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## MOHAWK COLLEGE REPORT - FEBRUARY 2004

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Based on the 2004 - 2008 Strategic Priorities- December 2003

### ACHIEVE INNOVATION IN LEARNING

- 1.1 The Information Technology Centre is, in effect, complete and all rooms were scheduled for classes on January 5, 2004.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 1.2 Renovations and installation of a new library circulation desk in the Fennell Campus LRC are in the final stages of completion.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 1.3 The Mohawk College Student Laptop Initiative pilot project was launched in December, with participation from the Broadcast Journalism, Process Automation and Web Applications programs. Faculty received an orientation session in December, and student orientations were held for each program in January. Early reports indicate that participating students are enjoying the mobile computing experience. [Submitted by Dick Raha, Vice President, Finance & Administration]
- 1.4 The following software packages were installed or upgraded in the microcomputer labs during December and January:

AutoCAD 2004  
AutoDesk Map  
AutoDesk Building Systems  
AutoDesk Architectural Desktop  
AutoDesk Civil Services 3.02  
AutoDesk Inventor Services 7  
Microsoft Project 2002  
Microsoft Publisher 2002  
ArcGIS Ver. 8.3  
Scientific Notebook V 4.1  
Divorcemate  
Jaws V5.0  
ZoomText 8.0  
SolidWorks 2002/2003 - Brantford Campus  
MasterCam V 9.1 SP1 - New Network License and Application Brantford & Stoney Creek  
Simply Accounting Upgrade  
ArtiosCad - Brantford

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## MOHAWK COLLEGE REPORT - FEBRUARY 2004

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Based on the 2004 - 2008 Strategic Priorities- December 2003

### Vision Premier –IAHS

[Submitted by Dick Raha, Vice President, Finance & Administration]

- 1.5 December also saw the completion of our computer labs in the Information Technology Centre, including:

i102 40 stations

i202 40 stations

i206 50 stations

i212 40 stations

i227 42 stations

E-Library 50 workstations (microcomputers & Sun workstations)

[Submitted by Dick Raha, Vice President, Finance & Administration]

- 1.6 Community Economic Development will host MPP Marie Bountrogianni on February 27 at 9:00 a.m. at the Fennell Campus. Ms. Bountrogianni will give a keynote address to Secondary School teachers from the Hamilton-Halton-Brant-Haldimand area as part of Mohawk College's Second Annual School/College/Work Forum. There will also be a number of workshops related to the College's programs and services. President West-Moynes will address the group later in the day. School/College/Work Forums are intended to improve relations and understanding among College and School Board personnel with the goal of improving College registration and retention. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 1.7 The Distance Education office, including the OntarioLearn Activity, has processed 2,058 registrations this semester. Last year, at this time, there were 1,849 registrations completed. Therefore, the increase is 209 additional registrations processed to date. The interest in Distance Education is widespread through a number of academic disciplines with a general overall increase and a target audience all over Ontario. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 1.8 The Brittle Family has developed an award in honour of their late son, Robert, who took Faculty of Continuing Education Photography courses. The award is for a student who is passionate about landscape/nature photography. The family will bestow a \$500 award a year for 10 years. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]



## MOHAWK COLLEGE REPORT - FEBRUARY 2004

---

Based on the 2004 - 2008 Strategic Priorities- December 2003

- 1.9 Dispute Resolution and Human Rights Services presented workshops on communicating effectively during group work to four classes of students in the Practical Nursing Program at the IAHS and to three first year classes of Media students at the Fennell Campus. To highlight Dispute Resolution and Human Rights Services to students, presentations were made to the class advisor meetings and an interview was conducted with Mohawk College Television. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 1.10 The Counselling Department at the IAHS is pleased that Language Studies faculty member, Anna Gris, is available as part of a pilot project to assess the need for services for ESL students at IAHS. Anna Gris sent a questionnaire to all IAHS faculty asking for assistance in identifying approximate numbers of students. Anna also provided information on how faculty could refer students to the project. Appointments are booked by Counselling and also by Anna Gris. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 1.11 The Pottery Supply House generously donated a Shimo Whisper Wheel to the Faculty of Continuing Education pottery program in Brantford. The wheel is valued at \$1,500.) [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 1.12 Police Foundations/Law and Security (PF/LASA) faculty in conjunction with Continuing Education have developed a one-week, Police Foundations Conference directed to our PF/LASA students and police practitioners. This conference will be the first of its kind for Mohawk College and we have attracted some well-known speakers and guests. Both the Minister of the Solicitor General and the Hamilton Chief of Police (a Mohawk Grad!) will launch the event. The event will occur between March 2-4, 2004 and will involve administration, instructors and support staff. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 1.13 Business and Industry Development, Faculty of Continuing Education, continues to deliver a wide range of management and employee development training programs to corporate clients. Included in our activity is the following: "Coaching and Developing People": a 30-hour course within the Manufacturing Leadership Certificate Program (MLCP); to 9 employees of Nova Steel Processing Centre, Stoney Creek. We are also delivering a series of 3-hour "Computer Skills" workshops to Nova Steel employees throughout the organization. "Creative Thinking and Problem Solving" and "Facilitation Skills for Leading Problem Solving Groups" continue to be workshops in demand by the Shared Services Bureau of the Government of Ontario. These one-day workshops were delivered in Toronto and



