

Program	Urban & Regional Planning: Geographic Information Systems (406)
Ministry of Training, Colleges, Universities Program Learning Outcome	56500
Credential	Ontario College Diploma
Dean	Tony Thoma
Associate Dean	Chris Blackwood
Program Review Membership	Program Faculty: Joan Keating (Coordinator), Steven Pudsey Curriculum Design Specialist: Lisa Pegg Institutional Research: Carmelinda DelConte Library: Marilyn McDermott
Program of Studies	10-A
Final Analysis Session	Winter 2011
Date of Next Program Review	2016/2017 Academic Year
Date of Interim Status Report	2014/2015 Academic Year
Date Submitted to VPA Office	October 17, 2012

This report represents the findings of Program Review for the Urban & Regional Planning: Geographic Information Systems (406) program in the School of Engineering Technology. The review was implemented between January 2010 and March 2011.

This report has been prepared, reviewed, and accepted by all parties to the review, including program faculty, Curriculum Design, Institutional Research, Dean/Associate Dean in the School of Engineering Technology, and the Vice President Academic. The signatures of the representative parties demonstrate their acceptance of the content of this report and a commitment to prepare an interim status report.

For the Program (Dean or Associate Dean):

Chris Blackwood
Signature

October 2012
Date

For the Vice President Academic:

Signature

Date

Summary

The Urban & Regional Planning: Geographic Information Systems (U&RP) (406) program successfully completed program review in Winter 2011. This program demonstrates a commitment to several program quality requirements such as: 1) Mohawk College policies and strategic initiatives; 2) the Framework for Programs of Instruction required by the Ministry of Training, Colleges and Universities (MTCU); and, 3) criteria outlined in the Program Quality Assurance Process Audit (PQAPA).

Evidence from program review for the U&RP program indicates that:

- **Phase 1-Curriculum:** courses and course learning outcomes in the POS contribute to all proposed program learning outcomes (PLO) as required by MTCU. The Curriculum Mapping Matrix (CMM) for this program provides evidence of scaffolded teaching and learning throughout the four semesters of the program. The U&RP program provides students with several experiential learning opportunities in a simulated environment and a 3-week field placement in the final semester. Curriculum content integrates current provincial initiatives such as the Green Belt Act, Places to Grow plan and the Accessibility for Ontarians with Disabilities Act (AODA).
- **Phase 2-Environmental Scan:** The U&RP program is an established niche program. Fanshawe College is the only other college offering a similar program in the Ontario college system. Applications and registrations for the U&RP program indicate that these metrics have remained stable over a 5-year period and applicants are more likely to choose this program as their first choice. Registrants are generally non-direct and slightly older than registrants to other Mohawk programs. The U&RP program relies on registrants from other catchments to create a class size which may impact the Mohawk program should another college start a similar program. KPI indicators for the U&RP program have trended above comparator averages, however, a KPI improvement plan is recommended that aligns with the requirements of the 08/09 Multi-Year Accountability Agreement (MYAA).
- **Phase 3-Program Quality and Strategic Initiatives:** curriculum and student experiences contribute to a significant number of components of Mohawk College's strategic priorities, specifically curriculum related to sustainability. Students use industry standard software, however, access to the software is limited by lab availability and college security requirements. An action plan will be developed to transition the program to meet the College target of 25% blended-learning using eLearn@mohawk.

Overall Findings by Program Review Component

Program Review Phase	Program Review Component	Met	Partially Met	Not Met	Evidence
Phase One Curriculum	Course Outlines	X			Program meets requirements of course outline policy (AC-512)
	Curriculum Mapping Matrix	X			Program meets requirements outlined in program review policy (AC-550) and program quality policy (AC-570) in keeping with MTCU framework for programs of instruction.
	Framework for Programs of Instruction	X			Program compliant with MTCU framework for program of instruction
	Program Advisory Committee	X			PAC meets twice a year to discuss program status including enrolment, field placement, graduate employment, and curriculum.
Phase Two Environmental Scan	Key Performance Indicators	X			Overall student satisfaction score and other KPI metrics similar to or above MCTU and Mohawk College.
	Program Performance Indicators				Overall PPI score above Mohawk College score.
	Applicant/Enrolment	X			Applicant/Enrolment data stable over several years; consistently attracting between 35 and 40 first year registrants.
	Student Success and Retention (Course Grades)	X			Consistent student success and retention relative to other Mohawk College programs. Most attrition takes place at end of semester 1.
Phase Three Program Quality and Strategic Initiatives	Quality—Curriculum and Content	X			Students in the U&RP program are exposed to and contribute to most college strategic priorities to a significant degree.
	Quality—Flexible Delivery	X			
	Quality—Flexible Operationally		X		
	Quality—Experiential Learning	X			
	Innovation—Applied Research	X			
	Innovation—Entre/Intra-preneurship	X			
	Sustainability--Curriculum	X			
	Sustainability--Practices	X			
	PLAR	X			
	Learning Plans		X		Learning plans will be integrated into eLearn@mohawk starting September 2011
	eLearn		X		
	General Education	X			
Student Feedback on Progress	X				

Commendations

There are a number of areas that the U&RP program demonstrated best practices and leadership in regard to program quality. They are:

- Unique relationship between the two lead faculty and the students, generated by the “homeroom” environment afforded by a dedicated classroom;
- Proactive program coordinator who facilitates field placements and graduate placements for students in program;
- Capstone project utilizing a real subdivision development project in southwestern Ontario.

Affirmations

Affirmations are declarations, based on evidence, of areas requiring an action plan to support program quality improvements. The areas identified include:

- KPI scores for facilities for this program were lower than Mohawk College (overall) possibly due to student access to program specific software in dedicated labs after hours. Students report that they are frequently asked by security to leave a lab even though a written agreement was made with the program area and security.
- Two courses in the POS (Generic Computer Skills and Math) have been identified as barriers to student success. Program faculty have been working with Math faculty to revise the curriculum. Student success will be monitored as a result of the adjustments. The Generic Computer Skills course develops basic computer skills and is important preparation for the technological demands of the program. The Program Quality area will monitor student success in this course and make recommendations to the college for quality improvements.
- Faculty report that a transition to a blended-learning model of delivery using eLearn@mohawk is necessary to meet this strategic priority.

