

College of Kinesiologists of Ontario Council Meeting Minutes	
Date/Time of Meeting	Monday, September 21, 2015 at 9:05 a.m.
Chair	Lynn Kabaroff
Timekeeper	Zeina Yusuf
Note taker	Zeina Yusuf
Present	Lynn Kabaroff, Daniel Crete, Jonathan Dubberley, Kathie Sharkey, Mary Pat Moore, Lori-Anne Beckford, Kalen Johnson, Gennady Vaserbakh, Robert Ross, Michelle Meghie, Rosario Colomba, Jennifer Pereira, Samantha Eyles, Chad McCleave, Fergal O'Hagan Teleconference: Don Halpert, Michelle Meghie, Steve Anderson
Regrets	
Staff in Attendance/ Guests	Staff: Brenda Kritzer, Lara Thacker, Cara Moroney, Nancy Leris, Stamatis Kefalianos, Magdalena Reder, Ryan Pestana, Zeina Yusuf Guests: Rebecca Durcan, Steinecke Maciura LeBlanc; Conny Glenn, R.Kin and Rod Hare, R.Kin, Association of Registered Kinesiologists of Ontario (ARKO)
Constitution of the Meeting	As a notice of the meeting had been duly given in accordance with the by-laws of the College of Kinesiologists of Ontario and a quorum was present, the meeting was duly constituted for the transaction of business.
Conflict of Interest	None declared.
Approval of Agenda	UPON A MOTION duly made by Robert Ross and seconded by Gennady Vaserbakh, it was resolved that the agenda be approved as circulated. CARRIED.
Approval of Minutes	UPON A MOTION duly made by Kathie Sharkey and seconded by Lori-Anne Beckford it was resolved that the Minutes of June 15 2015 be approved. CARRIED.
	Business Arising from the Minutes of June 15
	<ol style="list-style-type: none"> 1. Registration department to generate and distribute a short survey for applicants unsuccessful on their first exam sitting and gauge their intentions to rewrite the exam. – Stamatis Kefalianos completed. Reported later in the meeting 2. Lynn Kabaroff to provide update on registering as lobbyist
	Council Orientation and Training
	Lynn Kabaroff, President, welcomed new Council members Samantha Eyles and Jennifer Pereira. They were elected to Council in July 2015 and this was their first meeting. Brenda Kritzer, Registrar, provided training to Council members on Council's governance role and the duties of Council members. An emphasis was placed on Council's duty to act in and protect the public interest.

	<p>Program directors gave informational presentations on their Committees including; Inquiries, Complaints and Reports, Patient Relations, Registration, Quality Assurance and Discipline.</p> <p>Lara Thacker provided training to staff and Council members on workplace violence and harassment.</p>
	<p style="text-align: center;">Draft Specialties Framework</p> <p>B. Kritzer presented the draft Framework for Assessment of Specialties. She noted that at the request of Executive Committee, a preliminary confidential consultation had been conducted with a sampling of key stakeholders.</p> <p>The draft framework describes how the College would recognize and authorize a specialty within kinesiology.</p> <p>It was emphasized that the College does not create specialties; rather, specialties are developed within and by the profession in response to needs and how the profession as a whole develops.</p> <p>Authorization of use of a specialty title would be dependent upon a determination that such is required in order to better protect the public. Scientific and statistical evidence would be required concerning the needs of specific populations. Council queried the review process for accreditation of specialty training programs and the impact on the membership of the profession.</p> <p>Council agreed that the full document should be circulated to members and posted for public consultation and requested that a consultation proposal be provided to Executive Committee and Council prior to the formal consultation taking place. Council felt that a detailed proposal on how to consult on the document would help in gathering meaningful feedback.</p> <p>MOTION</p> <p>Whereas the College has considered the matter of specialties and a draft specialties assessment framework has been considered; and</p> <p>Whereas Executive Committee reviewed the draft framework and asked that it be circulated for comment to key professional associations; and</p> <p>Whereas the College reviewed and incorporated the feedback of the associations into the draft considered by Council; and</p> <p>Whereas the College has drafted a policy regarding authorization of the use of a specialty title;</p> <p>Therefore, be it resolved that Council has requested that a consultation proposal be developed for review by Executive Committee and approval by Council which enables the College to seek and receive input to the draft specialties assessment framework.</p> <p>Moved by Fergal O’Hagan, seconded by Jon Dubberley. CARRIED.</p>

