College Annual Action Plan 2006-2007

Midyear Report

Board of Governors
February 21, 2007

INTRODUCTION

Scope

This Midyear Report on the College Annual Action Plan (CAAP) focuses on only those actions that were scheduled to begin during the first half of the academic year (i.e., between 1 July 2006 and 31 December 2006). Thus, actions not scheduled to begin until 1 January 2007 or later are not included in the report; nor are any actions that fall under Area 2 (Facilitating and Enhancing Student Success).

Glossary of Acronyms and Terms

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

Acronym or Term	Definition
ACCQ	*L'Association des cadres des collèges*
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	*Attestation d'études collégiales*
CAAP	College Annual Action Plan
CEEC	*La Commission d'évaluation de l'enseignement collégial du Québec*
CSA	Champlain Students' Association
CSQ	*Centrale des syndicats du Québec*
DEC	*Diplôme des études collégial*
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
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	*Ministère de l'éducation du loisir et du sport du Québec*

Acronym or Term	Definition
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	*Plan directeur des immeubles* (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	*Système d'information sur les locaux des cegeps*
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	*Service régional d'admission au collégial de Québec*
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	*Système de la sanction des études collégiales*

Midyear Report on the 2006-2007 College Annual Action Plan

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.

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."*

BASED ON ACTION	G1.a9	LEADS TO ACTION	G2.a2
START DATE	7-Aug-2006	FINISH DATE	15-Sep-2006

EVALUATION METHOD(s) (a) Mission and vision statements disseminated

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Gerald Cutting	ADMIN	Brian Denison
		ADMIN	Guy Mercier
		ADMIN	John Haffenden
		ADMIN	Louise Brunet
		ADMIN	Stephen Tribble
		LEN	Maya Prpic
		LEN	Paul Kaeser
		LAM	Donald Shewan
		LAW	Jean Robert
		LAW	John Keyes

MIDYEAR STATUS

ADMIN: Copies of the Mission, Values & Vision Statement brochure were distributed to all staff in August 2006. The MVV Statement is featured in each quarterly issue of the "Portland Express" newsletter, the most recent being October 2006. Framed copies of the MVVS will be mounted in prominent areas of the building in Winter 2007.

LAM: The Mission, Values and Vision Statement is prominently displayed in the main entrance to the campus. Recent renovations to the student café include a series of photos designed to promote and reinforce the College's values.

LAW: The mission of the College was included in the 2006-2007 agenda given to all students at the beginning of the academic year. All our staff were given the "Mission, Values and Vision Statement" pamphlet. The pamphlet is visible in many areas of the campus.

LEN: The mission statement was distributed to all faculty, personnel and students at the beginning of the academic year.

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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."*

BASED ON ACTION	G2.a1	LEADS TO ACTION	
START DATE	14-Aug-2006	FINISH DATE	29-Jun-2007

EVALUATION METHOD(s)

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	John Haffenden	ADMIN	Brian Denison
LEN	Maya Prpic		
LEN	Paul Kaeser		
LAM	Donald Shewan		
LAW	Jean Robert		
LAW	John Keyes		

MIDYEAR STATUS

LAM: The subject of the Mission, Vision and Values has been discussed at various departmental meetings including Admin. Services, Cont. Ed., and Student Services. Perhaps even more important, it has begun to be included in the development of projects such as the new leadership program and referred to at public events such the Soirée Desjardins.

ADMIN: The MVV statement has been on every general staff meeting agenda at College Administration, namely August 24th, November 22nd, and January 30th. The MVV is also featured in each quarterly issue of the Portland Express, the most recent being October 2006.

LAW: The local administration refers back to the mission in a constant way.

LEN: No discussions have been initiated to date.

At a College-wide level, explicit links to the Mission, Values & Vision Statement are being incorporated into revisions of College policies (e.g., IPESA, Harassment Policy).

Midyear Report on the 2006-2007 College Annual Action Plan

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.

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 improvement

BASED ON ACTION		LEADS TO ACTION	G1.a2
START DATE	25-Sep-2006	FINISH DATE	27-Apr-2007
DATE NOTES	Carried over from 2005-2006. To be addressed in the context of CAAP A7.S1.G3.a3.		
EVALUATION METHOD(s)	(a) Methods and tools for conducting annual environmental scans and KPI reviews for DEC programs developed		

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Brian Denison	ADMIN	Stephen Tribble
ADMIN	Gerry Cutting		

MIDYEAR STATUS

See status report for A7.S1.G3.a3.

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.

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) opportunities for improvement.

BASED ON ACTION		LEADS TO ACTION	G2.a2
START DATE	14-Aug-2006	FINISH DATE	15-Dec-2006
DATE NOTES	To be addressed in the context of CAAP A7.S1.G3.a3.		
EVALUATION METHOD(s)	(a) Methods and tools for conducting annual environmental scans and KPI reviews for Continuing Education programs developed		

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Brian Denison	ADMIN	Stephen Tribble
ADMIN	Gerry Cutting		

MIDYEAR STATUS

See status report for A7.S1.G3.a3.

Midyear Report on the 2006-2007 College Annual Action Plan

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.

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."*

BASED ON ACTION		LEADS TO ACTION	G3.a1
START DATE	14-Aug-2006	FINISH DATE	15-Dec-2006
DATE NOTES	To be addressed in the context of CAAP A7.S1.G3.a3.		
EVALUATION METHOD(s)	(a) Environmental scan needs assessment methods and tools developed.		

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Brian Denison	ADMIN	Stephen Tribble
ADMIN	Gerry Cutting		

MIDYEAR STATUS

See status report for A7.S1.G3.a3.

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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.

BASED ON ACTION	G3.a3	LEADS TO ACTION	G3.a5
START DATE	5-Sep-2006	FINISH DATE	17-Nov-2006

EVALUATION METHOD(s) (a) Program proposals completed

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic	ADMIN	Stephen Tribble
LEN	Paul Kaeser	LEN	Andrée Lafleur
LAM	Donald Shewan	LEN	Maya Prpic
LAW	Jean Robert	LAM	Anthony Singelis
LAW	John Keyes	LAM	Brian O'Boyle
		LAW	Jean Robert
		LAW	Pierre Choquette

MIDYEAR STATUS

LAM: A proposal for a new Nursing program was developed during Fall 2006 and is nearing completion. It is anticipated that the application will be submitted to the MELS regional office in the Montérégie by mid-February.

LAW: The joint Nursing program with Cégep François-Xavier-Garneau is set to start in August 2007. Applications are being processed by the SRACQ. The College is now working on developing nursing courses that will be offered in English within this program.