## MOHAWK COLLEGE REPORT - FEBRUARY 2004

---

Based on the 2004 - 2008 Strategic Priorities- December 2003

- Thunder Bay. "Dealing with Change": a one-day workshop delivered to 2 groups of employees at Hamilton Hydro Inc. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 1.14 A Cross Connector course will be delivered with 16 students at the Stoney Creek Campus on March 8<sup>th</sup>. Another course will be offered at the end of March to accommodate students on a wait list. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 1.15 The Florist Techniques Program, Faculty of Continuing Education, once again provided the floral arrangements for the graduations and the President's Meet and Greet. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 1.16 The Upholstery Certificate Program, Faculty of Continuing Education, started with a full complement of students. This program is being offered at Wentworth Campus. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 1.17 The Automated Machining – CAD/CAM 32 -week *quickstart* course started in Brantford January 19<sup>th</sup> with 13 students. The Public Safety Communicator 28-week *quickstart* course started at Wentworth Campus January 12<sup>th</sup> with 20 students. The Industrial Maintenance Mechanic 24-week *quickstart* program started in Brantford January 19<sup>th</sup> with 13 students. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 1.18 The Fall 2003 Continuing Education enrollment for the Brantford Campus was up 45% from Fall 2002. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 1.19 William Fegan and Patricia Budlow were recipients of the Hamilton Beautification Awards for being the top students in the Plant Identification Certificate and the Landscape Design Certificate Programs respectively. Each student received \$200.00. These awards are given annually to our students from the City of Hamilton. Services). [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 1.20 Al McMillan, Faculty, Photography Program, has his photographs included in the Winter edition of the Ontario Gardener Magazine. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 1.21 Van McKenzie, Faculty, Jewelry Program, was a presenter in the Earth, Wind, Fire and Water installation in Toronto. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]

## MOHAWK COLLEGE REPORT - FEBRUARY 2004

---

Based on the 2004 - 2008 Strategic Priorities- December 2003

- 1.22 Bonnie Pataran, Faculty of Continuing Education, attended the Creative Sewing Festival and the Florist Exposition and Show in Toronto to garner ideas for future COURSES. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 1.23 The *e-Library @ Fennell* opened January 12. The IT Centre is home to the newest branch of the Mohawk College library system. “e” equals electronic ...this is a fully-electronic library space. In fact, we believe it is the first electronic-only college library in Canada! Anyone can access e-books, online journal and magazine articles, websites and more from any of the sixty-five PCs, SunRay thin client terminals, or via a college wireless laptop. Students will grab a coffee from the @ MoCo.café located right inside the e-Library, pull up a chair by the fireplace, perch on a barstool by the window, hook up their laptop, or logon to a computer – to study, learn, relax and enjoy!
- 1.24 The e-Library is open all hours the college is open! It is staffed from 10 am – 9 pm Monday through Thursday and from 10 am – 4:30 pm on Fridays. Information and computer savvy library staff are available during these times to assist students with their information needs, from finding articles for research, accessing e-books, suggesting websites with the best information for assignments, and much, much more! [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.25 The Library's live online reference service extended the hours of service on Jan. 26th. Now patrons can access AskTheBRAIN Monday through Thursday from 10:00 am until 10:00 pm and until 5:00pm on Fridays. The service is a collaborative effort of the libraries of Algonquin, George Brown, Mohawk and Seneca colleges. Special software allows library staff to provide help remotely through instant messaging and to demonstrate searches in real-time. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.26 As of January 14, 2004, the Laptop Pilot for Broadcast Journalism was launched, with all second and third year Broadcast Journalism students having received Dell Laptop computers equipped with audio and video editing software. After two days, students were self-instructing and producing audio and video materials for production. As a first step to Mohawk becoming a certified AVID education site and in support of the Laptop Project, AVID training for instructors and technicians took place Jan 16 and 17. This training was also a step towards the goal for all students in the Broadcast Journalism and TV programs to become certified. To show the relevance and timeliness of AVID, the training instructor noted that CTV just ran the same training on laptops for over twenty of their foreign

## MOHAWK COLLEGE REPORT - FEBRUARY 2004

---

*Based on the 2004 - 2008 Strategic Priorities- December 2003*

correspondents as they are expected to shoot, write, and edit on laptops and use the internet to deliver international stories to the Network. [Submitted by Shelagh Gill, Vice President, Academic.]

- 1.27 Jim Jones did a presentation on the Ontario College Writing Exemplars at the District Office of the Ministry of Education in Thunder Bay on Thursday January 15 for staff at regional school boards. The Ontario College Writing Exemplars project was managed by Jim Jones and developed by seven colleges in 2002 and 2003 and describes first-year writing requirements for students. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.28 As a board member for the Centre for Canadian Language Benchmarks, Jim Jones delivered a speech at the University of Ottawa on January 14 to launch French language benchmarks for individuals learning French outside Quebec. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.29 Glenda Davis, Department of Mathematics, gave a presentation on the "Math Assessment Results" to the Secondary School Mathematics Heads of the Hamilton District Secondary School Board on November 19 at Sherwood Secondary School. This invitation was the result of a similar presentation made at the School/College/Work Forum held at Mohawk College in June 2003. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.30 Mohawk College was invited to be a guest at the SSI Booth at the STAO (Science Teachers Association of Ontario) Conference Trade Show in Toronto, November 27 – 29. Glenda Davis, Department of Mathematics attended as the Mohawk representative to promote the SSI projects to an audience of science teachers, students and their parents. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.31 The Computer Science Department is pleased to announce that the McMaster Senate has approved a new course, called Medical Informatics. This course was developed as an elective for the students in the Collaborative Mohawk-McMaster Nursing program so that McMaster students outside the Collaborative program can take it for credit. It is believed that the move by the Senate is unprecedented. The Medical Informatics course will be the first ever Mohawk developed and delivered course that students in a pure McMaster program can take for credit. We are very proud of this accomplishment and congratulate Jim Higgins, CSAIT faculty member for this prestigious move. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.32 David Cash, a professor in the Chemical and Environmental Technology

