



College Annual Action Plan 2007-2008

End-of-Year Report

Board of Governors
September 26, 2008



INTRODUCTION

Scope

This End-of-Year Report focuses on all goals and actions from the 2007-2008 College Annual Action Plan (CAAP) that were scheduled to be addressed during the current academic year (i.e., between 1 July 2007 and 30 June 2008). It does not, however, address scheduled goals and actions from the Strategic Action Plan (for 2007-2008, these pertain only to Issue 2 — Facilitating and Enhancing Student Success).

Format

The current status of each goal and action in the 2007-2008 CAAP is indicated by one of four status categories:

- **ACHIEVED:** the desired outcomes associated with the goal or action have been satisfactorily achieved;
- **IN PROGRESS:** work on achieving the desired outcomes associated with the goal or action has started but has not yet been completed;
- **RE-SCHEDULED TO 2008-2009:** work on the goal or action was unable to be initiated as scheduled during the F2007 semester and has consequently been conditionally re-scheduled to the 2008-2009 semester;
- **CANCELLED:** the goal or action has been deemed either no longer relevant or no longer feasible and therefore cancelled.

Additional information explaining the status is provided under the heading “**DETAILS**”. To aid the reader in quickly finding relevant content, status information for goals is enclosed in a box with a double-lined border; comparable information for actions is enclosed in a box with a single-lined border.

Glossary of Acronyms and Terms

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

Acronym or Term	Definition
ADMIN	Shorthand form used in reports and planning documents for College Administration, Sherbrooke
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>
CIREPE	<i>Centre d'Intervention et de Recherche en Évaluation du Personnel Enseignant</i>

Acronym or Term	Definition
DEC	<i>Diplôme d'études collégiales</i>
DGAC	Director General's Advisory Committee
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	<i>Ministère de l'éducation du loisir et du sport du Québec</i>
PESL	Policy on the Evaluation of Student Learning
RCRM	<i>Regroupement des collèges de la région de la Montérégie</i>
SAP	Strategic Action Plan
SILC	<i>Système d'information sur les locaux des cégeps</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
SSAP	Student Success Action Plan
STAR	Student Tracking, Assessment and Reporting system
TSAP	Transitional Strategic Action Plan

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Area 6: Operational Priorities for the Current Year

Subarea 1: Transitions in administration and governance

Goal 1: Ensure the smooth integration of the new Director General.

GOAL STATUS	DETAILS
Achieved	All of the Directors and the full management team have contributed to the successful integration of the Director General. With the completion of the 2007-2008 academic year, the Director General has had the opportunity to develop an understanding of the College operations and general processes.

Action 1: Determine the kinds of information and orientation meetings needed for the new Director General.

PROJECT LEAD: Kenneth Robertson (ADMIN)

ACTION STATUS	DETAILS
Achieved	The new Director General was provided with information and background on all key issues and dossiers through meetings at each campus and with members of DGAC. He is gaining a solid understanding of the culture and nature of each campus and the college as a whole.

Action 2: Provide orientation and support to the new Director General.

PROJECT LEAD: Kenneth Robertson (ADMIN)

ACTION STATUS	DETAILS
Achieved	The new Director General was provided with information and background on all key issues and dossiers through meetings at each campus and with members of DGAC. He is gaining a solid understanding of the culture and nature of each campus and the college as a whole.

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Area 6: Operational Priorities for the Current Year

Subarea 1: Transitions in administration and governance

Goal 2: Ensure the smooth integration of new members of the Board of Governors.

GOAL STATUS	DETAILS
In Progress	Support and a basic orientation were provided to new Board members, including new representatives for: the students, universities, professionals, support staff, faculty, and school boards. The new Chairperson and Vice-Chairperson have also been provided with ongoing support. As well, the Secretary General surveyed members to determine the most appropriate method of providing ongoing support and orientation in the fall.

Action 1: Provide new Board members with appropriate orientation and documentation.

PROJECT LEAD: Kenneth Robertson (ADMIN)

ACTION STATUS	DETAILS
In Progress	Standard set of documents established and initial meeting with new Board members standard procedure.

Goal 3: Ensure that the staffing of Administrative Services is appropriate for meeting the strategic goals and objectives of Champlain Saint-Lambert.

GOAL STATUS	DETAILS
Achieved	As noted below, the new Human Resources technician has now been fully integrated into the department. In addition, as a result of changing needs and an opportunity to advance our strategic succession plan, a new Coordinator of Finance, Buildings and Equipment was hired and integrated during the W2008 semester.

Action 1: Complete the orientation, integration and training as needed, of the new Human Resources Technician.

PROJECT LEAD: Charlene Pincombe (LAM)

ACTION STATUS	DETAILS
Achieved	The technician is now a fully functional member of the department.

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Area 6: Operational Priorities for the Current Year

Subarea 1: Transitions in administration and governance

Goal 4: Increase the operational effectiveness of Administrative Services at Champlain Saint-Lambert.

GOAL STATUS	DETAILS
In Progress	Both actions planned for 2007-2008 were achieved. The imminent departure of personnel in the department will require continued attention to this issue in 2008-2009.

Action 1: Investigate the desirability and feasibility of acquiring job-ticketing software to facilitate the processing of requests for computer support and building maintenance.

PROJECT LEAD: Chantal Boutin (LAM)

ACTION STATUS	DETAILS
Achieved	The ticketing system was installed and in use during the Fall 2007 semester.

Action 2: If feasible, hire, integrate, and train as needed, a new Clerk to staff the Information Desk.

PROJECT LEAD: Chantal Boutin (LAM)

ACTION STATUS	DETAILS
Achieved	Training has successfully been completed.

Goal 5: Facilitate the transfer of critical operational knowledge from key Administrative Services personnel at Champlain Saint-Lambert prior to their departure or retirement.

GOAL STATUS	DETAILS
Achieved	A systematic transfer process of knowledge transfer was established and carried out throughout the months of April, May and June.

Action 1: Hire a consulting firm to document key Human Resources procedures.

PROJECT LEAD: Charlene Pincombe (LAM)

ACTION STATUS	DETAILS
Achieved	Changes in Goal 3 above may again create the need for additional actions to meet this goal.

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Area 6: Operational Priorities for the Current Year

Subarea 1: Transitions in administration and governance

Goal 6: Facilitate the transfer of critical operational knowledge to new Academic Services personnel.

GOAL STATUS	DETAILS
Achieved	The consultant was hired and all relevant documentation on procedures was completed by the end of the W2008 semester.

Action 1: Hire a consultant to document key Academic Services procedures.

PROJECT LEAD: Don Shewan (LAM)

ACTION STATUS	DETAILS
Achieved	As noted in the goal details above, the contract for the consultant was extended based on the success of the first semester and the needs of the campus.

Goal 7: Ensure that the staffing of Academic Services is appropriate for meeting the strategic goals and objectives of Champlain Saint-Lambert.

GOAL STATUS	DETAILS
Achieved	The training was successfully completed by the end of the Winter 2008 semester.

Action 1: Hire, integrate, and train as needed, a new Dean of Academic Services.

PROJECT LEAD: Don Shewan (LAM)

ACTION STATUS	DETAILS
Achieved	The new Dean is fully integrated into Academic Services and the Campus community.

Action 2: Hire, integrate, and train as needed, a new Librarian.

PROJECT LEAD: Don Shewan (LAM)

ACTION STATUS	DETAILS
Achieved	The new Librarian is fully integrated into Academic Services and the Campus community.

Action 3: Hire, integrate, and train as needed, a replacement for the revised Conseiller Pédagogique position.

PROJECT LEAD: Anthony Singelis (LAM)

ACTION STATUS	DETAILS
Achieved	The specific job duties to meet our current needs were identified and a new Conseiller Pédagogique was hired in April. The process of integration is well under way.

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Area 6: Operational Priorities for the Current Year

Subarea 1: Transitions in administration and governance

Goal 7: Ensure that the staffing of Academic Services is appropriate for meeting the strategic goals and objectives of Champlain Saint-Lambert. [CONTINUED]

Action 4: Complete the orientation, integration, and training as needed, of the new Admissions Officer / Academic Advisor.

PROJECT LEAD: Suzanne Coulombe (LAM)

ACTION STATUS	DETAILS
Achieved	This action was successfully completed before the end of the winter semester.

Action 5: Hire, integrate, and train as needed, a replacement Admissions Technician.

PROJECT LEAD: Suzanne Coulombe (LAM)

ACTION STATUS	DETAILS
Achieved	This action was successfully completed before the end of the winter semester.

Action 6: If feasible, hire an additional part-time professional to carry out recruiting and marketing activities.

PROJECT LEAD: Suzanne Coulombe (LAM)

ACTION STATUS	DETAILS
Achieved	The recruiting tasks were offered to a full-time employee who accepted and a part-time academic advisor was hired to perform the tasks he gave up in order to do the marketing and recruiting.

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Area 6: Operational Priorities for the Current Year

Subarea 1: Transitions in administration and governance

Goal 8: Ensure that the campus community is informed about the changes in Academic Services.

GOAL STATUS	DETAILS
In Progress	The decision to hire a "conseiller pédagogique" necessitated a delay in preparing the planned explanatory documents. Because the new "conseiller pédagogique" was not hired until the end of the W2008 semester, the finalization of this document has been postponed until F2008.

Action 1: Produce and disseminate a document explaining the reorganized structure of Academic Services and the responsibilities of key administrative and professional staff.

PROJECT LEAD: Don Shewan (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	The inclusion of the new "conseiller pédagogique" resulted in a change of various tasks. As a result, it was decided to address this item in Fall 2008

Goal 9: Facilitate the transfer of critical operational knowledge from key personnel at Champlain St. Lawrence prior to their departure or retirement.

GOAL STATUS	DETAILS
In Progress	Key administrative personnel were identified.

Action 1: Key administrative personnel will document important procedures in their respective areas of responsibility.