LEN: The CIS program, in view of its declining enrolment has undergone an update - now known locally as Mobile Information Technology (MIT): it will be implemented in the fall of 2007. Champlain-Lennoxville is in the process of seeking accreditation for a new Nursing program. It is anticipated that the proposal for this program will be submitted to the MELS by May 2007.

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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

BASED ON ACTION	G3.a4	LEADS TO ACTION	G3.a6
START DATE	18-Dec-2006	FINISH DATE	16-Mar-2007

EVALUATION METHOD(s) (a) Ministerial authorization obtained

PRIMARY RESPONSIBILITY		SUPPORTING ROLE
ADMIN	Stephen Tribble	

MIDYEAR STATUS

It is anticipated that proposals for Nursing programs at Saint-Lambert and Lennoxville will be submitted to the MELS by May 2007.

Given the time required for processing of program proposals at the Ministerial level, it is recommended that the timelines planned for this action be extended in future versions of the CAAP.

Midyear Report on the 2006-2007 College Annual Action Plan

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.

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.*

BASED ON ACTION	G4.a1	LEADS TO ACTION	
START DATE	5-Sep-2006	FINISH DATE	25-May-2007

EVALUATION METHOD(s) (a) New programs developed and implemented

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic	ADMIN	Stephen Tribble
LEN	Paul Kaeser	LEN	Andrée Lafleur
LAM	Don Shewan	LEN	Debbie McNab
		LEN	Maya Prpic
		LAM	Anthony Singelis
		LAM	Brian O'Boyle
		LAM	Nancy Kelly

MIDYEAR STATUS

LAM: The new AEC in Wireless Communications is 90% complete (only consultation phases remaining) with a target of the February Board. If approved, it will be offered in the Winter 2007 semester.

LEN: No new Continuing Education programs were developed during Fall 2006.

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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/programs.

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.*

BASED ON ACTION		LEADS TO ACTION	G5.a2
START DATE	14-Aug-2006	FINISH DATE	1-Jun-2007

EVALUATION METHOD(s) (a) Number and nature of pedagogical development activities designed

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Andrée Lafleur	LAM	Brian O'Boyle
LEN	Maya Prpic	LAW	Normand Bourgeois
LAM	Anthony Singelis		
LAW	Pierre Choquette		

MIDYEAR STATUS

LAM: The Winter 2007 Pedagogical Day has been developed and planned around the theme of "Educating the Net Generation." This activity addresses changing needs and characteristics of our current group of students.

A meeting was held in mid-January with new teachers to identify needs, particularly any that might come from their orientation and integration. The new faculty identified a number of issues such as in class student behaviour which will be addressed at subsequent Ped Days.

LAW: A pedagogical day on the assessment of competencies was planned for August 2006. The January 2007 pedagogical day will focus on an examination of the consultation draft of the new IPESA.

LEN: In view of the priorities of the Champlain-Lennoxville Campus for the 2006-2007 academic year, the activities are revolving around two main axes: 1) recruitment - on October 17, the Campus has welcomed 155 students from the region's English high schools to introduce them to its programs and activities. 2) teacher development - in order to maximize the use of web services, workshops will be offered to faculty and personnel during the March 15 pedagogical day.

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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/programs. [CONTINUED]

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).*

BASED ON ACTION	G5.a1	LEADS TO ACTION	G5.a3
START DATE	14-Aug-2006	FINISH DATE	1-Jun-2007

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Andrée Lafleur	LAM	Brian O'Boyle
LEN	Maya Prpic	LAW	Normand Bourgeois
LAM	Anthony Singelis		
LAW	Pierre Choquette		

MIDYEAR STATUS

LAM: The most recent faculty collective agreement provides a new category of resources which may be used for, among other things, addressing elements of the college's strategic plan. For the 2006-2007 year, 100% of this new resource (the equivalent of 2.49 teachers) has been allocated to the “Curriculum Coherence and Student Success" project. The purpose of this project is to examine and improve alignment between curriculum and evaluation in various courses and departments. Among the most striking examples of the consequences of this project is the extraordinary work conducted by the Humanities Department in the review and revision of major segments of their curriculum.

In addition to the Fall pedagogical day (which covered such topics as e-learning and plagiarism), individual training sessions on dealing with plagiarism (which grew out of the previous Ped Day) were conducted.

LEN: Because of the growing interest amongst faculty to adequately respond to the needs and characteristics of their students, the pedagogical day committee is looking at orienting future activities towards: a) students needs and characteristics; b) the use of IT in the classroom; c) planning and designing student-oriented projects.

LAW: A pedagogical day focusing on the assessment of competencies, facilitated by guest speaker Robert Howe, was held on August 18, 2006.

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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/programs. [CONTINUED]

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.*

BASED ON ACTION	G5.a2	LEADS TO ACTION	
START DATE	14-Aug-2006	FINISH DATE	8-Jun-2007

EVALUATION METHOD(s)
(a) Feedback from participants,
(b) Participation statistics,
(c) Feedback from students

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Andrée Lafleur	LAM	Brian O'Boyle
LEN	Maya Prpic	LAW	Normand Bourgeois
LAM	Anthony Singelis		
LAW	Pierre Choquette		

MIDYEAR STATUS

LAM: The meeting with new faculty (mentioned above) began the assessment process of obtaining feedback on our development efforts.

LAW: Planned for Winter 2007.

LEN: On October 17, 2006, a debriefing took place immediately after the Ped day's activity and, on November 6, 2006, a formal review of the day was sent along with a survey to establish the program of the following pedagogical day, March 15, 2007.

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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/programs. [CONTINUED]

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

BASED ON ACTION		LEADS TO ACTION	G5.a5
START DATE	14-Aug-2006	FINISH DATE	8-Jun-2007

EVALUATION METHOD(s) (a) Document detailing the kinds of resources needed

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Andrée Lafleur	LAM	Brian O'Boyle
LEN	Maya Prpic	LAW	Normand Bourgeois
LAM	Anthony Singelis		
LAW	Pierre Choquette		

MIDYEAR STATUS

LAM: Among the needs identified were the additional computer hardware and software, iPods and training in the use of podcasting in an educational setting, and the use of information technology as a means of communication with students (as a part of a course).

LAW: Planned for Winter 2007.

LEN: Planned for Winter 2007.