Recommendations

Analysis of various data sources from program review identified three areas that will assist in improving program quality for the U&RP program. They are:

- Implement a KPI improvement plan as required by the 2008/2009 Multi-Year Accountability Agreement
- Adopt a college endorsed strategy to improve student access to program specific labs and industry-standard software
- Transition to a blended-learning model of delivery using eLearn@mohawk
- Monitor trends in industry and MTCU in regard to U&RP programs. Niche programming and stability may be cannibalized if another college offers the program.
- Monitor student success in Generic Computer Skills course and Math course

Implementation Plan

Objectives	Action Strategies
<p>Objectives flow from program quality enhancement goals to define what we want to accomplish and help us focus on specific aims over a period of time. A simple acronym used to set objectives is called SMART:</p> <ol style="list-style-type: none"> 1. Specific - Objectives should specify what they want to achieve. 2. Measurable- You should be able to measure whether you are meeting the objectives or not. 3. Achievable - Are the objectives you set, achievable and attainable? 4. Realistic - Can you realistically achieve the objectives with the resources you have? 5. Time – When do you want to achieve the set objectives? 	<p>Strategy exists only in relation to some goal, end or objective. Strategies describe how the objectives will be accomplished and outline a general plan of attack, an approach to a problem, the first step in linking the means or resources at our disposal with the ends or results we hold in view. Strategy does not detail, step-by-step, how the objectives will be accomplished.</p>
<p>Short Term (within next 18 months) Fall 2011 to Winter 2013</p>	
<p>Develop an Annual Program Review Plan</p>	<p>Utilize college staff and resources to monitor program quality on an annual basis (i.e. Institutional Research). Include metrics such as:</p> <ul style="list-style-type: none"> • Student success in Generic Computer and Math courses • Monitor trends in industry to maintain existence of niche program
	<p>Develop a checklist to monitor implementation of D2L with a goal of meeting the blended-learning college initiative by 2015 (program directed)</p>
	<p>Create a plan to continue to develop course content in D2L with a goal of meeting the blended-learning college initiative by 2015 (program directed)</p>
<p>Medium Term (18 months to 36 months) Spring 2013 to Spring 2015</p>	
<p>Develop a plan to transition to Blended-Learning</p>	<p>Faculty and Associate Dean to select courses suitable for blending and begin implementation beginning Fall 2011 with transition from Mocomotion Course Tools to eLearn@mohawkcollege.ca</p>
<p>Prepare Interim Program Review Report</p>	<p>Fall 2014</p>
<p>Long Term</p>	
<p>Prepare for Next Review</p>	<p>2016/2017 Academic Year</p>

Phase 1 Analysis Summary Notes

- Participants: Associate Dean-Chris Blackwood. Faculty-Joan Keating, Steven Pudsey.
- The Curriculum Mapping Matrix (CMM) includes linking of proposed program learning outcomes (PLO) to all core U&RP courses included in the 2010/2011 program of studies.
 - Although linking to Essential Employability Skills has been captured and input into The CORE, the Curriculum Mapping Matrix does not include Essential Employability Skills (EES); this capability will be included with the next CORE upgrade.
- Generally, all course outlines meet college policy and guidelines.
- The U&RP program is compliant with all requirements in the MTCU Framework for Programs of Instruction for Ontario College Diploma.

Overall Recommendations:

- None

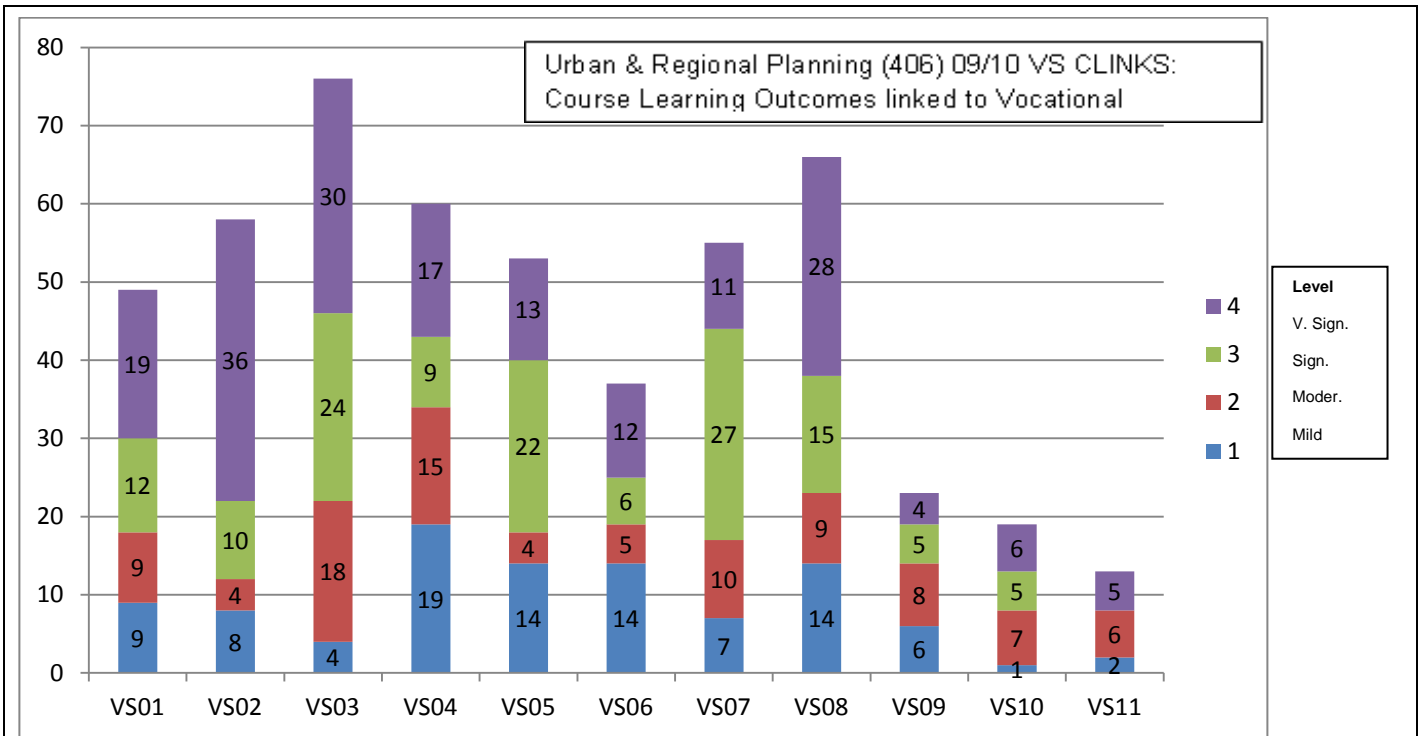
Curriculum Mapping Matrix Analysis

Breadth of Learning Summary

- An analysis of the CMM shows students are exposed to all PLOs in the U&RP program. There is no unplanned duplication of course learning outcomes (CLOs).

Program Learning Outcomes

- 8/11 PLO have an adequate number of CLO links (ranging from approximately 30 to more than 50) from a broad range of courses in the program of studies
 - 3/11 PLO may require consideration for additional course content or new course development
 - Faculty report that PLO09, PLO10, PLO11 are advanced outcomes that are assessed in SEM4 of the program as part of the capstone subdivision design project, and therefore are not numerous, but significant outcomes achieved in the semester 4 courses.



Overall Depth & Complexity Summary

PLO- Overall Highlights

- There are a total of 509 CLO links to PLO
- Approximately 60% of total CLO links to PLO are characterized as contributing to a significant (3) or very significant (4) degree to graduates' ability to demonstrate the outlined skill or ability
- Patterns of emphasis (i.e. # of links to PLO) relate closely to the core/essential skills that run through the majority of courses in the program of studies
- Overall levels of learning are *somewhat* scaffolded across semesters with most CLO links at a minor level in Semester 1 to most CLO links at a very significant level in Semester 4
 - Consider of review of curriculum ,assessment and/or instructional design for all PLO, specifically in regard to links for semester 2. It appears as though there are a significant number of PLO links to CLOs at the significant (3) or very significant (4) levels of learning.
 - Students in the U&RP program are more likely to be non-direct, older students with a university degree. As a result, curriculum and assessment practices are introduced at a higher level in SEM2.

Semester	# of CLO Links to PLO by Semester				Total
	Minor Degree 1	Moderate Degree 2	Significant Degree 3	Very Significant Degree 4	
1	35	19	15	4	73
2	45	25	50	29	149
3	16	40	38	49	143
4	2	11	32	99	144
Total	98	95	135	181	509

Program Composition

- There are 7 Foundational courses, 11 Specialized, 2 Integrational, and 4 General Education (ENVR UP100 Infrastructure Systems, SSCI UP111 Intro to Planning and Gov't, COMM 10034 Active Citizenship & Gen. Ed. Elective). 2 courses have not been classified
- Total of 509 CLO in program spread over 26 courses in 4 semesters
 - 27% of CLO are in Foundational courses, 64% in Specialized, and 9% in Integrational
 - Could more courses be classified as integrational? Look to PLO09/10/11 re: group work etc.

	# of CLO Links by Course Classification				Total
	Minor Degree 1	Moderate Degree 2	Significant Degree 3	Very Significant Degree 4	
Foundational	56	26	45	10	137
Specialized	38	64	84	143	326
Integrational	4	8	6	28	46
Total	98	98	135	181	512

Compliance: Framework for Programs of Instruction – Diploma Urban and Regional Planning Technician-GIS

Compliance: Framework for Programs of Instruction – Diploma Urban and Regional Planning Technician-GIS		✓
Scope: Depth, Breadth and Complexity	<ul style="list-style-type: none"> • Meets all proposed program learning outcomes developed in 2005 with the Learning Excellence project. • Planning and implementation of alternative approaches to skill and knowledge application across a broad range of technical and/or administrative requirements showing substantial depth in some areas where judgement is required • Applications involve personal responsibility, autonomy in performance, working in teams 	✓
Essential Employability Skills	<ul style="list-style-type: none"> • Basic fundamental personal management and teamwork skills • Depth of achievement consistent with EEs outcomes (based on CMM 2005) 	✓
General Education	<ul style="list-style-type: none"> • Exposure to at least ONE discipline outside field of study • Access to 3-5 courses designed discretely from vocational standards 	✓
Typical Duration	<ul style="list-style-type: none"> • Approximately, four semesters or 1200-1400 equivalent instructional hours <ul style="list-style-type: none"> ○ POS as of April 2010 was 1,325 (includes 35 hour/week field placement for 3 weeks) 	✓

Urban & Regional Planning Competitive Curriculum Analysis

Fanshawe College is the only competitor for the Mohawk College U&RP program with no significant differences in model of delivery. The focus of the program for each college is different. The focus of the Fanshawe College program is more design oriented. The program resides in the School of Design. The focus of the Mohawk College program is:

Land use planning principles, planning law, process and documentation necessary to create active and sustainable communities. Students in the Urban and Regional Planning Technician - Geographic Information Systems program acquire CAD, plan reading, graphics and visualization skills needed to create plans for today's modern infrastructure; develop surveying skills and geographic information systems (GIS) applications; explore subdivision development and design, site planning and detailed design, understand official plans and zoning by-laws; produce planning reports; and make public presentations.