PROJECT LEAD: Jean Robert (LAW)

ACTION STATUS	DETAILS
In Progress	Financial and Administrative Services completed. Faculty and Student Affairs is in progress. In 2008-2009, particular attention will be placed on the Faculty Dean's position.

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

GOAL STATUS	DETAILS
Achieved	See details for actions below.

Action 1: Develop a class-attendance module.

PROJECT LEAD: Guy Mercier (ADMIN)

ACTION STATUS	DETAILS
Achieved	The new module was made available to teachers and administrative users in time for the beginning of the Fall semester.

Action 2: Develop a module for the preparation, approval and processing of fixed-asset disposals.

PROJECT LEAD: Guy Mercier (ADMIN)

ACTION STATUS	DETAILS
Achieved	This module was made available to all locations in January 2008.

Action 3: Develop a clientele confirmation module.

PROJECT LEAD: Guy Mercier (ADMIN)

ACTION STATUS	DETAILS
Achieved	Two campuses tested the module during the Fall clientele confirmation process.

Action 4: Adapt Web-based services for handheld devices

PROJECT LEAD: Guy Mercier (ADMIN)

ACTION STATUS	DETAILS
Achieved	Handheld device-specific versions of the system menu and requisitions approval procedure are now installed.

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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 client/server applications.

GOAL STATUS	DETAILS
In Progress	See details for actions below.

Action 1: Add an invoicing / accounts receivable module to the accounting system.

PROJECT LEAD: Guy Mercier (ADMIN)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	The Query tools have yet to be developed.

Action 2: Review personnel/payroll systems to streamline campus-based data entry and event tracking functions.

PROJECT LEAD: Guy Mercier (ADMIN)

ACTION STATUS	DETAILS
Achieved	New casual payroll data entry screens were implemented in December.

Action 3: Review the processing of deposits to improve the transfer of information from the departments collecting the money to the accounting department.

PROJECT LEAD: Guy Mercier (ADMIN)

ACTION STATUS	DETAILS
Achieved	Programming completed for all locations by July 2008

Goal 3: Ensure that the long-term information technology needs of Champlain - St. Lawrence are being met.

GOAL STATUS	DETAILS
Achieved	The installation of new computer equipment and the training of technical personnel is completed.

Action 1: Complete the preparation of a 3-year IT Development Action Plan.

PROJECT LEAD: Julie Coulombe-Godbout (LAW)

ACTION STATUS	DETAILS
Achieved	The Action Plan was submitted to St. Lawrence by MicroAge in Fall 2007. IP analysis was completed on January 14, 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 3: Ensure that the long-term information technology needs of Champlain - St. Lawrence are being met. [CONTINUED]

Action 2: Implement the 2007-08 actions from the IT Development Action Plan.

PROJECT LEAD: Julie Coulombe-Godbout (LAW)

ACTION STATUS	DETAILS
Achieved	All work was completed by mid-August 2008.

Goal 4: Ensure that the long-term information technology needs of Champlain - Lennoxville are being met

GOAL STATUS	DETAILS
In Progress	See action details below.

Action 1: Prepare an IT Development Plan for Lennoxville based on the report and recommendations of the external consultant.

PROJECT LEAD: Diane Wintle (LEN)

ACTION STATUS	DETAILS
Achieved	Design of the new network was completed.

Action 2: Implement Year 1 (2007-2008) actions from the IT Development Plan.

PROJECT LEAD: Diane Wintle (LEN)

ACTION STATUS	DETAILS
In Progress	New servers and software have been installed. Migration to the new system is underway.

Action 3: Review all existing computer usage policies and revise or develop as needed.

PROJECT LEAD: Diane Wintle (LEN)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Due to the number of policies and limited resources it is necessary to extend the time frame.

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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 5: Provide Champlain Saint-Lambert with a campus-wide wireless network.

GOAL STATUS	DETAILS
In Progress	New Goal: Complete the campus wireless network in all appropriate locations in a series of phases over between now and 2009-10.

Action 1: Develop a plan to create campus-wide wireless availability.

PROJECT LEAD: Don Shewan (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	The development of a plan was delayed due to the retirement of the Project Lead. A new project lead will be identified for this project.

Action 2: Implement first phase of the wireless development plan.

PROJECT LEAD: Don Shewan (LAM)

ACTION STATUS	DETAILS
Achieved	Student common areas, the Library and the main teaching area are now fully wireless.

Subarea 3: Strategic renovations and facilities development

Goal 1: Ensure that the 3-year SILC (Système d'information sur les locaux des Cégeps) project is completed successfully.

GOAL STATUS	DETAILS
Achieved	Champlain was among the 33 colleges to complete this project on time.

Action 1: Complete the validation and transmission of data to the MELS.

PROJECT LEAD: Yves Rainville (ADMIN)

ACTION STATUS	DETAILS
Achieved	The MELS deadline of October 15, 2007 for transmission and validation was met.

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Area 6: Operational Priorities for the Current Year

Subarea 3: Strategic renovations and facilities development

Goal 2: Improve the energy efficiency of the physical facilities at Champlain Saint-Lambert.

GOAL STATUS	DETAILS
Re-scheduled to 2008-2009	The entire dossier will be reexamined by the new Director of Finance/Material Resources in 2008-2009

Action 1: Conduct the feasibility statement with energy contractor.

PROJECT LEAD: Chantal Boutin (LAM)

ACTION STATUS	DETAILS
Cancelled	See details in Goal 2 above.

Action 2: Develop a timeline and implementation plan for the specific, agreed upon actions.

PROJECT LEAD: Chantal Boutin (LAM)

ACTION STATUS	DETAILS
Cancelled	See details in Goal 2 above.

Goal 3: Improve the energy efficiency of the physical facilities at Champlain St. Lawrence.

GOAL STATUS	DETAILS
In Progress	TEKNIKA HBA presented their final report: "Analyse de l'état des systèmes électromécaniques".

Action 1: Obtain a signed agreement with an energy contractor.

PROJECT LEAD: Julie Coulombe-Godbout (LAW)

ACTION STATUS	DETAILS
Achieved	TEKNIKA HBA took over the project and made energy-savings suggestions to the college.

Action 2: Complete a feasibility study and implementation plan with the energy contractor.

PROJECT LEAD: Julie Coulombe-Godbout (LAW)

ACTION STATUS	DETAILS
Cancelled	Meeting with Honeywell was cancelled when Honeywell backed out of the agreement.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 3: Strategic renovations and facilities development

Goal 3: Improve the energy efficiency of the physical facilities at Champlain St. Lawrence. [CONTINUED]

Action 3: Begin implementation of the energy savings plan negotiated with the energy contractor.

PROJECT LEAD: Julie Coulombe-Godbout (LAW)

ACTION STATUS	DETAILS
In Progress	The first analysis was made by the engineers at TEKNIKA HBA. A strategic approach to energy-savings will be presented in October 2008. The major engineering work is planned for summer 2009. The midyear report indicated that the project was planned for summer 2008.

Goal 4: Ensure the maintenance and renovation of physical facilities at Champlain Saint-Lambert in response to changing needs.

GOAL STATUS	DETAILS
Achieved	All planned actions were achieved. In addition, space in the "E" Block was renovated to accommodate the changes arising from the reorganization of Administrative Services.

Action 1: Implement Phase 2 of the Library (Information Commons) project.

PROJECT LEAD: Bernard Thibault (LAM)

ACTION STATUS	DETAILS
Achieved	The consistently high volume of student use in this area underlines the success of this renovation.

Action 2: Renovate cafeteria.

PROJECT LEAD: Bernard Thibault (LAM)

ACTION STATUS	DETAILS
Achieved	Feedback has been overwhelmingly positive to this renovation.

Action 3: Renovate entrance to 'G' Block.

PROJECT LEAD: Bernard Thibault (LAM)

ACTION STATUS	DETAILS
Achieved	Student use in this area has significantly increased as a result of the renovation.

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Area 6: Operational Priorities for the Current Year

Subarea 3: Strategic renovations and facilities development

Goal 4: Ensure the maintenance and renovation of physical facilities at Champlain Saint-Lambert in response to changing needs. [CONTINUED]

Action 4: Renovate the Buildings and Equipment department area.

PROJECT LEAD: Bernard Thibault (LAM)

ACTION STATUS	DETAILS
Achieved	The renovation in the Buildings and Equipment area has not only increased efficiency but allowed the college to indicate in concrete way that the members of this department are valued by the institution.

Action 5: Renovate teachers' office areas.

PROJECT LEAD: Bernard Thibault (LAM)

ACTION STATUS	DETAILS
Achieved	Without these renovations, it might have been impossible to house all of the new faculty engaged as a result of our enrolment increases.

Action 6: Finalize the renovation of the Main entrance.

PROJECT LEAD: Bernard Thibault (LAM)

ACTION STATUS	DETAILS
Achieved	The desired result of producing a customer-friendly area for people entering the college has been successfully achieved.

Goal 5: Expand the availability of multimedia classrooms at Champlain Saint-Lambert

GOAL STATUS	DETAILS
In Progress	In order to reduce the cost of the "furniture portion" of this item, it was decided to delay installation of the units which will now approach a dozen for availability in the Fall 2008 Semester.

Action 1: Create three additional multimedia classrooms.

PROJECT LEAD: Don Shewan (LAM)

ACTION STATUS	DETAILS
Achieved	As noted above, it was decided to delay the project to be able to reduce furniture costs and increase actual the number of classrooms from 3 to 11 or 12.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 3: Strategic renovations and facilities development

Goal 6: Ensure that facilities at Champlain Saint-Lambert are appropriate for offering the Nursing program.

GOAL STATUS	DETAILS
Re-scheduled to 2008-2009	Rescheduled pending approval of the program by the MELS.

Action 1: Prepare architectural plans for the necessary renovations to accommodate the first year of the Nursing Program.

PROJECT LEAD: Chantal Boutin (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Delayed pending government approval of the Nursing program along with the necessary accompanying funding for construction.

Action 2: Conduct the tender process for a construction/renovation contract.