Midyear Report on the 2006-2007 College Annual Action Plan

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/programs. [CONTINUED]

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

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

BASED ON ACTION	G5.a4	LEADS TO ACTION	G5.a6
START DATE	14-Aug-2006	FINISH DATE	29-Jun-2007

EVALUATION METHOD(s) (a) Annual report detailing the resources acquired

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Andrée Lafleur	LAM	Brian O'Boyle
LEN	Maya Prpic	LAW	Normand Bourgeois
LAM	Anthony Singelis		
LAW	Pierre Choquette		

MIDYEAR STATUS

LAM: Web services now includes a means for a faculty member to contact all the students in a particular course (the ability to contact individuals or sub-groups will, hopefully be developed in the near future). iPods and preliminary training were provided for the Languages program and supplementary MOODLE (our e-learning platform) training was provided at the Fall 2006 Ped Day.

LAW: Planned for Winter 2007.

LEN: Planned for Winter 2007.

Midyear Report on the 2006-2007 College Annual Action Plan

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/programs. [CONTINUED]

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

BASED ON ACTION	G5.a5	LEADS TO ACTION	
START DATE	14-Aug-2006	FINISH DATE	29-Jun-2007

EVALUATION METHOD(s) (a) Feedback from faculty, (b) Usage statistics

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Andrée Lafleur	LAM	Brian O'Boyle
LEN	Maya Prpic	LAW	Normand Bourgeois
LAM	Anthony Singelis		
LAW	Pierre Choquette		

MIDYEAR STATUS

LAM: The item will not be addressed this year because more time is required for teachers to actually work with the acquired resources (e.g., iPods, MOODLE).

LAW: On hold pending acquisition of resources.

LEN: On hold pending acquisition of resources.

Midyear Report on the 2006-2007 College Annual Action Plan

Area 4: Maintaining and Increasing Student Enrolment

Subarea 1: Strengthening marketing and recruitment

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

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

BASED ON ACTION		LEADS TO ACTION	G2.a1, G2.a2
START DATE	14-Aug-2006	FINISH DATE	29-Sep-2006
DATE NOTES	Lennoxville only.		
EVALUATION METHOD(s)	(a) Definitions of target clienteles completed		

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic	LEN	Andrée Lafleur
LEN	Paul Kaeser	LEN	Debbie McNab
		LEN	Maya Prpic

MIDYEAR STATUS

LEN: Deferred until at least Winter 2007 due to changes in campus administration.

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

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."*

BASED ON ACTION	G1.a1	LEADS TO ACTION	G2.a2
START DATE	14-Aug-2006	FINISH DATE	29-Sep-2006
DATE NOTES	Lennoxville only.		
EVALUATION METHOD(s)	(a) Optimal enrolment levels defined for all programs		

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic	LEN	Andrée Lafleur
LEN	Paul Kaeser	LEN	Debbie McNab
		LEN	Maya Prpic

MIDYEAR STATUS

LEN: Optimal enrolment levels have been set for each Regular Day program. An examination of Continuing Education programs will begin in Winter 2007.

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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."*

BASED ON ACTION	G1.a1,G2.a1	LEADS TO ACTION	G2.a3
START DATE	14-Aug-2006	FINISH DATE	29-Jun-2007
DATE NOTES	Lennoxville only.		

EVALUATION METHOD(s)

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic	LEN	Andrée Lafleur
LEN	Paul Kaeser	LEN	Debbie McNab
		LEN	Maya Prpic

MIDYEAR STATUS

LEN: Delayed pending completion of actions A4.S1.G1.a1 and A4.S1.G2.a1.

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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

BASED ON ACTION	G2.a2	LEADS TO ACTION	
START DATE	14-Aug-2006	FINISH DATE	29-Jun-2007
DATE NOTES	Lennoxville only.		

EVALUATION METHOD(s) (a) Revised marketing strategies implemented

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic	LEN	Andrée Lafleur
LEN	Paul Kaeser	LEN	Debbie McNab
		LEN	Maya Prpic

MIDYEAR STATUS

LEN: Delayed pending completion of action A4.S1.G2.a2. In the interim, the following measures have been taken for Regular Day:
(1) in the fall semester 2006, over 400 potential students have visited the Champlain-Lennoxville campus, either through planned activities, such as Pedagogical Day and Open House or Campus visits and tours;
(2) High school counsellors are being kept informed on a regular basis of the Campus' events (visits, program updates, activities).

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.

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

START DATE	14-Aug-2006	FINISH DATE	29-Jun-2007
DATE NOTES	Lennoxville only.		

EVALUATION METHOD(s) (a) Report on results of survey completed

PRIMARY RESPONSIBILITY		SUPPORTING ROLE
LEN	Andrée Lafleur	
LEN	Maya Prpic	

MIDYEAR STATUS

LEN: Planned for Winter 2007.

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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

START DATE	14-Aug-2006	FINISH DATE	29-Jun-2007
DATE NOTES	Lennoxville only.		
EVALUATION METHOD(s)	(a) Report on results of survey completed		

PRIMARY RESPONSIBILITY		SUPPORTING ROLE
LEN	Andrée Lafleur	
LEN	Maya Prpic	

MIDYEAR STATUS

LEN: Planned for Winter 2007.

Midyear Report on the 2006-2007 College Annual Action Plan

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.

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.

BASED ON ACTION		LEADS TO ACTION	G1.a2
START DATE	2-Oct-2006	FINISH DATE	22-Dec-2006

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	John Haffenden	LAM	Chantal Boutin
ADMIN	Louise Brunet	LAW	Julie Coulombe-Godbout
LEN	Maya Prpic		
LEN	Paul Kaeser		
LAM	Don Shewan		
LAW	Jean Robert		
LAW	John Keyes		

MIDYEAR STATUS

There have been considerable selections and hirings in 2006-2007 due to departures and retirements. The inventory of potential departures and retirements has been reviewed and will require continued update. The following table demonstrates the number of potential retirements and departures from 2006-2007 to 2008-2009:

COLLEGE ADMINISTRATION: Management = 4; Faculty = n\a; Professionals = 0; Support Staff = 4; TOTAL = 8

LENNOXVILLE: Management = 1; Faculty = 8 to 16; Professionals = 0; Support Staff = 2; TOTAL = 11 TO 19

ST. LAMBERT: Management = 3; Faculty = 34; Professionals = 3; Support Staff = 3; TOTAL = 43

ST. LAWRENCE: Management = 1; Faculty = 4; Professionals = 2; Support Staff = 0; TOTAL = 7

A number of actions are being planned at each location to address these projected departures and retirements.

Midyear Report on the 2006-2007 College Annual Action Plan

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.