	<p style="text-align: center;">Transparency – Phase 1 By-Law Amendments</p> <p>Cara Moroney presented the results from phase 1 of the transparency consultation. Phase 1 amendments include the posting of findings of guilt, court ordered restrictions (bail conditions), and more detailed information on matters referred to Discipline Committee. Overall the majority of those who responded supported the revisions and agreed that the proposal was consistent with the College’s public protection mandate.</p> <p>Lynn Kabaroff presented a motion to accept the phase 1 by-law amendments.</p> <p>MOTION</p> <p>Whereas the Minister of Health and Long-Term Care has directed Colleges to make transparency a priority; and</p> <p>Whereas the mandate of the College is public protection and the College is accountable for this; and</p> <p>Whereas the Council reviewed the Phase 1 proposed By-law amendments in consideration of consistency with the approved transparency principles; and</p> <p>Whereas the College posted the proposed bylaw changes for a period of 60 days inviting input from members, stakeholder and the public; and</p> <p>Whereas the feedback received upon the close of the consultation period indicated the majority of respondents (majority were members of the College) were in favour of the changes;</p> <p>Therefore, be it resolved that</p> <p>The Council approve the By-law amendments as outlined in the By-law Comparison Table with an implementation date to be confirmed by staff to Executive Committee in the fall of 2015.</p> <p>Moved by Rosario Colomba, seconded by Kathie Sharkey. CARRIED</p>
	<p style="text-align: center;">President’s Report</p> <p>Lynn Kabaroff provided her report to Council. The College held a meeting with the Ministry of Training, Colleges and Universities (MTCU) regarding a request that the College be appropriately consulted on new programs in kinesiology, name changes, etc. The College brought to the attention of the MTCU that Council had concerns regarding the name of the proposed U of T program to be called Masters of Professional Kinesiology. Additional concerns raised with the Ministry included lack of qualified kinesiologists teaching in such post-graduate programs, inadequacy of proposed curriculum, and potential contribution of such programs to credential creep. She noted that the College encourages universities to address the needs of undergraduate students for more courses directed towards professional careers in the health care sector.</p>
	<p style="text-align: center;">Inquiries, Complaints and Reports Committee</p>

	<p>Mary Pat Moore, Chair of the ICRC reported that the Committee has received notification of 3 new inquiries. Committee is still awaiting the outcome of an appeal to HPARB.</p>
	<p style="text-align: center;">Patient Relations Committee Report</p> <p>Kathie Sharkey, Chair, provided the Committee report. The College had circulated for comment the proposed spousal exemption regulation prior to submission to government. At its next meeting, Committee will refine its guideline for the treatment of spouses and family members. Following this, the College will post the proposed guideline for consultation. Committee felt that guidance on the treatment of spouses and family members is necessary to better equip members in their understanding and avoidance of conflict of interest situations.</p>
	<p style="text-align: center;">Registration Committee Report</p> <p>Rosario Colomba, Chair of the Registration Committee, provided the Committee's report. Since the last Council report, two applications were referred to Committee for review.</p> <p>A report of the September 2015 exam was given. In the largest exam sitting to-date, 290 candidates took the exam in September.</p> <p>The Exam Committee met and developed exam test forms for 2016. The Item Writing Committee developed 135 new questions and reviewed 24 existing questions which were troublesome for candidates on the last exam. Over 800 questions were now in the item bank.</p> <p>It was reported that renewal notices were sent to 1660 members on July 1. Of this number, 1,497 members renewed their registration, 35 resigned and 128 have not yet renewed. The College set October 13th as the deadline for late members to renew, following which those who have not renewed or resigned, will be suspended for non-payment of fees. S. Kefalianos noted that the number of inactive members has increased due to parental leave.</p> <p>A survey was developed and sent to candidates who were unsuccessful on their first exam attempt to inquire about their intentions to write again. Only one candidate indicated that they would not due to financial reasons. Several respondents felt that exam content and terminology did not reflect what they learned in their undergraduate programs. Council agreed that professional practice may be a challenge for some candidates and the College can explore more ways to address the issue.</p>
	<p style="text-align: center;">Quality Assurance Committee Report</p> <p>Kalen Johnson, Acting Chair of the Quality Assurance Committee, provided an update on the Committee's work.</p> <p>The Spring 2015 peer and practice assessment (PPA) cycle ended and Committee reviewed and rendered decisions on three of seven assessment reports. Random selection for the Fall 2015 PPA cycle took place and selected members were notified. The Committee will meet next to review and render</p>

