

VICE PRESIDENT'S ACADEMIC COUNCIL (VPAC)
MINUTES
Friday, January 7, 2011 9.30 am – 1 pm
6103

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

1. FOLLOW UP

1.1 Copyright Law and Course Packs

Discussion ensued around ACCC's recommendation that Colleges operate under the interim tariff. Kathy will inquire about summer course packs and will provide feedback to VPAC.

2. AGENDA

2.1 The following items were added to the agenda

- 5.1 Timetable Operations Committee
- 5.2 University of Manitoba program
- 5.3 International practicums and internships
- 5.4 Hybrid Courses
- 5.5 Accountable time

The agenda was approved as amended.

2.2 Minutes of November 26, 2010

The minutes of November 26, 2010 were approved as presented.

2.3 Minutes of December 8, 2010

The minutes of December 8, 2010 were approved as presented.

3. DECISIONS REQUIRED

There were no items requiring decisions.

4. DISCUSSION

4.1 Credentials Policy

Ted James handed out information he had gathered from other institutions with regard to credentials they offer together with the number of credits for each. After discussion it was agreed to recommend to the Policy Committee that the definition of Advanced Citation and Advanced Diploma be eliminated from the Credentials Policy as there are no Douglas credentials

with these designations. It was also agreed to recommend that existing Citations be renamed Certificates, with the Government definition of Certificate being adopted in the Credentials Policy.

Certificate in a defined program of study usually involving one year or less of study.

For an Advanced Certificate it was agreed to recommend the adoption of the Ministry standard adding *defined program of study*.

There was extensive discussion on the topic of post-baccalaureate diplomas. It was agreed that Ted James and Robert Buller would do more research into this issue and report back to VPAC at a later meeting.

4.2 Constraints on Scheduling Faculty

This was developed by a faculty sub-committee of the Timetable Operations Committee. There was discussion about the document which is the initial step in the process. It was suggested that points that could be added were:

- Ensure professional expertise remains fresh
- Fairness and equitable decisions being made in support of the collegial environment

Kathy asked VPAC to review this document and come back to the next meeting for further discussion.

5.1 Timetables Operations Committee (TOC)

Ted advised that TOC had recommended that if a course is taught at David Lam, the exam should be held at David Lam. He also handed out Exam Scheduling Guidelines that will be coming from the Scheduling Office.

5.2 University of Manitoba

Robert Buller advised that the University of Manitoba offers excellent senior managers' and senior administrators' courses.

5.3 International Practicums and Internships

Jan Carrie advised the meeting of potential problems that could arise for students travelling to the US for practicums.

5.4 Hybrid Courses

Gary reported a problematic situation where a course offered as hybrid was then offered as a face to face class because of a change in instructor.

5.5 Accountable Time

Discussion ensued about keeping track of PD and accountable time. Thor will approach CEIT to see if they can develop an electronic version of the form.

6. REPORTS

6.1 VP's Report

Kathy Denton confirmed that she had hired Roger Blackman to assist with the development of degrees going to DQAB. He will initially work with the BSN program.

6.2 Deans Reports

Silvia Wilson:

- John Collins will be assisting Silvia and Lori for the next 4 months to work with staffing, scheduling and progressions.
- The CE Programmer position in Health Sciences has still not been filled.
- Psychiatric Nursing is meeting with Biology with regard to developing new courses that do not include labs

Thor Borgford:

- The first video conferencing class worked very well for Physics; the class is being run at both campuses by Jennifer Kirkey. Room 2214 is the designated classroom at NWC.
- The Year of Science project is putting on four seminars in February. The first one is on February 4, 2011 with Dr Bernard Crespi.

Meg Stainsby:

- The Music Technology Certificate is going to Education Council on January 17, 2011. The letters of reference have been updated and the curriculum guidelines revised as per VPAC's recommendations.
- On January 13, 2011 the UBC Symphony will be playing at 1pm in the Muir Theatre.

Jan Carrie:

- The Behavioural Intervention meeting is next week and it looks as though Douglas will be leading this with BCcampus.
- The Internship program is going well in Uganda.

Joy Page:

- There is an issue on how classrooms are equipped with screens coming down over white boards. Kathy Denton advised the Deans to put extra white boards as required into the FF&E requests as an academic division need.

The meeting adjourned at 1.25pm.