PROJECT LEAD: Chantal Boutin (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Delayed pending government approval of the Nursing program along with the necessary accompanying funding for construction.

Action 3: Begin the construction/renovation process.

PROJECT LEAD: Bernard Thibault (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Delayed pending government approval of the Nursing program along with the necessary accompanying funding for construction.

Goal 7: Ensure that the inventory of fixed assets in the main building at Champlain Lennoxville is kept current.

GOAL STATUS	DETAILS
Re-scheduled to 2008-2009	The inventory of fixed assets is continuing. The project has been extended to include all fixed assets.

Action 1: Conduct a physical inventory of all fixed assets in the main building at Champlain Lennoxville.

PROJECT LEAD: Frank Wilson (LEN)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Extended to include all fixed assets.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 3: Strategic renovations and facilities development

Goal 8: Ensure the longterm sustainability of physical facilities at all three Lennoxville locations.

GOAL STATUS	DETAILS
In Progress	See action details below.

Action 1: Develop a longterm Maintenance and Renovation Plan for the Residence Complex.

PROJECT LEAD: Frank Wilson (LEN)

ACTION STATUS	DETAILS
In Progress	Inspections of the buildings have taken place. In the process of writing the plan.

Action 2: Develop a longterm Maintenance and Renovation Plan for the Continuing Education building.

PROJECT LEAD: Frank Wilson (LEN)

ACTION STATUS	DETAILS
In Progress	Inspection of the building has taken place. In the process of writing the plan.

Action 3: Develop a longterm Maintenance and Renovation Plan for the main Champlain building.

PROJECT LEAD: Frank Wilson (LEN)

ACTION STATUS	DETAILS
In Progress	Inspection of the building has taken place. In the process of writing the plan.

Action 4: Based on the three MRPs, develop a prioritized annual renovation and maintenance schedule for 2008-2011.

PROJECT LEAD: Frank Wilson (LEN)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Pending completion of the three Maintenance and Renovation Plans from Actions 1-3 above.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 3: Strategic renovations and facilities development

Goal 9: Ensure that the security needs of the Residence Complex at Champlain Lennoxville are being met.

GOAL STATUS	DETAILS
Achieved	See action details below.

Action 1: Review the security needs at residence

PROJECT LEAD: Frank Wilson (LEN)

ACTION STATUS	DETAILS
Achieved	Review was completed.

Action 2: Prepare a tender call for security services at the Residence Complex.

PROJECT LEAD: Frank Wilson (LEN)

ACTION STATUS	DETAILS
Achieved	Tender call was completed and a security firm was selected.

Goal 10: Ensure access for Champlain Lennoxville to necessary services and physical space at Bishop's University.

GOAL STATUS	DETAILS
Achieved	See action details below.

Action 1: Complete negotiations with Bishop's University for a renewed lease and service agreement.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Achieved	Finalized with the Ministry in early September.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 3: Strategic renovations and facilities development

Goal 11: Extend the use and capabilities of 'smart classrooms' at Champlain Lennoxville.

GOAL STATUS	DETAILS
Achieved	All classrooms in the Champlain building are "smart capable".

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

PROJECT LEAD: Frank Wilson (LEN)

ACTION STATUS	DETAILS
Achieved	An investigation was conducted and new technologies of potential usefulness for the campus were identified.

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

PROJECT LEAD: Frank Wilson (LEN)

ACTION STATUS	DETAILS
Achieved	A determination was made that existing technology is sufficient given current needs and resources. As equipment becomes unserviceable, it will be replaced with newer technology.

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

PROJECT LEAD: Frank Wilson (LEN)

ACTION STATUS	DETAILS
Achieved	All classrooms are equipped.

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

PROJECT LEAD: Frank Wilson (LEN)

ACTION STATUS	DETAILS
Achieved	Due to limitations in available financial and human resources, the only feasible upgrade of existing smart classrooms was the installation of new audio technology in a single classroom. Further upgrades to existing smart classrooms will be scheduled as outlined in Action 2 above.

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

PROJECT LEAD: Frank Wilson (LEN)

ACTION STATUS	DETAILS
Achieved	All classrooms in the Champlain building are now equipped.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 4: College bylaws, policies and procedures

Goal 1: Ensure that the Bylaw on the management of human resources meets the needs of the College and satisfies legal requirements.

GOAL STATUS	DETAILS
Achieved	The Bylaw approved by the Board of Directors on June 20, 2008, meets all legal requirements

Action 1: Revise the draft of Bylaw 4 based on a review of comments received from all locations in 2006-2007.

PROJECT LEAD: Louise Brunet (ADMIN)

ACTION STATUS	DETAILS
Achieved	The revision was completed in W-08.

Action 2: Consultation of all constituents of draft Bylaw 4.

PROJECT LEAD: Louise Brunet (ADMIN)

ACTION STATUS	DETAILS
Achieved	Consultations were carried out in Winter 2008.

Action 3: Drafting of final document.

PROJECT LEAD: Louise Brunet (ADMIN)

ACTION STATUS	DETAILS
Achieved	Bylaw 4 was approved by the Board of Governors on June 20, 2008.

Goal 2: Ensure that the College has an effective and functional Institutional Policy on the Evaluation of Student Achievement.

GOAL STATUS	DETAILS
In Progress	The implementation of the new IPESA is being closely monitored at all 3 campuses, particularly with respect to the development of new generic course plans.

Action 1: Complete the revision of the draft IPESA based on the 2007 consultations.

PROJECT LEAD: Stephen Tribble (ADMIN)

ACTION STATUS	DETAILS
Achieved	This was completed over the summer, the final consultation with Commission of Studies was done in the fall, and the policy was approved at the October Board of Governors.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 4: College bylaws, policies and procedures

Goal 2: Ensure that the College has an effective and functional Institutional Policy on the Evaluation of Student Achievement. [CONTINUED]

Action 2: Develop an implementation plan to facilitate the integration of the IPESA on the campuses.

PROJECT LEAD: Stephen Tribble (ADMIN)

ACTION STATUS	DETAILS
Achieved	The plan was completed in the fall and is presently being implemented at each campus.

Action 3: Begin planning for an evaluation of the IPESA in Winter 2009.

PROJECT LEAD: Stephen Tribble (ADMIN)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	The planning will begin in 2009 because feedback has only started to come in so the evaluation, per se, will more likely occur in 2010. We are still in the implementation phase and will be until 2009.

Action 4: Implement the IPESA.

PROJECT LEAD: Stephen Tribble (ADMIN)

ACTION STATUS	DETAILS
In Progress	The implementation is proceeding without too many obstacles. However, it will take all of 2008-09 to complete this task.

Goal 3: Ensure the fulfillment of evaluation requirements set forth by the Commission d'évaluation de l'enseignement collégial (CEEC) concerning the implementation of current policies respecting the evaluation of student achievement (the three PESLS).

GOAL STATUS	DETAILS
In Progress	The 3 PESLS have been evaluated and await the visit of the CEEC in November, 2008, and their subsequent report.

Action 1: Complete the evaluation of the implementation of the PESLS on each of the three campuses.

PROJECT LEAD: Josée Bouchard (ADMIN)

ACTION STATUS	DETAILS
Achieved	Evaluation was completed in the fall 2007.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 4: College bylaws, policies and procedures

Goal 3: Ensure the fulfillment of evaluation requirements set forth by the Commission d'évaluation de l'enseignement collégial (CEEC) concerning the implementation of current policies respecting the evaluation of student achievement (the three PESLS). [CONTINUED]

Action 2: Produce the PESL evaluation report.

PROJECT LEAD: Josée Bouchard (ADMIN)

ACTION STATUS	DETAILS
Achieved	The Report was prepared and validated by the Commission of Studies in the fall.

Action 3: Obtain Board approval of the PESL evaluation report and submit it to the CEEC.

PROJECT LEAD: Stephen Tribble (ADMIN)

ACTION STATUS	DETAILS
Achieved	The Report was approved by the Board of Governors and forwarded to the CEEC in December.

Action 4: Facilitate the follow-up visits by the CEEC regarding implementation of current PESLS.

SCHEDULING NOTES: May extend into Fall 2008, depending on the CEEC's visitation schedule.

PROJECT LEAD: Stephen Tribble (ADMIN)

ACTION STATUS	DETAILS
In Progress	The visits are being prepared (June, 2008) and are scheduled for November, 2008.

Goal 4: Ensure that appropriate and effective emergency plans and procedures are in place at Champlain Lennoxville.

GOAL STATUS	DETAILS
Achieved	Emergency plans have been updated. Regular review and revision of these plans is now part of ongoing operations.

Action 1: Arrange police information sessions for the College community.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Achieved	Police information sessions were conducted at the residence complex throughout the year.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 4: College bylaws, policies and procedures

Goal 4: Ensure that appropriate and effective emergency plans and procedures are in place at Champlain Lennoxville. [CONTINUED]

Action 2: Complete the development of the Emergency Plan for Champlain Lennoxville.

PROJECT LEAD: Frank Wilson (LEN)

ACTION STATUS	DETAILS
Achieved	Completed before the start of the Fall semester.

Action 3: Conduct Emergency Plan training and information sessions for designated groups.

PROJECT LEAD: Frank Wilson (LEN)

ACTION STATUS	DETAILS
Achieved	Completed before the start of the Fall semester.

Action 4: Inform the Sherbrooke Police Department about the Champlain Lennoxville Emergency Plans.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Achieved	A copy of the Champlain Lennoxville Emergency Plans has been submitted to the Sherbrooke Police Department.

Goal 5: Ensure that appropriate and effective emergency procedures are in place at Champlain Saint-Lambert.

GOAL STATUS	DETAILS
Achieved	See action details below.

Action 1: Review emergency procedures and revise as needed in light of recent events at Dawson College and Virginia Tech University.

