

**VICE PRESIDENT'S ACADEMIC COUNCIL (VPAC)**  
**MINUTES**  
**Friday, March 12, 2010 9.00 am**  
**Boardroom - New Westminster**

**Present:** Thor Borgford, Robert Buller, Jan Carrie (Chair), Ray Chapman, Kathy Denton, Joy Page, Gary Tennant, Lori Townsend, Silvia Wilson, Tom Whalley, Anne Gapper (recorder)

**Regrets:** T James

**Guests:** Paul O'Conner, Gail Tibbo, David Wright

**1. Approvals**

**1.1 Agenda**

The agenda was approved as presented

**1.2 Minutes**

The minutes of February 19, 2010 were amended. The word 'required' was removed from the first bullet in item 3.5.

The minutes of February 19, 2010 were approved as amended.

**2. Business Arising**

**2.1 Online and Hybrid Courses: ETTL Recommendations**

Paul O'Connor, Ed Tech Coordinator, attended the meeting to speak to this topic. Joy Page reported that at the last meeting of ETTL they had discussed how standards could be applied to online and hybrid courses. They had recommended that a system called Quality Matters be adopted. Paul explained that currently standards of online/hybrid courses are voluntary in BC at this time, Alberta does have a system in place. Quality Matters is used by 400 institutions in the US, including many community colleges. This program deals with the quality of a program. The Rubric Standards are concise and comprehensive. ETTL did not want to endorse a system that also involved faculty evaluation or implementation of the course/program. This system can be applied formally which would involve a 3 panel review, with an approximate cost of \$450-\$500. This would provide a national standard stamp. Alternatively, the system could be used informally.

Following extensive discussion VPAC decided to set up a task group to discuss this matter more thoroughly. Thor Borgford, Robert Buller, Ray Chapman, Joy Page and either Silvia Wilson or Lori Townsend will form the task group and will report back to VPAC and ETTL as soon as possible. VPAC asked that other models be provided so that they could see the comparison and Paul also agreed to send information on the Alberta consortium method.

## 2.2 **Confidential Shredding**

Anne Gapper reported that she had met with the Administrative Officers and they had all agreed that a more frequent confidential shredding schedule would be beneficial. She will contact purchasing and request that they implement a mid-semester pick up of confidential shredding.

## 2.3 **Proposed Respectful and Inclusive Environment Policy**

This item was deferred to the April 1, 2010 VPAC agenda

## 3. **New Business**

### 3.1 **BBA Applied Marketing Stream**

Gail Tibbo attended the meeting to speak to the revised feasibility study and full program proposal for the BBA Applied Marketing Stream. The feasibility study for this program came to VPAC originally in May 2009 but the budget and business plan had not been included at that time. The feasibility study submitted to this meeting included both the budget and business plan and also included pathways. The full program proposal was submitted as a revision to the current BBA rather than a new program. Gail confirmed that recommendations made at the May 2009 VPAC meeting had also been incorporated into this new submission.

Gail explained that they had surveyed students in entry level marketing courses and found a lot of interest in going ahead with marketing, even though that had not been their intent when entering the College. Pathways have been incorporated from a wide range of other colleges as well as other programs at Douglas. Retention issues have been addressed by making it easier for students to enter at different levels.

During the ensuing discussion, comments included:

- Gary Tennant indicated that there would be interest in one or two courses in CFCS
- Joy Page indicated that the service learning component was an excellent idea and thought there would be opportunities in the future from agencies.
- It was suggested that other language be used for the English competency wording and that perhaps the wording used by the Registrar's Office would be more appropriate.
- The proposed 2 extra coordination sections would be used to support the customized program mentorship of students as well as managing cooperative placements and service learning.
- Concern was raised that the other 2 streams of the BBA did not allow for 3<sup>rd</sup> year entry
- There was concern that the electives did not offer enough breadth.

It was felt that the question would be raised as to why this is not a new degree. Jan Carrie indicated that the Chair of Education Council had advised that she felt this was a

revision to the existing degree. She indicated that once the full program proposal had passed through the College governance process, the Office of the VP, Education would write a letter to the Degree Quality Assessment Board and ask them to determine if a full review was required.

