St.Lawrence
CEGEP CHAMPLAIN

Minutes, May 14, 2025

MINUTES of the regular meeting of the CEGEP Champlain – St. Lawrence Commission of Studies held at CEGEP Champlain – Lawrence room 242 on May 14, 2025

Voting members present:

E. Berryman	Chair of the Commission
M.-A. Frenette	Business Program Representative
G. Dröge-Grondin	General Education Representative
M. Huard	Mathematic Department Representative
G. Ribordy	Social Science Program Representative
A. Roussel	Professional Representative
G. Jacques	Arts, Languages, and Communication Program Representative
P. Savard	General Education Representative
C. St-Laurent Pedneault	Science Program Representative
A. Stevens	Academic Administrator
C. Talbot	Academic Administrator
M. Thériault	Tourism Program Representative
F. Séguin	General Education Representative

Sitting members absent:

M. Aaron	Support Staff Representative
C. Brochero Lopez	Student Representative
L. Michel	Student Representative
S. Oakes	Professional Representative

Invitees:

J. Ruel	Institutional Development Counsellor

Quorum attained with **13** of **17** sitting voting members present.

1. Opening remarks and confirmation of the quorum

Everybody was welcomed. Quorum is confirmed at 13 of 17 sitting members. The meeting is called to order.

2. Adoption of the agenda

It is moved to adopt the agenda.

MOVED BY	C. St-Laurent Pedneault
SECONDED BY	P. Savard

There is no call for the vote.

THE MOTION CARRIES.

Agenda

1. Opening remarks and confirmation of the quorum
2. Adoption of the agenda
3. Adoption of the minutes of the November 20, 2025, meeting and business arising
4. New business
   a. Recommendation: Institutional Policy on the Commission of Studies
5. Information
   a. CEEC updates
6. Varia
7. Adjournment

3. Adoption of the minutes of the November 20, 2024, meeting and business arising

i. Adoption of the minutes

It is moved to adopt the minutes of the November 20, 2024, regular meeting of the Commission of Studies as modified.

MOVED BY	M. Thériault
SECONDED BY	G. Dröge-Grondin

There is no call for the vote.

THE MOTION CARRIES.

ii. Business arising from the minutes

Congratulations were sent to I. Guy and N. Gagné regarding the quality of their work on the ALC program revision. The Academic Calendar was adopted as proposed by the Governing Boad.

4. New business

a. Recommendation: Institutional Policy on the Commission of Studies

Last fall, the members of the Commission of Studies were invited to share their suggestions regarding the revision of the Commission's policy, which was due for review. Three suggestions were sent on two different topics, namely that the CEEC-related work should be designated as an object of the Commission's mandate, and that a substitute status should be created for the long-term replacement of members.

The Governing Board was presented with these suggestions during the meeting on March 25. Board members expressed their approval of the inclusion of CEEC-related work in the Commission's mandate. They recommended finding a solution to address the need for substitutes without increasing the official number of members on the Commission.

The proposed revisions were circulated to the three unions that oversee the members' nomination process and to the Student Association for their input. The Faculty Union requested a change in the formulation, suggesting an adjustment from "parental leave" or "sick leave" to "prolonged absence."

It was specified that the substitute must be from the same category as the member who is being replaced.

If a member wishes to be replaced on the Commission, they should submit a request to that effect. In exceptional circumstances (e.g., incapacitation), flexible arrangements may be explored to address the situation. Ensuring the effective functioning of the Commission is a shared responsibility of all members.

A reminder was issued to consider the timing of Commission's meetings when scheduling begins, to support full participation.

The recommendation will be brought to the Governing Board on May 27.

BE IT THEREFORE RESOLVED that the Commission of Studies recommends the approval of the revised Policy of the Commission of Studies to the Board of Governors.

MOVED BY	P. Savard
SECONDED BY	F. Seguin

There is no call for the vote.

THE MOTION CARRIES.

5. Information

a. CEEC updates

The CEEC sent their report on the revised and translated IPESA, which was submitted last fall. The CEEC asks for five modifications, the first two affecting teachers more directly:

- It was noted that low-stakes evaluations must be included in the course calendar.
- Clarification is needed to ensure it is explicit that all grades are individual, including in the context of group work.
- The continued use of the term *Permanent Incomplete* was raised; it should be updated to *Permanent.*
- The responsibility for course outlines should be made clearer, specifying that teachers are the authors.
- Further clarification is required regarding how the implementation of the policy will be evaluated.

Further changes to the IPESA are forthcoming. If the Appeals and Complaints Policy is adopted, related content will be removed from the IPESA. New information related to Artificial Intelligence will be added, extending beyond plagiarism. The conservation calendar will also be revised to specify the retention period for evaluation tools.

The updated IPESA will be finalized in consultation with the Commission of Studies and the Board, with implementation planned for the winter semester. However, teachers may choose to apply the new provisions as early as the fall semester.

Members discussed several concerns related to the implementation of evaluation practices. Regarding teamwork, questions were raised about the feasibility of assessing individual contributions without the use of peer evaluation, especially when the competency itself involves teamwork. It was noted that support will be provided to faculty to help develop appropriate strategies for assessing individual student performance within group work.

In terms of evaluation planning, members questioned the requirement to list low-stake evaluations in the course calendar, particularly for ongoing or long-term activities (e.g., Perusall over multiple weeks). It was clarified that calendars can be adjusted if changes arise during the semester. Some members also expressed concerns about the mandatory disclosure of low-stakes evaluations, suggesting that flexibility could better support student engagement.

Although similar concerns were previously shared with the CEEC, no changes resulted. It was noted that the CEEC is placing increased emphasis on evaluation-related issues, including the transparency of evaluation processes, the consistency of final evaluations, and equity across course sections.

Finally, it was reported that the College is currently undergoing its second CEEC audit, which includes four dimensions: programs, evaluation of student achievement, and student success and strategic planning, and mechanisms in place to ensure quality in these areas. The final report is due in fall 2026 and must be submitted in French, but an English version will be circulated for internal consultation purposes. Clarification is still pending regarding whether a separate chapter will be included for St. Lawrence's Development Goals.

6. Varia

There was no varia.

7. Adjournment

It was moved to adjourn the meeting at 1:43 PM.

MOVED BY G. Ribordy