

**Minutes of Vice President's Academic Council (VPAC)**  
**Friday, March 23, 2007 at 9:00 a.m.**  
**DLC Room B3051**

**In Attendance:** Jan Carrie, Rosilyn Coulson, Lauren Dailey (Recorder), Kathy Denton, Joy Holmwood, Ted James, Jan Lindsay (Chair), Lorna McCallum, Sandy Vanderburgh

**Guests:** Bob Cowin, Institutional Research; Blaine Jensen, VP Ed Services, Piotr Kisiel, CEIT; Terry Leonard, Facilities; Allan Lysell, Theatre

<b>ITEM</b>	<b>ACTION</b>
<p>1.     <b>Approvals</b></p> <p>1.1    The agenda was approved with the addition of #3.0 – Budget. Item #3.3 was deferred until next meeting.</p> <p>1.2    The minutes of Feb. 23/07 and Mar. 9/07 were approved as distributed.</p>	
<p>2.     <b>Business Arising</b></p> <p>        There was no business arising.</p>	
<p>3.     <b>New Business</b></p> <p>3.0    <b>Budget</b>  Jan Lindsay provided a brief update on budget matters.</p> <p>3.1    <b>Emergency Procedures</b>  Terry Leonard was invited to the meeting to speak about emergency procedures and strategies at the College prompted by the Dawson College shootings. He advised the best source of information is the emergency response plan in the Floor Warden manual and the College's Business Continuity Plan. Key points covered by Terry included:</p> <ul style="list-style-type: none"> <li>• Be aware of what's going on around you, of College policies/procedures, question strangers and get answers, watch for suspicious signs</li> <li>• If the alarm is going off, evacuate quickly; may not necessarily be a fire</li> <li>• Faculty have the authority to make emergency decisions to the best of their ability; e.g. they can evacuate the classroom if they feel it is unsafe</li> <li>• Faculty have the right and responsibility to remove a student from class for investigation</li> </ul> <p>Ted added that Student Development counselors are trained in critical incident response. Terry was thanked for sharing this important information.</p> <p>3.2    <b>Feasibility Study – Advanced Diploma: Entrepreneurship in the Arts</b>  Allan Lysell provided a brief history of the arts in BC and background on the Advanced Diploma: Entrepreneurship in the Arts. Lorna commented on the importance of establishing a relationship between this diploma and the collaborative degree in Performing Arts as she sees a need for this training, especially for third year students in the collaborative degree program. Questions and answers followed and a draft budget was distributed. It was noted that some pieces of the Feasibility Study are still missing (e.g. employer survey, final budget) and will need to be provided prior to approval. <b>JanL and Lorna will meet to discuss the missing information.</b></p>	<p>JL/LM</p>

ITEM	ACTION
3.3 <i>Investigations</i> – deferred	Agenda
3.4 <i>Program &amp; Services Review</i> Blaine Jensen and Bob Cowin joined the meeting to refresh people’s memories with regard to the program and services annual review which is anticipated to start at the end of the year (pilot review has been completed). The goal is to get the completed forms in to the respective Vice-Presidents by June in order to have the information at the July SMT planning day. Discussion took place on the process and timelines and Deans provided their feedback and suggestions. <b>Bob Cowin will prepare a summary of today’s discussions to clarify changes/directions and send out to Deans by email for further feedback.</b>	B. Cowin
3.5 <i>Plagiarism Prevention</i> a) <i>Turnitin Software</i> - Piotr Kisiel reported on his research of Turnitin and advised that the company offers a whole suite of products that can be purchased as service – one of which is plagiarism detection. Basically the user would upload a student’s assignment and a report would be generated that would indicate the percentage of plagiarized work found in the assignment. The quote for one campus based on FTE count is \$12,000 US/year, or there is a fee-for-service option where you pay per assignment. A poll of Deans indicated insufficient interest across the Faculties to justify a yearly contract. The fee-for-service option was discussed and how it would be managed. <b>Ted James will approach Sandra Hochstein in Learning Resources regarding taking on a key role and administration of a plagiarism account.</b>  b) <i>Academic Honesty Contract</i> - JanC shared a document entitled “Plagiarism: What’s the big deal?” which is handed out to CFCS students. JanL noted the objective is to set standards and educate students that there is zero tolerance for plagiarism, as well as to provide support for instructors in helping them to deal with a dishonest activity. <b>It was decided to pull together a package of similar support pieces for faculty college-wide that may be of value to them in developing their own plagiarism information document. Material is to be forwarded to the VPE’s office.</b>	TJ  Deans/LD
3.6 <i>New Faculty Orientation</i> Sandy Vanderburgh raised the topic of providing a more faculty-focused orientation for new faculty, noting it is an ideal opportunity to talk about professional development, scholarly activity opportunities, how to access ed tech funds, etc. <b>Sandy will bring his ideas/suggestions for a faculty-focused orientation to a future meeting, and will approach the Academic Affairs Committee to determine their interest in being involved in a new orientation for faculty.</b>	SV
3.7 <i>BPEC Elementary Stream Correction</i> Sandy Vanderburgh informed VPAC that a clerical error had been made in the calendar copy of the graduating requirements for the BPEC Elementary	

ITEM	ACTION
<p>Stream (3 credits too many) and was in the process of being rectified. No concerns were expressed by VPAC.</p> <p>3.8 <b><i>Dean Support Group Reports</i></b> Deans reported on their individual group meetings, commenting that they are a good opportunity to talk to each other about similar issues. JanL asked Deans to focus on times when they felt they were making a significant difference in their role as Dean.</p> <p>3.9 <b><i>Spring VPAC Meeting Dates</i></b> The May 4<sup>th</sup> meeting date was changed to May 11<sup>th</sup> due to a conflict with SAAF and the May 18<sup>th</sup> date cancelled. May 31<sup>st</sup> remains the same. JanL noted Deans and Directors are being invited to attend the May 15<sup>th</sup> (<i>since changed to May 17<sup>th</sup></i>) SMT meeting. Tactical plans are to be reviewed in May-June. The Training Group will be invited to a future meeting to discuss collaborations and protocols.</p>	
<p>4. <b>Information</b></p> <p>4.1 AVED's approval letter for the Bachelor of Physical Education &amp; Coaching was provided for information.</p>	
<p>5. <b>Committee Reports</b></p> <p>5.1 <b><i>Updating of Ed Division and Faculty Tactical Plans</i></b> JanL advised of a discussion session she is planning through Douglas Development to take stock of what has been accomplished through the Academic Plan and to gather input on future directions. She invited Deans to help lead discussions. The session, "Taking Stock and Planning for the Future" is scheduled for Tues. May 1<sup>st</sup> from 3:30-5:30 p.m., Room 1812/1814 at NWC.</p> <p>5.2 <b><i>Space Guidelines</i></b> JanL reviewed the revisions to the space planning guidelines as agreed to by SMT.</p> <p>5.3 <b><i>ETF/TPMC</i></b> Rosilyn advised that, due to limited Ed Tech funds, the number of new e-classrooms have been reduced by five at a savings of \$10,000 per room. Rosilyn will ask Rob Linschoten to send the room numbers of the approved e-classrooms to Deans.</p>	
<p>6. <b>Next meeting:</b> April 5/07, 9:00 a.m., NWC Boardroom</p>	
<p>7. The meeting adjourned at 12:45 p.m.</p>	