	<p>decisions on the remaining four assessment reports. The Committee also considered an amendment to the peer assessor reimbursement policy to address situations where a member cancels an assessment at the last minute.</p> <p>Committee has been considering how best to address gaps in competency identified through peer and practice assessments. Committee considered and approved a list of competency enhancement options, which include submitting a reflective paper, completing a College-approved continuing education course, completing a mentorship program, and undergoing a re-assessment of patient records, etc,</p> <p>A call for participants was issued to the College’s membership to help develop an ethics and professionalism learning module. A working group meeting is scheduled for October 15th and 16th to help develop content for the module.</p> <p>The College is working to develop a framework for student placements at the College. A College placement will enable students to develop skills in policy and program development, research and education, and enhance their knowledge of health regulation. Staff have met with representatives from several institutions for preliminary discussions around program logistics. Committee will review a draft policy and framework at their next meeting..</p>
	<p style="text-align: center;">Strategic Planning Update</p> <p>Following the strategic planning meeting in May, College staff refined goals and initiatives outlined in the draft strategic plan to better align with the College’s mandate of public protection. Brenda Kritzer presented the revised goal statements:</p> <ul style="list-style-type: none"> • The first goal highlights the value of regulation and public accountability, and is intended to capture various audiences such as unregulated practitioners, students, academics and employers. • The second goal demonstrates how the College supports its membership in maintaining and enhancing their competency in practice. • The third goal speaks to the College’s responsiveness to the public’s need for information. This goal aligns with Ministry directives on transparency. <p>Brenda Kritzer outlined the strategic initiatives under each goal and explained that each program manager will develop individual plans for their portfolios.</p>
	<p style="text-align: center;">Council Orientation and Training – Conflict of Interest</p> <p>Rebecca Durcan, College legal counsel from Steinecke Macuire Leblanc, joined the meeting to provide training to Council and staff on conflict of interest.</p> <p>Brenda Kritzer extended the congratulations of the College to Richard Steinecke who received the Regulatory Excellence Award from the Council on</p>

	Licensure, Enforcement and Regulation (CLEAR).
Adjournment	Meeting held over to Day two: 4:00p.m.

**College of Kinesiologists of Ontario
Council Meeting Minutes**

Date/Time of Meeting	Tuesday, September 22, 2015 at 9:00 a.m.
Chair	Lynn Kabaroff
Timekeeper	Lynn Kabaroff
Note taker	Zeina Yusuf
Present	Lynn Kabaroff, Steve Anderson, Daniel Crete, Jonathan Dubberley, Kathie Sharkey, Mary Pat Moore, Lori-Anne Beckford, Kalen Johnson, Gennady Vaserbakh, Robert Ross, Michelle Meghie, Rosario Colomba, Jennifer Pereira, Samantha Eyles, Chad McCleave Teleconference: Don Halpert
Regrets	Fergal O'Hagan
Staff in Attendance/ Guests	Staff: Brenda Kritzer, Lara Thacker, Cara Moroney, Nancy Leris, Stamatis Kefalianos, Magdalena Reder, Zeina Yusuf, Ryan Pestana Guests: None.
	Transparency Phase 2 <p>Cara Moroney described phase 2 proposed amendments to the by- laws which, most notably, speak to ICRC outcomes (this information has always been considered strictly confidential except for referrals to Discipline). She noted that most, if not all health regulatory Colleges will be making changes to what information they post, to make more information available to the public to allow for more informed decision-making about healthcare providers.</p> <p>to She also noted that the Ministry of Health has been positive about these changes and continues to encourage consistency among the regulators with respect to transparency initiatives.</p> <p>The proposed changes include: posting oral cautions and SCERPs with removal after 2 years of completion; summary of charges laid against a member under the <i>Criminal Code</i> or <i>Controlled Drugs and Substances Act</i>, members' licences from other professions. At this time, the College is not proposing a by-law change for the posting of pending allegations from other regulatory bodies, nor is it proposing posting information about undertakings as an ICRC outcome.</p> <p>Cara clarified that information on oral cautions and SCERPs would be posted for 2 years unless there is a subsequent oral caution or SCERP issued. Additionally, the member would be permitted to request that the information be removed if it is no longer relevant to their suitability to practice. Council discussed this option and were concerned that it could be used as an appeal by the member. Cara Moroney explained that a policy will be developed for such requests and further noted it is the role of the Health Professions Appeal and Review Board (HPARB) to review appeals.</p> <p>Cara explained to Council that findings of guilt include convictions, absolute discharges, but not pardons.</p>

