Library.</p>

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

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

FINAL STATUS	FINAL REPORT
Completed	<p>The CCAA Men's National Basketball Championship will be hosted by Champlain Saint-Lambert in March 2008. By the end of the academic year, a tournament coordinator had been selected, the logo designed (by Graphic Communications students) and a global plan developed which would include the involvement of our career program students in almost all facets of the project, thus providing them with practical, hands on experience.</p>

End-of-Year Report on the 2006-2007 CAAP

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.

PRECURSORS:	SUCCESSORS:	G1.a2	
START DATE:	11-Sep-2006	FINISH DATE:	22-Nov-2006
PRIMARY RESPONSIBILITY	SUPPORTING ROLE		
ADMIN Gerry Cutting	ADMIN	Brian Denison	
	ADMIN	Stephen Tribble	

FINAL STATUS	FINAL REPORT
Completed	The annual report was completed on schedule and presented to the Board of Governors at its November 2006 meeting.

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

PRECURSORS:	G1.a1	SUCCESSORS:	
START DATE:	23-Nov-2006	FINISH DATE:	1-Dec-2006
PRIMARY RESPONSIBILITY	SUPPORTING ROLE		
ADMIN Gerry Cutting	ADMIN	Brian Denison	
	ADMIN	Stephen Tribble	

FINAL STATUS	FINAL REPORT
Completed	Printed copies of the annual report, along with CDs containing a PDF version of the report, were submitted to the Ministry and the CEEC at the end of November 2006.

End-of-Year Report on the 2006-2007 CAAP

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.

PRECURSORS: SUCCESSORS: G2.a2, S2.G1.a1

START DATE: 2-Apr-2007 FINISH DATE: 25-May-2007

PRIMARY RESPONSIBILITY

ADMIN Gerry Cutting

SUPPORTING ROLE

ADMIN Louise Brunet
 ADMIN Brian Denison
 ADMIN John Haffenden
 ADMIN Guy Mercier
 ADMIN Stephen Tribble
 LEN Paul Kaeser
 LEN Maya Prpic
 LAM Brian O`Boyle
 LAM Don Shewan
 LAM Anthony Singelis
 LAW Pierre Choquette
 LAW Jean Robert
 LAW Dominique Routhier

FINAL STATUS	FINAL REPORT
Completed	Changes to the SP and the SAP were incorporated into the 2007 2008 CAAP.

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

PRECURSORS: G2.a1 SUCCESSORS:

START DATE: 28-May-2007 FINISH DATE: 29-Jun-2007

PRIMARY RESPONSIBILITY

ADMIN Gerry Cutting

SUPPORTING ROLE

ADMIN Brian Denison
 ADMIN Stephen Tribble

FINAL STATUS	FINAL REPORT
Continuing	Changes to the implementation schedule for the SAP were incorporated into the 2007-2008 CAAP. Copies of the detailed Implementation Update will be distributed in Fall 2007 to the Board of Governors, the MELS and the CÉEC. A copy will also be posted on the main College website.

End-of-Year Report on the 2006-2007 CAAP

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.

PRECURSORS:

SUCCESSORS: G3.a2

START DATE: 7-Aug-2006

FINISH DATE: 8-Sep-2006

PRIMARY RESPONSIBILITY

LEN Paul Kaeser
LAM Don Shewan
LAW Jean Robert

SUPPORTING ROLE

LEN Marielle Denis
LEN Maya Prpic
LEN Frank Wilson
LAM Chantal Boutin
LAM Brian O'Boyle
LAM Anthony Singelis
LAM Bernard Thibault
LAW Pierre Choquette
LAW Julie Coulombe-Godbout
LAW Dominique Routhier

FINAL STATUS

FINAL REPORT

Cancelled

Due to changes in plans for the All-Management meeting (see action A7.S1.G3.a2), this action was deemed no longer relevant and therefore cancelled. Nonetheless, the management team at Saint-Lambert proceeded with a review of the types of information being collected locally. They then conducted an informal environmental scanning and SWOT analysis exercise.

End-of-Year Report on the 2006-2007 CAAP

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

PRECURSORS:	G3.a1	SUCCESSORS:	
START DATE:	11-Sep-2006	FINISH DATE:	21-Sep-2006
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Gerry Cutting	ADMIN	Louise Brunet
		ADMIN	Brian Denison
		ADMIN	John Haffenden
		ADMIN	Guy Mercier
		ADMIN	Stephen Tribble
		LEN	Paul Kaeser
		LAM	Don Shewan
		LAW	Jean Robert

FINAL STATUS	FINAL REPORT
Cancelled	This activity was replaced by an environmental scanning exercise during the September 2006 All-Management meeting. Teams of mixed participants from all locations worked on determining the potential impacts on the College of a change in government policy concerning admission requirements. The purpose of the exercise was to acquaint management staff with some of the issues involved in working with the results of an environmental scan.

