

Minutes of Vice President's Academic Council (VPAC)
Friday, February 23, 2007 at 9:00 a.m.
NWC Room 6103

In Attendance: Jan Carrie, Rosilyn Coulson, Lauren Dailey (Recorder), Kathy Denton, Ted James, Jan Lindsay (Chair), Lorna McCallum, Mike Tarko, Sandy Vanderburgh

Guest: Susan Witter

Regrets: Joy Holmwood

ITEM	ACTION
<p>1. Approvals</p> <p>1.1 The agenda was approved as distributed.</p> <p>1.2 The minutes of January 26, 2007 were approved with an addition to #2.1 to indicate ESL's interest in a Centre for Intercultural and International Study, and a revision to #3.3 to indicate that much of the provision of coordination and support for the collaborative degree with the University of Calgary is falling on the Faculty/Dean's shoulders.</p> <p> The minutes of February 9, 2007 were approved with confirmation of Ted James' regrets for the meeting.</p>	
<p>2. Business Arising</p> <p>2.1 <i>Educational Technology – Strategic Plan</i> Sarah Stephens joined the meeting to receive VPAC's input on the draft Report on Instructional Priorities for Educational Technology to be used in development of the 3-year Ed Tech plan. VPAC reviewed the high priority items and provided the following feedback:</p> <ul style="list-style-type: none"> • looking for support for online or blended courses • suggest creating a list of CEIT services required and clarifying expectations for provision of technical support for faculty • strengthen wording to indicate a definite need for action • make registration system a higher priority • state more strongly that the College would support faculty using academic dishonesty software • add "proper and ready maintenance" to e-classrooms <p>Sarah will incorporate VPAC's feedback into the draft 3-year Ed Tech plan and bring forward to the March 9th meeting.</p> <p>2.2 <i>BCcampus Presentation</i> As previously discussed, J. Lindsay has invited David Porter, Randy Bruce and Paul Stacey from BCcampus to give an educational technology presentation at Douglas College. The date of March 28th from 4:30-6:00pm was confirmed. Deans are to select 3-4 faculty from each area to take the lead on educational technology change. J. Lindsay will prepare a flier to send out to faculty, staff and administration.</p>	<p>Agenda</p> <p>JL</p>

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<p>2.3 <i>BCCAT Workshop Update</i> J. Carrie reported on the BCCAT workshop for Deans and Coordinators regarding block transfers. She noted that faculty found the workshop helpful and that support from the Registrar's Office is needed to assist with block transfers. They recommended that the responsibility for reviewing student transfer to degree programs be assigned to one person in the Registration Office rather than being spread out to a number of people.</p> <p>J. Carrie will contact T. Angus to arrange a follow-up meeting with Deans and a couple of key coordinators who will be handling some of these transfer issues. VPAC recommended a point person in the Registrar's Office to handle block transfer and course transfer related to degree programs.</p>	<p>JC</p>
<p>3. New Business</p> <p>3.1 <i>Budget</i> A general budget discussion was held.</p> <p>3.2 <i>BSPN Program Revision</i> M. Tarko spoke to the program revision of the BSPN program design, specifically reducing the number of credits from 126.5 to 123.5 by eliminating the open upper level elective as a requirement for graduation. The proposed number of credits would still be within the range of credits for a degree and the 30% breadth requirement. It was recommended that the actual breadth percentage be shown when going forward to EDCO. VPAC approved the proposed program revision for the BSPN.</p> <p>3.3 <i>Celebration of Teaching, Learning, Program Development & Scholarly Activity</i> J. Lindsay reminded Deans that the May 17th event is intended to help increase awareness of teaching activities throughout the College community, and asked Deans to confirm their project teams and table displays with her office as soon as possible.</p> <p>3.4 <i>Academic Signature</i></p> <p>a) <i>Portfolio</i> J. Lindsay introduced the idea of a graduate portfolio to publicize and heighten awareness of the academic signature with faculty, students and the community. She presented a mock-up of a portfolio prepared by CMO for students to give to potential employers upon graduation to show their achievements; e.g. academic signature competencies completed, credentials earned, etc. Deans agreed the concept was good, but felt an electronic version would be better. R. Coulson suggested sending the mock-up to the Co-op Ed and Marketing students to get their feedback on the tool and perhaps making it available online as well. The graduate portfolio will be passed over to the Academic Signature Standing Committee for consideration and recommendation.</p>	<p>Deans</p> <p>JL</p>