PROJECT LEAD: Meghan Houghton (LAM)

ACTION STATUS	DETAILS
Achieved	Emergency plans have been successfully reviewed and revised as required; this review process will now be a part of regular operating procedures.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 4: College bylaws, policies and procedures

Goal 5: Ensure that appropriate and effective emergency procedures are in place at Champlain Saint-Lambert. [CONTINUED]

Action 2: Train evacuation team members on new elements of policy.

PROJECT LEAD: Meghan Houghton (LAM)

ACTION STATUS	DETAILS
Achieved	Training for 08-09 was completed by the end of the winter 2008 Semester. This will now be incorporated into regular operations.

Action 3: Modify current alarm system to include 'lockdown' alarm signal.

PROJECT LEAD: Bernard Thibault (LAM)

ACTION STATUS	DETAILS
Achieved	The modifications to the alarm system have been installed and tested. Modifications were made in areas where the alarm was hard to hear.

Action 4: Inform/train internal community on revised emergency procedures

PROJECT LEAD: Meghan Houghton (LAM)

ACTION STATUS	DETAILS
Achieved	Information has been provided to all members of the community. This will now revert to part of our regular operations. (This issue was included in the CAAP as a result of the lockdown element.)

Goal 6: Ensure that the St. Lawrence Emergency Plan meets the needs of the college.

GOAL STATUS	DETAILS
Achieved	See action details below.

Action 1: Review and update the Emergency Plan as needed.

PROJECT LEAD: Jean Robert (LAW)

ACTION STATUS	DETAILS
Achieved	An evacuation drill took place on September 13, 2007. Recommendations from the fire authorities are being handled on campus.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 4: College bylaws, policies and procedures

Goal 7: Ensure that appropriate and effective emergency plans and procedures are in place at each College location.

GOAL STATUS	DETAILS
Achieved	Revised plans were completed by December 2007.

Action 1: Submit updated emergency plans to the Director of Finance and Material resources.

PROJECT LEAD: John Haffenden (ADMIN)

ACTION STATUS	DETAILS
Achieved	Plans for all locations were updated and deposited.

Goal 8: Ensure the effective implementation of the Faculty Evaluation Policy at Champlain Lennoxville.

GOAL STATUS	DETAILS
Achieved	See action details below.

Action 1: Complete the development of the local procedure for implementing the Faculty Evaluation Policy at Champlain Lennoxville.

PROJECT LEAD: Andrée Lafleur (LEN)

ACTION STATUS	DETAILS
Achieved	Completed at the end of the Fall semester.

Action 2: Complete the development and/or acquisition of local evaluation tools for implementing the Faculty Evaluation Policy at Champlain Lennoxville.

PROJECT LEAD: Andrée Lafleur (LEN)

ACTION STATUS	DETAILS
Achieved	Development and acquisition of tools completed.

Action 3: Begin conducting evaluations of faculty at Champlain Lennoxville.

PROJECT LEAD: Andrée Lafleur (LEN)

ACTION STATUS	DETAILS
Achieved	20 evaluations were completed over the winter semester.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 4: College bylaws, policies and procedures

Goal 9: Ensure the effective implementation of the Faculty Evaluation Policy at Champlain Saint-Lambert.

GOAL STATUS	DETAILS
In Progress	See action details below.

Action 1: Complete the development of the local procedure for implementing the Faculty Evaluation Policy at Champlain Saint-Lambert.

PROJECT LEAD: Anthony Singelis (LAM)

ACTION STATUS	DETAILS
Achieved	The policy was passed and thus we have agreement with our local union to proceed.

Action 2: Complete the development and/or acquisition of local evaluation tools for implementing the Faculty Evaluation Policy at Champlain Saint-Lambert.

PROJECT LEAD: Anthony Singelis (LAM)

ACTION STATUS	DETAILS
Achieved	The local tools were developed and an agreement was reached with our local union to enabling us to proceed.

Action 3: Begin conducting evaluations of faculty at Champlain Saint-Lambert.

PROJECT LEAD: Anthony Singelis (LAM)

ACTION STATUS	DETAILS
In Progress	One department (Physics) was started, the balance will begin in Fall 2008.

Goal 10: Ensure the effective implementation of the Faculty Evaluation Policy at Champlain St. Lawrence.

GOAL STATUS	DETAILS
Achieved	See action details below.

Action 1: Complete the development of the local procedure for implementing the Faculty Evaluation Policy at Champlain St. Lawrence.

PROJECT LEAD: Pierre Choquette (LAW)

ACTION STATUS	DETAILS
Achieved	The Teachers Union approved the Local Agreement (December 2007). The development was done in close cooperation with the teachers.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 4: College bylaws, policies and procedures

Goal 10: Ensure the effective implementation of the Faculty Evaluation Policy at Champlain St. Lawrence. [CONTINUED]

Action 2: Complete the development and/or acquisition of local evaluation tools for implementing the Faculty Evaluation Policy at Champlain St. Lawrence.

PROJECT LEAD: Pierre Choquette (LAW)

ACTION STATUS	DETAILS
Achieved	Translation of the CIREPE documents was completed through the Canada-Quebec Entente (January 2008).

Action 3: Begin conducting evaluations of faculty at Champlain St. Lawrence.

PROJECT LEAD: Pierre Choquette (LAW)

ACTION STATUS	DETAILS
Achieved	Nine permanent faculty members were evaluated in the Winter, and 14 non-permanent faculty members were also evaluated. Three teachers are still awaiting their final meeting with the evaluator.

Goal 11: Ensure that financial administration policies and bylaws meet the changing needs of the college and respond to the current economic and regulatory environment.

GOAL STATUS	DETAILS
In Progress	See action details below.

Action 1: Review and revise as necessary the Purchasing Policy.

PROJECT LEAD: John Haffenden (ADMIN)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	The new regulations on contracts for public institutions don't come into effect until October 2008.

Action 2: Review and revise as necessary the Policy Concerning Meals, Lodging, and Travel Expenses.

PROJECT LEAD: John Haffenden (ADMIN)

ACTION STATUS	DETAILS
Achieved	The revised policy was approved by the Executive Committee on May 14, 2008.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 5: Program development, evaluation and revision

Goal 1: Ensure that appropriate responses are made to CEEC recommendations concerning program evaluations.

GOAL STATUS	DETAILS
In Progress	The reports from the CEEC regarding the program evaluations at Lennoxville and St. Lawrence were received in May, 2008. The Lennoxville report requires no additional follow-up and the St. Lawrence report, like that of Saint-Lambert, requires follow-up only after the new IPESA has been fully implemented. This clarification was made in a conversation with CEEC analyst Chantal Bouchard in May, 2008.

Action 1: Conduct the necessary follow-ups from the CEEC evaluation of the Science program at Saint-Lambert.

PROJECT LEAD: Anthony Singelis (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	See Goal 1 Subarea 5.

Action 2: Conduct the necessary follow-ups from the CEEC evaluation of the CALL at Lennoxville

PROJECT LEAD: Andrée Lafleur (LEN)

ACTION STATUS	DETAILS
Achieved	Completed at the end of the Fall semester.

Action 3: Conduct the necessary follow-ups from the CEEC evaluation of the CALL program at St. Lawrence

PROJECT LEAD: Pierre Choquette (LAW)

ACTION STATUS	DETAILS
Achieved	Follow-up report was sent to the CEEC (Fall 2007).

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 5: Program development, evaluation and revision

Goal 2: Ensure the quality of our academic programs through regular evaluation.

GOAL STATUS	DETAILS
In Progress	The Saint- Lambert CALL program was never scheduled for evaluation in 2008-09. Saint-Lambert will be evaluating their Publication Management and Design (Graphics Communication) in 2008-09.

Action 1: Evaluate the Liberal Arts program at Lennoxville.

PROJECT LEAD: Andrée Lafleur (LEN)

ACTION STATUS	DETAILS
Achieved	The Liberal arts program was evaluated in 2007-08 and both the evaluation report and the action plan were approved by the Board of Governors in May, 2008.

Action 2: Evaluate the Accounting and Management Technology program at St. Lawrence.

PROJECT LEAD: Pierre Choquette (LAW)

ACTION STATUS	DETAILS
Achieved	The Business Technology program was evaluated in 2007-08 and both the evaluation report and the action plan were approved by the Board of Governors in May, 2008.

Action 3: Complete the revision of the CALL (Languages) evaluation report and action plan at Saint-Lambert.

PROJECT LEAD: Anthony Singelis (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Re-scheduled to 2008-2009 as a result of the lack of available resources.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 5: Program development, evaluation and revision

Goal 3: Ensure the implementation of action plans arising from program evaluations.

GOAL STATUS	DETAILS
In Progress	Work is being done on action plans at each campus. However, as noted above, the CALL program work has been rescheduled for 2008-2009.

Action 1: Implement Year 1 of the Action Plan arising from the evaluation of the CALL (Languages) program at Saint-Lambert.

PROJECT LEAD: Anthony Singelis (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	See Goal 2, Action 2 above.

Action 2: Implement Year 1 of the Action Plan arising from the evaluation of the Computer Science program at Saint-Lambert.

PROJECT LEAD: Anthony Singelis (LAM)

ACTION STATUS	DETAILS
In Progress	With the exception of those elements which will be addressed by the completion of the generic course plans, Year 1 of the Action Plan for Computer Science was completed by the end of the Winter 2008 Semester.

Action 3: Implement Year 1 of the Action Plan arising from the evaluation of the Social Science program at St. Lawrence.

PROJECT LEAD: Pierre Choquette (LAW)

ACTION STATUS	DETAILS
In Progress	Actions are being implemented as scheduled.

Action 4: Implement Year 1 of the Action Plan arising from the evaluation of the CALL (Creative Arts) program at Lennoxville.

PROJECT LEAD: Andrée Lafleur (LEN)

ACTION STATUS	DETAILS
In Progress	A number of responses to recommendations have been started.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 5: Program development, evaluation and revision

Goal 4: Ensure that Champlain Saint-Lambert is prepared to begin offering a Nursing DEC program as of Fall 2008.