Action 2: Develop the faculty evaluation policy and procedures.

BASED ON ACTION	G1.a1	LEADS TO ACTION	G1.a3, G1.a4
START DATE	14-Aug-2006	FINISH DATE	15-Jun-2007
DATE NOTES	Continued from 2005-2006.		
EVALUATION METHOD(s)	(a) Document produced that clearly describes the evaluation policy and the procedures to be followed; (b) Extent of faculty involvement in the development process		

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Louise Brunet	ADMIN	Stephen Tribble
		LEN	Andrée Lafleur
		LEN	Maya Prpic
		LEN	Paul Kaeser
		LAM	Anthony Singelis
		LAM	Brian O'Boyle
		LAM	Chantal Boutin
		LAM	Don Shewan
		LAW	Jean Robert
		LAW	John Keyes
		LAW	Pierre Choquette

MIDYEAR STATUS

The draft policy has been elaborated by the College-Wide Faculty Evaluation Committee. Consultation of management staff and faculty at all locations is under way. The consultation will be completed by the end of March 2007. The faculty evaluation policy is anticipated to be completed on target.

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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

BASED ON ACTION	G1.a2	LEADS TO ACTION	G1.a4
START DATE	14-Aug-2006	FINISH DATE	15-Jun-2007
DATE NOTES	Continued from 2005-2006.		
EVALUATION METHOD(s)	(a) Evaluation tools developed and/or acquired.		

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Louise Brunet	ADMIN	Stephen Tribble
		LEN	Andrée Lafleur
		LEN	Maya Prpic
		LEN	Paul Kaeser
		LAM	Anthony Singelis
		LAM	Brian O'Boyle
		LAM	Chantal Boutin
		LAM	Don Shewan
		LAW	Jean Robert
		LAW	John Keyes
		LAW	Pierre Choquette

MIDYEAR STATUS

As agreed upon by the College-Wide Faculty Evaluation Committee, the tools will be developed at each location during Winter 2007 and Fall 2007.

Midyear Report on the 2006-2007 College Annual Action Plan

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.

BASED ON ACTION		LEADS TO ACTION	G1.a2
START DATE	3-Jul-2006	FINISH DATE	14-Jul-2006

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LAM	Don Shewan	LAM	Chantal Boutin

MIDYEAR STATUS

The new Director of Student Services, Meghan Houghton, started in August 2006.

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

BASED ON ACTION	G1.a1	LEADS TO ACTION	
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

MIDYEAR STATUS

This process is on target and will be completed by the deadline.

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		SUPPORTING ROLE	
ADMIN	Louise Brunet	ADMIN	Guy Mercier
		ADMIN	John Haffenden

MIDYEAR STATUS

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

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

Action 2: Hire and integrate replacement personnel.

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Louise Brunet		

MIDYEAR STATUS

A new administration technician joined the team in September 2006. 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		SUPPORTING ROLE	
ADMIN	Gerry Cutting		

MIDYEAR STATUS

Orientation and integration activities have taken place. Support is ongoing.

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		SUPPORTING ROLE	
ADMIN	Gerry Cutting	ADMIN	Louise Brunet

MIDYEAR STATUS

Recruitment and selection processes for hiring a permanent campus director were completed at the end of Fall 2006. The Academic Dean resumed her regular full-time position in December 2006.

Midyear Report on the 2006-2007 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 1: Transitions in College administration

Goal 4: Provide for longterm administrative stability at Lennoxville. [CONTINUED]

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

START DATE	7-Aug-2006	FINISH DATE	29-Jun-2007
DATE NOTES	Continued from A6.S1.G2.a1 from the 2005-2006 CAAP.		

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic		
LEN	Paul Kaeser		

MIDYEAR STATUS

LEN: Now that key administrative positions have been regularized (see A6.S1.G4.a1), this will be addressed in Winter 2007.

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		SUPPORTING ROLE	
LAW	Jean Robert	LAW	Julie Coulombe-Godbout
LAW	John Keyes		

MIDYEAR STATUS

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

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

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LAW	Jean Robert	LAW	Jean Robert
LAW	John Keyes	LAW	Julie Coulombe-Godbout
		LAW	Pierre Choquette

MIDYEAR STATUS

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

Midyear Report on the 2006-2007 College Annual Action Plan

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
DATE NOTES	Continued from A6.S2.G8.a3 in the 2005-2006 CAAP.		
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Christine Phaneuf	ADMIN	Hocine Labsir

MIDYEAR STATUS

Data entry screens have all been adapted to the new SOCRATE requirements, and preliminary versions of the new transmission procedures are ready. We are on the Ministry's list of colleges who will participate in the testing of SOCRATE, scheduled in February 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		SUPPORTING ROLE	
ADMIN	Guy Mercier	ADMIN	Hocine Labsir

MIDYEAR STATUS

The module has been adjusted and we started tests with the Ministry in December 2006.

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).

BASED ON ACTION		LEADS TO ACTION	S3.G2.a1
START DATE	3-Jul-2006	FINISH DATE	1-Sep-2006
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Guy Mercier	ADMIN	Yves Rainville

MIDYEAR STATUS

The system has been developed, and data collection is ongoing. Transmission tests will take place in March 2007.

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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

MIDYEAR STATUS

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

MIDYEAR STATUS

Module "My Statement of Account" was made available to students in September 2006. The online payment module was tested with a group of about 50 students before and during the Winter registration at St-Lambert.

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 Maya Prpic
LEN Paul Kaeser
LAM Brian O'Boyle
LAW Jean Robert

MIDYEAR STATUS

Preliminary discussions concerning the expected features of the system took place during the Fall, but formal development has not started yet.

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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

MIDYEAR STATUS

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

MIDYEAR STATUS

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

MIDYEAR STATUS

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.

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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		SUPPORTING ROLE	
ADMIN	Guy Mercier	ADMIN	Francis Demers

MIDYEAR STATUS

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		SUPPORTING ROLE	
ADMIN	Guy Mercier		

MIDYEAR STATUS

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Guy Mercier	LEN	Andrée Lafleur
		LEN	Maya Prpic
		LAM	Brian O'Boyle
		LAW	Jean Robert

MIDYEAR STATUS

This was completed in September 2006.

Midyear Report on the 2006-2007 College Annual Action Plan

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 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

MIDYEAR STATUS

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.

