

**Minutes of Vice President's Academic Council (VPAC)**  
**9:00 a.m. Monday, June 2, 2008**  
**NWC Room 5220**

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**Present:** Robert Buller, Jan Carrie, Rosilyn Coulson, Laureen Dailey (Recorder), Kathy Denton, David Duke, Joy Holmwood, Ted James, Jan Lindsay (Chair), Gary Tennant, Sandy Vanderburgh, Silvia Wilson

**Regrets:** Mike Tarko

**Guests:** Trish Angus, Blaine Jensen, Luc Lang, Karen McCredie, Fernanda Santos, Susan Witter

**1.0 APPROVALS**

**1.1 Agenda**

The agenda was approved as distributed.

**1.2 Minutes**

The minutes of May 16, 2008 were approved with two changes to #3.3.

**2.0 BUSINESS ARISING**

There was no business arising.

**3. NEW BUSINESS**

**3.1 BBA Revision**

R. Coulson reviewed the proposed change to the Bachelor of Business Administration (Financial Services and Administration) program. The change involves reducing the number of electives required at the 3000/4000 level from five courses to two. This will reduce the number of 3000/4000 level credits that a student must complete from a high (above that required by policy) of 64.5 credits to 55.5. The revised program will still meet the upper level requirements stipulated in the Credential Policy for a Bachelor degree.

**ACTION: The BBA revision was supported in principle by VPAC and will go forward to Education Council for approval.**

**3.2 Student Engagement and Measurable Indicators**

S. Vanderburgh reported Academic Affairs has been pursuing the issue of increasing student engagement as directed in the Education Division Tactical Plan; specifically, they have been working on the definition of "student engagement." B. Cowin, Institutional Research & Planning, attended the last Academic Affairs meeting to share his perspective on student engagement and how it might be measured. Based on those discussions, Academic Affairs submitted six suggested elements of student engagement for VPAC's feedback, along with seven criteria proven by studies to be measurable in terms of evaluating student engagement. Discussion and comparison of the two lists followed.

**ACTION: Deans will take the information back to their FEC's for discussion and feedback. Academic Affairs will work with B. Cowin to create a test/tool for measuring the elements of student engagement.**

### 3.3 **Infosilem Update/Timetable**

K. McCredie, L. Lang and F. Santos joined the meeting. K. McCredie provided an update of where we are now with the Infosilem project and where we're headed. There are five phases in the course scheduling implementation plan:

- i) Phase I: Year 2008/09 Simulation (Internal – Implementation Team Only)
- ii) Phase II: DCU Implementation
- iii) Phase III: Year 2009/10 Parallel (with Academic Departments)
- iv) Phase IV: Year 2010/11 Production Schedule

Some faculty concerns were expressed at the Infosilem information session. J. Lindsay asked Deans to make sure faculty are informed and assured that they will have an opportunity to work with the Infosilem Steering Committee as the software is implemented, adding communication will be very important over the next year. It was noted that the post-mortem in Feb/Mar 2009 will be key for Chairs to know what is absolutely required for a possible third simulation and/or 2010/11 live production run, and that a go/no go decision for the 2010/11 timetable will be made in May/June 2009. Concerns were also raised about workload issues during the parallel submission phase. K. McCredie is happy to speak to concerned faculty at any time, but encourages them to speak to their Dean first.

J. Lindsay informed VPAC that the Timetable Committee has not met in some time and that the committee needs to come together again to make decisions around the timetable once the parallel submission and pilot simulation has been completed. She suggested adding two faculty reps to the committee, which in the past has been made up of all Deans, the Manager of Facilities Services, Registrar and VP Education.