## MOHAWK COLLEGE REPORT - FEBRUARY 2004

---

Based on the 2004 - 2008 Strategic Priorities- December 2003

Department, gave a presentation on “Multiple Versions of Quizzes by Merge Operation of a Word Processor” at the STAO (Science Teachers’ Association of Ontario) 2003 Conference in Toronto on Thursday, November 27<sup>th</sup>, 2003. Dr. Cash gave this presentation as a Mohawk Professional Development Session on Thursday, November 6<sup>th</sup>, 2003. During these sessions, he described how the merge operation of a word processor could be used to produce multiple versions of assignments, quizzes and tests from small sets of non-numerical question items. The question items can be text or objects, such as chemical structures. He also demonstrated this method using several examples, and showed how this can be used to produce multiple versions of a matching exercise.

[Submitted by Shelagh Gill, Vice President, Academic.]

- 1.33 The Canadian Society for Chemical Technology sponsored activities in the Hamilton area October 27-29, 2003 in conjunction with the annual conference of the Canadian Society for Chemical Engineering held at the Convention Centre. The first event was hosted by Mohawk College and co-ordinated by Tom Sutton, Mathematics Professor, FCIC, and Vice-President CSCT. The activities included two-day Professional Development courses, namely, Laboratory Safety and Inductively Coupled Plasma Emission Spectroscopy. Our students and faculty members attended these courses. A student conference was held on Wednesday, October 29 at the Convention Centre. Three colleges were represented with sixty students and faculty members attending from Mohawk College. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.34 During November and December, class room visits were made to 8 area high schools to talk to students about the Chemical and Environmental Technology programs, including the proposed Biotechnology Technician program. The interest level in this new program seems to be high. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.35 On November 7<sup>th</sup>, 2003, a number of faculty members and Chairs from the Faculty of Engineering Technology were involved in Careerapooza – a career fair at the Hamilton Convention Centre, attended by area high school and elementary school students. Well over 1000 students visited the Convention Centre and hundreds gathered information from Mohawk College’s booth. [Submitted by Shelagh Gill, Vice President, Academic.]
- 1.36 During the past few months, high school students have been involved in the Chemical and Environmental Technology department’s “Clean up the Water “ contest. In the first week of January, 40 students came to our labs to analyze their



## MOHAWK COLLEGE REPORT - FEBRUARY 2004

---

*Based on the 2004 - 2008 Strategic Priorities- December 2003*

treated water samples. In the next few weeks, during a high school visit, a few more groups will have their water samples analyzed at their high school, using college equipment. [Submitted by Shelagh Gill, Vice President, Academic.]

- 1.37 Krista Kyle, Ryan Campbell and Dina Paparo, second year Social Service Worker students, and Marilyn Micucci, Manager of International Education, enjoyed their visit to Nihon Fukushi University, Japan, in November. The lectures and site visits exposed the participants to Japanese culture and lifestyle. The students appreciated the opportunity sponsored by Nihon Fukushi University and Mohawk College. [Submitted by Shelagh Gill, Vice President, Academic.]



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## MOHAWK COLLEGE REPORT - FEBRUARY 2004

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Based on the 2004 - 2008 Strategic Priorities- December 2003

### EXPAND PARTNERSHIPS AND LINKAGES

- 2.1 In December 2003, Community Economic Development and Access Programs received Ministry approval to offer a 40 week Sheet Metal Worker Pre-Apprenticeship program to be delivered at the Stoney Creek Campus. While this is the first Sheet Metal - Pre-apprenticeship program offering, this program will be the third consecutive pre-apprenticeship (2002 & 2003 Industrial Electrician) training program delivery that has been funded under the Government of Ontario. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 2.2 An information session on the Duke of Edinburgh's Award was held during common hour on January 21 at the Fennell Campus. The Duke of Edinburgh's Award is a leadership program for youth aged 14-25 that recognizes participation in community service, expeditions, skills, and physical activity. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 2.3 Dr. Leo Groarke, Dean of the Brantford Campus of Wilfrid Laurier University and Laurier staff from Recruitment, Admissions and Academic Advising met in December with the Dean of Brantford and Applied Arts, Doug Baker, Director of Student Development Rachel Matthews, and Recognition of Learning Manager, Betty Chou, to discuss ways of enhancing the Laurier-Mohawk relationship to better support and create a seamless transition for Mohawk graduates enrolling at Wilfrid Laurier University and in particular, Laurier Brantford. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 2.4 Disability Services participated in "The Journey into Adult" Services" on January 27, 2004 at the Lansdowne Children's Centre in Brantford. This open forum of community partners in the Brant area focused on the transition to Adult Services for young adults with disabilities and their parents. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 2.5 The Mohawk College Women's basketball game versus Redemeer University College on January 22 was filmed by Cogeco Cable Inc. The game aired January 23 on Cable 14 as well as many other local Cogeco channels across Ontario. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 2.6 Humber College Library staff and their architects toured the e-Library on January 8 towards planning for a new library space at their Lakeshore Campus. Also,

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## MOHAWK COLLEGE REPORT - FEBRUARY 2004