Articulations:

This program automatically enrolls every student as a student member into the CACPT

Graduates of this program with a 'B' average overall may be eligible for admission to the Bachelor of Urban and Regional Planning degree program at Ryerson University.

Admissions:

Admission requirements for the U&RP programs are similar—Grade 12 English and Grade 11 Math are the minimum requirements for entry into the program.

Urban & Regional Planning Focus Group Deferred

Phase 2 Analysis : Summary Analysis

- Overall applicant and registrant growth in MTCU for U&RP Program from 2008-2010 has remained relatively stable with a slight increase in applicants in 2009 possibly as a result of the recession and second-career initiative.
- Approximately, 50% of applicants from outside of Mohawk's catchment convert to registrants, specifically from the Conestoga and Fanshawe catchment.
 - Mohawk could market more aggressively to applicants from the Sheridan and Niagara catchment. Consider the implications of this recommendation.
- Overall Student Satisfaction scores (KPI) for the U&RP program are similar to MTCU and higher than Mohawk scores for most of the trended academic years (2005-2010).
- Graduates: Graduation rates are higher than CAAT and Mohawk for the reporting period (Spring 2008, Fall 2008, Winter 2009).

Overall recommendations:

- Monitor trends in industry and MTCU in regard to U&RP programs. Niche programming and stability may be cannibalized if another college offers the program.
- Develop a KPI improvement plan to meet the 2008/2009 requirements of the Multi-Year Accountability Agreement (MYAA)
- Monitor student success in Generic Computer Skills course and Math course

Phase 2 Analysis : Comprehensive Analysis

2 colleges offer U&RP programs (MTCU Code 56500)

- Fanshawe College
- Mohawk College
- There were 6 colleges with a U&RP program prior to 2003

Applicants (OCAS as of March 2011):

Applications to MTCU 56500 have remained somewhat stable over F08/F09/F10 with a slight increase in 2009 possibly due to the recession.

Applicants to the U&RP program are more likely to be male, age 22 or older (F10) and non-direct. 40% chose the Mohawk U&RP program as their first choice.

Registrants (OCAS as of March 2011):

Registrants to MTCU 56500 have remained somewhat stable over F08/F09/F10.

- There are enough registrants for 1 section in the Mohawk program
- There are approximately 15 more registrants each year in the Fanshawe College program

Registrants to the U&RP program are more likely to be male, age 20 or older (F10) and non-direct.

- Mohawk registrants are older than registrants for the whole MTCU 56500 possibly due to: 1) high incidence of students attending the program through Workplace Safety and Insurance Board (WSIB); 2) second career whereby they are choosing a program that is funded for 2-years; and 3) higher than average incidence of students with a university degree.

Catchment (OCAS as of March 2011):

Overall, there is a market gain for the Mohawk U&RP program which indicates that the program attracts students from other catchments.

There are more registrants to the Mohawk U&RP program coming from other catchments (Sheridan and Niagara).

- The Fanshawe College U&RP program is more likely to attract students from its own catchment.

Conversion Rate (OCAS as of March 2011):

U&RP program has a higher conversion rate than other Mohawk College programs.

Overall recommendation:

Monitor trends in industry and MTCU in regard to U&RP programs. Niche programming and stability may be cannibalized if another college offers the program.

KPI Analysis – Overall & Capstone, KPI Indicators

--Requires KPI data from Institutional Research

Course Grade

2 courses appear to be barriers to student success in SEM1:

Generic computer training course –avg. grade=30%

- This course appears to be a college-level issue and will be monitored by the program quality area for recommendations

Mathematics (MATH MS122)—avg. grade=54%

- Program faculty report that collaboration with Math faculty has resulted in curriculum changes that will be monitored

Phase 3 Analysis Summary Notes

Rethinking Assessment

2 courses were evaluated using the criteria established in the Re-Thinking Assessment Workshop.

Future Considerations include:

- Post links to Government Legislation & Policy relating to all courses
- Develop connections Community Sustainable Design relating to all courses
- Integrate technology based submissions of assignments and projects
- Promote self-study to identify environmental effects of projects
- Develop through future projects an understanding of the appropriate steps to avoid environmental damage and how to promote healthy ecosystems

