11-6-2018

November 2018 PAC Minutes, Public Safety Leadership

Christa Nassar

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# PROGRAM ADVISORY COMMITTEE AGENDA

<table>
<thead>
<tr>
<th>Program Code: PSL</th>
<th>Program Name: Public Safety Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Date:</td>
<td>November 6, 2018</td>
</tr>
<tr>
<td>Meeting Time:</td>
<td>9:00am – 11:00am</td>
</tr>
<tr>
<td>Meeting Place:</td>
<td>London Campus, Fanshawe College, Building D, Room D3024</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Led by</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-11:00 a.m.</td>
<td>1. Opening Comments</td>
<td>Michael Sanderson</td>
</tr>
<tr>
<td></td>
<td>2. Welcome</td>
<td>Mark Hunter</td>
</tr>
<tr>
<td></td>
<td>3. PAC Members Role and Terms of Reference</td>
<td>Mark Hunter</td>
</tr>
<tr>
<td></td>
<td>4. Update on Public Safety Leadership Program</td>
<td>Catherine Nanton</td>
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<tr>
<td></td>
<td>5. Discussion – Endorsement of PSL Program</td>
<td>Mark Hunter</td>
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<tr>
<td></td>
<td>6. Discussion – Course Content</td>
<td>Catherine Nanton</td>
</tr>
<tr>
<td></td>
<td>7. Closing Comments</td>
<td>Michael Sanderson</td>
</tr>
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**Agenda Items**

1. Opening Comments
2. Welcome
3. PAC Members Role and Terms of Reference
4. Update on Public Safety Leadership Program
5. Discussion – Endorsement of PSL Program
6. Discussion – Course Content
7. Closing Comments
# MINUTES OF PROGRAM ADVISORY COMMITTEE MEETING

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<tr>
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<td>November 6, 2018</td>
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<tr>
<td>Meeting Place:</td>
<td>London Campus, Fanshawe College, Building D, Room D3024</td>
</tr>
<tr>
<td>Next Meeting Date:</td>
<td>May 7, 2019</td>
</tr>
<tr>
<td>Chair of PAC:</td>
<td>Michael Sanderson</td>
</tr>
<tr>
<td>Recording Secretary:</td>
<td>Christa Nassar</td>
</tr>
</tbody>
</table>

## PAC Meeting General Information:
- [Board of Governors' policy D-30.05](#)
- [TOR27: Program Advisory Committees](#)

<table>
<thead>
<tr>
<th>PAC Members and Credential</th>
<th>Organization</th>
<th>Title</th>
<th>Affiliation</th>
<th>Term</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Michael Sanderson</td>
<td>Hamilton Fire Services</td>
<td></td>
<td>Professional Organization</td>
<td>2nd Term</td>
<td>Present</td>
</tr>
<tr>
<td>2. Daryl Longworth</td>
<td>London Police Services</td>
<td></td>
<td>Professional Organization</td>
<td>Compliant</td>
<td>Present</td>
</tr>
<tr>
<td>3. Ryan Hall</td>
<td>Oxford County EMS</td>
<td>Deputy Chief</td>
<td>Professional Organization</td>
<td>Compliant</td>
<td>Present</td>
</tr>
<tr>
<td>4. Stephen Van Valkenburg</td>
<td>Waterloo EMS</td>
<td></td>
<td>Professional Organization</td>
<td>Compliant</td>
<td>Present</td>
</tr>
<tr>
<td>5. Monique Belair</td>
<td>Oakville Fire Services</td>
<td>Deputy Chief</td>
<td>Professional Organization</td>
<td>Compliant</td>
<td>Present</td>
</tr>
<tr>
<td>6. John Cain</td>
<td>OPP</td>
<td>Regional Commander</td>
<td>Professional Organization</td>
<td>Compliant</td>
<td>Regrets</td>
</tr>
<tr>
<td>7. Jeff McCormick</td>
<td>St. Catherines Fire Services</td>
<td>Deputy Fire Chief</td>
<td>Professional Organization</td>
<td>Compliant</td>
<td>Regrets</td>
</tr>
</tbody>
</table>
8. Bryan Larkin  | Waterloo Police Chief  |  Professional Organization  |  Compliant  |  Regrets