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		SUPPORTING ROLE	
ADMIN	Hocine Labsir	ADMIN	Guy Mercier

MIDYEAR STATUS

The server at Saint-Lambert was replaced in October 2006. Those for Lennoxville and St. Lawrence have been ordered, and their installation is scheduled for 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		SUPPORTING ROLE	
ADMIN	Hocine Labsir	ADMIN	Guy Mercier

MIDYEAR STATUS

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

Midyear Report on the 2006-2007 College Annual Action Plan

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).

BASED ON ACTION		LEADS TO ACTION	G5.a2
START DATE	31-Jul-2006	FINISH DATE	29-Sep-2006

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LAW	Julie Coulombe-Godbout	LAW	Jean Robert
		LAW	John Keyes
		LAW	Pierre Choquette

MIDYEAR STATUS

The first report (June 2006) was rejected and a new consultant was hired. This action has therefore been postponed until after the new report has been submitted (projected for mid-February 2007).

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

BASED ON ACTION	G5.a1	LEADS TO ACTION	G5.a3
START DATE	2-Oct-2006	FINISH DATE	29-Dec-2006

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LAW	Julie Coulombe-Godbout	LAW	Jean Robert
		LAW	John Keyes
		LAW	Pierre Choquette

MIDYEAR STATUS

Delayed pending completion of action A6.S2.G5.a1.

Midyear Report on the 2006-2007 College Annual Action Plan

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).

BASED ON ACTION		LEADS TO ACTION	G6.a2
START DATE	31-Jul-2006	FINISH DATE	29-Sep-2006

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic	LEN	Andrée Lafleur
LEN	Paul Kaeser	LEN	Frank Wilson
		LEN	Marielle Denis
		LEN	Maya Prpic

MIDYEAR STATUS

The first report (June 2006) was rejected and a new consultant hired. A new report will be submitted in Winter 2007. This action is therefore delayed until such time as the report has been received.

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

BASED ON ACTION	G6.a1	LEADS TO ACTION	G6.a3
START DATE	2-Oct-2006	FINISH DATE	29-Dec-2006

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic	LEN	Andrée Lafleur
LEN	Paul Kaeser	LEN	Frank Wilson
		LEN	Marielle Denis
		LEN	Maya Prpic

MIDYEAR STATUS

Delayed pending completion of action A6.S2.G6.a2 above.

Midyear Report on the 2006-2007 College Annual Action Plan

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).

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LAM	Bernard Thibault	LAM	Chantal Boutin

MIDYEAR STATUS

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.

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

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LAM	Bernard Thibault	LAM	Chantal Boutin
		LAM	Don Shewan
		LAM	Meghan Houghton

MIDYEAR STATUS

The majority of the work was completed on time such that the area was useable by students at the start of the Fall semester. Initial usage patterns caused us to adjust the furniture ordered. To date, students appear extremely satisfied with the changes.

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		SUPPORTING ROLE	
LAM	Bernard Thibault	LAM	Chantal Boutin
		LAM	Don Shewan
		LAM	Meghan Houghton

MIDYEAR STATUS

The initial consultations were completed on time and the architects have prepared a working sketch for approval by the various parties.

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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		SUPPORTING ROLE	
LAM	Bernard Thibault	LAM	Chantal Boutin
		LAM	Don Shewan
		LAM	Kathy Mosher

MIDYEAR STATUS

A revised (second) set of drawings have been prepared and were returned to the Campus in late January 2007. Plans are underway to address this area in Summer 2007.

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.

BASED ON ACTION	S2.G1.a1	LEADS TO ACTION	
START DATE	5-Sep-2006	FINISH DATE	29-Jun-2007

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Yves Rainville	LEN	Frank Wilson
		LAM	Bernard Thibault
		LAM	Chantal Boutin
		LAW	Julie Coulombe-Godbout

MIDYEAR STATUS

The space inventories are complete at all locations. Data coding, validation, and transmission will be completed no later than September 2007.

Midyear Report on the 2006-2007 College Annual Action Plan

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		SUPPORTING ROLE	
ADMIN	John Haffenden	ADMIN	Yves Rainville

MIDYEAR STATUS

These renovations have not been done because special capital grants (rattrapage) were not available to Sherbrooke for 2006/07. However, funds from the 'reinvestment' plan may become available in time for a June 2007 completion.

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

BASED ON ACTION		LEADS TO ACTION	G3.a4
START DATE	4-Jul-2006	FINISH DATE	29-Sep-2006
DATE NOTES	Carried forward from A6.S3.G1.a3 in 2005-2006 CAAP.		

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LAM	Bernard Thibault	LAM	Chantal Boutin
		LAM	Don Shewan

MIDYEAR STATUS

A preliminary analysis was conducted; however, difficulties in having the selected supplier respect their submission has, for the time being, put this project on hold. If resolved, the project will proceed but the target dates will need to be adjusted.

Midyear Report on the 2006-2007 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 3: Strategic renovations and facilities development

Goal 3: Achieve energy-savings throughout the College. [CONTINUED]

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

BASED ON ACTION		LEADS TO ACTION	G3.a5
START DATE	4-Jul-2006	FINISH DATE	29-Sep-2006
DATE NOTES	Carried forward from A6.S3.G1.a1 in 2005-2006 CAAP.		

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LAW	Julie Coulombe-Godbout	LAW	Jean Robert
		LAW	John Keyes

MIDYEAR STATUS

We are presently waiting to finalize an agreement with energy-saving professionals (Honeywell). This is being negotiated with the Association des Gestionnaires de Parcs Immobiliers du Québec.

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

BASED ON ACTION	G3.a2	LEADS TO ACTION	
START DATE	2-Oct-2006	FINISH DATE	29-Jun-2007
DATE NOTES	Carried forward from A6.S3.G1.a3 in 2005-2006 CAAP.		

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LAM	Bernard Thibault	LAM	Chantal Boutin
		LAM	Don Shewan

MIDYEAR STATUS

Postponed due to delays in completion of action A6.S3.G3.a2 above.

Midyear Report on the 2006-2007 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 3: Strategic renovations and facilities development

Goal 3: Achieve energy-savings throughout the College. [CONTINUED]

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

BASED ON ACTION	G3.a3	LEADS TO ACTION	
START DATE	2-Oct-2006	FINISH DATE	29-Jun-2007
DATE NOTES	Carried forward from A6.S3.G1.a2 in 2005-2006 CAAP.		

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LAW	Julie Coulombe-Godbout	LAW	Jean Robert
		LAW	John Keyes

MIDYEAR STATUS

Delayed pending completion of analysis of energy needs (action A6.S3.G3.a3 above).

