

Minutes of Vice President's Academic Council (VPAC)
Friday, February 22, 2008 at 9:00 a.m.
Room B3051 David Lam Campus

Present: Jan Lindsay (Chair), Lauren Dailey (Recorder), Jan Carrie, Rosilyn Coulson, Kathy Denton, David Duke, Joy Holmwood, Mike Tarko, Sandy Vanderburgh

Regrets: Ted James

Guests: Anne Gapper (VPE's office), Lori Woods (CFCS), Nicholas Watkins (CFCS)

1.0 APPROVALS

1.1 Agenda

The agenda was approved with the addition of Research & Scholarly Activity Discussion Paper and NSERC Eligibility under item #3.6.

1.2 Minutes

In review of the minutes of January 25, 2008, under item #3.2 – FF&E Rankings, it was raised that VPAC had agreed there should be a stronger emphasis on Smart Classrooms in the budget and that they should be implemented as a priority for the institution. It was requested that this be reflected in the minutes. **The minutes of January 25, 2008 were approved as amended.**

2.0 BUSINESS ARISING

Following the discussion on Smart Classrooms, it was decided to send a memo to TPMC recommending that TPMC should be meeting or exceeding existing targets for implementation of Smart Classrooms.

Action: R. Coulson will take the memo regarding implementation of Smart Classrooms forward to TPMC.

3.0 NEW BUSINESS

3.1 Celebration of Teaching & Learning & CEIT Support

The 3rd Annual Celebration of Teaching & Learning, Program Innovation and Scholarly Activity (CoTL) event will be held on Thurs. May 15th from 4:00-6:30p.m. in the Upper Cafeteria. J. Lindsay advised that the CoTL planning committee has met with a brainstorming group to discuss new ideas for this year's event. A subsequent meeting was held with Jamie Gunn, Client & Learning Services, regarding the support available from CLS with respect to displays. Tables will be set up the night before the event in the Upper Cafeteria to allow people to start setting up their displays the following morning. Displays of activities big and small are encouraged. Further information and instructions will be sent to Deans in March.

Deans also discussed the possibility of presenting individual awards for employees who have shown academic leadership. It was suggested that a list of individuals who have made sustained, exceptional contributions to the College be started, and that these awards be presented by the President's Office. **Action: Deans are to submit the names of faculty and staff on new program innovation teams since last year's event (and that have gone through Education Council) to Anne Gapper by March 7th.**

3.2 Chairs/Coordinators Appreciation Dinner

This year's Chairs/Coordinators Appreciation dinner will be held on Wed. March 12th in the Douglas Room/Deli. A mix and mingle will start at 4:30 p.m. with live music and a no host bar, followed by a complimentary buffet dinner at 5:15 p.m.

3.3 Full Program Proposal: Disability & Applied Behaviour Analysis

Lori Woods and Nicholas Watkins from CFCS joined the meeting to present the FPP for the Disability & Applied Behaviour Analysis program which is a 15-credit, stand alone citation, and is part of the University of Calgary degree. Suggestions to strengthen the proposal included using stronger verbs to reflect more rigorous work for upper level courses (e.g. critically analyze), emphasizing the depth and application opportunity with regard to "graded course", and clarifying the 3-year plan to move to hybrid and online offering. It was noted that the advisory committee list is an impressive range of people from key social services agencies. In response to an inquiry, J. Carrie clarified that the plan is to offer the citation using sections currently within the collaborative BCR education plan. The Chair complimented L. Woods and N. Watkins on the quality of their proposal.

MOVED: J. Carrie/R. Coulson

That the Full Program Proposal for the Disability Applied Behaviour Analysis Citation be approved in going forward to SMT with the suggested amendments to the curriculum guidelines. CARRIED.

3.4 Concept Papers

VPAC reviewed the four concept papers for viability and fit with College strategic directions. Feedback/comments on each included:

i) ***Health Information Management Program***

- an existing program being converted to an online format
- Academic Signature component will be addressed in the Feasibility Study and included in the application for strategic development funds
- VPAC cannot recommend funding beyond the current academic year
- suggestion was made to add in Client & Learning Services consultation

J. Lindsay clarified that, in future, if Deans feel a strategic development proposal doesn't represent a totally new program concept, they can inform VPAC by simply putting the item on the agenda along with a short rationale statement for the proposed program revision

ii) ***Mathematics and Science Teaching Post Degree Diploma***

- similar idea as the existing PDD in Physical Education Instruction
- uses some existing sections
- would be offered evenings and weekends
- SFU has stated Math and Science are two areas where teaching is needed

iii) ***Resource Exploration Diploma***

- builds on students' educational experience
- estimate 6-7 new courses

- consultation has taken place with Geography on GIS
- if seeking co-op designation, need to build in time into the program design

iv) ***CE for Psychologists and other Mental Health Disciplines***

- there is a growing dissatisfaction about the lack of available PD activities for Practicing Clinical Psychologists; delivery of suitable courses on a cost recovery basis could meet this community educational need

There was support for all concept papers presented in moving forward to the feasibility stage.

3.5 Proposal to Increase UCFV/Douglas Collaborative Degrees

K. Denton advised there is an appetite by UCFV to do more collaborative degrees with Douglas College, and that both H&SS and LLPA have faculty interested in pursuing these partnerships. She noted there are increasing concerns about the commitment in 4th year, and that further refining needs to be done as other departments become involved. J. Lindsay responded that J. Holmwood is working with a representative from UCFV to develop an umbrella framework agreement that will guide development of further collaborative agreements with UCFV; this framework agreement will come to a future meeting. She clarified that it's not necessary to do a concept paper for every conversation with UCFV, and that a rationale statement would suffice.

