

## VICE PRESIDENT'S ACADEMIC COUNCIL (VPAC)

### MINUTES

Friday, February 4, 2011 9.30 am

New Westminster Boardroom

**Present:** Thor Borgford, Robert Buller, Catherine Carlson, Jan Carrie, Kathy Denton (Chair), Ted James, Joy Page, Meg Stainsby, Gary Tennant, Silvia Wilson, Tom Whalley, Anne Gapper (recorder)

**Guests:** Blaine Jensen, Alla Shishkov,

#### 1. Follow Up

##### 1.1 Regional Student Transitions Consortium

Alla Shishkov attended the meeting and gave an update on the Consortium. The main points were :

- SFU has now joined the Consortium although the focus will still be making connections with High Schools
- Good connections have been made with Aboriginal support workers with the Consortium
- 30 Coquitlam students are enrolled in a new concurrent studies course in Child, Family & Community Studies
- There will be a website and blog created this month to increase the Consortium's profile and accessibility

Discussion ensued and it was suggested:

- Marketing and Communications could perhaps put together a video clip and/or brochure to promote the SFU/DC degree partnership rather than Information Sessions
- VPAC and other members of the Consortium should indicate what their priorities are for the Regional Student Transition Coordinator to focus on.

##### 1.2 High School Math Equivalencies

Ted James handed out information on course prerequisites compiled by the Mathematics Department. Foundations of Math is the default prerequisite for Douglas and Ted indicated that if Departments required other than this, they will need to amend the curriculum guidelines and these will have to go through the Governance system.

##### 1.3 Early Academic Courses for IE Students Experiments

Ted James handed out a document showing the statistics for these experiments. The conclusion was that there are some courses that can successfully be taken concurrently with EASL, eg CSIS. He suggested that this opportunity be expanded to local students who do not have English with a C which will mean reviewing the Admissions Policy. Tom Whalley recommended that this option could be offered to students taking EASL for the first time. In order to determine which would be the best courses to offer, it was suggested that the core 10 'next step' courses usually taken by EASL students be reviewed.

#### 1.4 **Constraints on Scheduling Faculty Document**

This item was deferred to the next meeting.

#### 1.5 **Adoption of the College-wise Vacation/PD/Accountable Time Form**

Thor Borgford has requested CEIT develop a user-friendly on-line form. Kathy requested that the concept and definitions be prepared for a future LMRC meeting.

#### 1.6 **New Faculty Orientation**

Gary Tennant asked for feedback as to how many new faculty and contract faculty were anticipated to be hired for the Fall semester.

### 2. **Approvals**

#### 2.1 **Agenda**

Two items were added to the agenda:

- 5.1 Assessments
- 5.2 Matrix Task Force Update

The agenda was approved as amended

### 3. **Decisions Required**

There was nothing to discuss under this item.

### 4. **Discussion**

#### 4.1 **Academic Performance Policy**

Ted James reported that more students are on probation now than before the policy was revised in 2006. He is proposing that the GPA requirements be revised to those required prior to 2005 and that a remediation plan also be put in place. These changes will bring Douglas in line with other institutions and will not require extra resources. It was suggested that if a student is struggling that an early alert at the beginning of a course (rather than at the end) be incorporated into the remediation plan.

#### 4.2 **Foundation Year**

Kathy Denton received feedback from the Deans on the draft foundation year.

#### 4.3 **External Review of CEIT Activities**

Blaine Jensen attended the meeting to update VPAC on what is happening in CEIT. He confirmed that several external reviews are either taking place or will be started in the near future. These include website infrastructure and transitioning from Novell to a Windows based platform.

Several suggestions were made to Blaine for his consideration:

- looking at whether it would be possible to have specific technicians for faculty other than going through the Help Desk

- Improved communications when problems with Groupwise are occurring, ie through the phone system.
- CEIT to send out bulletins updating the College community on changes that are occurring, similar to those sent out by Facilities.

#### 4.4 **Academic Signature**

Kathy Denton indicated that it was acknowledged that the core competencies are in place at Douglas, she confirmed that faculty are not expected to develop evaluation tools.

#### 4.5 **Douglas College as a Receiving Institution**

Kathy Denton suggested that the first institutions to be looked at could be SFU, Kwantlen and Langara. The grid should be confirmed with each department on a course by course basis before it is finalized. She suggested that SFU would perhaps be the first one to start with. Ted James agreed to form an ad hoc committee and will report back to VPAC.

#### 4.6 **Pathways**

Kathy Denton indicated that she would like to build an online tool so students can see what courses they still need to take. It was agreed that English, Biology, and Psychology/Sociology/Criminology would participate in a trial run.

### 5. **Information/Announcements**

#### 5.1 **Assessments**

Ted James reported that in order to take an assessment, a student will have to have applied to the College. Currently there are a large number of students who take the assessment and do not end up being a student at Douglas.

#### 5.2 **Matrix Task Force**

There was a report from the Matrix Task Force. The committee welcomed input from the Deans either in person or in writing.

### 6. **Reports**

#### 6.1 **Vice President's Report**

Kathy reported that later in the semester there she will be setting up a task force to look into grading practices.

#### 6.2 **Deans' Report**

Silvia Wilson reported that Health Sciences have purchased a virtual reality biology software which she would be happy for other Faculties to use.

Joy Page confirmed that the College had received CFI eligibility.

Meg Stainsby confirmed there will be two visitors from Trinity St Davids University in Wales in the second week of March.

## **Adjournment**

The meeting adjourned at 1.00 pm