	<p>Council was asked to approve the above by-law amendments for a 60-day consultation.</p> <p>MOTION</p> <p>Whereas the Minister of Health and Long-Term Care has directed Colleges to make transparency a priority; and</p> <p>Whereas the mandate of the College is protection of the public interest and the College is accountable for this; and</p> <p>Whereas the College submitted its transparency report to the Ministry of Health and Long Term Care indicating that the College would move forward in its efforts to increase transparency in the 2015 and beyond; and</p> <p>Whereas at least 8 colleges, including the 6 AGRE colleges, have moved forward with Phase 2 By-law changes and this information has been provided to Council; and</p> <p>Whereas consistency across Colleges is one of the transparency principles and has been reinforced by the Ministry of the Health and Long-Term Care (the Ministry) as an important goal; and</p> <p>Whereas the proposals put forward by the College are considered relevant to the public’s right to choose their health care providers and are consistent with transparency principles</p> <p>Therefore, be it resolved that Council approves for circulation for 60 days the proposed By-law amendments as outlined in the attached By-law 21 referring to the Public Register.</p> <p>Moved by Kathie Sharkey, seconded by Kalen Johnson. CARRIED.</p>
	<p style="text-align: center;">Council Orientation and Training - Finances and Planning</p> <p>Brenda Kritzer provided training to Council members on resources management. The presentation covered College budgeting, expenditures and the role of Council in managing the College’s financial resources.</p>
	<p style="text-align: center;">Finance Q2 Report</p> <p>Nancy Leris provided the interim Q2 financial report to Council. Overall revenues for the first two quarters met projections. She noted however, the increase in inactive class memberships and during renewal.</p> <p>Brenda Kritzer updated Council on the final decision of the Assistant Deputy Minister concerning a request for recoveries resulting from the ministry’s 2013-14 reconciliation audit.</p> <p>Chad McCleave enquired about the College will spend the communications budget. Ryan Pestana reported that a number of initiatives are under development and that these are outlined in the Communications Strategic Plan.</p>

	<p>Lynn Kabaroff enquired about Peer and Practice Assessment expenses and whether they will increase going forward. Brenda Kritzer explained that as membership numbers increase, the number of assessments will also increase resulting in more spending.</p> <p>Council was asked to accept the Q2 interim financial report.</p> <p>MOTION Whereas the Registrar has provided Q2 report for Council to review revenues, expenditures and achievements to date, and</p> <p>Whereas the Registrar has noted that the Q2 Financial Variance Report is interim in that September 30 represents the end of the quarter, and</p> <p>Whereas Council has found these reports to be satisfactory;</p> <p>Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario accepts the Q2 report for 2015-16.</p> <p>Moved by Jon Dubberley, seconded by Lori-Anne Beckford. CARRIED.</p>
	<p style="text-align: center;">Election of Officers</p> <p>Council members were asked to submit their statements of interest to stand for president, vice-president or member of the Executive Committee. Lynn Kabaroff was re-elected President by acclamation and Steve Anderson was re-elected Vice-President by acclamation. Lynn Kabaroff declared that Jonathan Dubberley, Rosario Colomba and Chad McCleave were re-elected to Executive Committee by acclamation.</p> <p>Lynn Kabaroff presented a motion for the appointment of officers and Executive Committee members.</p> <p>MOTION</p> <p>Whereas the term of office for the president, vice-president and remaining members of the Executive Committee is one year; and</p> <p>Whereas Council members were invited to submit their intent to stand for the Executive Committee on July 24, 2015 and for president and vice-president on September 21, 2015;</p> <p>Therefore, be it resolved that: Lynn Kabaroff be appointed President; Steve Anderson be appointed Vice-President; Chad McCleave be appointed as a member of the Executive Committee; Rosario Colomba be appointed as a member of the Executive Committee; and Jonathan Dubberley be appointed as a member of the Executive Committee.</p> <p style="text-align: center;">Striking of Committees</p> <p>Executive Committee met on September 21 to develop committee slates. Council was asked to approve the proposed slate.</p>