3.6 Review of Academic Planning Process

J. Lindsay reported the environmental scan was presented to the College Board last evening. The next phase involves bringing all the environmental scan information together and using internal constituency groups to provide input on our strengths, weaknesses, opportunities and threats. She suggested that Faculties could use their spring 2008 tactical planning update meetings to also look at the next three years of strategic planning using the new planning themes that are identified.

3.6.1 Research & Scholarly Activity Discussion Paper

J. Holmwood distributed draft 2 of the Research & Scholarly Activity Discussion Paper, and acknowledged the editing work done by Maureen Nicholson. Basic changes included condensing the original six goals to four by eliminating redundancy, adding references to networking and evaluation, and including the request for feedback up front. The goal is to post the paper to the VPAC web page next week and to send it out to all employees for input. It will also be sent to the Academic Affairs Committee for information prior to posting.

3.6.2 NSERC Eligibility

J. Holmwood presented a chart that breaks down the requirements and actions needed in order to become eligible for NSERC/TRI Council grants. The requirements have been divided into seven areas and it's hoped to complete these requirements by January 2009. Also included was a list of College responsibilities as outlined in the Memorandum of Understanding between NSERC and the College (when funds are granted to faculty). J. Holmwood commented that NSERC eligibility will open doors to other TRI Council grants, such as SSHRC.

3.7 SFU EdD Cohort Announcement

K. Denton reported Geoff Madoc-Jones and Ian Andrews from SFU Faculty of Education visited Douglas College to speak about SFU's EdD program. Douglas College faculty can participate in supporting the EdD thesis portion of the program by serving as adjunct faculty. So far, 22 faculty have expressed interest. Tuition is \$4,000 per semester and takes three years to complete.

3.8 VANOC Campus Closure

J. Lindsay advised that, although the campus closure for the 2010 Olympics will be a college decision, VPAC can provide input. Suggestions included running a condensed schedule or adding days onto reading week to allow faculty and staff to participate in VANOC activities for the two weeks. Traffic is a concern, especially since it's been reported that 60% of buses have been allocated to the Olympics.

Action: Deans are to survey their Chairs/Coordinators prior to the next VPAC meeting as to what could be done. VPAC will then make a recommendation that will be forwarded for consideration to Education Council and Senior Management Team.

3.9 International Support Fund for Faculty

The guidelines for the International Support Fund for Faculty are accepted for 2008/09. Following a recommendation, it was agreed that when students receive international funding it will be categorized as a travel award so that students can indicate this on their resume.

Action: R. Coulson will email the draft application form for the International Support Fund to all Deans for feedback.

3.10 Outline of Future Agenda Items

An outline of agenda items for the next three VPAC meetings was provided, including a tentative schedule of internal constituency groups to attend and provide input into the academic planning SWOT analysis.

4.0 INFORMATION

4.1 EOF Minutes

The draft minutes of the January 21, 2008 Education Operations Forum meeting were provided for information.

4.2 Start Date – New Probationary Regular Faculty

M. Exmann provided a written response to VPAC's recommendation that all new probationary faculty start in mid-August. Deans were in agreement with M. Exmann's feedback and felt this item did not need further discussion. A further suggestion was made to apply the earlier start date to all new starts (e.g. January).

4.3 Conversations on Community-based Research Symposium

J. Holmwood advised they are looking for 100-125 people to attend the May 8-9 symposium to be held in the new Health Sciences building on the David Lam campus. The symposium will also

officially launch the new Centre for Health & Community Partnerships at DLC. She asked Deans to distribute the information again to faculty and to encourage them, as well as students, to attend.

5.0 COMMITTEE REPORTS

5.1 High School Contacts

J. Lindsay advised of a Student Transition Steering Committee meeting scheduled for next week, and that BCIT is joining the consortium. They should be able to post the student transition coordinator's position right away. An open invitation is extended to Deans to attend the steering committee meetings when they are wanting to advance a specific transition program or activity.

J. Lindsay reminded Deans of the importance of getting information on all our articulation agreements into the College calendar so that students can see the agreements we have with other institutions.

5.2 External Contacts

K. Denton reported that SFU is considering a proposal for dual admission for students in our Associate Arts for Future Teachers program to move into the third year of a BEd (General Studies) degree after they complete their AA. The BEd (General Studies) is expected to be approved at Senate next month. Once approved, SFU has agreed to sign a letter of understanding and we can start recruiting for dual admission. Student pools would be international and domestic.

5.3 Provincial Articulation Meetings

J. Lindsay reported Dawn Minty from AVED attended the February Senior Academic Administrators' Forum (SAAF). J. Lindsay indicated that some institutions reported they are having difficulty with their budgets and some are holding off on finalizing their budgets.

5.4 VPAC Standing Committees

- *ETTL* – focus has been on Ed Tech so no there has been no meeting
- *Academic Affairs* – committee provided feedback on the draft Research & Scholarly Activity Discussion Paper
- *TPMC/ETF* – there have been some unexpected requirements for moves, renovations, etc. CLS is asking for better communication, particularly around learning resources.
- *Academic Signature* – report coming to March meeting

5.5 Education Council

The TESL Citation was reviewed and some changes were recommended for the program admissions criteria.

6.0 NEXT MEETING: Fri. March 7, 2008, 9:00 a.m., Room 6103

The meeting adjourned at 12:30 p.m.