---

Based on the 2004 - 2008 Strategic Priorities- December 2003

- Hamilton Public Library staff toured the e-Library on January 6 in preparation for planning a public learning commons environment in the Central Library. Both parties were impressed with the new facility. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.7 Six staff members from Fanshawe College visited the Library @ Brantford for a demonstration of SIRSI, the library's new automated system. Fanshawe is considering collaborating in the BibNet Library Automated System Consortium. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.8 Ronald Cohen, National Chair and President of the Canadian Broadcast Standards Council came from Gatineau and presented a one-hour session to the Television Law and Ethics Class on Jan 21st. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.9 Broadcast Television students received very positive feedback from two local employers for their work on two separate productions: the Dofasco Choir Christmas Special and Purgatory Café (½ hour pilot). Employers submitted the following comments: *"The great attitudes displayed by the students were something continuously commented on. Your course management and instructors abilities shine through in the manor in which your students conduct themselves. Many comments made by viewers and Dofasco employees stating that this was the best show they had seen should make the entire crew very proud of our collective accomplishment"*, Peter VandenBerg, General Manager, Illusions Media Group Ltd. *"I can't express how completely impressed I was with the Mohawk students who volunteered for the production of "Purgatory Café". They were total professionals. They knew their jobs. They were energetic. They worked quickly and quietly to get the job done...You should be very proud of all of them. They represented the Broadcasting-Television and Communications Media Program with Mohawk College with distinction,"* Craig Rintou, Director/Producer. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.10 As chair of the Immigrant and Refugee Employment Services Committee of the Hamilton Training Advisory Board, Jim Jones is leading a process to develop an initiative to assist internationally educated Nurses re-enter the workforce. Mohawk will be a key player in this initiative although this is a community effort involving Ontario Works, McMaster, the College of Nurses of Ontario, Hamilton Health Sciences Corporation and the Ministry of Training, Colleges and Universities as well as the Training Board. A request for funding will be submitted to the Access to Professions and Trades Unit of MTCU in the new



## MOHAWK COLLEGE REPORT - FEBRUARY 2004

---

Based on the 2004 - 2008 Strategic Priorities- December 2003

fiscal year. [Submitted by Shelagh Gill, Vice President, Academic.]

- 2.11 Mohawk College has a total of 55 international students taking College Entrance English programs during the Winter 2004 semester. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.12 There are 306 full-time international students in Post Secondary programs during the Winter 2004 semester. In addition, there are 31 international students taking part-time day courses and 34 international students taking Continuing Education courses in the evening. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.13 Louise Bockner, Dean, Faculty of Business and International Education along with the International Education department hosted a number of delegations from the People's Republic of China. In November, Mr. Yang, Tinggan, Vice President, Jiangxi Radio and TV University headed a delegation of 6. In December, Mr. Wang, Rongcheng, President, Changzhou Light Industrial Vocational College also headed a delegation of 6. All visits were centered on partnership agreement discussions and College facility tours. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.14 Kate Noone, Vice President for Online and International Programs, Davenport University, Michigan presented a seminar at Mohawk, which focused on Distance Education. Davenport University started the on-line programs several years ago having over come a number of challenges. Their current on line enrollment is 7,000 students. The International Education department is reviewing procedures for possible use in their programs overseas. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.15 On January 19th Louise Bockner, Dean, Faculty of Business and International Education together with the International Education department hosted a delegation from the University of Michigan - Flint. The main purpose was to review common academic programs and develop an articulation agreement in specific program areas. Areas being reviewed were in Business, Arts and Science and the Technology programs with future possibilities in Health Sciences. Draft proposals are planned for March 2004. [Submitted by Shelagh Gill, Vice President, Academic.]
- 2.16 There are currently 15 international students who have graduated from various Mohawk College programs that are applying to Sir Wilfred Laurier University - Brantford for the Fall 2004. [Submitted by Shelagh Gill, Vice President, Academic.]

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## MOHAWK COLLEGE REPORT - FEBRUARY 2004

---

Based on the 2004 - 2008 Strategic Priorities- December 2003

- 2.17 The Graphics Programs at the Brantford Campus continues to have a very strongly committed group of representatives at the Advisory Committee for that program and are pleased to announce another donation from a key partner on the Advisory Committee. Mr. Glen Kimber from Heidelberg announced the donation of a Heidelberg Quicksetter 46, which is a direct to plate imaging device, along with MetaDimension Rip and Workflow Software. This includes a Dell Power Edge Ripping Workstation. This system takes electronic files, produced by our students and produces a polyester direct to press plate digitally, for printing on our two new Heidelberg PrintMaster presses in our Graphic Press Lab. This equipment and software is valued at \$65,000.

A very large thank you is extended to both Glen Kimber and to Heidelberg Canada for this very generous donation. [Submitted by Shelagh Gill, Vice President, Academic.]

- 2.18 Rosemary Knechtel, Dean, Health Sciences and Human Services hosted visitors, Linda Assad-Butcher, Director, Canadian Health Initiatives and Sylvie Beauvais, Director, Health Sciences from La Cité Collégiale, Ottawa on December 3, 2003. [Submitted by Shelagh Gill, Vice President, Academic]

- 2.19 Marilyn Biekse, Chair Health Sciences and Human Services, Ellie Latta, LRC Coordinator and Nurse Technologists Deb Morissette, Nancy Stewart, Erika McMullen Beth Stamer and Ann Munro, Scheduling Coordinator were presented with "Unsung Hero" awards on December 17, 2003 by the McMaster University, Faculty of Health Sciences, School of Rehabilitation Science Awards Committee. This award was presented to the staff at the IAHS in recognition of their valuable contributions to the School of Rehabilitation Science. [Submitted by Shelagh Gill, Vice President, Academic]

- 2.20 Lynn Miles, Professor/Coordinator BScN Level 2, Health Science and Human Services at Mohawk College and Liz Rideout, Associate Professor, School of Nursing at McMaster will be principle investigators in a research project. The purpose of this study is to identify the factors affecting the educational experience of Aboriginal people who have been enrolled in health professional education programs (specially nursing, medicine, occupational and physical therapy). Only by learning the barriers to, and enablers of success in these programs, can we begin to implement effective strategies to increase the recruitment, retention and graduation rates of Aboriginal people. The heads of Grand River Post-Secondary Education Office, Rebecca Jamieson, and Grand