Key Strategic Priorities

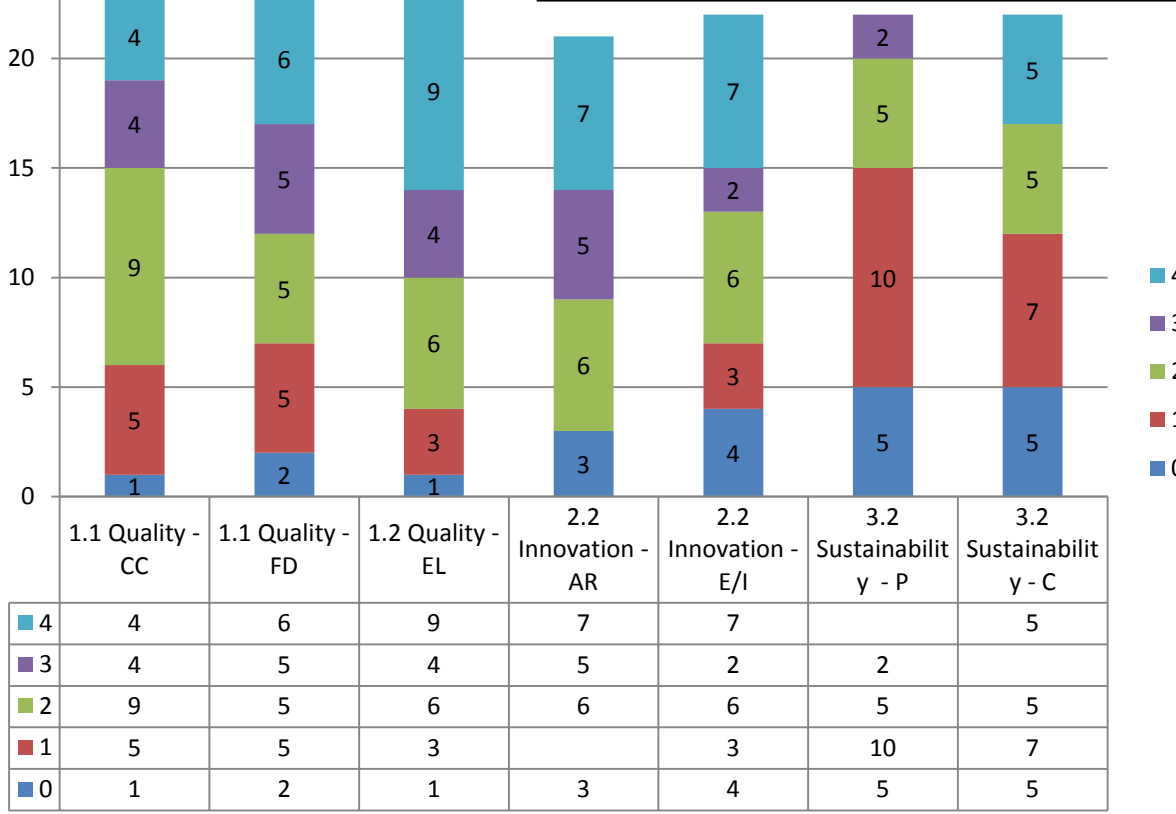
The U&RP program contributes to 7/8 key strategic priorities. Faculty report that students are exposed to regular teaching/learning opportunities with significant sustainable content using industry standard software.

Students participate in a capstone project in SEM4.

Overall Recommendation:

- Transition to a blended-learning model of delivery using eLearn@mohawk

Contributing to Strategic Priorities--406



Quality Assurance and Student Success Processes

- eLearn-plan to transition to blended-learning to meet strategic priority by 2013
- Strategies for Feedback to Students about Progress-Not applicable
- Program Advisory Committee-requires documentation (PAC meeting minutes and membership)
PLAR

Appendix A

Program Advisory Committee Minutes 2009
Program Advisory Committee Minutes 2010

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY
School of Engineering Technology
Urban and Regional Planning – G.I.S. Program
Advisory Committee Meeting
Tuesday, May 5, 2009
Room: G111

MINUTES

Present

P. Parker (Acting Chair)
J. Ariens
B. Khes
B. Moran
D. Thorpe
J. Keating
S. Pudsey

Regrets

S. Evans
J. Hayes
D. Kumar
D. LeBreton
D. Madden
L. McNair
C. Blackwood

Recorder: Donna Ruhloff

1. Chair's Remarks

Pat Parker agreed to chair the meeting on behalf of Janice Hayes who was unable to attend. Pat Parker welcomed all members present.

1.1 Approval of minutes of the meeting of Tuesday, October 7, 2008

Moved by Brenda Khes, seconded by Bruce Moran to accept the minutes of the last meeting. **Carried.**

2. Student Update

2.1 First Year Class

Joan Keating noted she did not have the current enrolment numbers for fall 2009.

Twenty-seven students will move into semester three plus four additional direct entry students (3 university students plus one mature student) creating a second year class of thirty-one students.

2.2 Second Year Class

Twenty three of the twenty-five students presented their final projects unfortunately two students did not present due to family issues. Joan reported three students were accepted to Ryerson, three are waiting for confirmation and two are attending McMaster to further their education.

Joan reported forty percent of the students have contract work and three have full time jobs. Dillon Consulting accepted students on Internship for the first time this year and were impressed with the students. As a result they attended the presentations and have hired a few graduates.

3. Articulation Agreements

Joan Keating reported on the articulation agreement between Mohawk College and Ryerson that has been received by the college and is being reviewed by the Academic Vice-President.

The articulation agreement with University of British Columbia (UBC) is still in progress and Joan noted that all the equivalents have been confirmed. She also mentioned that Laverne Kirkness of Fanshawe College contacted her with regards to creating an articulation agreement to allow Mohawk Urban Planning graduates to complete their Applied Degree program.

4. CACPT Update

Diane LeBreton was unable to attend the meeting due to illness. Joan Keating read the CACPT report on behalf of Diane.

- The student reps this year – Scott Wilson, Emma Moulton and Kressell Daniel were excellent. They were involved and attended every meeting and helped with the conference planning committee, wrote articles for the newsletter, designed a logo plus were a good contact with their fellow students.
- This year's conference will take place in Hamilton on October 16, 2009 and the theme is "Preserving our Past" with discussions on the Heritage Act, heritage building and a tour of Hamilton's many fine conserved and restored heritage buildings. There also will be workshops dealing with design, Municipal Affairs and Housing, planning workplace issues plus displays etc. The conference will be held at Liuna Station.
- Membership is still in the 400 range including students.
- We are working on obtaining additional job circulations.
- CACPT had a display at the Alberta Association of Canadian Institute of Planners last October – getting our name known and potential job circulations in that province. The Alberta CACPT representative is working with AACIP in a new course in Alberta.
- There was a half day seminar held in British Columbia last November. In May CACPT we will have a display at the BC LandSummit which is organized by six partner organizations, again to get the CACPT organizations and members and accredited programs known in the west: The following are the six partners: -The BC Association – Appraisal Institute of Canada; BC Institute of Agrologists; BC Society of Landscape

Architects; Land Trust Alliance of BC; Planning Institute of British Columbia and the Real Estate Institute of British Columbia.

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5. New and Other Business

5.1 Student Awards

Joan Keating distributed the list of student award winners noting the awards were based on grades and students that put forth a lot of effort. The second year Don Granger Presentation award is based on grades and comments received from the jury members regarding the student presentations.