	<p>MOTION</p> <p>Whereas each statutory and non-statutory committee of the College appoints members for a period of 1 year; and</p> <p>Whereas the term of the existing committees will expire in October 2015; and</p> <p>Whereas Council members, including two newly elected Council members, were canvassed for their interest regarding which committees they wished to serve on for the coming year; and</p> <p>Whereas as per By-law 13, the Executive Committee at its last meeting developed a proposed slate for committee membership based on the needs of each committee and the interests and skills of Council members;</p> <p>Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario appoints the committee members as per the attached slate selection developed and recommended by the out-going Executive Committee.</p> <p>Moved by Jon Dubberley, seconded by Gennady Vaserbakh. CARRIED.</p> <p>Committee compositions can be viewed on the College website.</p>
	<p style="text-align: center;">Registrar’s Goals for 2015-16</p> <p>Lynn Kabaroff outlined the Registrar’s goals for 2015-2016. The goals include implementing the College’s strategic plan for 2015-2018 and key by-law changes to respond to the Ministry of Health and Long-Term Care’s request for greater transparency. The Registrar will also continue to provide leadership in the regulatory field by participating in the Federation of Health Regulatory College of Ontario (FHRCO) and the clinics regulation project. Public protection and service delivery will continue to be priorities for the Registrar and staff.</p> <p>Mary Pat Moore proposed that on-going learning and self-reflection be included into the Registrar’s goals. Brenda Kritzer agreed to include this.</p> <p>Council was asked to approve the Registrar’s goals for 2015-2016.</p> <p>MOTION</p> <p>Motion to approve the Registrar to pursue the goals identified for 2015-2016 moved by Mary Pat Moore, seconded by Lori-Anne Beckford. CARRIED</p>
	<p style="text-align: center;">Discipline Committee</p> <p>Chair of Discipline Committee, Steve Anderson, provided the Committee’s update. The Discipline Procedural Code has been circulated for Council’s approval by November 15, 2015. The code was also circulated to four kinesiology associations and College counsel for feedback.</p>
	<p style="text-align: center;">Business Plan Q1-Q2 Update</p>

	<p>Brenda Kritzer provided updates on the work of Committees and College processes with respect to the operational plan. The College continues to work towards greater transparency and engagement in its processes, decisions and member information through enhanced communication with the public. Additionally, effective governance and decision making are ensured through relevant training for Council members. To maintain collaboration with stakeholders the College continues to work with other regulators on projects such as Clinics Regulation and a public awareness campaign led by FHRCO.</p>
	<p style="text-align: center;">Communications Update</p> <p>Ryan Pestana provided an update on College communications activities from the past year and presented the College’s communications strategy for 2015-2018.</p> <p>The College’s website was re-launched in June, and the College launched on social media (Facebook and Twitter) as other means of engaging and distributing information to members and stakeholders. The College engaged a Toronto-area marketing firm to develop four articles explaining the profession and the role of the College, for distribution across Ontario. They were distributed in print and online. Two new videos were also developed for the public on professional boundaries and submitting a complaint. Council members discussed concerns surrounding potential negativity on social media and how it can be managed. Ryan Pestana said the outlets will be monitored and posts will be screened prior to publishing. The College will follow up with any comments which warrant a response.</p> <p>Communications Strategy</p> <p>Ryan Pestana presented the new communications strategy based on goals defined in the strategic plan. The key messaging will relay the following:</p> <ul style="list-style-type: none"> • the College’s public protection mandate • the value of registration • what a kinesiologist does. <p>The target audiences were identified as employers, current/prospective members, unregulated practitioners and the general public.</p> <p>Collaboration with professional associations will be strengthened to reach current and prospective members. The College will increase its outreach to faculty and students with university visits and engage the existing membership through workshops, conferences and a speaker’s bureau. Employers will be educated on the role of registered kinesiologists and requirements such as mandatory reporting.</p> <p>Council asked if any groups will be given higher priority over others and Ryan Pestana explained that these messages will be woven throughout the coming years to all audiences. However, certain messages such as the grandparenting deadline are more time sensitive and require prompt action.</p> <p>Council enquired as to whether staff had a sense of budget requirements to carry out communications activities over the next three years. Ryan Pestana</p>