## MOHAWK COLLEGE REPORT - FEBRUARY 2004

---

*Based on the 2004 - 2008 Strategic Priorities- December 2003*

River Employment & Training, Elvera Garlow, agreed to fund the project. Roy Romanov has agreed to co-chair with Chief Roberta Jamieson a Symposium on First Nations Health Professionals, partnered with McMaster at Six Nations Polytechnic in late April. [Submitted by Shelagh Gill, Vice President, Academic]

- 2.21 Approximately 40 students from Mohawk College's diploma nursing and practical nursing programs attended an Open House on December 11, 2003 at St. Joseph's Healthcare Hamilton. The participants met managers and staff as well as toured the various units. A number of the attendees were hired upon graduation. [Submitted by Shelagh Gill, Vice President, Academic]
- 2.22 Marilyn Bieksta, Chair Health Sciences and Human Services, and the Practical Nursing program faculty and staff are pleased to recommend the first two year diploma practical nursing graduates to the College of Nurses of Ontario to write the Practical Nurse Examination in January 2004. There were 55 graduates from this first intake. [Submitted by Shelagh Gill, Vice President, Academic]
- 2.23 Sandra Woltman, a Level III BScN nursing student was elected to the position of incoming president of the Canadian Nursing Students' Association at their conference in Montreal the first week in January 2004. Sandra will commence her new duties in Fall 2004. Sandra Woltman is a student from the Mohawk collaborative degree program. [Submitted by Shelagh Gill, Vice President, Academic]
- 2.24 Six students from the Recreation and Leisure Services Program were volunteers for the Older Adults Centres Association of Ontario Held November 1 – 4, 2003 in Hamilton. [Submitted by Shelagh Gill, Vice President, Academic]

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## MOHAWK COLLEGE REPORT - FEBRUARY 2004

---

Based on the 2004 - 2008 Strategic Priorities- December 2003

### CHAMPION STUDENT, EMPLOYEE & ORGANIZATIONAL SUCCESS

- 3.1 The following financial reports were submitted to the Ministry in December and January:

Aboriginal Education & Training Strategy (2002/03 final and 2003/04 proposal)  
Apprenticeship Enhancement Fund (initial report)  
Disability Enhanced Services (interim report)  
Interpreter Fund (interim report)  
Native Community Care-Medical Services Branch (3<sup>rd</sup> quarter report)

A lot of progress has been made with the Banner Finance project in the areas of student receivables, purchasing and accounts payable.

A General Ledger training manual has been developed and training (part one) has been provided to all finance staff members. Both conversion and year-end planning activities are also well underway.

[Submitted by Dick Raha, Vice President, Finance & Administration]

- 3.2 The rollout of MoCoMotion is moving ahead rapidly, with 161 staff users and 171 student users on the system, and a further 195 staff scheduled for training. MoCoMotion Day, an educational and promotional event, was held at Fennell campus on January 28<sup>th</sup>. It was very well attended, and further MoCoMotion days will be held at Stoney Creek, Brantford and the IAHS in February.

[Submitted by Dick Raha, Vice President, Finance & Administration]

- 3.3 The Information Technology Help Desk responded to 540 support calls in December and 726 in January. We have a new Help Desk Attendant: Brenda Boers joined the department in December, coming to us from CompuSmart Hamilton, where she worked as a service technician.

[Submitted by Dick Raha, Vice President, Finance & Administration]

- 3.4 Network upgrades for office moves, renovations and staff renewal were accomplished, and new cabling was completed in J-Wing, the West Building in Brantford, A-wing, Ewing, Print Shop, Stoney Creek offices and the library resource center Fennell Campus.

[Submitted by Dick Raha, Vice President, Finance & Administration]

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## MOHAWK COLLEGE REPORT - FEBRUARY 2004

---

*Based on the 2004 - 2008 Strategic Priorities- December 2003*

- 3.5 In total approximately 100 data and voice drops were completed.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.6 STM Construction Limited of Brantford has been chosen as the construction management company to construct the Children's Safety Village at the Brantford Campus. Construction is expected to start in February with a target completion date in September 2004. [Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.7 An integrated system of fire alarm signals and speaker-type broadcast of emergency messages was installed and tested at the Fennell Campus over the past few months. The system was used to broadcast the early closing of the College on January 27, 2004 due to a snowstorm. Continuing Education classes were also cancelled for the evening. [Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.8 During the month of December, staff in the Co-operative Education Department were relocated to their new office space in the Information Technology Wing at the Fennell Campus. [Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.9 During the month of January, the office of the Dean, Business and International Education and the International Education offices were consolidated into new office space in Rooms J105, J107 and J111 in the J-Wing at Fennell Campus. [Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.10 During the month of January, staff began relocating to the Innovation and Applied Research Centre in the Information Technology Wing at the Fennell Campus. [Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.11 The first meeting took place to begin work on the development of an electronic format for the annual Major Projects process. The new process is expected to be completed and in place in time for the June start of the 2005-2006 Major Projects process. [Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.12 The construction of the Brantford Student Lounge including the creation of new office space for the Law and Security Administration faculty were completed in December. [Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.13 Renovations were completed to create a new lab for the January start of the Personal Support Worker Program at the Brantford Campus.  
[Submitted by Dick Raha, Vice President, Finance & Administration]