John Ariens complimented Joan Keating and Steve Pudsey noting the final presentations were outstanding with the 3D graphics and the projects including LEED initiatives.

A brief discussion ensued regarding next year's project. Steve Pudsey indicated he will select a draft plan and more emphasis will be placed on storm drainage, access routes, garbage pickup, etc.

6. Date of Next Meeting

The next meeting is scheduled for Tuesday, October 27, 2009.

7. Adjournment

Moved by Brenda Khes, seconded by Bruce Moran to adjourn the meeting at 8:55 a.m. **Carried.**

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY
School of Engineering Technology
Urban and Regional Planning – G.I.S. Program
Advisory Committee Meeting
Tuesday, October 27, 2009
President's Board Room

MINUTES

Present

D. Madden (Acting Chair)
J. Ariens
S. Evans
B. Khes
D. LeBreton
L. McNair
B. Moran

Regrets

J. Hayes
D. Kumar
D. Thorpe

P. Parker

C. Blackwood

S. Cuming (Year 2 Student Representative)

J. Keating

S. Pudsey

Recorder: Donna Ruhloff

1. Chair's Remarks

Donna Madden agreed to chair the meeting on behalf of Janice Hayes. Donna Madden welcomed all members present and welcomed student representative Sebastian Cuming.

Moved by Brenda Khes, seconded by Bruce Moran to accept the minutes of May 5, 2009 as presented. **Carried.**

2. Student Update

2.1 2009 Graduates

Joan Keating reported that twenty students graduated and of the twenty, four have continued their education (three attending Ryerson and one Waterloo University). Seven graduates have confirmed that they have secured employment at the time of the meeting.

2.2 First Year Class

Joan Keating announced that the first year class had 48 enrolled with 45 students actually showing for class. Currently there are 43 students registered in first year. She also mentioned the new grading policy starting this fall makes 50% a pass. The student does however require a grade point average of 60% to be promoted from one semester to the next; and requires an overall GPA of 60% to graduate.

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2.3 Second Year Class – Cont'd

Joan Keating noted this second year class is an amazing group of students that work well together. There are twenty-nine students including four direct entry students. Placing this large group of students will be difficult and Joan has warned the direct entry students that preference will be given to the other students first. One of the direct entry students has work experience therefore only three need to be placed.

In response to a question by John Ariens, Mr Blackwood responded that enrolment is up 6% across the college. A significant portion of this increase is accounted for by Second Career students.

Donna Madden asked the Advisory members to check with their employers and colleagues to assist Joan with the placements. Diane LeBreton will send an email through the CACPT.

John Ariens suggested creating a handout outlining ways the student can be of use in a planning office.

3. Articulation Agreements

Joan Keating stated she has been in touch with Ron Keeble from Ryerson University and he confirmed that they are still reviewing the Articulation Agreement. Three Urban & Regional Planning graduate students are currently attending Ryerson while three students just graduated from Ryerson and were successful in finding a job.

Joan Keating indicated that she has not heard from the University of British Columbia as the individual she was dealing with has since left the job. His replacement has confirmed they wish to pursue an agreement but has not had time to work on it yet. John Ariens asked if Mohawk had an articulation agreement with Waterloo University. Joan indicated that Mohawk did not.

4. CACPT Update

Diane LeBreton reported on this year's conference held in Hamilton – "Preserving our Past" and was pleased to announce that John Ariens was the guest speaker. John Ariens was also granted a life membership.

Diane LeBreton presented an update on CACPT:

- A bursary will be available for a second year student in a planning program.
- Work continues on the web site as resources allow.
- Olds College in Alberta has a new planning technician program called Rural Planning. This program will focus on rural study and agriculture (www.oldscollege.ca).
- Membership is approximately 400 and with student members – 500.
- Planning Technicians in B.C. must be approved by CACPT.
- All technicians must meet the qualifications to be certified.
- Retired members maintain a membership.

5. New and Other Business

5.1 Program Review

Chris Blackwood informed the members of the revised process for program review. All programs within the cluster are slated to be reviewed which will include data such as number of grads, employment stats, curriculum delivered, course outlines, learning outcomes and skills attained. First step is to collect all the course outlines and then set up a focus group of

Program Advisory Members, recent grads and employers to review the material being delivered. Chris Blackwood noted the program is in excellent shape because of the program mapping exercise that was done two years ago. In the late spring a dinner session will be arranged and Advisory Members will be asked to volunteer to join this focus group.

5.2 Potential Program Relocation

Joan Keating referred to the letter that was sent to Cheryl Jensen, Vice President, Academic Operations with regards to relocation of the program to Brantford.

Chris Blackwood mentioned under the direction of President Rob MacIsaac, Cheryl Jensen is devising a new administrative structure for the College and its satellite campuses. Chris Blackwood stated that the retention of Urban Planning at Fennell has his full support. Architectural, Civil and Transportation are closely tied together in the academic deliveries with Joan Keating teaching a course in the Architectural and Transportation Technology programs, and Architectural and Civil faculty delivering courses to Urban Planning students.

Chris Blackwood noted the close collaboration between our Building and Construction Science programs noting Urban Planning grads enrolled in Civil and Architectural grads registered in Urban Planning. Joan Keating suggested this cross articulation within our programs should be advertised college wide.

Bruce Moran suggested that the Advisory Committee submit a letter of support stating that the Urban and Regional Planning – G.I.S. program remain with the Building and Construction Sciences cluster. Chris Blackwood is meeting with Cheryl Jensen and the College Master Planner next week to discuss this proposal.

Moved by Bruce Moran, seconded by Laurie McNair that the letter dated September 25, 2009 from Joan Keating and Steve Pudsey to Cheryl Jensen, outlining the reasons that the Urban and Regional Planning – G.I.S. program should continue to be located at Fennell Campus and within the Building and Construction Science cluster be endorsed. **Carried.**

5.3 Membership - Current members who's terms will expire are Janice Hayes (Chair), Shannah Evans, Dave Kumar, Bruce Moran, Pat Parker and Don Thorpe.