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic	ADMIN	John Haffenden
LEN	Paul Kaeser	LEN	Frank Wilson
		LEN	Marielle Denis

MIDYEAR STATUS

LEN: No progress made to date. Under the terms of the existing lease and service agreement, the non-financial aspects of the agreement were automatically renewed for 2006-2007. Negotiations to reach a new longterm agreement are ongoing.

Midyear Report on the 2006-2007 College Annual Action Plan

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.

BASED ON ACTION		LEADS TO ACTION	G5.a2
START DATE	14-Aug-2006	FINISH DATE	29-Jun-2007
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Frank Wilson	LEN	Marielle Denis

MIDYEAR STATUS

LEN: Suspended due to higher priority demands on available human resources.

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

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

BASED ON ACTION		LEADS TO ACTION	G6.a2, G6.a3
START DATE	14-Aug-2006	FINISH DATE	15-Dec-2006
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Frank Wilson		

MIDYEAR STATUS

The deadline has been extended to June 2007.

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

BASED ON ACTION	G6.a1	LEADS TO ACTION	G6.a4
START DATE	14-Aug-2006	FINISH DATE	15-Dec-2006
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Frank Wilson		

MIDYEAR STATUS

The deadline has been extended to June 2007.

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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

BASED ON ACTION	G6.a1	LEADS TO ACTION	G6.a5
START DATE	14-Aug-2006	FINISH DATE	15-Dec-2006

PRIMARY RESPONSIBILITY		SUPPORTING ROLE
LEN	Frank Wilson	

MIDYEAR STATUS

Feasibility studies were not conducted. Nonetheless, two new "smart classrooms" (C-363 and C-242) have already been equipped.

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Louise Brunet	ADMIN	John Haffenden
		LEN	Maya Prpic
		LEN	Paul Kaeser
		LAM	Chantal Boutin
		LAW	Jean Robert
		LAW	John Keyes

MIDYEAR STATUS

The reflection on what should be included in Bylaw 4 was completed at St. Lambert and College Administration through working committees; 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.

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE
ADMIN	Louise Brunet	

MIDYEAR STATUS

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		SUPPORTING ROLE
ADMIN	Louise Brunet	

MIDYEAR STATUS

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

Action 4: Revise Policy for Management Staff.

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE
ADMIN	Louise Brunet	

MIDYEAR STATUS

A draft policy was submitted to local ACCQ. Discussion was held between the Director General and the President of local ACCQ. An agreement was reached as to the content of the policy. The final document will be approved by the Board of Governors in Winter 2007.

Midyear Report on the 2006-2007 College Annual Action Plan

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.

BASED ON ACTION		LEADS TO ACTION	G2.a2
START DATE	28-Aug-2006	FINISH DATE	13-Oct-2006
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Stephen Tribble	ADMIN	Brian Denison

MIDYEAR STATUS

Several planning sessions were held during Fall 2006, including a preliminary mapping of the three PESLs with the CEEC'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). The evaluation plan will be finalized during Winter 2007.

Action 2: Evaluate the three PESLs.

BASED ON ACTION	G2.a1	LEADS TO ACTION	G2.a3, G3.a2
START DATE	16-Oct-2006	FINISH DATE	2-Feb-2007
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Stephen Tribble	ADMIN	Brian Denison

MIDYEAR STATUS

Commencement of the PESL evaluations has been delayed until Winter 2007 due to work on the new IPESA that has taken up the time of the Director of Studies and the Coordinator of Strategic Planning. Many colleges in the network have requested and obtained extensions to the CEEC's original deadline of June 2007 for submission of these evaluations. In Champlain's case, an agreement was reached with the President of the CEEC to extend our deadline until December 2007. The College is making plans for the hiring of a Planning & Evaluation Analyst, whose first task will be to develop and complete this evaluation for the December deadline.

Midyear Report on the 2006-2007 College Annual Action Plan

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

BASED ON ACTION		LEADS TO ACTION	G3.a2
START DATE	11-Sep-2006	FINISH DATE	22-Dec-2006
DATE NOTES	Continued from A6.S4.G2.a1 in the 2005-2006 CAAP.		

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Stephen Tribble	ADMIN	Brian Denison

MIDYEAR STATUS

A consultation draft of the new IPESA was printed and distributed in December 2006. A PDF version of the consultation draft has been made available on the main College website.

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		SUPPORTING ROLE	
ADMIN	Louise Brunet	LEN	Maya Prpic
		LEN	Paul Kaeser
		LAM	Don Shewan
		LAW	Jean Robert
		LAW	John Keyes

MIDYEAR STATUS

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

Midyear Report on the 2006-2007 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 4: College bylaws and policies

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		SUPPORTING ROLE	
ADMIN	Louise Brunet		

MIDYEAR STATUS

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

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		SUPPORTING ROLE	
LAM	Anthony Singelis	LAM	Brian O'Boyle

MIDYEAR STATUS

This action is on schedule. Revisions to the integrative activity and comprehensive assessment have been completed and have been referred by the Program Committee to the various departments for consultation. The new IPESA may have an impact on the completion of this item as 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		SUPPORTING ROLE	
LAM	Anthony Singelis	LAM	Brian O'Boyle

MIDYEAR STATUS

This action is on target. Preliminary discussions have been started regarding the possibility of developing a new option in Creative Arts.

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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		SUPPORTING ROLE	
LAM	Anthony Singelis	LAM	Brian O'Boyle

MIDYEAR STATUS

It has been 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 Fall 2007 semester.

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

MIDYEAR STATUS

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. A decision was made to develop another AEC first (Wireless Communications).

Midyear Report on the 2006-2007 College Annual Action Plan

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.

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LAM	Anthony Singelis	LAM	Brian O'Boyle
		LAM	Suzanne Coulombe

MIDYEAR STATUS

A new Social Science option has been created with the title "Criminology". It has been adopted and applications are currently being accepted for the Fall 2007 semester.

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.

BASED ON ACTION LEADS TO ACTION G1.a2

START DATE 28-Aug-2006 FINISH DATE 29-Sep-2006

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Brian Denison		

MIDYEAR STATUS

Delayed because of work on the new IPESA. A set of 6 reports was selected in December 2006 and turned over to the Coordinator of Data Processing for conversion.

Midyear Report on the 2006-2007 College Annual Action Plan

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). [CONTINUED]

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

BASED ON ACTION	G1.a1	LEADS TO ACTION	G1.a3
START DATE	2-Oct-2006	FINISH DATE	15-Dec-2006
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Guy Mercier	ADMIN	Brian Denison

MIDYEAR STATUS

Some reports were made available to department coordinators in September 2006. Those targeted at program coordinators were selected during the Fall: their conversion and dissemination is under way and should be completed by the end of February 2007.