GOAL STATUS	DETAILS
Re-scheduled to 2008-2009	Rescheduled pending approval of the program by the MELS.

Action 1: Recruit students into the Nursing program for Fall 2008.

PROJECT LEAD: Suzanne Coulombe (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Re-scheduled pending approval of the program by the MELS.

Action 2: Engage faculty for the Nursing program.

PROJECT LEAD: Anthony Singelis (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Re-scheduled pending approval of the program by the MELS.

Action 3: Establish first-year curriculum for the Nursing program.

PROJECT LEAD: Anthony Singelis (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Rescheduled pending approval of program by the MELS.

Action 4: Establish stage placement protocols for the Nursing program.

PROJECT LEAD: Don Shewan (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Rescheduled pending approval of program by the MELS.

Action 5: Explore possibilities for DEC-BAC agreements related to the Nursing program.

PROJECT LEAD: Don Shewan (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Rescheduled pending approval of program by the MELS.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 5: Program development, evaluation and revision

Goal 5: Expand the range of technical programs offered at Champlain Saint-Lambert in order to better meet the needs of the Montérégie.

GOAL STATUS	DETAILS
In Progress	There remains a disagreement among the colleges in the Montérégie over requests for authorization for specific programs including Special Care Counselling. This is the only element remaining to complete the "Plan d'aménagement de programmes" in which is found our program requests.

Action 1: Conduct a needs analysis to identify additional technical programs that might feasibly be offered at Champlain Saint-Lambert.

PROJECT LEAD: Don Shewan (LAM)

ACTION STATUS	DETAILS
Achieved	The Campus has submitted to the RCRM (Regroupement des colleges de la région de la Montérégie) and to the "Table d'éducation interordres de la Montérégie" a list of potential programs. This is the first step in acquiring an additional program or programs for the Campus. The needs analysis was conducted for the colleges in the region by an economist from Emploi-Québec.

Action 2: Complete a request for authorization to offer an additional technical program.

PROJECT LEAD: Don Shewan (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Delayed pending the completion of discussions at the regional level including the government-imposed "plan de rapprochement".

Goal 6: Increase the diversity of AEC program offerings in Continuing Education at Champlain Saint-Lambert.

GOAL STATUS	DETAILS
Re-scheduled to 2008-2009	Given that there were no funds available to offer any other programs, this item was deferred to 2008-09.

Action 1: Develop and obtain Board approval for least one business-related AEC.

PROJECT LEAD: Nancy Kelly (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	As noted above, the lack of funds meant that it was better to focus on other projects in the short run and complete the new AEC in Summer 2008.

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Area 6: Operational Priorities for the Current Year

Subarea 5: Program development, evaluation and revision

Goal 6: Increase the diversity of AEC program offerings in Continuing Education at Champlain Saint-Lambert. [CONTINUED]

Action 2: Implement the new business-related AEC(s).

PROJECT LEAD: Nancy Kelly (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	As noted above, the lack of funds resulted in a delay in program development and offering.

Goal 7: Expand the Business and Industry division in Continuing Education at Champlain Saint-Lambert,

GOAL STATUS	DETAILS
Achieved	Increase the number of outside contracts in Business and industry.

Action 1: Obtain new customers for Business and Industry training programs in areas other than ESL.

PROJECT LEAD: Josée Lecomte (LAM)

ACTION STATUS	DETAILS
Achieved	Distribution began in spring 2008; two new contracts were won and the training offered.

Goal 8: Respond to the needs of adult learners in the Montérégie for recognition of prior learning.

GOAL STATUS	DETAILS
Re-scheduled to 2008-2009	Resources not presently available.

Action 1: Working with other colleges in the Montérégie, develop a collaborative regional service for the recognition of prior learning.

PROJECT LEAD: Mark Wallace (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	See goal details above.

Action 2: Develop and/or acquire methods and tools for the recognition of prior learning.

PROJECT LEAD: Mark Wallace (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	See details for Goal 8 above.

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Area 6: Operational Priorities for the Current Year

Subarea 5: Program development, evaluation and revision

Goal 8: Respond to the needs of adult learners in the Montérégie for recognition of prior learning. [CONTINUED]

Action 3: Develop methods and or materials for promoting the availability of a regional service for the recognition of prior learning.

PROJECT LEAD: Mark Wallace (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	See details for Goal 8 above.

Action 4: Promote the regional service for the recognition of prior learning.

PROJECT LEAD: Mark Wallace (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	See details for Goal 8 above.

Goal 9: Increase the effective use of E-learning methods for the delivery of academic programs at Champlain Saint-Lambert.

GOAL STATUS	DETAILS
Re-scheduled to 2008-2009	Proceeding with this goal is not presently justified due to lack of government funding to offer additional programs or courses in the current year. The goal has been deferred but will be re-evaluated in terms of budgetary resources.

Action 1: Conduct a feasibility and cost-benefit analysis study of delivering Continuing Education courses and programs through E-learning methods.

PROJECT LEAD: Nancy Kelly (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	See details for Goal 9 above.

Action 2: Develop E-learning components for the delivery of Continuing Education courses and programs.

PROJECT LEAD: Nancy Kelly (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	See details for Goal 9 above.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 5: Program development, evaluation and revision

Goal 10: Obtain authorization for offering a Nursing program at Lennoxville

GOAL STATUS	DETAILS
In Progress	We have received provisional authorization to offer the program. However, this would require the College to absorb all costs related to the program. We have indicated that this is not financially viable, and we are continuing to pursue a fully funded program. All pertinent work has been completed by the Campus Director and we await an answer from the MELS in the Fall, 2008.

Action 1: Submit the completed application materials for a Nursing program at Lennoxville.

PROJECT LEAD: Stephen Tribble (ADMIN)

ACTION STATUS	DETAILS
Achieved	The application was submitted in early October, 2007.

Goal 11: Ensure that Lennoxville is prepared to offer the experimental Computer Science and Math DEC program.

GOAL STATUS	DETAILS
In Progress	The Campus Director attended all the preparatory sessions given by the MELS and the program is ready for the Fall, 2008 session and the admissions are being processed by SRAM and the campus.

Action 1: Follow up with the MELS and other involved parties to advance the dossier.

PROJECT LEAD: Stephen Tribble (ADMIN)

ACTION STATUS	DETAILS
Achieved	Lennoxville has received provisional authorization to provide the program.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 5: Program development, evaluation and revision

Goal 12: Develop a Criminology profile in the Social Science program at Champlain Lennoxville.

GOAL STATUS	DETAILS
Achieved	See action details below.

Action 1: Establish a working committee

PROJECT LEAD: Andrée Lafleur (LEN)

ACTION STATUS	DETAILS
Achieved	The committee was established and commenced work in early September of 2007.

Action 2: Develop profile structure and description

PROJECT LEAD: Andrée Lafleur (LEN)

ACTION STATUS	DETAILS
Achieved	Completed during the Fall semester.

Action 3: Obtained approval for the new Criminology Profile

PROJECT LEAD: Andrée Lafleur (LEN)

ACTION STATUS	DETAILS
Achieved	Completed during the Fall semester.

Action 4: Prepare marketing and recruiting materials

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Achieved	Completed during the Fall semester.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 5: Program development, evaluation and revision

Goal 13: Establish the feasibility and possible benefits of integrating the use of student-owned laptops into various program options.

GOAL STATUS	DETAILS
Cancelled	Other goals and actions have taken priority on the available time of the human resources involved. It should also be noted, however, that a considerable number of students are already using personal laptops in their courses.

Action 1: Investigate practices in the college network pertaining to the use of student-owned laptops.

PROJECT LEAD: Anthony Singelis (LAM)

ACTION STATUS	DETAILS
Cancelled	See goal details above.

Action 2: Investigate the reaction of potential students to such a proposal and consider impact on enrolment in selected programs.

PROJECT LEAD: Suzanne Coulombe (LAM)

ACTION STATUS	DETAILS
Cancelled	See goal details above.

Action 3: Investigate the potential for securing financing for student-owned laptops.

PROJECT LEAD: Chantal Boutin (LAM)

ACTION STATUS	DETAILS
Cancelled	See goal details above.

Action 4: Decide upon the desirability and feasibility of proceeding with a project involving the use of student-owned laptops.

PROJECT LEAD: Anthony Singelis (LAM)

ACTION STATUS	DETAILS
Cancelled	See goal details above.

Action 5: Develop an action plan for implementing the use of student-owned laptops.

PROJECT LEAD: Anthony Singelis (LAM)

ACTION STATUS	DETAILS
Cancelled	See goal details above.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

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

Goal 1: Ensure that STAR programming is modified as needed in order to accommodate changes in source databases and ease-of-use requirements.

GOAL STATUS	DETAILS
Cancelled	Major modifications were unnecessary.

Action 1: Modify cohort definition procedures to conform to changes in SOCRATE specifications regarding program registration status of students.

PROJECT LEAD: Guy Mercier (ADMIN)

ACTION STATUS	DETAILS
Cancelled	The impact of changes in SOCRATE was overestimated. Ad-hoc adjustments will be made if and when necessary.

Action 2: Create a distinct PL/SQL package for procedures related to the definition of new cohorts at the beginning of an academic session.

PROJECT LEAD: Guy Mercier (ADMIN)

ACTION STATUS	DETAILS
Cancelled	An alternative solution was found that made this action unnecessary.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

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

Goal 2: Ensure the development of STAR to meet the needs of the College for purposes of student success tracking and program evaluation.

GOAL STATUS	DETAILS
Cancelled	<p>Given all of the other changes in the College this year, presently resources are not available to move this goal forward in the current academic year. As well, it will be important to link this goal to long-term planning and related information needs. Therefore it will be important to advance the future planning process forward first.</p> <p>The College has also committed to the acquisition and implementation of a new IT system for academic management (OmniVox from SkyTech). Any further development of STAR is dependent upon how this new system will affect existing database structures. It is anticipated that issues surrounding the College's information needs, for purposes of planning and evaluation, concerning student characteristics and outcomes will be explicitly addressed as elements in the new multi-year strategic plan.</p>

Action 1: Consult with the Campus Directors, Deans, program coordinators and primary program evaluators to identify needed and desired changes in STAR features.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	The campus consultation process will have to be coordinated with the development of the next College Strategic Action Plan.