Janice Hayes wishes to maintain her membership.

Janice Hayes -Moved by Laurie McNair, seconded by Shannah Evans to reappoint Janice Hayes for a three year term. **Carried.**

Shannah Evans – Moved by John Ariens, seconded by Brenda Khes to reappoint Shannah Evans to a three year term. **Carried.**

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5.3 Membership – Cont'd

Dave Kumar – A thank you note to be sent to Dave Kumar. Diane LeBreton suggested inviting a potential new member with G.I.S. experience either from the Burlington or Niagara area.

Bruce Moran – Moved by Laurie McNair, seconded by Brenda Khes to reappoint Bruce Moran for a three year term. **Carried.**

Pat Parker – Moved by Brenda Khes, seconded by Bruce Moran to reappoint Pat Parker for a three year term. **Carried.**

Don Thorpe – Moved by John Ariens, seconded by Brenda Khes to reappoint Don Thorpe for a three year term. **Carried.**

The Advisory Members decided that a Chair of the Committee will be selected at the next meeting.

Announcements

Diane LeBreton mentioned that the CACPT has been contacted by Olds College to design a survey of programs across the country. Chris Blackwood offered to share program outcomes and program standards with the goal of establishing some national standards.

John Ariens will send emails to his London, Kingston and Ottawa offices announcing the request for field placements.

College Open House – Wednesday, October 28, 2009 from 10:00 a.m. to 1:00 p.m.
and
5:00 p.m. to 7:00 p.m.

6. Date of next Meeting

The next meeting is scheduled for Wednesday, May 12, 2010.

7. Adjournment

Moved by John Ariens, seconded by Bruce Moran to adjourn the meeting at 9:50 a.m. **Carried.**

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Faculty of Engineering Technology
Urban and Regional Planning – G.I.S. Program
Advisory Committee Meeting
Wednesday, May 12, 2010
MSA Boardroom – G111
8:00 a.m.

MINUTES

Present

B. Moran (Acting Chair)
B. Khes
D. LeBreton
L. McNair
D. Thorpe

Regrets

J. Ariens
S. Evans
J. Hayes
D. Madden
P. Parker

C. Blackwood
J. Keating
S. Pudsey
T. Thoma

Recorder: Donna Ruhloff

1. Chair's Remarks

Bruce Moran agreed to chair the meeting on behalf of Janice Hayes.

1.1 Approval of Minutes of the Meeting of Tuesday, October 27, 2009

The minutes were approved as presented.

2. Student Update

2.1 First Year Students

Joan Keating reported thirty-one students will move forward into second year.

2.2 Second Year Students

Joan Keating noted twenty-nine students presented their final project and twenty-four will graduate, five students have to make up courses in order to graduate. Two graduates have been accepted to Ryerson with one student waiting to be accepted. A few students have found full time jobs and others have contract and summer work.

Mr. Blackwood announced the Fall 2010 enrolment for the Urban and Regional Planning currently has thirty-five accepts with twenty-five outstanding noting the cut-off date was May 1, 2010.

In response to Bruce Moran's question on how these current numbers compare to last year's, Steve Pudsey indicated that Fall 2009 the program started with forty-seven registered students and three did not show. Joan Keating and Steve Pudsey both

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2.2 Second Years Students - Continued

noted the class was too crowded which caused students to question how this large class size might impact on graduate placement.

3. Articulation Agreements

Joan Keating mentioned she is waiting to hear about articulation agreements from UNBC and Ryerson. Ryerson is honouring the previous agreement that was in place. The former Mohawk President initiated changes to the agreement process between Ryerson and Mohawk College in order to bring value to our college. Urban and Regional Planning graduates complete a three week summer course plus two years at Ryerson and receive a Bachelor of Urban and Regional Planning Degree.

Joan Keating also noted that several graduate students from university are granted direct entry into the second year of Urban and Regional Planning – G.I.S. after completing two summer courses here at the college. We do not have any firm direct entry students for this spring.

4. CACPT Update

Diane LeBreton announced the next CACPT conference's tentative date is October 22, 2010 in Collingwood. The conference theme is Intensification, Infill and Recreation Planning followed by a tour of the shipyard development.

Diane LeBreton reported the following information:

- CACPT will grant a \$300 bursary to a first year student moving into second year with top academic grades. Students must apply for this bursary.
- The membership survey will also include a skills survey.
- This year's golf tournament will be held in Paris.
- Encourage students to get involved and participate on council.
- Current membership is 400 members.

In response to Chris Blackwood's question with regards to joining OACETT, Diane LeBreton stated that discussions had taken place in this regard. She also indicated that there had been discussions with CIP to

establish a limited license for Technicians but this had not been successful.

Chris Blackwood explained that OACETT is beginning to grant limited licenses to practice to C.E.T.'s and may be a consideration in the future for Planning graduates.

5. New and Other Business

5.1 Program Review: Focus Group Requirement (June 2010)

Chris Blackwood indicated that the Urban and Regional Planning – GIS program is currently in program review which requires a focus group to discuss the needs of employers and grads. The program is in good shape with program mapping and course outlines up to date. Chris Blackwood asked the advisory members to email names of potential grads and staff from the consulting sector and employers. This focus group would meet for an evening dinner session and discuss what industry needs when it comes to all aspects of planning. Brenda Khes volunteered to attend and Chris Blackwood will invite Jared Marcus, a recent Urban & Regional Planning – G.I.S.

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5.1 Program Review: Focus Group Requirement (June 2010) – Cont'd

Technician grad that is currently taking part-time courses towards his Civil Engineering Technology diploma and works for IBI Group to attend as well.

