

VICE PRESIDENT'S ACADEMIC COUNCIL (VPAC)

MINUTES

Friday, January 29, 2010 9.30 am

Room B3021, David Lam Campus

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

Guests: Blaine Jensen, Guangwei Ouyang

1. Approvals

1.1 Agenda

The following items were added to the agenda:

- 3.5 Administration Area Renovations
- 3.6 Admissions Policy
- 3.7 CMO Director position
- 3.8 Olympics

The agenda was approved as amended.

1.2 Minutes

The minutes were approved as presented.

2. Business Arising

2.1 H1N1

Jan Carrie reported that she had been in contact with the Primary Pandemic Response Team. They had indicated that, in line with other institutions, they were still keeping the current requirements until all the anticipated 'waves' were over. It was discussed that perhaps down the road the current policy should be reviewed to accommodate procedures to be followed during pandemics.

2.2 Credential Policy

Kathy Denton reported that she had received some feedback on the policy, but to date had not been able to find a common time for the sub-committee to meet. She will endeavour to call another meeting as it is important to have a submission ready for the March Education Council meeting.

ACTION:

1. Kathy Denton to arrange a meeting date for the Credential Policy sub-committee
2. The Committee will draft a submission in time for inclusion on the March Education Council meeting agenda

3. **New Business**

3.1 **FF & E Rankings**

Divisional Rankings

The compiled list of divisional FF & E requests was reviewed and a couple of adjustments in ranking were suggested. As the total of requests was less than the budget amount it was agreed that the report as amended would be submitted to Finance in its entirety.

A motion to present the entire divisional request as written was moved by Robert Buller and seconded by Thor Borgford. All in favour.

As the total amount of FF & E requests was below the budgeted amount, it was suggested that perhaps the excess funds could be transferred to the Educational Technology budget.

ACTION: Jan Carrie will request SMT consider the reallocation of funds to the Educational Technology budget.

College-wide Rankings

It was agreed that the purchase of the piano would be completed this year.

A motion to approve the submission of the college-wide requests with the addition of the final purchase of the piano was moved by Kathy Denton, seconded by Gary Tennant. All in favour.

The Learning Technologies rankings were presented for information.

3.2 **International Education Proposal**

Guangwei Ouyang attended the meeting to speak to this item. He reported that every year there are about 300 students in EASL with about 80 students at the 300 level. Fifty percent of these won't pass all four courses. Usually they have two 300 level courses to take again and currently many of them go to BCIT or Kwantlen where they can take additional courses to ensure they are studying full time. Sometimes students are going to other institutions before they even start their 300 level courses. Guangwei would like Douglas College to adopt what is common practice in most other institutions where students are able to take less language intensive courses alongside their 300 level courses. He had suggested some courses in his proposal and asked for the Deans' feedback and support.

Ted James indicated that this practice would go against the current Admissions Policy as these students would not have English with a C grade. He has suggested that the Registrar's Office create a special category to carry out a pilot during the summer which

would allow for a review of the Admissions Policy for the fall. Ted also pointed out the following with regard to a pilot:

- It could be limited only to international students who had failed or it could also include those who are currently taking 300 level courses.
- A discussion with Chairs would be essential to confirm that the suggested courses would be appropriate. EASL would be available to give advice.
- They would limit the number of courses that a student could take
- If the pilot was extended to international and domestic students, it would be fairer but would increase the numbers. Tom Whalley suggested this would be an increase of 40% or less.
- There was more pressure from international students as they wanted a full course load rather than part-time.
- The pilot program would involve a tracking system.

The Deans wholeheartedly supported this proposal. and. It was suggested that the number of courses be opened up even further. Tom Whalley indicated he was a little worried about diffusing students through too many courses as they may get lost. If they were concentrated they could be given support by DVST/EASL. Silvia Wilson indicated that Health Sciences had a 400 level course which she would like to add to the list of possible courses.

The question of EASL support for faculty was raised. Ted indicated he saw the potential need but felt if this support was offered in the pilot; it would contaminate tracking the results. The pilot will be able to indicate if and where there was a need for EASL support. The same model that is used for students with disabilities could be used. It was agreed that students would have the same EASL support that they currently have.

Tom Whalley suggested that through faculty development instructors outside of EASL could be educated in best practices as there are instructors who already do this very well. It was stressed that Chairs should be involved to work with their departments.

ACTION: All Deans to communicate with Chairs and FECs to advise their Chairs of the pilot and to ascertain which will be the best courses to offer within each department.