Action 2: Produce a development plan for STAR.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	The development of the plan will be done in consideration of the feedback from the campus consultation process in the 2008-2009 academic year.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 7: Student development

Goal 1: Develop and implement a multi-stage program to develop student leadership at Champlain Saint-Lambert.

GOAL STATUS	DETAILS
In Progress	The first year of the program was successfully offered throughout the winter 2008 semester.

Action 1: Develop the first stage of the Student Leadership Program.

PROJECT LEAD: Meghan Houghton (LAM)

ACTION STATUS	DETAILS
Achieved	This first phase was successfully completed in time for a January 2008 launch.

Action 2: Recruit resource people to serve as workshop leaders, mentors, program animators and guest speakers for the first stage of the Student Leadership Program.

PROJECT LEAD: Meghan Houghton (LAM)

ACTION STATUS	DETAILS
Achieved	Appropriate individuals and resources were found in time to start the program in January 2008.

Action 3: Recruit students to participate in the first stage of the Student Leadership Program.

PROJECT LEAD: Meghan Houghton (LAM)

ACTION STATUS	DETAILS
Achieved	A small group of students (20) was recruited to the program. the group size was intentionally small for the first year.

Action 4: Implement the first stage of the Student Leadership Program.

PROJECT LEAD: Meghan Houghton (LAM)

ACTION STATUS	DETAILS
Achieved	A first cohort of the program was launched in Winter 2008.

Action 5: Conduct a preliminary evaluation of the first year of the Student Leadership Program.

PROJECT LEAD: Meghan Houghton (LAM)

ACTION STATUS	DETAILS
Achieved	Feedback from participants was obtained and adjustments planned for the 08-09 year.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 7: Student development

Goal 1: Develop and implement a multi-stage program to develop student leadership at Champlain Saint-Lambert. [CONTINUED]

Action 6: Revise the first stage of the Student Leadership Program as needed.

PROJECT LEAD: Meghan Houghton (LAM)

ACTION STATUS	DETAILS
Achieved	Revisions were made as required. This will be a part of an ongoing process of program development and revision.

Action 7: Determine the desirability and feasibility of developing a second level (more advanced) component to the Student Leadership Program.

PROJECT LEAD: Meghan Houghton (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	This action will be reexamined in light of changes in human resources in the department

Action 8: Develop the second stage of the Student Leadership Program.

PROJECT LEAD: Meghan Houghton (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	This action will be reexamined in light of changes in human resources in the department.

Subarea 8: Training and professional development

Goal 1: Assist faculty at Champlain Saint-Lambert in developing their pedagogical skills and knowledge.

GOAL STATUS	DETAILS
In Progress	A new conseiller pédagogique was engaged to assist faculty in developing their skills. In addition, Champlain Saint-Lambert has taken out membership in the League for Innovation in the Community College. This membership provides all faculty members and staff with online access to a variety of professional and pedagogical development materials and resources.

Action 1: Develop and implement a program of learner-centered pedagogical development opportunities.

PROJECT LEAD: Anthony Singelis (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Given that the conseiller pédagogique was hired late in the year, this item will be reexamined in 2008-09.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 8: Training and professional development

Goal 1: Assist faculty at Champlain Saint-Lambert in developing their pedagogical skills and knowledge.
[CONTINUED]

Action 2: Acquire and make available learner-centered pedagogical development materials and resources.

PROJECT LEAD: Anthony Singelis (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Given that the conseiller pédagogique was hired late in the year, this item will be reexamined in 2008-09.

Subarea 9: Development of intercollegiate athletics

Goal 1: Host the CCAA Men's National Basketball Championships.

GOAL STATUS	DETAILS
Achieved	See action details below.

Action 1: Complete and implement the hosting package

PROJECT LEAD: Dean Howie (LAM)

ACTION STATUS	DETAILS
Achieved	Package sent to all eligible teams in January 2008.

Action 2: Ensure that the championship is student-centered.

PROJECT LEAD: Dean Howie (LAM)

ACTION STATUS	DETAILS
Achieved	Many outside parties praised the work of Champlain students in all aspects of the championship.

Action 3: Ensure that the tournament is self-financed.

PROJECT LEAD: Dean Howie (LAM)

ACTION STATUS	DETAILS
Achieved	The tournament produced additional resources which can be used by Campus teams in future years.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 10: Strengthening alumni relations

Goal 1: Strengthen the effectiveness of the St. Lawrence Alumni Foundation.

GOAL STATUS	DETAILS
In Progress	See action details below.

Action 1: Assist the Foundation in establishing a full Board of Directors.

PROJECT LEAD: Jean Robert (LAW)

ACTION STATUS	DETAILS
In Progress	The final composition of the Board of the Alumni Foundation will be presented in October 2008.

Goal 2: Ensure that St. Lawrence alumni are informed about important events at the college.

GOAL STATUS	DETAILS
In Progress	Close to 3000 invitations have been sent to former St. Lawrence students and staff.

Action 1: Complete development of the Alumni pages on the St. Lawrence web site.

PROJECT LEAD: Dominique Routhier (LAW)

ACTION STATUS	DETAILS
In Progress	The 50th Anniversary was featured on the campus Web page. More work on the Alumni page will be completed in 2008-2009.

Goal 3: Prepare for celebrating St. Lawrence's 50th anniversary in 2008.

GOAL STATUS	DETAILS
Achieved	The 50th anniversary celebrations were considered by all involved to be very successful.

Action 1: Complete the planning for the anniversary celebrations.

PROJECT LEAD: Jean Robert (LAW)

ACTION STATUS	DETAILS
Achieved	All necessary planning was completed as scheduled.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 10: Strengthening alumni relations

Goal 3: Prepare for celebrating St. Lawrence's 50th anniversary in 2008. [CONTINUED]

Action 2: Market and promote the 50th anniversary celebration activities.

PROJECT LEAD: Jean Robert (LAW)

ACTION STATUS	DETAILS
Achieved	Newspaper ads, radio spots and direct marketing were used. The Internet was also used as a vehicle through Web sites such as Facebook and classmates.com.

Action 3: Begin implementing the anniversary celebration activities.

PROJECT LEAD: Jean Robert (LAW)

ACTION STATUS	DETAILS
Achieved	The activities were scheduled for May 17-18, 2008. The weekend was extremely successful. All events were very well attended.

Subarea 11: Environmental stewardship

Goal 1: Improve the extent of recycling at Champlain Saint-Lambert.

GOAL STATUS	DETAILS
Achieved	A number of efforts have been launched which can serve as a springboard for recycling and environmental programs at Saint-Lambert

Action 1: Implement the recycling component of the new cafeteria contract.

PROJECT LEAD: Chantal Boutin (LAM)

ACTION STATUS	DETAILS
Achieved	Although there is always room for improvement, a positive first step was made with recycling in the cafeteria.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 11: Environmental stewardship

Goal 2: Demonstrate Champlain Saint-Lambert's commitment to responsible environmental stewardship.

GOAL STATUS	DETAILS
In Progress	See action details below.

Action 1: Investigate the requirements for obtaining environmental accreditation from such bodies as Cegep Vert du Quebec or BOMA with which Champlain Saint-Lambert might wish to become affiliated.

PROJECT LEAD: Chantal Boutin (LAM)

ACTION STATUS	DETAILS
Achieved	Information was presented to the Go Green Committee in November.

Action 2: Obtain student commitment for pursuing environmental accreditation.

PROJECT LEAD: Meghan Houghton (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Initial plan needed to be revised, delaying subsequent actions.

Action 3: Obtain union commitment for pursuing environmental accreditation.

PROJECT LEAD: Chantal Boutin (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Initial plan needed to be revised, delaying subsequent actions.

Action 4: Develop an action plan for fulfilling accreditation requirements.

PROJECT LEAD: Chantal Boutin (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Initial plan needed to be revised, delaying subsequent actions.

Action 5: If feasible, implement Year 1 of the accreditation plan.

PROJECT LEAD: Chantal Boutin (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Initial plan needed to be revised, delaying subsequent actions.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 11: Environmental stewardship

Goal 3: Reduce our energy consumption rates in giga-Joules per square meter (gJ/m²) by 2010.

GOAL STATUS	DETAILS
In Progress	See details for actions below.

Action 1: Prepare a 3-year action plan for the reduction of energy consumption rates at all College locations.

PROJECT LEAD: John Haffenden (ADMIN)

ACTION STATUS	DETAILS
Achieved	The written plan was submitted to the MELS by the end of September 2007.

Action 2: Implement the energy conservation actions scheduled for 2007-2008.

PROJECT LEAD: John Haffenden (ADMIN)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	The St. Lambert portion of this plan has been rescheduled to 2008-2009 due to supplier default.

Subarea 12: Administrative effectiveness

Goal 1: Ensure that management structures and procedures are effective in meeting the needs of Champlain Lennoxville.

GOAL STATUS	DETAILS
Achieved	See action details below.

Action 1: Review and, where appropriate, reorganize management structures and responsibilities at Lennoxville.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Achieved	A number of changes have taken place with respect to the division of areas of responsibility.

Action 2: Review and, where appropriate, revise management procedures at Lennoxville.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Achieved	Review of procedures completed.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 6: Operational Priorities for the Current Year

Subarea 13: Increasing the devis pédagogique

Goal 1: Ensure that the devis pédagogique is sufficient to meet the longterm needs of Champlain Saint-Lambert.

GOAL STATUS	DETAILS
In Progress	The formal request has been sent to the MELS. This item will remain "in progress" until such time as we have a formal response from the MELS.

Action 1: Follow-up on submissions to MELS requesting an increase in the devis.