5.2 Looking Ahead to the Next Ten Years

A brief discussion ensued with regards to where the program is headed and if the program is meeting the needs of the employers. The following comments were noted:

- Tony Thoma suggested the program focus on the urban core
- Brown field remediation
- Focus on heritage sites, the green belt, and being sensitive to the environment
- Do not focus on the residential aspect as much
- Consider offering a post grad certificate program through Continuing Education
- Demographics are changing with less high school students and the program will have more foreign trained, second career and mature students attending college.

5.3 Nominations for New Chair of Committee

Chris Blackwood asked the members to consider the position of Committee Chair to replace Janice Hayes.

6. Date of Next Meeting
The next meeting is scheduled for Wednesday, October 13, 2010.

7. Adjournment
The meeting adjourned at 9:40 a.m.

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY
Faculty of Engineering Technology
Urban and Regional Planning – G.I.S. Program
Advisory Committee Meeting
Wednesday, October 13, 2010
MSA Boardroom – G111
8:00 a.m.

MINUTES

Present

J. Ariens
S. Evans
B. Khes
D. LeBreton
D. Madden
L. McNair
B. Moran
P. Parker
C. Blackwood
J. Keating
T. Thoma

Regrets

J. Hayes
S. Pudsey
D. Thorpe

Recorder: Donna Ruhloff

Item #6 Election of New Chair was brought forward due to the absence of Chair Janice Hayes.

Moved by Brenda Khes, seconded by Laurie McNair to appoint John Ariens as Committee Chair. **Carried.**

1. Chair's Remarks

John Ariens mentioned he has no remarks at this time with the exception of requesting the Advisory Committee continue to meet on Wednesdays.

7.1 Approval of Minutes of the Meeting of Wednesday, May 12, 2010

Moved by Bruce Moran, seconded by Brenda Khes to accept the minutes of the last meeting. **Carried.**

8. Enrolment Report

8.1 First Year Class

Joan Keating reported the first year class started with thirty-seven students and there are currently thirty-five students attending class. For the first time this fall semester, the college has scheduled a mid-term break the week of October 25th to 29th and this is an opportunity for those students falling behind in assignments to catch up.

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2.2 Second Year Class

There are thirty-two students including one student that transferred from Fanshawe College. This student is not attending on a regular basis and will likely withdraw from the program.

2.3 Status of Field Placements for February 2011

Joan Keating noted the letters requesting field placement will be mailed out next week and asked members to encourage their employers to respond. This is the largest group yet with thirty-one students that Joan is working to place.

Joan Keating announced a bus is booked for the students to attend the CACPT conference in Collingwood Friday, October 22nd. On November 11th the CIP through the City of Hamilton is hosting a pizza lunch for the second year class. This will include a tour of the renovated city hall plus a walking tour of downtown Hamilton.

Bruce Moran requested the list of student field placements be emailed to the Advisory Committee Members.

9. Articulation Agreements

Joan Keating reported that the articulation agreement between Mohawk and Ryerson reached the five year limit and at that time the college designated one person to review all articulation agreements. Ryerson has been honouring the articulation agreement even though the agreement has not been finalized. The UBC articulation agreement is still in progress.

Joan Keating also noted the importance of promoting and encouraging students to investigate programs here at Mohawk College that complement their Urban and Regional Planning – GIS diploma i.e. Environmental Technician; Transportation Engineering.

10. CACPT Update

Diane LeBreton reported the following information:

- The 2010 CACPT Professional Development Conference will take place Friday, October 22nd in Collingwood. The theme is “Going Green with Density” focusing on Intensification, Infill and Recreational Planning.
- The conference will host several guest speakers, workshops and tours of the Shipyards Developments and the new LEED certified Collingwood Library.
- The \$300.00 bursary will go to a second year student who had the highest grade point average in year one.
- The golf tournament took place in Paris including a half day seminar on aggregates.
- Olds College, Alberta – CACPT working with Olds College and AACIP with regards to the new program “Rural Land Use Planning” that will focus on industrial and agricultural development. CACPT is working on accreditation for this new program.

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11. New and Other Business

11.1 Program Review Update

Joan Keating gave an update on the program review noting that the data collection for phase one, two and three are complete (curriculum environmental scan and quality processes). The next phase requires six to nine hours to complete the analysis and then the final report to be completed by April 2011.

Chris Blackwood said there should be no surprises as the program hit on every learning outcome requiring no major changes to the program.

11.2 Semester Four Design Project

Joan Keating reported on behalf of Stephen Pudsey regarding the semester four design project, the project will be finalized by the end of October noting two sites (Hamilton and Brantford) are under consideration.

11.3 Engineering Technology Revitalization of E-Wing

Tony Thoma, Dean, Faculty of Engineering Technology announced the proposed revitalization of the E-Wing building. The college wants to be shovel ready if the Federal and Provincial government are willing to provide funding towards the 60 million dollar project. The planning phase is to design a new building, work on space planning and preliminary architectural work for a new facility with specialty labs and computer rooms. A second phase of the project is to refurbish the entire E-Wing of the Fennell Campus.

- 5.4 Chris Blackwood informed the members that he has been appointed to Hamilton's Rapid Transit Citizen Advisory Committee. Chris Blackwood noted a sub-group of this committee is looking at land use along the B-line corridor and Chris Blackwood will forward this information to Joan Keating when it comes available.
 - 5.5 John Ariens asked if any further consideration has been given with regards to the Urban and Regional Planning – GIS program working in conjunction with other programs within the College? Joan Keating mentioned that the logistics to combine a project with a technology program was not feasible due to their co-op rotations.
 - 5.6 A brief discussion ensued on hosting an outreach session involving the Advisory Committee Members, CACPT and the students. Joan Keating noted that she invites graduate students to an orientation session in early September for all the first and second year students.
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12. Date of Next Meeting
The next meeting is scheduled for Wednesday, May 11, 2011.
 13. Adjournment
The meeting adjourned at 9:15 a.m.