## MOHAWK COLLEGE REPORT - FEBRUARY 2004

---

Based on the 2004 - 2008 Strategic Priorities- December 2003

- 3.14 The Stoney Creek Campus Expansion Committee has finalized a space plan for the 340 Leaside Avenue facility.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.15 New oversized student lockers were installed in the F-Wing at the Fennell Campus to accommodate the storage of large musical instruments.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.16 The Manager, Facilities Planning and Property Services and the Planning Officer attended the annual Property Management Show.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 3.17 Counselling hours at the IAHS have been increased to 6:00 p.m. on Thursdays in order to accommodate Health Science students who have clinical placements or full class schedules. These hours are proving to be popular. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 3.18 Seventy-one students with learning disabilities have used learning strategies and/or assistive technology support during the past term. The funding for these services are provided through the Learning Opportunities Task Force. In an evaluation survey conducted at the end of last term, students unanimously endorsed both learning strategies and assistive technology support as useful or very useful to them. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 3.19 The Recognition of Learning Office in collaboration with Counselling Services organized and conducted two Common Hour presentations at Fennell and Brantford Campuses on "Getting Ahead Start in Applying to University". [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 3.20 On January 21, 2004, Holly Cox, Recruitment-Public Relations Co-ordinator and Heather Bouillon, Academic Advisor at Laurier Brantford conducted the Common Hour presentation, "2 + 2 = Degree 4 You" about degree completion opportunities under the Laurier-Mohawk articulation agreement. Following the presentation, they also met with students on a one-to-one consultation basis and attended a meeting with counsellors and staff from Mohawk Counselling Services. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 3.21 Newly accepted students of the Personal Support Worker program have been invited by the Counselling Department at the IAHS to participate in a three-hour preparation session. This will give the students a chance to meet each other, take a



## MOHAWK COLLEGE REPORT - FEBRUARY 2004

---

Based on the 2004 - 2008 Strategic Priorities- December 2003

tour and learn success strategies that will help them when they start their program in February. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]

- 3.22 “Keys to College Success” sessions were offered on Orientation Day, January 5 at all campuses especially for beginning students. The response by those who attended was very positive. The Early Childhood Education and General Arts and Sciences programs at Fennell and the *quickstart* Industrial Machinist and Mechanic courses in Brantford invited a Counsellor to provide an orientation to Counselling and other Student Development services for their incoming students. Involvement in program orientations is available for all incoming students, by request from the academic areas. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 3.23 The Counselling Department at the Fennell Campus has created a Lunch & Learn series of eleven seminars to assist Mohawk students in developing and using strategies that increase the probability of academic success. The seminar series started on Wednesday January 14 and will run until Wednesday March 31. The series is as follows: "Preparing for Exams from Day One", "Learning Styles", "Managing Stress", "Managing Time & Materials", "The Power of Asking Questions", "Preparing for Exams", "Concentration & Motivation", "Building Self Esteem/Confidence", "Final Review Strategies", "Writing Exams" and "Test Anxiety". Assistance is also available on an individual basis, and on request for groups of students or as classroom presentations. A similar series of common hour sessions are offered at Brantford and the IAHS. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 3.24 Brantford Counsellor, Jack Leon, provided a session on aptitude test taking strategies for Police Foundation and Law and Security Students. This session was provided to increase a student's confidence in taking the test. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 3.25 The Peer Tutor Program for Winter 2004 semester was available for students to apply for tutorial services. Currently there are 50 tutors hired—35 Fennell, 4 IAHS, 3 Stoney Creek, and 8 Brantford. Two booking clerks have been hired for the semester at Fennell Campus, offering a wide range of available times for students to book tutorial appointments. A number of students have applied for tutorial services and tutors are available in most program areas. The coordinator of the Peer Tutor program is actively corresponding with faculty to recruit qualified tutors. Peer Tutors are available to students on a drop-in basis in the following labs: Fennell – Business Lab, Writing Resource Centre (WRC): Brantford – Graphic Design Lab, WRC: Stoney Creek – WRC: IAHS – WRC. The Peer Tutor Program now has an e-mail

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## MOHAWK COLLEGE REPORT - FEBRUARY 2004

---

Based on the 2004 - 2008 Strategic Priorities- December 2003

account, which will improve connectivity between the coordinator of the program and tutors. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]

- 3.26 The Counselling Department welcomed a new contract Counsellor, Basilia Iatomasi, in late December. Her orientation process has been comprehensive and has included peer supervision, counsellor shadowing, introductions to and meetings with key staff, attending college-wide information and workshop sessions and self-directed study. Basilia brings a wealth of related training and experience to this position, and has been able to take on the broad range of responsibilities that are part of “doing business” as a Counsellor at Mohawk. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 3.27 The first few weeks of the Winter semester were extremely busy in the Counselling Departments at all campuses with students seeking assistance with career and academic re-examination due to academic difficulties during the Fall semester. At the same time, incoming students were seeking assistance with transition issues, ongoing students presented with personal, academic and educational planning (e.g. university degree transfers) issues, and prospective students sought help with career and educational planning and with preadmission academic planning and application/acceptance processes. Other areas of focus included career counselling (including the use of MBTI and interest test interpretations), and an ongoing demand for personal counselling relating to such issues as stress management, depression, self esteem, mature student stress, historical abuse and assault, eating disorders, self-harm, cancer, bereavement and financial issues. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 3.28 In December, and during the first several weeks in January, students sought counselling assistance as a result of academic difficulties during the Fall semester and withdraw from their program. Re-direction counselling interventions included career re-examination and educational re-assessment and planning, exploring academic alternatives such as re-entry to the same program or another program for the Winter semester, taking Continuing Education courses, and applying for programs for the Fall 2004 semester. Education and assistance with Mohawk’s institutional processes and policies/procedures was the focal point in resolving the difficulties in many instances. Counsellors worked collaboratively with the academic program areas as students were referred back to their coordinator with a plan regarding the possibilities for re-admission either immediately or in the near future. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]