International Support Fund for Faculty

Guangwi Ouyang indicated that there is still \$17,000 plus \$3,000 from last year in this fund to be distributed before the end of March. He asked the Deans to ensure that faculty were aware of this. Funds will be awarded by a committee and they endeavour to spread the funds through different faculties but will request the Deans to indicate the most favourable in their respective areas. As of Feb 1, 2010 Betty Mitchell in CIE will be responsible for this fund.

ACTION: All Deans to pass on the information with regard to the International Support Fund for Faculty to their faculty members.

3.2 Budget

There was no report

3.3 Academic Standards

It is Commerce & Business' policy for course outlines to be submitted online as well as a hard copy for first year students. Robert Buller indicated that there was support in his Faculty for course outlines being made available. It is also a Douglas College policy that instructors have to make course outlines available to students.

3.4 CAFD

There was discussion about the role of CAFD. Joy advised that there are two ways CAFD currently receives advice: through committees such as Academic Affairs and the College Faculty Development Committee. She indicated that she would like to broaden the scope of feedback. The conclusions reached were:

- Discipline based workshops were needed as well as college-wide.
- Discussions were needed with each Faculty to see what their specific needs were.
- Is there opportunity to learn what works well in other institutions?
- Although scholarly activity and research funded by the Scholarly Activity Fund research is published, research not supported by the College is not available. Is there a way of showcasing this research?
- Cross Faculty connections with research and scholarly activity were important.
- Joy agreed that the Centre needed to be embedded and effective to Faculties.

Jan Carrie summarised that Joy is trying to move forward and that the Deans have an important role. A review needs to be done once a new Vice President Education is in place.

**ACTION: 1. CAFD representatives will get feedback from the Deans and faculty
2. Participation numbers in workshops will be provided to VPAC**

3.5 Administration Area Renovations

Jan Carrie advised that the Senior Administration area would be undergoing renovation during the Olympic period. The offices will be closed and the VPs and staff will mostly be based out of David Lam.

3.6 Admissions Policy

Blaine Jensen attended the meeting to speak to the status of the Admissions Policy review. He confirmed that the review is a joint effort and he was just facilitating the review. He indicated that the intent was to split the current policy into two phases –

policy and administrative/procedures. He handed out a working draft copy of the policy and indicated the following changes:

- They have attempted to take out any procedural items which would then be easier and timelier to adjust in the future and in their place had tried to write in the principles on which the procedures were based.
- A purpose statement has been added.

There was some discussion on the document handed out and several suggestions were made. Blaine will make these adjustments and a committee of Silvia Wilson, Gary Tennant, Thor Borgford, Robert Buller and Blaine Jensen will work further on the Policy. Their updated version of the policy will be provided to the Education Council sub-committee through Jan Carrie as soon as possible.

3.7 **CMO Director**

Robert Buller indicated that as there is a search for a new director of CMO this would be a good time to look at the College marketing function from a very broad base. Kathy Denton is on the search committee and indicated that people who have expertise in marketing are being invited to talk to the committee; this included the Marketing Advisory Panel.

4. **Information**

4.1 **Positive & Inclusive Environment Policy**

Jan Carrie asked that any feedback on this policy be directed to Marian Exmann with a copy to Jan. The Deans suggested the policy be discussed at FCA.

5. **Committee Reports**

5.3 **SAAF**

Jan Carrie attended the SAAF meeting and reported that the main focus was round the dropping of the Aboriginal Service Plan funding by the Ministry (ALMD).

BCCAT

Kathy Denton reported that there will be an announcement next week with regard to the new Executive Director of BCCAT. The current director is retiring.

6. **Reminders**

A number of upcoming events and reminders were provided.

7. **Next Meeting**

The next meeting will be held at the New Westminster Campus in Room 6103 at 9.00 on February 19, 2010.

8. **Adjournment**

The meeting adjourned at 1.15 pm

ACTION ITEMS FROM THE JANUARY 29, 2010 VPAC MEETING

Item 2.2 Credential Policy

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2. **The Committee** will draft a submission in time for inclusion on the March Education Council meeting agenda

Item 3.1 FF&E Rankings

Jan Carrie will request SMT consider the reallocation of funds to the Educational Technology budget.

Item 3.2 International Education Proposal

1. **All Deans** to communicate with Chairs and FECs to advise their Chairs of the pilot and to ascertain which will be the best courses to offer within each department.
2. **All Deans** to pass on the information with regard to the International Support Fund for Faculty to their faculty members.

Item 3.4 CAFD

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2. Participation numbers in workshops will be provided to VPAC