

Minutes of Vice President's Academic Council (VPAC)
9:00 a.m., Friday, January 25, 2008
NWC Room 6103

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

Regrets: Ted James

ITEM	ACTION
<p>1. Approvals</p> <p>1.1 The agenda was approved as distributed.</p> <p>1.2 The minutes of December 14, 2007 were approved as distributed.</p>	
<p>2. Business Arising</p> <p> There was no business arising.</p>	
<p>3. New Business</p> <p>3.1 Budget – There was no budget news to report.</p> <p>3.2 FF&E Rankings VPAC reviewed the compiled and ranked list of FF&E requests for 2008/09. It was estimated that an amount similar to last year would be available for the Ed Division this year. It was discussed that we need to think of creative ways to purchase big ticket items now that we're offering degree programs, as these items use up a significant portion of available FF&E funds; e.g. piano for Performing Arts Theatre and Spectrometer for Science & Tech. Deans agreed there should be a stronger emphasis on Smart Classrooms in the budgets, and should be implemented as a priority for the institution. Some changes were made to the list, and Sandy will go back to see if any adjustments can be made in his area. JanL will raise the subject with SMT of finding creative ways to purchase big ticket FF&E items.</p> <p>3.3 Scholarly Activity Strategic Plan Feedback Joy reported she received specific feedback regarding edits to the document and looking at priorities, and emphasized that the terminology around scholarly activity/research needs to be clearly and consistently stated. She proposed that the document be used to create a scholarly activity discussion paper for college-wide feedback purposes. Discussion followed and suggestions made. It was agreed to use the terminology "research and other scholarly activity." Joy will revise the discussion paper based on today's comments. She and Tom will attend the January 30th Academic Affairs meeting to share the projected goals and initiatives, and to obtain feedback. Once the final discussion paper is approved by VPAC, it will be posted on the VPAC website for feedback from the College community.</p>	<p>SV JL</p>

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<p>3.4 <i>Credential Completion Fund</i> The question was raised that, if a person has already received Ed Leave funds, can they also apply to the Credential Completion Fund? Following discussion, it was agreed to accept duo applicants in this round of applications (deadline January 31st), and to develop the criteria in greater detail, effective next year. Credential Completion Fund Criteria will be put as an item on the end-of-year retreat agenda.</p>	Retreat Agenda
<p>3.5 <i>OPDF Results</i> Julie Crothers provided a verbal report on the successful joint application to the BCcampus 2007 Online Program Development Fund (OPDF) for Phase 1 of the Medical Office Assistant Certificate Program. She advised it took three attempts before the application was successful, noting it is an excellent way to offer programs provincially and to partner with other BC post-secondary institutions. JanL acknowledged the group's success and encouraged Deans to continue to build similar partnerships around the province.</p>	
<p>3.6 <i>Faculty Recruitment and Salary Bar</i> The question was asked if there are strategies of doing business to entice faculty to Douglas College. JanL will follow-up with Marian Exmann in Employee Relations to discuss possibilities.</p>	JL
<p>3.7 <i>VPAC Admission Procedure Review Dates</i> VPAC discussed and determined completion dates for the Recruitment-Enrolment Strategy grid.</p>	
<p>3.8 <i>Criteria for CoTL Awards</i> A brief discussion on the criteria for receiving a new program development award at the spring Celebration of Teaching, Learning, Program Development & Scholarly Activity event was held. It was clarified that if someone is involved in developing a program above and beyond their normal duties they will receive an award (at the Dean's discretion).</p>	
<p>3.9 <i>Dean's Sign-off on Scholarly Activity Application Form</i> Sandy asked Deans to remember the following points when dealing with Scholarly Activity application forms:</p> <ul style="list-style-type: none"> • Ask for applications a week before the deadline so they're not signing in a rush • Note the individual maximum of \$3,000 per year • Don't sign off on applications if they're incomplete or at a poor standard • Don't need to adjudicate whether the activity is good or bad science • Deans are in a mentoring role so they can point out areas of improvement in the application, if appropriate 	

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<p>3.10 <i>DLC Open House</i> Joy reported on plans for the DLC Open House on May 1, 2008. Some concerns were expressed over the proposed format and timing of the event as it is scheduled very closely to the May 15th Celebration of Teaching and Learning. JanL will discuss the DLC Open House with SMT.</p>	<p>JL</p>
<p>4. Information</p> <p>4.1 <i>Student Probation Statistics</i> – probation statistics based on the Fall '07 semester grades were provided</p> <p>4.2 <i>International Support Fund for Faculty</i> – a draft document outlining development of new opportunities, student supervision in established international programs, funding, and fund management was provided</p> <p>4.3 <i>Draft Dec. 17/07 EOF Minutes</i> - shared for information</p> <p>4.4 <i>Researcher-in-Residence</i> – Tom Whalley has been successful in obtaining a grant through the Canadian Council on Learning (CCL) for a researcher-in-residence position. This person will be responsible for research related to under-represented groups of learners and understanding the impact of new technologies on learning.</p> <p>4.5 <i>Overhead Charges on CE Salaries</i> –overhead charges on CE Programmer salaries are to remain status quo.</p> <p>4.6 <i>WCB Issues</i> – Nancy Constable will be sending a memo to Directors/Deans regarding Facilities conducting the general WCB safety training for new employees</p> <p>4.7 <i>Student Transition Steering Committee</i> – BCIT has been invited on board to expand the consortium; it is hoped to have the Coordinator hired by March</p>	
<p>5. Committee Reports</p> <p>5.1 <i>High School Contacts</i> – no reports</p> <p>5.2 <i>External Contacts</i></p> <ul style="list-style-type: none"> • Joy is working with UCFV to develop an overall framework document container for future collaborative programs • Paula Bond and Gulrose Jiwani from the Ministry of Health visited the David Lam Campus this week as part of a provincial tour meeting with Deans and schools of nursing. They were very impressed with the new Health Sciences wing and will be back for the open house in May. <p>5.3 <i>Provincial Articulation Meetings</i> – upcoming meetings were noted</p>	

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5.4 <i>VPAC Standing Committees</i> <ul style="list-style-type: none"> • <i>Academic Signature</i> – website is ready for people to put up their course templates. Elizabeth McCausland, ASSC Chair, will be invited to the March 20th VPAC meeting to provide an update of activities. • <i>Academic Affairs</i> – meeting date January 30th • <i>TPMC/ETF</i> – discussion around keeping furniture and ed tech requests together. Project charters for ed tech are going well. 	Mar. 20 th agenda
6. Next meeting: Feb. 22/08, 9:00 a.m., Room 6103	
7. The meeting adjourned at 11:30 a.m.	