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

PRECURSORS:	G3.a2	SUCCESSORS:	
START DATE:	22-Sep-2006	FINISH DATE:	27-Apr-2007
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Gerry Cutting	ADMIN	Louise Brunet
		ADMIN	John Haffenden
		ADMIN	Guy Mercier
		ADMIN	Stephen Tribble
		LAM	Don Shewan
		LAW	Jean Robert

FINAL STATUS	FINAL REPORT
Rescheduled	Work on this action will begin in Fall of 2007.

End-of-Year Report on the 2006-2007 CAAP

Area 7: Institutional Planning and Communications

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.

PRECURSORS:	S1.G2.a1	SUCCESSORS:	
START DATE:	16-Apr-2007	FINISH DATE:	15-Jun-2007
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Gerry Cutting	ADMIN	Louise Brunet
		ADMIN	John Haffenden
		ADMIN	Guy Mercier
		ADMIN	Stephen Tribble
		LAM	Don Shewan
		LAW	Jean Robert

FINAL STATUS	FINAL REPORT
Completed	The 2007-2008 CAAP was approved at the June Board meeting.

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.

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

FINAL STATUS	FINAL REPORT
Completed	The planning database was migrated from MS Access to Oracle XE during Fall 2006. Further work was undertaken in Winter 2007 to refine table structures and queries in order to facilitate the production of planning documents and reports.

End-of-Year Report on the 2006-2007 CAAP

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

START DATE: 28-Aug-2006 FINISH DATE: 15-Jun-2007

PRIMARY RESPONSIBILITY
ADMIN Brian Denison

FINAL STATUS	FINAL REPORT
Continuing	A combination of MS Word forms and PDF forms were developed and used during Fall 2006. Work on the development of tools for the collection of planning and evaluation data continued in Winter 2007. In particular, PDF forms were developed for collecting final reports for the CAAP and the Strategic Action Plan. These forms export data in XML, thereby facilitating importation into the planning database and the subsequent generation of annual reports.

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.

START DATE: 28-Aug-2006 FINISH DATE: 4-May-2007

PRIMARY RESPONSIBILITY
ADMIN Gerry Cutting

SUPPORTING ROLE
ADMIN Louise Brunet
ADMIN Brian Denison
ADMIN John Haffenden
ADMIN Guy Mercier
ADMIN Stephen Tribble

FINAL STATUS	FINAL REPORT
Rescheduled	This item will be addressed in the 2007-2008 CAAP.

End-of-Year Report on the 2006-2007 CAAP

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.

START DATE: 21-Aug-2006

FINISH DATE: 15-Dec-2006

PRIMARY RESPONSIBILITY

SUPPORTING ROLE

LEN Maya Ppic

LEN Paul Kaeser

FINAL STATUS

FINAL REPORT

Suspended

No information sessions or discussions took place during Fall 2006. However, procedures with regards to complaints are explained on page 19 of the 2006-2007 academic calendar. This action will be re-examined upon adoption of the new IPESA.

End-of-Year Report on the 2006-2007 CAAP

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

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

START DATE: 14-Aug-2006 FINISH DATE: 29-Jun-2007

PRIMARY RESPONSIBILITY

LEN Paul Kaeser

FINAL STATUS	FINAL REPORT
Continuing	Contacts have been initiated with the ETSB (through their high schools and vocational centres) and local French high schools (Mont Notre-Dame, Mitchell-Montcalm, du Phare). Contacts were established with Cégep de Sherbrooke.

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.

START DATE: 14-Aug-2006 FINISH DATE: 18-May-2007

PRIMARY RESPONSIBILITY

LEN Paul Kaeser

FINAL STATUS	FINAL REPORT
Completed	Student Services offered a variety of new workshops such as leadership training

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

START DATE: 14-Aug-2006 FINISH DATE: 18-May-2007

PRIMARY RESPONSIBILITY

LEN Paul Kaeser

FINAL STATUS	FINAL REPORT
Completed	The CSA and the College jointly hosted a number of the Campus' social activities, including a BBQ during Welcome Week and a Halloween costume and pumpkin carving contest, pie throwing, and Easter egg painting.

End-of-Year Report on the 2006-2007 CAAP

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.