PROJECT LEAD: Don Shewan (LAM)

ACTION STATUS	DETAILS
In Progress	We continue to ensure that both ministry and elected officials are aware of our needs at all available opportunities.

Action 2: Determine the admissions consequences of not being granted an increase in the devis.

PROJECT LEAD: Suzanne Coulombe (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	This task has been completed based on current programs but the impact of being granted Nursing and/or other programs noted earlier in the CAAP cannot be evaluated until such time as we have the program(s).

End-of-year Report on the 2007-2008 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.

GOAL STATUS	DETAILS
Achieved	All related reports completed, approved by the Board of Governors, and submitted to the MELS and CEEC.

Action 1: Evaluate and report on implementation of the Strategic Action Plan, excluding student success, in 2006-2007.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Achieved	Completed October 2007.

Action 2: Evaluate and report on implementation of the Student Success portions of the Strategic Action Plan in 2006-2007.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Achieved	Completed October 2007.

Action 3: Produce the 'Annual Report (2006-2007) on the Strategic Action Plan'.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Achieved	The Annual Report was submitted to the Commission of Studies and presented and approved at the November Board of Governors.

Action 4: Submit the annual report on the Strategic Action Plan to the MELS and CEEC.

PROJECT LEAD: Kenneth Robertson (ADMIN)

ACTION STATUS	DETAILS
Achieved	Copies of the approved Annual Report were submitted to the MELS and CEEC within the required deadlines.

End-of-year Report on the 2007-2008 College Annual Action Plan

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 to reflect the changing circumstances of the College.

GOAL STATUS	DETAILS
Achieved	<p>Midyear Report was completed for 2007-2008, detailing the work done to date and noting any changes and adjustments made to the plans to ensure the needs of the College were being met.</p> <p>The Transitional Strategic Action Plan (TSAP) for 2008-2009 was approved at the June 2008 Board of Governors. It is an integrated planning document that centers on two key priorities: Student Success and Institutional Success.</p>

Action 1: Review the Strategic Plan and Strategic Action Plan, excluding Student Success, and revise as needed in preparation for the 2008-2009 academic year.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Achieved	<p>The Transitional Strategic Action Plan (TSAP) for 2008-2009 was approved at the June 2008 Board of Governors. It is an integrated planning document that centers on two key priorities: Student Success and Institutional Success. The TSAP includes all operational planning elements for 2008-2009, including those related to the Federal Reinvestment in Quebec Colleges.</p>

Action 2: Review the Student Success portions of the Strategic Plan and Strategic Action Plan and revise as needed in preparation for the 2008-2009 academic year.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Achieved	<p>The Transitional Strategic Action Plan (TSAP) for 2008-2009 was approved at the June 2008 Board of Governors. It is an integrated planning document that centers on two key priorities: Student Success and Institutional Success. The TSAP includes all student success planning elements for 2008-2009, including those related to the Federal Reinvestment in Quebec Colleges.</p>

Action 3: Submit copies of any revised versions of the Strategic Plan and Strategic Action Plan to the relevant bodies.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Achieved	<p>Copies of the TSAP were forwarded to the CEEC.</p>

End-of-year Report on the 2007-2008 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.

GOAL STATUS	DETAILS
Cancelled	Given all of the other changes in the College this year, presently resources are not available to move this goal forward in the current academic year. As well, it will be important to link this goal to long-term planning and related information needs. Therefore it will be important to advance the future planning process forward first. Once the needs are determined, appropriate actions will be developed. It is anticipated that issues surrounding the information needs of the College will be explicitly addressed as elements in the next multi-year strategic plan.

Action 1: Prepare a discussion document outlining potential key performance indicators (KPIs) for use in internal environmental scanning, as well as methods for gathering external environmental scanning information.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Cancelled	Action no longer relevant. See goal details above.

Action 2: Define the components of a preliminary systematic approach to environmental scanning for the College, including procedures and schedules.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Cancelled	Action no longer relevant. See goal details above.

Action 3: Conduct a pilot environmental scan using the agreed-upon approach and prepare a report describing the results and evaluating the process.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Cancelled	Action no longer relevant. See goal details above.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 7: Institutional Planning and Communications

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

Goal 4: Ensure that the College has clear procedures in place for managing the implementation of the Student Success Action Plan.

GOAL STATUS	DETAILS
Cancelled	Given that we will be developing the next College Strategic Action Plan in 2008-2009, it will be important to link this goal to long-term planning and related information needs. Therefore it will be important to advance the future planning process forward first, and then develop appropriate actions.

Action 1: Identify problems and requirements associated with managing the implementation of the Student Success Action Plan and establish appropriate procedures.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Cancelled	Action no longer relevant. See goal details above.

Action 2: Produce and disseminate a document outlining procedures for managing the implementation of the Student Success Action Plan.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Cancelled	Action no longer relevant. See goal details above.

Subarea 2: Integration of strategic and operational planning

Goal 1: Ensure that the Board of Governors is kept informed about the implementation of the College Annual Action Plan (CAAP).

GOAL STATUS	DETAILS
Achieved	Mid-Year Report for 2007-2008 produced and presented at the February 2008 Board of Governors.

Action 1: Produce an End-of-Year Report for the Board of Governors that provides information on the final outcomes and status of non-strategic actions contained in the 2006-2007 CAAP.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Achieved	Report approved at the September Board of Governors.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 7: Institutional Planning and Communications

Subarea 2: Integration of strategic and operational planning

Goal 1: Ensure that the Board of Governors is kept informed about the implementation of the College Annual Action Plan (CAAP). [CONTINUED]

Action 2: Produce a Mid-Year Report on the 2007-2008 CAAP for the Board of Governors that provides information on the status of actions scheduled to have begun during the Fall semester and any changes to the CAAP.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Achieved	Mid-Year Report for 2007-2008 produced and presented at the February 2008 Board of Governors.

Goal 2: Ensure that annual planning integrates both strategic issues and operational priorities.

GOAL STATUS	DETAILS
Achieved	The Transitional Strategic Action Plan (TSAP) for 2008-2009 was approved at the June 2008 Board of Governors. It is an integrated planning document that centers on two key priorities: Student Success and Institutional Success. It includes both strategic and operational priorities for the coming year.

Action 1: Prepare the College Annual Action Plan for 2008-2009.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Achieved	The CAAP, as it currently exists, is being discontinued after the 2007-2008 academic year. The Transitional Strategic Action Plan (TSAP) for 2008-2009 was approved at the June 2008 Board of Governors. It is an integrated planning document that centers on two key priorities: Student Success and Institutional Success. It includes both strategic and operational priorities for the coming year.

Action 2: Prepare an Executive Summary of the 'College Annual Action Plan for 2008-2009' for the Board of Governors.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Achieved	There are three separate formats for the TSAP: * The TSAP Summary Document that includes: General Outcomes, General Strategies, and Specific Outcomes (4 pages); * The TSAP Short Form, which includes all of the elements of the Summary, as well as, Specific Strategies (11 pages); and * TSAP Long Form, which includes a number of additional elements, including actions and indicators, to facilitate the implementation of the plan.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 7: Institutional Planning and Communications

Subarea 2: Integration of strategic and operational planning

Goal 3: Ensure that the College has the tools necessary for supporting an integrated annual planning approach.

GOAL STATUS	DETAILS
Achieved	The TSAP provides the context for an integrated approach to planning. As well, all of the management team has been actively engaged in the development of the TSAP, providing "hands-on" training and experience.

Action 1: Develop applications within the Oracle XE planning database to facilitate entering and updating planning and status information.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Cancelled	Necessary resources assigned to higher priority items.

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

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
In Progress	This is an ongoing process as the College adjusts its planning practices and process. Tools are being developed and refined on an ongoing basis to facilitate planning and reporting.

Subarea 3: Institutional communications

Goal 1: Ensure that faculty and staff at Lennoxville are informed about all channels and procedures through which students can express concerns and complaints.

GOAL STATUS	DETAILS
Achieved	See action details below.

Action 1: Produce and disseminate a document for faculty and staff that explains the channels and procedures available to students for expressing concerns and complaints.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Achieved	The document was distributed to all members of the Campus community at the beginning of the Winter semester.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 7: Institutional Planning and Communications

Subarea 3: Institutional communications

Goal 2: Ensure that the Champlain Lennoxville Employee Guide is up-to-date and readily available to all employees.

GOAL STATUS	DETAILS
In Progress	See action details below.

Action 1: Determine the scope and required elements of content for the Lennoxville Employee Guide.

PROJECT LEAD: Marielle Denis (LEN)

ACTION STATUS	DETAILS
Achieved	The scope and elements of the Employee Guide have been determined.

Action 2: Collect the required information for the content of the Lennoxville Employee Guide.

PROJECT LEAD: Marielle Denis (LEN)

ACTION STATUS	DETAILS
In Progress	Collection of information is underway.

Action 3: Determine the appropriate media for distribution of the Lennoxville Employee Guide.

PROJECT LEAD: Marielle Denis (LEN)

ACTION STATUS	DETAILS
In Progress	Investigation of appropriate media options for distribution of the Employee Guide has commenced and will continue into Fall 2008. This process is necessarily linked to the installation and implementation of the new OmniVox systems in 2008-2009.

Action 4: Produce the Lennoxville Employee Guide.

PROJECT LEAD: Marielle Denis (LEN)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Writing of the Guide will be completed during the Fall 2008 semester pending completion of information collection (see Action 2 above).

Action 5: Disseminate the Lennoxville Employee Guide.

PROJECT LEAD: Marielle Denis (LEN)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Delayed pending completion of the Employee Guide (see Action 4 above) and a final decision on distribution media (see Action 3 above).

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 7: Institutional Planning and Communications

Subarea 3: Institutional communications

Goal 3: Improve communication to the College community concerning the Strategic Plan and Strategic Action Plan.