*A motion to approve the full program proposal was made by Robert Buller and seconded by Silvia Wilson. The motion was not approved with 2 absentions.*

VPAC acknowledged that the marketing program was well presented and very creative and had given a lot of thought to pathways.

*A motion by Thor, seconded by Silvia to approve the feasibility study; and to present the program as a major, require that CBA review the other degree programs pathways, that electives outside of the Faculty be offered to increase the breadth of the program and that a full internal consultation be carried out. All approved.*

VPAC indicated they would like to see the full program proposal come back to their May 14, 2010 meeting with the changes as recommended above.

### **3.2 Psychiatric Nursing Degree Program Revision**

The proposed revision would be to reduce the Groups Courses from two levels to one stand alone Groups Course to be offered at a higher semester of the Program; to revise PNUR 4503 (Comprehensive Geriatric Theory) to include an assessment component; and to move PNUR 4575 (Psychiatric Nursing Research) from Semester 7 to Semester 4 of the degree program.

Joy Page supported moving the research course as this will provide more opportunity for students to be involved in practicums. There being no concerns, VPAC approved the concept paper as presented.

### **3.3 LPN Concept Paper**

The concept paper is being submitted to VPAC prior to an application being submitted for Strategic Development Funds. The purpose of the program will be to provide access for LPN to the Psychiatric Nursing Program. It was recommended that the program developers consult with HSS faculty. VPAC was very supportive of the program and the concept paper was approved as presented.

### **3.4 Child and Youth Care Post Degree Diploma Collaborative with UFV**

Ray Chapman reported that CYC has been working with UFV for several years with their degree program. Many students want to get their Master's degree in this area. The University of Victoria is the only institution in BC currently offering this. UFV is interested in developing a Master's degree in collaboration with Douglas, their goal is have this online in two to three years. As it is not in the mandate of the College to offer

Master's, this proposal has been submitted as a post degree diploma. There is a great deal of student demand for this type of access.

During discussion the following concerns were raised:

- Has research been done as to where students are going after obtaining a Douglas CYC degree?
- VPAC would like more information on UFV and more information on numbers
- VPAC would like more information on the strengths of training.

It was agreed that the Concept Paper would be worked on further and would be brought back to a future meeting.

### 3.5 **Scholarly Activity**

David Wright, Acting Scholarly Activity Coordinator, reported that the Scholarly Activity Adjudication Committee (SAFAC) had met and were recommending 13 applications and 3 section releases. Four applications were not recommended in lieu of awarding one more sectional time release. David reported that some funds which had been previously allocated but not used had been put back into the base budget.

SAFAC will be meeting in May and will be opening their terms of reference, they will also be looking at the base grant of \$3,000, time release and monies awarded to conference presentations. An annual report of what successful applicants have done with their funds will now be published; a copy was handed out at the meeting. The Library will be providing a direct link on their webpage and are working on providing pdf documents.

In response to a question if research is being funded prior to presentations, David indicated that in some cases this was so, but the committee would be looking to see how they could encourage new research.

David stressed that it was very important to have full participation/representation on this committee and asked that Deans convey this to their faculty.

*On a motion of Robert Buller, seconded by Kathy Denton, the recommendations of the Scholarly Activity Adjudication Committee were approved as presented. All in favour.*

### 3.6 **Deans on Committees**

Jan Carrie indicated that Scott McAlpine was interested in finding out where Douglas is represented on external committee. She requested that deans report back to her with the names of any faculty or Chairs who sit on external committees. It was suggested that faculty use membership on committees as accountable time.

3.7 **Strategic Workforce Planning Tools**

Tanya Dong and Vicki Shillington will attend the April 23 VPAC meeting to give an overview of this initiative and had requested that associate deans be in attendance for this presentation.

4. **Information**

Sharon Smith, Regional Student Transition Coordinator, was updating the Pathways booklet. Any changes should be reported to Joy Page or Sharon as soon as possible.

Robert Buller handed out a memo which laid out the CBA guidelines for section release.

5. **Committee Reports**

No reports were made

8. **Adjournment**

The meeting adjourned at 12.30 pm