<table>
<thead>
<tr>
<th>College Resource Persons</th>
<th>Position</th>
<th>Title</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Mark Hunter</td>
<td>Administrator</td>
<td>Chair</td>
<td>Present</td>
</tr>
<tr>
<td>2. Catherine Nanton</td>
<td>Faculty</td>
<td>Coordinator</td>
<td>Present</td>
</tr>
<tr>
<td>3. Christa Nassar</td>
<td>Support</td>
<td>Recording Secretary</td>
<td>Present</td>
</tr>
</tbody>
</table>

NOTE: College resource persons include Board of Governors members, full and part-time employees or students who administer, teach in, support or are enrolled in the programs.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Agenda Items and Discussion</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing items</td>
<td><strong>Have PAC members reviewed the Final Action Plan or 1 Year Follow Up from the last Program Review?</strong></td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td><strong>Do the PAC members endorse the Final Action Plan or 1 Year Follow Up from the last Program Review?</strong></td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td><strong>Does the current PAC membership reflect the TOR requirements?</strong></td>
<td>Yes</td>
</tr>
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**Opening Comments:**
- Lack of turn out. Is there challenge of participation?
- Catherine encourages anyone who knows someone that would be a good addition to let them know
- Some PAC members had to send regrets

**Welcome**
- PAC meetings are an ministerial directive for all programs
- Chance to meet with community members
• Appreciate input to help with program development

Are grads allowed to be PAC members? (Catherine)
• Yes, grads and current students
• Students and college staff cannot be voting members

Update on Public Safety Leadership Program

• Ali Chaudhry has withdrawn from his role as Co-Coordinator
• Ali will be staying on as part time faculty
• PSL grads will get direct entry into Royal Roads Master’s program
• PSL program will allow grads 2 transfer credits from Royal Roads
• Currently there is one PSL grad in Royal Roads program
• Fanshawe will pursue articulation with Athabasca and Laurier
• Information can be found on Fanshawe website and Catherine is promoting at conferences
• Looking to partner with Military
• Challenge is that CAF Members would like tuition to be paid, CAF not in a position to do so
• 31 Brigade remains interested in Canadian Military Pilot Leadership students enrolling in PSL program
• Capacity for 20 students
• 2016 – 7 students enrolled 5 grads
• 2017 – not enough enrolled to run program
• 2018 – 6 students enrolled with 2 more expected in January
  o One student from RCMP
  o One students from Hamilton Police
  o One student from London Dispatch
  o One student from Woodstock
o One student form Victim Services in Kingston
  • Catherine will promote program at Ontario Women in Law Enforcement conference
  • Catherine will attend Women in Defense speed mentoring event to promote program
  • A lot of interest at OAPC conference
  • RCMP has agreed to fund one student

What is the final date to get package in for enrollment? (Mike)
  • We will take applications up until the day classes start

What is the time commitment or cost? (Mike)
  • There is a savings for students that go into Royal Roads program (Stephen)
  • Life Long Learner program allows people to withdraw from RRSP for the purpose of tuition and repay within 8 years (Stephen)
  • Students need to be at the college for 2 full days each term, the rest is online
  • Students will know at the beginning of the program dates that will be on campus
  • Students spent 10-15 hours per week on school work
  • Students can complete one course per month
  • Municipalities will pay for skills development (Monique)
  • Fire services is having difficulty recruiting leadership (Monique)
  • Original faculty coming back to teach
  • All PSL faculty members are front line leaders in emergency services
  • Need faculty members for Legislation and Public Safety and Media courses
  • Key to publicize that faculty are industry leaders (Monique)

AMENDMENT TO AGENDA: discuss the Course Content prior to Endorsement of PSL Program

Course Content
  • Looking for suitability or gaps in courses
    Business Planning and Writing
    • writing skills
    • Communication skills

