

**Ontario Online Learning Consortium/
Consortium ontarien pour l'apprentissage en ligne
(the "Corporation")**

MINUTES of a meeting of the directors of the Corporation held at 180 Dundas St West, Suite 1900 in Toronto on the 20th day of April, 2016 beginning at 9:00am.

Directors Present:

Jack Lightstone (Co-Chair)
Judith Morris (Co-Chair)
Audrey Penner
Michel Singh
Susan Savoie
Alison Flynn
Rhonda Lenton (by teleconference for a portion of the meeting)
Laurie Rancourt
Nick Baker
Sylvia Nemanic
Alan Harrison
Maya Castle

Ex Officio Directors Present:

Cathy Newell Kelly
Linda Rees
Peter Gooch
Matthieu Brennan

Absent:

Joseph Palladino
Glenn Craney
Bill Summers

Minute-taker:

Lena Patterson (Operations Manager, eCampus Ontario)

1. Welcome and Call to Order

J. Lightstone (Co-chair) called the meeting to order at 9:00 am EST and L. Patterson recorded the minutes. A quorum of directors was present the meeting was ready to proceed with business. New Board member, Maya Castle was welcomed.

2. Approval of Agenda

J. Lightstone proposed that the agenda be approved as provided. The agenda was approved.

3. Declarations of Conflict of Interest

J. Lightstone asked Directors to identify any potential conflicts of interest. None were brought forward.

4. Approval of Minutes of March 8, 2016.

J. Lightstone proposed that the minutes of March 8, 2016 be approved. Directors noted that the following correction was needed:

- Typo: "L. Penne" on p. 4 should read "A. Penner"

MOVED: L. Rancourt

SECONDED: N. Baker

CARRIED: J. Lightstone

5. Business Arising

None was noted.

6. For Information

a. eCampusOntario Operational Update Package – C.N. Kelly provided the Board with an update regarding current operations of the organization. The following were noted:

- Board members inquired about the progress of the March 31 Marketing campaign. L. Patterson noted that a summary of the results would be shared at the upcoming meeting on June 15.
- Directors inquired about the implementation of the recommendations from the SEO audit performed. It was noted that these recommendations required action from the developer and would be included in the Portal 2.0 development list.
- Directors inquired about the progress of the Faculty Supports project. A brief report on the results of the faculty surveys was provided and it was noted that the Coordinating Committee, representing both college and university groups on the project, would be meeting the next week. Board members were told they could expect to receive a more fulsome report on progress at the June 15th meeting.

b. Confirmed Meeting Calendar 16-17 – Board members were provided with a confirmed meeting calendar for 16-17. No concerns were raised.

c. Emergency Executive Succession Policy, as amended March 8 – Board members were provided with the final version of the executive succession policy as amended and approved on March 8. No concerns were raised.

7. Finance

Year-End and Audit Update – L. Rees provided the Board with an update on the year-end audit process. It was noted that the Finance and Audit committee will be meeting with auditors next week to review audited

financial statements on behalf of the Board. Board members were informed that underspending was approximately \$147,000 due to a higher than expected tax rebate.

- a. **16-18 Operational TPA and Budget**– L. Rees provided the Board with an update regarding the 16-18 Operational TPA and Budget. It was noted that the budget approved on March 8 was amended due to increased Human Resources costs. This increase was due to the fact that two positions originally attributed to the May 31 submission of Strategic Project Proposals were moved to the general operating budget.

8. Board Training Opportunities – L. Rees noted that the Board had the opportunity to set a budget for training opportunities for members to be included in the next TPA amendment. It was noted that the current cap of the training budget, as stated in the provisional policies, is \$25,000. Directors discussed the benefits of training and orientation of new members. The following ideas were proposed:

- o Engage governance consultant who led Board training event on September 1, 2015 to lead a “tune-up” session with a focus on Orientation of new members.
- o Future and forward-thinking training session with consultant
- o A standing 30-minute agenda item dedicated to professional development.
- o A standing 30-minute agenda item dedicated to a generative discussion topic identified by the CEO
- o Presentations from project teams who have received funding from eCampusOntario
- o Presentations from experts or innovators in online and technology-enabled learning
- o Pairing new Board members with a previous member to help with orientation.

S. Savoie entered the room at 9:23am

9. For Discussion - Final Strategic Plan

The Board was joined by consultant Ian Smith of StrategyCorp to answer questions from Board members regarding the Strategic Plan. Board members were reminded that an additional document was distributed on April 19 with a summary of feedback received from member institutions. The chair noted that the discussion for this item will focus on the background information and context, and the heart of the Strategic Plan on pages 40-54. Directors noted the following:

- The Strategic Plan needs to be written with the perspectives of the smaller institutions in mind. It was noted that often these smaller institutions have a narrow subject matter focus, making it difficult to apply for funding which has a wider, sector focus. It was suggested that, when operationalizing the plan, maintaining a balance between perspectives is important.

- It was noted that there are other benefits to smaller institutions implicit in the plan, including:
 - collective procurements
 - opportunities to access and share modules which would not otherwise be developed
- It was suggested that the Francophone perspective needs to be more fully incorporated into the plan
- It was noted that the broad phrase “technology-enabled learning” was causing confusion. Board members agreed that there is a need for eCampusOntario to define terms at the outset of the Strategic Plan document.
- It was agreed that Goal 1 would be amended to read: Enhance Student Learning Experience
- It was agreed that the larger Strategic Plan document would be for submission to the Ministry only and not a public document. It was suggested that a shorter version of the Strategic Plan be created for public consumption and translated into both official languages.

R. Lenton joined the meeting by teleconference at 11:13am

- 10. For Discussion – Strategic Projects Proposals** – C.N. Kelly and L. Rees provided a brief introduction to the Strategic Projects. Additional materials were distributed outlining timelines and next steps for project activity.
- It was recommended that the Marketing and Communications section of the plan be shared with Colleges Ontario, Council of Ontario Universities and ONCAT to get their perspective on what was proposed by vendor.
 - The process to create a single working group was discussed. It was noted that eCampusOntario would work with Colleges Ontario and Council of Ontario Universities to determine first steps.

C.N. Kelly and L. Rees left the room at 12:22 pm

- 11. CEO Search Update** – the CEO Search committee provided the Board with an update on progress. The Chair noted that the committee will be looking at a long list soon and will be working to determine a short list to interview. The Chair noted that some excellent candidates had put their names forward.


C.N. Kelly and L. Rees re-entered the room at 12:25 pm

12. Other Business

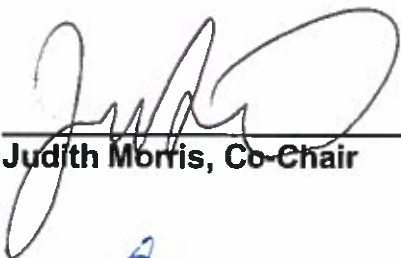
- The eCampusOntario team was congratulated on the work accomplished with the Strategic Plan.
- The Board was informed that the planned meeting with OUSA was postponed.
- The Chair thanked Alan Harrison for his service to eCampusOntario and the Board.

J. Lightstone declared meeting adjourned at 12:35pm

Respectfully submitted,



Cathy Newell Kelly, Secretary



Judith Morris, Co-Chair



Jack Lightstone, Co-Chair