PRECURSORS:		SUCCESSORS:	G2.a3
START DATE:	4-Sep-2006	FINISH DATE:	2-Mar-2007
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic	LEN	Paul Kaeser

FINAL STATUS	FINAL REPORT
Cancelled	Several planning meetings were held between the Coordinator of Academic Services and the Academic & Institutional Planning Coordinator in order to clarify the nature and scope of the needs assessment. Further work on this project was suspended for the remainder of the academic year due to other demands on the time of those involved

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

PRECURSORS:		SUCCESSORS:	G2.a3
START DATE:	4-Sep-2006	FINISH DATE:	2-Mar-2007
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic	ADMIN	Brian Denison

FINAL STATUS	FINAL REPORT
Cancelled	Several planning meetings were held between the Coordinator of Academic Services and the Academic & Institutional Planning Coordinator in order to clarify the nature and scope of the needs assessment. Further work on this project was suspended for the remainder of the academic year due to other demands on the time of those involved

End-of-Year Report on the 2006-2007 CAAP

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

PRECURSORS:	G2.a1, G2.a2	SUCCESSORS:	
START DATE:	5-Mar-2007	FINISH DATE:	15-Jun-2007
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic	ADMIN	Brian Denison

FINAL STATUS	FINAL REPORT
Rescheduled	Postponed pending (a) completion of G2.a1 and G2.a2 and (b) availability of necessary human resources. A decision has been made to delay this until the development of the College's next Strategic Action Plan

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.

PRECURSORS:		SUCCESSORS:	G1.a2
START DATE:	4-Jul-2006	FINISH DATE:	18-Aug-2006
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Paul Kaeser	LEN	Maya Prpic

FINAL STATUS	FINAL REPORT
Cancelled	No significant progress was made during the academic year. This issue was re-examined during the annual DGAC planning session in April 2007. It was decided that all the goals and actions associated with Area 8 needed to be reconceptualized and reformulated for the 2007-2008 CAAP.

End-of-Year Report on the 2006-2007 CAAP

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

PRECURSORS:	G1.a1	SUCCESSORS:	
START DATE:	21-Aug-2006	FINISH DATE:	29-Jun-2007
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN Paul Kaeser		LEN Maya Prpic	

FINAL STATUS	FINAL REPORT
Cancelled	No significant progress was made during the academic year. This issue was re-examined during the annual DGAC planning session in April 2007. It was decided that all the goals and actions associated with Area 8 needed to be reconceptualized and reformulated for the 2007-2008 CAAP.

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.

PRECURSORS:		SUCCESSORS:	G2.a2
START DATE:	4-Jul-2006	FINISH DATE:	18-Aug-2006
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN Paul Kaeser		LEN Maya Prpic	

FINAL STATUS	FINAL REPORT
Cancelled	No significant progress was made during the academic year. This issue was re-examined during the annual DGAC planning session in April 2007. It was decided that all the goals and actions associated with Area 8 needed to be reconceptualized and reformulated for the 2007-2008 CAAP.

End-of-Year Report on the 2006-2007 CAAP

Area 8: Strengthening Enrolment and Retention at Champlain Lennoxville

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

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

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

PRECURSORS: G2.a1

SUCCESSORS:

START DATE: 21-Aug-2006

FINISH DATE: 29-Jun-2007

PRIMARY RESPONSIBILITY

LEN Paul Kaeser

SUPPORTING ROLE

LEN Maya Prpic

FINAL STATUS

FINAL REPORT

Cancelled

No significant progress was made during the academic year. This issue was re-examined during the annual DGAC planning session in April 2007. It was decided that all the goals and actions associated with Area 8 needed to be reconceptualized and reformulated for the 2007-2008 CAAP.

Subarea 4: Mobilizing 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.

START DATE: 14-Aug-2006

FINISH DATE: 29-Jun-2007

PRIMARY RESPONSIBILITY

LEN Paul Kaeser

FINAL STATUS

FINAL REPORT

Cancelled

No significant progress was made during the academic year. This issue was re-examined during the annual DGAC planning session in April 2007. It was decided that all the goals and actions associated with Area 8 needed to be reconceptualized and reformulated for the 2007-2008 CAAP.

End-of-Year Report on the 2006-2007 CAAP

Area 8: Strengthening Enrolment and Retention at Champlain Lennoxville

Subarea 4: Mobilizing 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 2: Update the website on a regular basis.

START DATE: 14-Aug-2006 FINISH DATE: 29-Jun-2007

PRIMARY RESPONSIBILITY

LEN Paul Kaeser

FINAL STATUS	FINAL REPORT
Completed	Information concerning campus issues and activities is being updated on the website on a daily basis.

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

START DATE: 14-Aug-2006 FINISH DATE: 29-Jun-2007

PRIMARY RESPONSIBILITY

LEN Maya Prpic

FINAL STATUS	FINAL REPORT
Completed	No increase in the frequency of meetings occurred in Fall 2006. During the Winter an attempt was made to increase the number of meetings. For 2007-2008, an increased number of meetings has been scheduled.

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.

PRECURSORS: SUCCESSORS: G2.a2
START DATE: 14-Aug-2006 FINISH DATE: 15-Sep-2006

PRIMARY RESPONSIBILITY

LEN Paul Kaeser

FINAL STATUS	FINAL REPORT
Cancelled	No significant progress was made during the academic year. This issue was re-examined during the annual DGAC planning session in April 2007. It was decided that all the goals and actions associated with Area 8 needed to be reconceptualized and reformulated for the 2007-2008 CAAP.

