

**Minutes of Vice President's Academic Council (VPAC)**  
**Friday, March 27, 2009, 9:00 a.m.**  
**NWC Boardroom**

**Present:** Jan Carrie, Julie Crothers, Lauren Dailey (Recorder), Kathy Denton, David Duke, Keith Ellis, Jan Lindsay (Chair), Mike Tarko

**Guests:** Victoria Acheson, Rob Linschoten, Lin Langley, Bruce Kadonoff, Patricia O'Hagan

**Regrets:** Robert Buller, Ted James, Joy Page

1. **APPROVALS**

1.1 **Agenda**

The agenda was approved with the addition of:

#4.6 – Stagecraft Program Restructuring

#4.7 – Post-degree Diploma in Marketing

1.2 **Minutes**

The minutes of March 6, 2009 were approved with a clarification to #4.1 regarding timelines for the collaborative degree in English with UFV.

2. **BUSINESS ARISING**

2.1 **Updated VPAC Terms of Reference**

An updated VPAC Terms of Reference was presented based on input at the February meeting. Changes include an indication of voting and non-voting members, additional principle areas of responsibility, and new sub-committees of VPAC.

**ACTION: The revised VPAC Terms of Reference, dated March 2009, were approved as presented.**

3. **NEW BUSINESS**

3.1 **Unified Faculty Orientation**

A proposed schedule and planning for an integrated faculty orientation was presented by R. Linschoten, V. Acheson and L. Langley. The intent is to pilot three weeks of sessions and activities the last two weeks of August and the first week in September in collaboration with Employee Relations, Client & Learning Services, and Faculty Development, and in addition to the regular orientation for new employees. The purpose, among other things, is to welcome new faculty to the College, assist with front-end learning, and to make sure new faculty are alert to College initiatives, like the Academic Signature. Questions and discussion followed. Of note:

- Faculty can pick and choose their sessions and activities
- Week 2 is dedicated to Blackboard training
- Need to look at evening access for contract faculty
- Include WHMIS training and security in the classroom tips
- Suggest an e-portfolio for new faculty to track their technology needs
- Feedback to Deans on what technological training new hires have received is important

Deans were supportive of a unified faculty orientation. The details will be refined as planning continues.

### 3.2 **Tactical Planning and Budget for 09/10**

J. Lindsay presented a template for Faculties to use in their Spring tactical planning that addresses the three key areas of annual goal, responsibility and outcome indicator for each of the Academic Plan's three new overarching goals. Faculties are to consider the Academic Plan's strategic development initiatives when doing their tactical planning for the next couple of years. Once the tactical plans are complete, VPAC will look at a combined plan (all Faculties) for new program development, set priorities and determine how these priorities will be moved forward in the annual budget process.

### 3.3 **Post-degree Diploma in Math & Science Teaching**

B. Kadonoff was present to address any questions/concerns related to the PDD in Math & Science Teaching. Discussion centred on feasibility and demand, program delivery mode and costs. Suggestions for improvement included more online delivery and a non-cohort start to offer students more options.

**ACTION: VPAC recommended that B. Kadonoff come back to the April 17<sup>th</sup> meeting with an amended proposal to include a distributed model, class size of 30, more flexibility, online possibilities, and courses at the 5000 level.**

### 3.4 **Revisions to Mental Health Nursing CE Certificate Programs**

P. O'Hagan presented revisions to the following Mental Health Nursing CE Certificate programs:

- Psychiatric Nursing Refresher
- Registered Nurse Mental Health Nursing
- Registered Nurse Qualifying in Psychiatric Nursing

VPAC received the revisions for information.

### 3.5 **Licensed Practical Nurse Mental Health Nursing CE Certificate**

P. O'Hagan presented the Concept Paper and Full Program Proposal for the LPN Mental Health Nursing CE Certificate for VPAC's information and feedback. This program would address the professional development needs of practicing LPNs wishing to increase their knowledge and skills in caring for clients with mental health issues. The program is self-paced and offers continuous intake, as well as workplace and online learning. There are currently 5,000 LPNs in BC.

**ACTION: VPAC was supportive of the LPN Mental Health Nursing CE Certificate.**

### 3.6 **Strategic Development Fund Proposals**

The combined rankings of the 14 strategic development fund proposals received for the Spring '09 call were distributed to VPAC. Prior to discussion, VPAC was reminded of the existing time release allocations for each stage of program development (concept paper, feasibility study, and full program proposal). In addition, it was agreed that 15 credits for online conversion would serve as a minimum standard for 2 sections of time release. Each proposal was individually considered, discussed and funding approved or declined.

**ACTION: A total of 20 sections representing 9 proposals were approved by VPAC for new program development in the amount of \$240,000. A second call for proposals will be issued in Fall 2009. The strategic development proposals recommended for funding by VPAC will go forward to SMT for final approval.**

### 3.7 **Draft Transfer Credit Policy**

K. Denton presented a draft Transfer Credit Policy on behalf of a working sub-committee (Deans and Registrar) that outlined the procedural guidelines for the transfer of credits to Douglas College from other post-secondary institutions. The policy has gone forward to the EDCO Policy Committee for review. Minor wording changes were made to the Introduction section.