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<p>b) <i>Listing of Programs Incorporating the Signature</i> CMO has indicated that the Academic Signature would have more impact if we could indicate what percentage of our programs have imbedded the academic signature requirements. Deans expressed uncertainty in doing this until the academic signature templates have been finalized and made available. K. Denton advised that the Academic Signature Committee is meeting on Feb. 28th for a decision on the check points and finalization of the templates.</p> <p>c) <i>Program Review & Role of Dean</i> J. Lindsay commented that EDCO is seeing a number of program revisions coming through, and that there should be some indication during the review process, which Deans would sign off on, that the academic signature has been included in the revision. Again, Deans are waiting for the tools and a clear sense of the process. In response to a question regarding the program and services review and how it connects with these program revisions, it was noted that B. Jensen will be speaking to the review at the March 23rd VPAC meeting.</p>	Agenda
<p>3.5 <i>Check-in: Faculty Tactical Plans and Personal Goals</i> A roundtable of recent activities and successes in the different Faculty areas was held. Of note: CFCS – busy with new program development, approvals and implementation H&SS – high point has been external relations with UCFV (collaborative degrees) and SFU (dual admissions) HSci – lots of excitement in moving the BSN and BSPN degrees forward StuDev – heavily involved with student mental health which has been extremely valuable in learning how to handle a range of student issues LLPA – development of Bachelor of Applied Music collaborative degree is going well; bringing in an expert on post-secondary websites to the Ed Tech day in May S&T – exciting work on the Animal Health Technology and Building Environmental Studies Technology (BEST) programs C&BA – recent approval from DQAB for the BBA; merging of two departments into CSIS Jan Lindsay commented on the many wonderful events, activities and new developments that are happening at the College and how rewarding it is to see these.</p>	
<p>3.6 <i>Dean Communication and Inter-disciplinary Team Building</i> Jan Lindsay acknowledged that the structure of the Deans’ positions does not make it easy to communicate with each other and share ideas on a regular basis. She suggested that the following groups start by getting together for coffee or lunch as often as feasible:</p> <ul style="list-style-type: none"> • Ted, JanC, Sandy • Rosilyn, Lorna, Kathy • Joy, Mike, Julie <p>Group members will rotate. This item will be kept as a check-in item on the agenda for feedback to the whole group.</p>	Agenda

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<p>3.7 Draft Space Planning Guidelines Deans reviewed the draft space planning guidelines for the New West Campus. Feedback included:</p> <ul style="list-style-type: none"> • tighten up the wording in item D - suggest definition of full-time employee is in the 65-75% range; include need for Chair and Coordinator office space; “adequate” workspace is too vague • remove item G (space allocation requests for external and other special uses) – needs more of a priority and should be included in the scheduling policy • item F – include study space for students to study between classes <p>Deans are to give any additional feedback to JanL prior to the March 13th SMT meeting.</p> <p>3.8 Volunteer Opportunities for Employees JanL advised that this item came out of Academic Affairs and went to SMT for approval. SMT felt that the policy needs to be broadened to include all employees and all cost items were removed (e.g. provision of a Chair/Coordinator or Manager). Lorna McCallum will take the policy back to Academic Affairs for feedback on SMT’s comments and written recommendation to SMT.</p> <p>3.9 VPAC Retreat Deans were asked to think about a location and possible group activity for the June 15th VPAC retreat.</p>	<p>Deans</p> <p>LM</p> <p>Deans</p>
<p>4. Information - There were no information items.</p>	
<p>5. Committee Reports</p> <p>5.1 High School Contacts – Lorna requested that if any Deans have worked through the particulars of an advanced placement agreement to please share. Sandy Vanderburgh will share Science & Tech’s forms with all Deans.</p> <p>5.2 Provincial Articulation Meetings – scheduled for April and May</p> <p>5.3 VPAC Standing Committees: ETF – Rosilyn advised that GroupWise is running out of space. CEIT is asking people to take large documents (10MB or larger) and save them on the network drive. If they haven’t been saved on the network, they will be deleted by CEIT. ETF will be asked to issue a bulletin informing people of the problem, what needs to be done and by when. Rosilyn will ask Piotr Kisiel (CIET) to put this item on the Educational Operations Forum (EOF) agenda so reps can take the information back to their Faculties. Rosilyn also advised that Banner will be updated on February 23rd, and Computer Use policy is coming up at TPMC.</p>	<p>SV</p> <p>RC</p>
<p>6. Next meeting: March 9th, 9-12:00 p.m., DLC B3051, followed by lunch.</p>	
<p>7. The meeting adjourned at 12:40 p.m.</p>	