ACTION ITEM: Mark will send Monique info about FSE program

ACTION ITEM: Ryan and Catherine will connect about media course
• Which media is appropriate
• Performance appraisals
• Industry seems to have gone to electronic reposting systems

Legislation and Public Safety Leadership
• Looking for faculty member to teach this course
• Connection and disconnection of working with different industries
• Ethics
• Disaster preparedness

Who are you looking at teaching? (Monique)
• It is open to everyone

Principals and Fundamentals of Leadership
• Self-awareness
• Understanding own leadership style
• Ethical Leadership
• Evolution of leadership

Organizational Management
• Change management
• Mentoring
• Human resources
• Developing people
• Managing change
• Offers opportunities to make course work apply to students own workplace
• Final project is business case

Alternate Dispute Resolution
• Negotiation
• Resolve conflicts before going to HR
• Techniques on conflict management
• Practice mediation

SUGGESTION: Add creating info briefing note and decision briefing note

SUGGESTION: Add Hazardous Identification Risk Basement
• Crucial conversations
• Students required to be on campus

**Holistic Leadership**
• Focus on wellness or organization and individual people
• Pay attention to mental health
• Create response to manage risk
• Team building
• Crucial conversations
• Students take all personal assessments with simple version of 360

**Media**
• A version of what is offered at Ontario Police College
• Write media release
• Who to target through social media
• How to conduct yourself in front of a camera
• Students must be on campus
• Students speak into microphone and answer questions

**Interpersonal Collaboration**
• How to join people together
• Who to be a lead on events or projects

**Leadership Practicum 1**
• What is going on in students organization

**Practicum 2**
• What is going on in other organizations
• How can process be improved
• Based on feedback students have flexibility to look outside their organization prior to looking inside
• Catherine asks for input on PSL content; anything missing?

**ACTION ITEM:** Catherine will send course content with meeting minutes
- Daryl was part of the group that reports were delivered to. They were well done; students need to know their audience and use every second for what it’s worth (Daryl)
- Use Clear Leadership by Gervase Bushe in Principals and Fundamentals of Leadership
- Include how to interact with municipal government
  - How to ask for things
  - How to get things
  - How to present yourself
- Talk about 2 tier government
- Labour relations, unions and employment standards
- Catherine advises we choose not to teach that because we’re focusing on leadership not management
- How to lead volunteers
- Catherine asks for input on PSL content; anything redundant?
  What do students say? (Ryan)
  - Students don’t want to take anything out

**Endorsement of PSL Program**

- How to take next steps to identify program as something to further a career
- How to advertise the benefits of PSL program
- Get PSL program as a credential on promotional posting
- Courses are sometimes listed in job responsibilities (Ryan)
- Catherine asks members who writes job postings
- HR – Would like if job descriptions could be more specific but must use HR language (Stephen)
- Catherine asks if there’s a way to influence the language
- HR has main input but will go to managers to find out what needs to be included (Mike)
- When you attach credentials you need to increase salary (Stephen)

What level does PSL education align with police rank?
• Staff Sargent level
• Deliver workshops to and give credit towards PSL program (Ryan)
• Reach out to Mary Principe regarding Fire 1 Fire 2 and Fire 3 (Monique)
• Have been asked to include Fire 1 and Fire 2 in PSL (Mark)
• Consider allowing students to take 1 course at a time and complete program over 2-3 years (Daryl)
• Continuing Education is back to the academic area; we can work with course delivery system
• Offer one off courses for students that get pulled away
• Can open part time at next offering to see if there’s interest
• Catherine asks if anyone has contact with people in associated industries to forward and introduction

Please see attached course content for your review.

**Date Scheduled for the next meeting:**
May 7, 2019 9:00 – 11:00 am

NOTE: Lead and Affiliate advisory committee minutes and reports are required to be submitted to the appropriate Dean(s) and Chair(s) and members of the advisory committee. The Office of the Senior Vice-President, Academic is responsible for the maintenance of a repository for advisory committee agendas, minutes, reports and other documentation.