## MOHAWK COLLEGE REPORT - FEBRUARY 2004

---

Based on the 2004 - 2008 Strategic Priorities- December 2003

- 3.29 Counsellors have noted an increase in the numbers of students requesting one-on-one assistance with the completion of the Ontario University Application Centre (OUAC) forms and in researching information regarding degree completion opportunities, compared to previous years and previous Decembers. Demand for this assistance increased in January. More students are seriously considering degree completion following graduation, and students are also considering pre-graduation applications to university degree programs. In addition to providing individual assistance, the Counselling Department is also collaborating with the Recognition of Learning Centre in offering University Information Sessions. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 3.30 The Counselling Department is experiencing larger numbers than usual in the weekly Return to School sessions at Fennell, Brantford and the IAHS. This is due in large part to awareness that the on-time college application deadline date is at the end of January. Counsellors also saw large numbers of prospective college students individually, providing both pre- and post-application assistance, for both the Winter 2004 and next year's intakes. Assistance includes career and educational planning, as well as immediate academic planning often by providing information regarding Continuing Education course availability and applicability, both for upgrading/preparatory courses and for program credit courses. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 3.31 Aboriginal counsellor Kim Hill's availability in the Aboriginal Student Lounges at Fennell and Brantford continues to allow Aboriginal students to meet with her on an informal and immediate basis. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 3.32 Don Fraser, professor, publisher and authority on student success and retention will provide a Student Success Forum with a focus on 'Day 1: The Right Start to College'. Students show up on the first day of college motivated, eager, and ready to make a clean start. If we "grab on to that raw motivation" and develop it, our students are more likely to persist. The presentation will be held February 25, 2004 at Fennell campus and is open to all college staff. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 3.33 IAHS nurse Darlene Hay is involved with a Needlestick Research Committee. There are five members: Mary Brown, Donna Rawlin, Elli Latta, and Lana Pottruff (BScN student). The purpose of this committee is to research the cause of needlestick injuries incurred by nursing students. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]

## MOHAWK COLLEGE REPORT - FEBRUARY 2004

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*Based on the 2004 - 2008 Strategic Priorities- December 2003*

- 3.34 Influenza outbreaks in clinical areas started this month, and IAHS nurse Darlene Hay continues to liaise with the infection control departments and the nursing departments regarding these outbreaks. At the IAHS, flu immunizations are held on a walk-in basis for students to accommodate their needs. The goal is that students will not have to miss clinical time due to non-immunization for Influenza. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 3.35 Nurse Sandra Baskin has been at the Brantford Campus in order to aid the Personal Support Worker students in the administration of the Communicable Disease Screening Protocol form. She is able to do the TB testing, and ensure that the students have met the requirements for their clinical placement. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 3.36 Campus Living Centres (CLC) conducted a Residence Satisfaction Survey at all CLC properties in October. Mohawk College had the highest return rate at 82% return rate. The questions included: [Submitted by Carolyn Gray, Vice President, Student and Community Services.]

Why did you choose residence?

	Mohawk	All Locations
Location/convenience	51.4%	71.3%
To meet new friends	20.4%	14.2%
Safety/security reasons	9.8%	3.5%
Residence life activities	8.2%	3.8%
Other	10.2%	7.2%

Did your choice of this post-secondary institution depend on it having a residence?

	Mohawk	All Locations
Yes	47.1%	44.3%
No	52.9%	55.7%

Overall satisfaction with your residence experience:

	Mohawk	All Locations
Very Dissatisfied	1.1%	2.9%
Dissatisfied	4.9%	8.0%
Satisfied	48.8%	60.0%
Very Satisfied	45.2%	29.0%

- 3.37 Dieter Remy and David Bailey of Chartwells Educational Dining Services were recognized for their long term service at a reception held in December. Dieter received the Chartwells Long Service Award for 35 years and David for 25 years. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]

## MOHAWK COLLEGE REPORT - FEBRUARY 2004

---

Based on the 2004 - 2008 Strategic Priorities- December 2003

- 3.38 The IAHS held a What's Happening Information Fair on January 12, 2004. The Fair provides information on programs and services offered by the College, Mohawk Students' Association, Students' Athletics Committee, and the community. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 3.39 Rob McAulay, Assistant General Manager Mohawk College Residence and Conference Centre, attended the 2004 Residence Life Conference in January. The Conference featured presentations on activities and programs designed to enhance Residence Life. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 3.40 The Brantford Student Lounge opened in January. A Grand Opening event will be held in February. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 3.41 Mohawk College and the Mohawk Students' Association held its first Student Appreciation Day on January 22, 2004. The day included a Fortune Teller, Zodiac Readings, Caricatures, Chinese New Year celebrations, prizes, give-aways, and a raffle for *Free Groceries for a Week* that the Vice President, Student and Community Services sponsored. The Student Life Department offered \$100 to departments wishing to participate in the event. [Submitted by Carolyn Gray, Vice President, Student and Community Services.]
- 3.42 The Library welcomed Janet Waterfall to the full-time position of *Web-editor*. Janet has worked for the library in a part-time capacity for thirteen years. She will be responsible for helping to build dynamic content for the increasingly popular Virtual Library, The BRAIN. [Submitted by Shelagh Gill, Vice President, Academic.]
- 3.43 The Library welcomed John Dunn to the new position of *e-Services Library Technician*, responsible for day-to-day services in the e-Library at the new IT Centre, effective December 8, 2003. John holds a Library Techniques Diploma from Sheridan College, an Ontario Management Development Program - Leadership Skills – Certificate, a Computer Network Operations Certificate (Post-Graduate) from Niagara College, plus Computer Programming and Data Processing courses from Niagara and Centennial Colleges. John is well poised to help move the Library proactively into the dynamic and exciting information era. [Submitted by Shelagh Gill, Vice President, Academic.]