GOAL STATUS	DETAILS
In Progress	<p>This is an ongoing process which involves both the communication of progress in the development of strategic plans and consultation as to what the plans should contain.</p> <p>During the 2007-2008 academic year, several strategies were used to improve communication:</p> <ul style="list-style-type: none">• the Director General met with the faculty and staff of each campus to engage in consultation related to the content of the TSAP and to begin the process of developing a portrait for the next multi-year strategic plan; and• copies of the draft TSAP were posted on the web and in the Champlain web-services, requesting feedback from stakeholders; and• each Campus Director facilitated a campus consultation process.

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.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
In Progress	As noted above, copies of the draft TSAP were posted on the web and in the Champlain web-services, requesting feedback from stakeholders.

Goal 4: Enhance the effectiveness of electronic communications at Champlain Saint-Lambert (e.g., web site, intranet, email and newsletters) in terms of design, content and usability.

GOAL STATUS	DETAILS
In Progress	The effort remains ongoing. It has taken longer than anticipated to launch the new inter- and intra-nets (revised target Sept. 15, 2008).

Action 1: Identify key target audiences and communication goals associated with each.

PROJECT LEAD: Don Shewan (LAM)

ACTION STATUS	DETAILS
Achieved	Current students were identified as the primary target audience for this year, with faculty and staff being listed as second. Other target audiences will be addressed in future years.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 7: Institutional Planning and Communications

Subarea 3: Institutional communications

Goal 4: Enhance the effectiveness of electronic communications at Champlain Saint-Lambert (e.g., web site, intranet, email and newsletters) in terms of design, content and usability. [CONTINUED]

Action 2: Complete an inventory of current means and methods of communication (e.g., web, email, intranet and newsletters).

PROJECT LEAD: Don Shewan (LAM)

ACTION STATUS	DETAILS
Achieved	Current means and methods of communications were examined and assessed. It was not seen as necessary to produce a formal document to meet the objective of this action.

Action 3: Develop a strategic communication plan that provides a framework for consistent communications with key audiences.

PROJECT LEAD: Don Shewan (LAM)

ACTION STATUS	DETAILS
In Progress	The plan has been revised to take into account the longer-than-anticipated roll-out of the Web site and intranet.

Action 4: Implement actions scheduled for Year 1 (2007-2008) of the Saint-Lambert strategic communications plan.

PROJECT LEAD: Don Shewan (LAM)

ACTION STATUS	DETAILS
In Progress	As noted above there were certain delays in the development of the web site and intranet which has set back the launch date until September 2008. All other portions of the plan were completed on time.

Action 5: Replace current student email system.

PROJECT LEAD: Don Shewan (LAM)

ACTION STATUS	DETAILS
Achieved	The test justified using our human resources to implement the new email fully for Fall 2008.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 7: Institutional Planning and Communications

Subarea 4: External relations

Goal 1: Ensure that the College's relationship and involvement with each of the regional 'instances interordres' are conducive to promoting and facilitating the best interests of the College.

GOAL STATUS	DETAILS
Achieved	This is now part of regular operations.

Action 1: Active participation in the meetings and activities of the 'instance interordre' for the Eastern Townships.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Achieved	This is now part of regular operations.

Action 2: Active participation in the meetings and activities of the 'instance interordre' for the Montérégie.

PROJECT LEAD: Don Shewan (LAM)

ACTION STATUS	DETAILS
Achieved	This is now part of regular operations.

Action 3: Active participation in the meetings and activities of the 'instance interordre' for the Quebec City region.

PROJECT LEAD: Jean Robert (LAW)

ACTION STATUS	DETAILS
Achieved	This is now part of regular operations.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 7: Institutional Planning and Communications

Subarea 5: Preparations for development of the next Strategic Plan

Goal 1: Ensure the College is prepared to engage in the development of its next Strategic Plan and Strategic Action Plan.

GOAL STATUS	DETAILS
Achieved	Development of the next integrated multi-year strategic plan is an integral and significant part of the TSAP for 2008-2009.

Action 1: Identify key issues and factors to be considered in the development of the next Strategic Plan and Strategic Action Plan.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Achieved	In light of decisions to develop the second generation of SAP in 2008-2009, careful consideration was given to the structure of the TSAP so that it would provide a foundation and management experience upon which to base the development of the next integrated multi-year strategic plan. Further, the work being done on the student and College portrait for 2013 will also provide a vision and direction for the next plan.

Action 2: Prepare a draft development plan for review by DGAC.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Achieved	The TSAP includes a draft development plan for the development of the next multi-year strategic plan.

Action 3: Finalize the development plan and incorporate it into the CAAP for 2008-2009.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
Achieved	The TSAP includes a draft development plan for the development of the next multi-year strategic plan.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 7: Institutional Planning and Communications

Subarea 5: Preparations for development of the next Strategic Plan

Goal 2: Identify potential obstacles to student success for each academic program leading to a DEC.

GOAL STATUS	DETAILS
In Progress	See action details below.

Action 1: Determine what student success indicators or issues need to be examined

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
In Progress	Work is being done to increase our capacity to identify and analyse the most accessible and relevant student success indicators to assist the campuses.

Action 2: Conduct analyses of the identified student success indicators and issues.

PROJECT LEAD: Brian Denison (ADMIN)

ACTION STATUS	DETAILS
In Progress	This is a process that will extend across three semesters.

Goal 3: Determine the effectiveness of the current Student Success Action Plan for Champlain Saint-Lambert and the extent to which it is consistent with a learning-centered model.

GOAL STATUS	DETAILS
Re-scheduled to 2008-2009	It was decided that it would be more effective to link this goal with the development of the next strategic plan rather than proceeding immediately. It was therefore deferred.

Action 1: Evaluate current Student Success actions in terms of their contribution to improving retention rates and time to graduation.

PROJECT LEAD: Anthony Singelis (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	See goal details above.

Action 2: Evaluate current Student Success actions in terms of their consistency or 'fit' with a learning-centered model.

PROJECT LEAD: Anthony Singelis (LAM)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	See goal details above.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 8: Strengthening Enrolment and Retention at Champlain Lennoxville

Subarea 1: Marketing and recruitment

Goal 1: Ensure that Champlain Lennoxville has a clear and consistent approach for marketing each of its academic programs to prospective students.

GOAL STATUS	DETAILS
In Progress	See action details below.

Action 1: Identify necessary and desired features of marketing materials for the Fall 2008 season.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
In Progress	A committee has met and made proposals.

Action 2: Update the content of program marketing materials to meet established criteria.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Design of material has been completed. In the process of tender calls.

Action 3: Produce the program marketing materials.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	All marketing materials should be produced by mid-October.

Subarea 2: Mobilizing the campus community

Goal 1: Develop a long-term strategic enrolment plan for Champlain Lennoxville.

GOAL STATUS	DETAILS
In Progress	See action details below.

Action 1: Define the mandate of the Campus Director's Advisory Committee on Enrolment and Retention.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Achieved	Completed during the Fall semester.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 8: Strengthening Enrolment and Retention at Champlain Lennoxville

Subarea 2: Mobilizing the campus community

Goal 1: Develop a long-term strategic enrolment plan for Champlain Lennoxville. [CONTINUED]

Action 2: Establish the Campus Director's Advisory Committee on Enrolment and Retention.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Achieved	Completed during the Fall semester.

Action 3: Define, in broad terms, the dimensions of the enrolment and retention issues that will need to be examined in the development of a long-term strategic enrolment plan.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
In Progress	The committee began its work during the year and will continue its deliberations into 2008-2009.

Action 4: Produce an action plan for the development of a long-term strategic enrolment plan.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Delayed pending completion of Action 3 above.

Action 5: Submit the final action plan to the Board of Governors for approval.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Delayed pending completion of Action 4 above.

Action 6: Incorporate the draft action plan into the development of the 2008-2009 CAAP.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Delayed pending completion of Action 5 above.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 8: Strengthening Enrolment and Retention at Champlain Lennoxville

Subarea 3: Establishing presence in the Eastern Townships

Goal 1: Ensure that Champlain Lennoxville is an active participant in regional policy and planning bodies.

GOAL STATUS	DETAILS
Achieved	See action details below.

Action 1: Active participation in the Pôle universitaire de Sherbrooke.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Achieved	This now part of regular operations.

Action 2: Active participation in Sherbrooke Ville en santé.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Achieved	This now part of regular operations.

Goal 2: Ensure that Champlain Lennoxville has strong positive relationships with high schools in the region.

GOAL STATUS	DETAILS
Re-scheduled to 2008-2009	See action details below.

Action 1: Hold discipline-specific meetings between Lennoxville faculty and teachers from the Eastern Townships School Board to discuss issues related to curriculum and student transition from high school to college.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Lack of available resources.

Action 2: Hold on-campus meetings with guidance counsellors from anglophone and francophone high schools in the region to inform them about campus and program offerings.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Re-scheduled to 2008-2009	Based on an analysis of costs and feedback from guidance counsellors who attended the on-campus meetings in 2006-2007, it was determined that these meetings should be held every other year. Consequently, the meeting has been re-scheduled.

End-of-year Report on the 2007-2008 College Annual Action Plan

Area 8: Strengthening Enrolment and Retention at Champlain Lennoxville

Subarea 3: Establishing presence in the Eastern Townships

Goal 3: Ensure that Champlain Lennoxville is an active participant in local and regional community groups.

GOAL STATUS	DETAILS
Achieved	See action details below.

Action 1: Maintain membership in the Townshippers' Association.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Achieved	This now part of regular operations.

Action 2: Explore ways in which Champlain Lennoxville might contribute to the mission of the Townshippers' Association.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Cancelled	Lack of available resources.

Goal 4: Ensure that important news about Champlain Lennoxville is communicated to the general public.

GOAL STATUS	DETAILS
Cancelled	Lack of available resources. This is being achieved through the webpage and articles in the local papers.

Action 1: Develop a communication and media relations plan.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Cancelled	See details above.

Action 2: Implement the communication and media relations plan.

PROJECT LEAD: Paul Kaeser (LEN)

ACTION STATUS	DETAILS
Cancelled	See details above.