**ACTION: VPAC was supportive of the draft Transfer Credit Policy.**

### 3.8 **Distributed Learning Conference**

K. Ellis reported on the Distributed Learning Symposium he attended earlier this month in Calgary, summarizing changes occurring in the Alberta K-12 and post-secondary system. Highlights included:

- Print, voice media and television have been found to be ineffective compared to Facebook
- There has been 20% compounded growth in online demand over the last 7 years
- 84% of students are female who are between the ages of 25-35 and who want credentials
- K-12 students are learning differently today (e.g. more collaborative learning, use of laptops, Twittering being involved in classroom presentations)
- Belief that we're 4-5 years away from explosive use of technology and that we need to be prepared in post-secondary for these students who are technologically savvy

J. Lindsay advised that she has invited P. Kisiel, Director, CEIT, to the June VPAC retreat to talk about technical supports for online and hybrid course development and delivery.

### 3.9 **2010 Olympics Variance Deadline**

It was agreed that programs requesting a variance during the class cancellation period of Feb. 13–28, 2010 must provide notification to VPAC at the June 17, 2009 retreat.

### 3.10 **HSS Associate Dean Job Description and University Partnership Centre**

A draft job description for an Associate Dean, Faculty of Humanities & Social Sciences, was presented for VPAC's feedback. One of the duties of this position would be to develop and manage a University Partnership Centre (UPC), which is a virtual entity to house all partnership agreements. A few minor wording changes were suggested. VPAC will review the operation and administrative management of the UPC as it evolves.

### 3.11 **Operational Support for Conferences**

It was noted that an increasing number of conferences are being held at Douglas College, and that registrations for these conferences do not interface well with the College registration system, which isn't a good introduction to Douglas College for professionals. CEIT has advised that additional software could be purchased to resolve this.

**ACTION: J. Lindsay will discuss conference planning at the College with B. Jensen, VP Educational Services.**

**3.12 Report on University of Regina/Campion/Luther College Visit**

J. Lindsay reported she had visited the above post-secondary institutions in Regina to discuss the governance structure of a federated college arrangement and to explore possibilities of using their model. A written report will be distributed to Deans.

**3.13 Creating the Best Student Experience (CBSE)**

It was raised that staff involvement with the CBSE has progressed from attending forums to now identifying things to measure and collecting data. Concern was expressed over the amount of time staff are spending on this task, the appropriateness and validity of the survey activities staff are being asked to do, and the lack of consultation with Deans relative to staff involvement. Deans were advised that they have the authority to decide if this activity is the best use of their staff's time.

**ACTION: J. Lindsay will relay the Deans' concerns to B. Jensen, VP Educational Services, regarding the lack of consultation and use of staff time on CBSE activities.**

**3.14 June VPAC Retreat**

The all-day VPAC Retreat date was confirmed for Wed. June 17/09. Location is yet to be chosen.

**4. INFORMATION**

**4.1 Regional Transition Team Update**

J. Carrie advised that the April 28<sup>th</sup> Educational Pathways & Connections agenda has been distributed; RSVP by April 14<sup>th</sup> to Sharon Smith.

**4.2 On-campus Presence of Faculty Teaching On-line**

A collation of responses from UFV Faculties on the topic of faculty being required to be on campus if they are teaching their classes online was shared for information.

**4.3 DCFA Notification re Project Work**

The DCFA Collective Agreement states the Association is to be notified of any project work going on, but is silent on a date. J. Lindsay has suggested the date of April 15<sup>th</sup> because that's when ed plans are due, and this has been well received by S. Briggs, DCFA President. Deans are to let S. Briggs know of any project work going on now; otherwise, this will be done on an annual basis.

**4.4 Enrolment Reports**

Two enrolment reports were provided for information:

- i) Exploring Adult Learning in the Fraser Region
- ii) Trends in Eligible Transfer Students (Draft)

- 4.5 **Celebration of Teaching, Learning, Research & Scholarly Activity**  
Deans were updated briefly on the May 21<sup>st</sup> Celebration of Teaching, Learning, Research & Scholarly Activity event being held this year on the David Lam Campus. May 1<sup>st</sup> is the deadline for exhibitors to register their display. A link to the exhibitor support form and full details of the event are available on the VPAC website. Deans are to continue to encourage exhibits of scholarly work and classroom activities.
- 4.6 **Stagecraft Program Restructuring**  
Notice of the Stagecraft program restructuring was distributed for information. Included in the revisions is a change in name to *Stagecraft and Event Technology* to reflect the cross-industry training and technology-based curriculum offered. D. Duke advised there are no resource implications for the program restructuring.
- 4.7 **Post-degree Diploma in Marketing**  
J. Crothers asked for Deans' support in the next round of FEC meetings for the Post-degree Diploma in Marketing. Some concerns were raised at Education Council regarding the blending of upper and lower level courses. She noted the main criterion is that more rigour and robust work be shown at the upper level.
5. **COMMITTEE REPORTS** – deferred
6. **Reminders**  
A number of upcoming events and deadlines were provided as reminders.
7. **Next Meeting:** Fri. April 17, 9:00-12:30 p.m., DLC B3011, followed by lunch with Grant MacEwan guests.
8. **Adjournment**  
The meeting adjourned at 12:45 p.m.