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

BASED ON ACTION	G1.a2	LEADS TO ACTION	
START DATE	2-Oct-2006	FINISH DATE	15-Dec-2006
PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Brian Denison	ADMIN	Guy Mercier

MIDYEAR STATUS

Delayed because of work on the new IPESA and the subsequent delay in providing the Coordinator of Data Processing with the selected reports for conversion. Development of the help files will take place in Winter 2007.

Midyear Report on the 2006-2007 College Annual Action Plan

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.

START DATE	4-Jul-2006	FINISH DATE	15-Jun-2007

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LAM	Nancy Kelly	LAM	Don Shewan
		LAM	Mark Wallace

MIDYEAR STATUS

Champlain Saint-Lambert was awarded the contract for the 2006-2007 year and classes began in September 2006. Work is well under way to ensure that the contract is maintained for 2007-2008.

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Stephen Tribble	LEN	Maya Prpic
		LEN	Paul Kaeser

MIDYEAR STATUS

An unfavourable response was received from the MELS in June 2006, indicating that no new pre-university programs would be approved. Accordingly, no further work was done on this project.

Midyear Report on the 2006-2007 College Annual Action Plan

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.

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LAM	Dean Howie	LAM	Don Shewan
		LAM	Meghan Houghton

MIDYEAR STATUS

Champlain Saint-Lambert has been awarded a team for the 2007-2008 year.

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	Don Shewan
		LAM	Meghan Houghton

MIDYEAR STATUS

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. The fundraising met its targets and a solid infrastructure has been developed such that the team should be on sound footing for many years to come.

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	Don Shewan
		LAM	Meghan Houghton

MIDYEAR STATUS

The CCAA Men's National Basketball Championship will be hosted by Champlain Saint-Lambert in March 2008. Substantial work has already begun to ensure the success of the event.

Midyear Report on the 2006-2007 College Annual Action Plan

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.

BASED ON ACTION		LEADS TO ACTION	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

MIDYEAR STATUS

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.

BASED ON ACTION	G1.a1	LEADS TO ACTION	
START DATE	23-Nov-2006	FINISH DATE	1-Dec-2006

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Gerry Cutting	ADMIN	Brian Denison
		ADMIN	Stephen Tribble

MIDYEAR STATUS

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.

Midyear Report on the 2006-2007 College Annual Action Plan

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.

BASED ON ACTION		LEADS TO ACTION	G3.a2
START DATE	7-Aug-2006	FINISH DATE	8-Sep-2006

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic	LEN	Andrée Lafleur
LEN	Paul Kaeser	LEN	Frank Wilson
LAM	Don Shewan	LEN	Marielle Denis
LAW	Jean Robert	LEN	Maya Prpic
LAW	John Keyes	LAM	Anthony Singelis
		LAM	Bernard Thibault
		LAM	Brian O'Boyle
		LAM	Chantal Boutin
		LAW	Jean Robert
		LAW	Julie Coulombe-Godbout
		LAW	Pierre Choquette

MIDYEAR STATUS

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 canceled. 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.

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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

BASED ON ACTION	G3.a1	LEADS TO ACTION	
START DATE	11-Sep-2006	FINISH DATE	21-Sep-2006

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Gerry Cutting	ADMIN	Brian Denison
		ADMIN	Guy Mercier
		ADMIN	John Haffenden
		ADMIN	Louise Brunet
		ADMIN	Stephen Tribble
		LEN	Maya Prpic
		LEN	Paul Kaeser
		LAM	Don Shewan
		LAW	Jean Robert
		LAW	John Keyes

MIDYEAR STATUS

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.

BASED ON ACTION	G3.a2	LEADS TO ACTION	
START DATE	22-Sep-2006	FINISH DATE	27-Apr-2007

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Gerry Cutting	ADMIN	Brian Denison
		ADMIN	Guy Mercier
		ADMIN	John Haffenden
		ADMIN	Louise Brunet
		ADMIN	Stephen Tribble
		LAM	Don Shewan
		LAW	Jean Robert
		LAW	John Keyes

MIDYEAR STATUS

Work on this dossier has been rescheduled to Winter 2007.

Midyear Report on the 2006-2007 College Annual Action Plan

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.

START DATE	28-Aug-2006	FINISH DATE	15-Dec-2006

PRIMARY RESPONSIBILITY		SUPPORTING ROLE
ADMIN	Brian Denison	

MIDYEAR STATUS

The planning database has been migrated from MS Access to Oracle XE. Further work will be undertaken in Winter 2007 to refine table structures and queries in order to facilitate the production of planning documents and reports.

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		SUPPORTING ROLE
ADMIN	Brian Denison	

MIDYEAR STATUS

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 will continue in Winter 2007.

Midyear Report on the 2006-2007 College Annual Action Plan

Area 7: Institutional Planning and Communications

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

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
ADMIN	Gerry Cutting	ADMIN	Brian Denison
		ADMIN	Guy Mercier
		ADMIN	John Haffenden
		ADMIN	Louise Brunet
		ADMIN	Stephen Tribble

MIDYEAR STATUS

This dossier will be addressed at the annual planning session in April 2007.

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

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Andrée Lafleur	LEN	Maya Prpic
LEN	Maya Prpic	LEN	Paul Kaeser

MIDYEAR STATUS

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.

Midyear Report on the 2006-2007 College Annual Action Plan

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.

BASED ON ACTION		LEADS TO ACTION	G1.a2
START DATE	4-Jul-2006	FINISH DATE	18-Aug-2006
DATE NOTES	Work will actually begin in June 2006.		

PRIMARY RESPONSIBILITY		SUPPORTING ROLE
LEN	Maya Prpic	
LEN	Paul Kaeser	

MIDYEAR STATUS

The advertising firm Idea Communications was hired to devise an advertising plan for the Fall 2006 and Winter 2007 semesters. This plan was subsequently submitted and accepted by local administration early in Fall 2006.

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

BASED ON ACTION	G1.a1	LEADS TO ACTION	
START DATE	21-Aug-2006	FINISH DATE	16-Mar-2007

PRIMARY RESPONSIBILITY		SUPPORTING ROLE
LEN	Maya Prpic	
LEN	Paul Kaeser	

MIDYEAR STATUS

Implementation of the plan has begun. For example, advertising on Sherbrooke buses and radio announcements have been made for 2 six-week periods.