## MOHAWK COLLEGE REPORT - FEBRUARY 2004

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*Based on the 2004 - 2008 Strategic Priorities- December 2003*

- 3.44 Anna Gris has been newly appointed E.S.L. coordinator at the IAHS. She will be identifying needs and providing services for E.S.L. students at that campus. [Submitted by Shelagh Gill, Vice President, Academic.]
- 3.45 International Education has a new marketing CD to encourage students to choose Mohawk College for their studies. International Education staff worked with MJM Productions to develop the CD to introduce students to the Hamilton area; Mohawk College programs, facilities and services; and the services of International Education. The CD will be distributed to College departments and agents in February. [Submitted by Shelagh Gill, Vice President, Academic.]
- 3.46 The Dean's Office, Faculty of Business and International Education and the International Education Department have relocated their offices in J-wing. The move consolidates all the International Education staff in one central location improving customer service and office efficiency. [Submitted by Shelagh Gill, Vice President, Academic.]
- 3.47 International Education has purchased an international student database program from ISP, a Vancouver based company. The database will improve their ability to process applications, track student activity and maintain accurate information on international agents and markets. The expectation is that they will have the ability to share information in the ISP database with the Banner system, reducing the manual work required to compare data. [Submitted by Shelagh Gill, Vice President, Academic.]
- 3.48 Heide, Bell, Manager, Administrative Services, Health Sciences and Human Services successfully negotiated with staff of Hamilton Health Sciences for their generous donation of a variety of hospital equipment, including eight hospital beds, eight bedside tables, eight tables for over the bed, a hooyer lift, commode chair, etc. This equipment is essential to the newly renovated Personal Support Worker Lab at the Brantford Campus. [Submitted by Shelagh Gill, Vice President, Academic]
- 3.49 Human Resources staff continue to work on the implementation of the Banner HRIS. [Submitted by Joanne Echlin, Director of Human Resources.]
- 3.50 A MoCoMotion training session was held for HR staff on January 23<sup>rd</sup>. [Submitted by Joanne Echlin, Director of Human Resources.]
- 3.51 **STAFF DEVELOPMENT**  
In December and January, Staff Development coordinated the following workshops:

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## MOHAWK COLLEGE REPORT - FEBRUARY 2004

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Based on the 2004 - 2008 Strategic Priorities- December 2003

In December, 51 employees participated in:  
Human Rights (2 workshops)  
Work Wellness: Healthy Lunches and Office Exercises  
Work Wellness: Free Massages  
Stress Busters: Practical Tips to Deal with Stress

In January, 50 employees participated in:  
New iWing Technology Demonstrations  
Take Yourself to a New Level: Improving Your Effectiveness and "Luck"  
Retire Ready (cancelled due to weather conditions)  
Financial Planning for Women; Human Rights; and WHMIS (cancelled due to low enrolment) [Submitted by Joanne Echlin, Director of Human Resources.]

### 3.52 Computer Coach Program

During the month of December, 33 employees participated in one-on-one computer training sessions. Nine workshops were held at Fennell and the IAHS, with a total of 26 staff and faculty members attending.

In January, 26 employees participated in one-on-one computer training sessions. Fourteen workshops were held at Fennell and Brantford, with a total of 32 staff and faculty members attending. [Submitted by Joanne Echlin, Director of Human Resources.]

### 3.53 RECRUITMENT

The following employees were hired in December and January:

#### Ten New Academic Staff:

##### Professors:

Humanities and Social Sciences

- Neil Jamieson
- Daniel Popowich
- Elisabeth Liess-McKellar
- Gwen Crossan

Language Studies

- Scott Bunyan
- Leanne Forsythe
- Sherri Telenko



## MOHAWK COLLEGE REPORT - FEBRUARY 2004

---

Based on the 2004 - 2008 Strategic Priorities- December 2003

Police Foundations

- Deb Wilkinson

ECE

- Karen Davis

Counsellor, Disability Services

- Toby Merritt

Three Full-Time Support Staff

Technologist B – Chemical & Environmental Engineering

- Fiona Anthony

Secretary B – 2 positions – Business Management

- Deborah Calarco
- Jacqueline Cowden-Scott

One Administrative Staff:

Chair, Chemical Engineering, Environmental Technology & Mathematics

- Bill Brimley

[Submitted by Joanne Echlin, Director of Human Resources.]





## **MOHAWK COLLEGE REPORT - FEBRUARY 2004**

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*Based on the 2004 - 2008 Strategic Priorities- December 2003*

### **PRESERVE THE COLLEGE'S FINANCIAL STABILITY**

- 4.1 The first component of Banner, the Course Catalogue, went live on December 19<sup>th</sup>.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 4.2 End users received training on a number of Banner modules, including Catalogue, Schedule, Faculty Load, CE Registration as well as CORE Cashiering and Cognos report writing.  
[Submitted by Dick Raha, Vice President, Finance & Administration]
- 4.3 During the month of January, the Banner project focused on testing and data conversion, in preparation for Mock Registrations in February and Go-Live for CE Registration in March. Work is advancing on the various interfaces that must be built to connect Banner to external systems such as OCAS, and ADP (for Payroll). The Web Interface for CE Registration was also largely completed during this period.  
[Submitted by Dick Raha, Vice President, Finance & Administration]