**ACTION: The timetable matrix will be discussed further at the June 13<sup>th</sup> VPAC retreat.**

### 3.4 **Becoming a Receiving Institution**

J. Lindsay advised BCCAT has been getting requests from some post-secondary institutions to become a receiving institution. T. Angus was invited to VPAC to talk about whether Douglas College is seeing the demand to become a receiving institution, and the type of structure needed to facilitate this. T. Angus advised she has seen a significant jump in demand over the years for 1<sup>st</sup> and 2<sup>nd</sup> years, but not for 3<sup>rd</sup> and 4<sup>th</sup>. She speculated as degrees are developed we may see more demand at the upper levels. T. Angus recommended if Douglas College were to become a fully receiving post-secondary institution, the best model would be a centralized model. There was general agreement among Deans that becoming a designated receiving institution would be of significant benefit for the College. T. Angus agreed to pull together the necessary information (business plan) for further discussion and as required for submission of an application to BCCAT for receiving institution status.

**ACTION: T. Angus will bring a business plan for requesting receiving institution designation to VPAC at the end of September for review.**

### 3.5 **Creating the Best Student Experience**

B. Jensen joined the meeting and gave a PowerPoint presentation outlining the goal, expectations, themes and timelines for the *Creating the Best Student Experience* initiative. This initiative will help the College achieve the goals of *Students First* and the *Academic Plan*. A brief discussion followed. There was good support for this initiative and Deans will try to incorporate some of the ideas and points into the academic planning process.

### 3.6 **Concept Paper: Citation in Nursing Management**

R. Coulson advised the Citation in Nursing Management consists of five courses that would enable nurses to move into a management role. The program builds on existing curriculum and offers an opportunity to look at the post-grad area. She noted there is a great deal of support for this program between Health Sciences and Commerce & Business faculty. J. Lindsay indicated that as a new program this program could potentially be implemented at a higher (cost recovery) fee level.

**ACTION: VPAC was supportive of the Citation in Nursing Management in moving forward to the feasibility stage.**

### 3.7 **Academic Plan Goal Statements**

S. Witter joined VPAC and discussed concerns and plans following the Ministry's recent designation of five new BC universities. She noted tomorrow's forum on the Future of Douglas College will allow faculty and staff to express concerns and will hopefully help to alleviate fears.

Deans reviewed the eight draft Academic Plan Goal Statements based on the original topic areas proposed at the April planning session. Further revisions were made.

**ACTION: Deans are to condense the goals to make them more focused for consideration at the June retreat. T. James will draft a goal related to "transitions." The topic of professional and academic schools will also be discussed at the retreat.**

## 4.0 **INFORMATION**

### 4.1 **CSIS Diploma Program Revisions**

R. Coulson explained that students who challenge CSIS 1110 have been coming into the diploma program without sufficient background in the database portion of the course, so they are putting CSIS 1110 back into each aspect of the program.

### 4.2 **Council on Undergraduate Research (CUR) Workshop**

Eleven faculty and administration will attend this weekend's CUR institute at Malaspina University College. J. Lindsay noted this is an excellent opportunity for the group to work together as a team, and then across the College to encourage expansion of opportunities for under-graduate research.

- 4.3 **BCCAT Recording Block Transfer Agreements with PCTIA-Accredited Institutions**  
J. Lindsay pointed out that the policy allows for receiving institutions to “charge the sending institution for the costs involved in developing the block transfer agreement” (e.g. review of course outlines, site visit).
- 5.0 **COMMITTEE REPORTS**
- 5.1 **Provincial Deans/Directors (Academic)** – S. Vanderburgh reported the BC Deans of Arts & Science have concerns around BCCAT pushing so hard for policy to facilitate block transfer agreements with private institutions because the quality of assurance regarding privates has not been addressed. The feeling is BCCAT is moving ahead with this without the support of Deans and there is no data on how many students are asking for this. Dawn Minty attended the meeting and advised AVED is looking at an innovation fund for partnerships.
- 5.2 **High School Liaison** – J. Holmwood advised they are in the final stages of hiring a Student Transitions Coordinator to start in August.
- 5.3 **TPMC** – R. Coulson advised TPMC and Smart classroom discussions have been delayed until September.
- 6.0 **NEXT MEETING:** VPAC all-day retreat, June 13<sup>th</sup>, Hart House

The meeting adjourned at 12:45 p.m.