Midyear Report on the 2006-2007 College Annual Action Plan

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.

BASED ON ACTION		LEADS TO ACTION	G2.a2
START DATE	4-Jul-2006	FINISH DATE	1-Sep-2006
DATE NOTES	Work will actually begin in June 2006.		

PRIMARY RESPONSIBILITY		SUPPORTING ROLE
LEN	Maya Prpic	
LEN	Paul Kaeser	

MIDYEAR STATUS

No media relations plan was developed during Fall 2006. This issue will be re-examined during the annual planning process in Winter 2007.

Action 2: Implement the media relations plan.

BASED ON ACTION	G2.a1	LEADS TO ACTION	
START DATE	21-Aug-2006	FINISH DATE	16-Mar-2007

PRIMARY RESPONSIBILITY		SUPPORTING ROLE
LEN	Maya Prpic	
LEN	Paul Kaeser	

MIDYEAR STATUS

Cancelled due to non-completion of action A8.S1.G2.a1 above.

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.

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE
LEN	Maya Prpic	
LEN	Paul Kaeser	

MIDYEAR STATUS

Some preliminary steps were undertaken in Fall 2006. The new Campus Director has identified this action as a priority for Winter 2007.

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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.

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

PRIMARY RESPONSIBILITY	SUPPORTING ROLE
LEN Maya Prpic	
LEN Paul Kaeser	

MIDYEAR STATUS

Contacts have been initiated with educational institutions, namely Cégep de Sherbrooke, the ETSB (through their high schools and vocational centers) and French schools (Mont Notre-Dame, Mitchell-Montcalm, du Phare).

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	SUPPORTING ROLE
LEN Maya Prpic	
LEN Paul Kaeser	

MIDYEAR STATUS

Student Services offered an increased range of activities to students throughout the fall semester.

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic		
LEN	Paul Kaeser		

MIDYEAR STATUS

The CSA has contributed to a number of the Campus' activities this fall, including a BBQ during Welcome Week and a Halloween costume and pumpkin carving contest.

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.

BASED ON ACTION		LEADS TO ACTION	G2.a3
START DATE	4-Sep-2006	FINISH DATE	2-Mar-2007

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Andrée Lafleur	LEN	Maya Prpic
LEN	Maya Prpic	LEN	Paul Kaeser

MIDYEAR STATUS

First-semester students were assessed in a number of areas by the instructors in their program and offered the possibility to a) meet with advisors; b) take bridging courses; c) take workshops; d) work with peer tutors.

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 temporarily suspended due to other demands on the time of those involved.

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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

BASED ON ACTION		LEADS TO ACTION	G2.a3
START DATE	4-Sep-2006	FINISH DATE	2-Mar-2007

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Andrée Lafleur	ADMIN	Brian Denison
LEN	Maya Prpic		

MIDYEAR STATUS

Several planning meetings were held between the Coordinator of Academic Services and the Academic & Institutional Planning Coordinator in order to discuss the kinds of analyses that might be useful. As a first step, program-level summaries of student success indicators were incorporated into the "Annual Report (2005-2006) on the Strategic Action Plan". Copies of the report will be printed and distributed to program coordinators in Winter 2007. Due to other demands on those involved, further work on this project was postponed until Winter 2007.

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.

BASED ON ACTION		LEADS TO ACTION	G1.a2
START DATE	4-Jul-2006	FINISH DATE	18-Aug-2006

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic	LEN	Andrée Lafleur
LEN	Paul Kaeser	LEN	Maya Prpic

MIDYEAR STATUS

No significant progress was made during Fall 2006. This issue will be re-examined during the annual planning session in Winter 2007.

Midyear Report on the 2006-2007 College Annual Action Plan

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). [CONTINUED]

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

BASED ON ACTION	G1.a1	LEADS TO ACTION	
START DATE	21-Aug-2006	FINISH DATE	29-Jun-2007

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic	LEN	Andrée Lafleur
LEN	Paul Kaeser	LEN	Maya Prpic

MIDYEAR STATUS

No significant progress was made during Fall 2006. This issue will be re-examined during the annual planning session in Winter 2007.

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.

BASED ON ACTION		LEADS TO ACTION	G2.a2
START DATE	4-Jul-2006	FINISH DATE	18-Aug-2006

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic	LEN	Andrée Lafleur
LEN	Paul Kaeser	LEN	Maya Prpic

MIDYEAR STATUS

No significant progress was made during Fall 2006. This issue will be re-examined during the annual planning session in Winter 2007.

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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

BASED ON ACTION	G2.a1	LEADS TO ACTION	
START DATE	21-Aug-2006	FINISH DATE	29-Jun-2007

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic	LEN	Andrée Lafleur
LEN	Paul Kaeser	LEN	Maya Prpic

MIDYEAR STATUS

No significant progress was made during Fall 2006. This issue will be re-examined during the annual planning session in Winter 2007.

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.

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic		
LEN	Paul Kaeser		

MIDYEAR STATUS

Nothing was accomplished during Fall 2006.

Action 2: Update the website on a regular basis.

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE	
LEN	Maya Prpic		
LEN	Paul Kaeser		

MIDYEAR STATUS

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

Midyear Report on the 2006-2007 College Annual Action Plan

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. [CONTINUED]

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

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

PRIMARY RESPONSIBILITY		SUPPORTING ROLE
LEN	Andrée Lafleur	
LEN	Maya Prpic	

MIDYEAR STATUS

No increase in the frequency of meetings occurred in Fall 2006.

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.

BASED ON ACTION		LEADS TO ACTION	G2.a2
START DATE	14-Aug-2006	FINISH DATE	15-Sep-2006

PRIMARY RESPONSIBILITY		SUPPORTING ROLE
LEN	Maya Prpic	
LEN	Paul Kaeser	

MIDYEAR STATUS

No working group was established in Fall 2006. This issue will be re-examined during the annual planning process in Winter 2007.

Action 2: Develop a strategic enrolment plan.

BASED ON ACTION	G2.a1	LEADS TO ACTION	G2.a3
START DATE	18-Sep-2006	FINISH DATE	23-Mar-2007

PRIMARY RESPONSIBILITY		SUPPORTING ROLE
LEN	Maya Prpic	
LEN	Paul Kaeser	

MIDYEAR STATUS

Postponed in light of the non-completion of action A8.S4.G2.a1 above. The whole issue of what kind of strategic enrolment plan should be developed and how best to develop it will be re-examined in Winter 2007.