	<p>indicated that detailed budgets would be presented to Executive Committee each year.</p>
	<p style="text-align: center;">Risk Management Update</p> <p>Cara Moroney reported on updates to the risk management plan. She reminded that Council must approve changes to risk categories.</p> <p>The College proposed to decrease risk ratings for some items such as financial records management, risk of loss/theft of capital furnishings, exam administration and loss of confidence in the College. The College has gained experience and matured as an organization, lowering the risk likelihood of the above items.</p> <p>The addition of two new risks was proposed. The first risk relates to information management and the posting of accurate and timely information to the public register. This aligns with the College’s transparency initiatives. The second proposed risk is lack of capacity with regards to human resources. The College’s staff resources are currently fully allocated and responding to potential increases in workload may be difficult.</p> <p>Don Halpert asked that the College assess how it meets requirements for the Accessibility for Ontarians Act (AODA) and include this in the plan.</p> <p>Council was asked to accept the changes to existing risks and the addition of two new risks to the plan.</p> <p>MOTION</p> <p>Whereas the Council is responsible for ensuring that the College is managing risk effectively; and</p> <p>Whereas the Council has considered and understands the nature of the risks, and their accountability for these risks; and</p> <p>Whereas the Council has considered the risk assessment process the College has undertaken and has been provided with an update of the plan and actions over the past year; and</p> <p>Whereas the Council has been presented with and reviewed the proposed amendments to the College’s Risk Management Plan for 2015/16; and</p> <p>Whereas the Council is satisfied the College’s Risk Management plan will sufficiently meet their accountability obligations; and</p> <p>Whereas the Council understands the Risk Management plan will continually be reviewed by College staff and that any major occurrence of risk will be reported to Council along with a yearly review of the Risk Management plan;</p> <p>Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario accepts and agrees with the amendments to the risk priorities outlined in the issue note and agrees with the continuance of the risk priority in all other risk events outlined in the Risk Management Plan for 2015/16</p>

	<p>Moved by Michelle Meghie, seconded by Daniel Crete. CARRIED.</p>
	<p style="text-align: center;">Registrar's Report</p> <p>Brenda Kritzer reported on the development of a speaker's bureau of members. Selected members would join College staff at university presentations to talk about what it's like to be a regulated health professional and answer profession-specific questions. The College aims to have this prepared in time for the universities tour in the fall/early winter.</p> <p>She reported that work was underway to prepare for the CKO-Universities Liaison Committee later in the year where the College will share statistics from this year's exams.</p> <p>The College received correspondence from the Association of Registered Kinesiologists of Ontario (ARKO) expressing concerns about the University of Toronto's Masters of Professional Kinesiology program. The College also wrote to the Assistant Deputy Minister expressing similar concerns regarding the nomenclature of such a program and its intentions.</p> <p>Council was concerned as to whether it was part of the College's mandate to discuss such an issue with the Ministry. Brenda clarified that the College is affected as it places pressure on entry-to-practice requirements. Specifically, as the program will admit non-kinesiologists and persons who would not qualify for membership in the College, these people may pursue membership and claim equivalency (or better). Additionally, the title of professional kinesiologists can be misleading to the public, to students and their families. It creates a sense that this post-graduate degree is required for membership in the College.</p>
	<p style="text-align: center;">Clinics Regulation Update</p> <p>Brenda Kritzer provided an update on the clinics regulation project. There are currently nine Colleges who have expressed interest in participating in the project. Brenda Kritzer noted that the definition of clinic has not been finalized but that one approach would define a clinic as a place where health services are being delivered by one or more regulated health professionals. The working group will be doing more work to identify clinics and consultation on the potential model is expected in the late fall.</p>
	<p style="text-align: center;">Review of Action Items</p> <ul style="list-style-type: none"> • Ryan Pestana to investigate using a consultant to develop a consultation process for the draft specialties framework • Registration department to provide data to CKO-Universities Liaison Committee regarding examination fail rate and common problem areas for candidates. • Registration department to provide information on inactive members and members resigning. • Stamatis Kefalianos to provide information on the number of francophone members and the demand for bilingual documents. • Cara Moroney to amend risk management plan to include College's compliance with the Accessibility for Ontarians with Disabilities Act

	(AODA).
Adjournment	Motion to adjourn the meeting at 3:00pm made by Don Halpert. CARRIED.