

Minutes of Vice President's Academic Council (VPAC)
Friday, March 6, 2009, 9:00 a.m.
NWC Boardroom

Present: Robert Buller, Jan Carrie, Laureen Dailey (Recorder), Kathy Denton, David Duke, Keith Ellis, Ted James, Jan Lindsay (Chair), Joy Page, Mike Tarko

Guests: Gerard Edwards, C&BA; Karen McCredie, Associate Registrar; Tom Whalley, Scholarly Activity Coordinator

1. **APPROVALS**

1.1 **Agenda**

The agenda was approved with the addition of:

#4.2 – TRU/DC Dual Admission Process

#4.3 – Letter of Support re UFV's Application for Exempt Status

1.2 **Minutes**

The minutes of February 13, 2009 were approved with a correction to #5.3 (Health Deans meet on March 12th).

2. **BUSINESS ARISING**

2.1 **Updated VPAC Terms of Reference - deferred**

3. **NEW BUSINESS**

3.1 **Budget Update**

A brief update on 2009/10 budget planning was provided and a roundtable of programs for possible funding in the Fall was held.

3.2 **Post-Degree Diploma in Marketing – Full Program Proposal**

G. Edwards was present to answer questions regarding the Post-Degree Diploma in Marketing which is proposed to provide studies in marketing for people in other fields, and to offer a marketing credential to international students who already have a degree and wish to study and/or pursue work in Canada. No concerns were expressed. It was agreed that the program will address a strong niche area for Douglas College, as well as target the international market.

ACTION: VPAC supported the Full Program Proposal for the Post-Degree Diploma in Marketing in moving forward to Senior Management Team and Education Council.

3.3 **Concept Papers**

i) Supported Employment Specialist Initiative

This program would offer flexible education for practitioners interested in increasing employment opportunities for individuals who have a disability. Feedback included more consultation with Health Sciences on this initiative.

ii) *CE Home Inspection Certificate*

This CE certificate is proposed in response to the fast growing home inspection industry and the Province of BC's licensing of home inspectors as of March 31/09. It was suggested that the CE Programmer contact Brian Miltimore, Coordinator of the Building Environmental Systems program, who has a wealth of information on this topic.

ACTION: VPAC supported the concept papers for the Supported Employment Specialist Initiative and the CE Home Inspection Certificate in moving forward.

3.4 **Notice of Requests for Strategic Development Funds**

Notification was provided of upcoming requests for strategic development funds for the following programs:

- i) PNUR BSPN Degree Completion – conversion of a few courses to online for implementation in 2009-10
- ii) Dispensing Optician – conversion of year 1 courses to online in 2009-10 for implementation in 2010-11
- iii) Associate of Arts: Aboriginal Studies – a new specialization that will use derived curriculum

The request for strategic development funds for the conversion of year 1 courses in the Health Information Management program was retracted due to notification of Ministry health priority funding earmarked for this project.

3.5 **Proposed Revision to Diploma in Arts**

A revision to the Diploma in Arts is proposed to offer a two-year credential that is more flexible, current and that will ladder into a new collaborative degree with UFV. The Diploma in Arts would also be renamed a "Liberal Arts Diploma". A few suggestions for improvement and clarification were provided. It was agreed that it was logical to upgrade the existing Diploma in Arts to fit with the collaborative degree proposal.

ACTION: VPAC supported the proposed revisions to the Diploma in Arts and renaming to a Liberal Arts Diploma.

3.6 **BA CYC Admission Policy Revision**

J. Carrie brought back revised wording to the English Language requirement in the BA CYC Admission Policy after further consultation with the Registrar's Office and LLPA Faculty. The new wording provides clarity, flexibility and better understanding of the Admission Policy.

ACTION: VPAC approved the revision to the BA CYC Admission Policy in going forward to Senior Management Team and Education Council.

3.7 **Scholarly Activity Funding Recommendations**

T. Whalley presented the Scholarly Activity Fund Adjudication Committee's (SAFAC) recommendations for research projects to receive scholarly activity funding. The Committee recommended fifteen out of nineteen proposals for funding, four of which

are to start new researches reflecting \$10,000 of the \$27,000 being recommended for funding. T. Whalley also advised that five strong requests for sectional release were submitted for the three available sections of time release. It was raised that, as the College receives external grant money, the number of internal section releases for research purposes can be increased.

ACTION: VPAC approved the recommendations of the Scholarly Activity Fund Adjudication Committee.

3.8 **Douglas College Honorary Degree**

K. McCredie was present to receive VPAC's feedback on a new initiative to offer Douglas College Honorary Degrees. Material on the nomination and confirmation process was provided. Approval, in principle, has been given by Senior Management Team to recognize notable individuals with a Douglas College Honorary Degree. Discussion took place on the five possible Honorary Degrees and the consensus was to confer a Doctor of Laws (LL.D.) as it is the most common. VPAC agreed the time has come for Douglas College to award honorary degrees in keeping with other degree-granting colleges that are conferring honorary degrees.

ACTION: VPAC recommended that the Douglas College Honorary Degree be narrowed down to the one generic honorary degree of Doctor of Laws (LL.D.).

3.9 **Exam Accommodations for People with Disabilities**

Resources and space continue to be a challenge in providing exam accommodations for students with disabilities. The current policy states that course faculty members are responsible for invigilating examinations that require ordinary accommodations, and that situations requiring extraordinary accommodations are the responsibility of Student Development. T. James outlined the issues as they relate to the policy, and proposed several options to address those issues. The key challenge is how to deal with the spill-over from Student Development which currently invigilates approximately 200 exams per semester with only one available room. VPAC offered a number of suggestions to improve the situation. There was agreement, within limits, that faculty are to provide exam accommodations for their students with disabilities according to the policy, and that a back-up plan should be in place for situations where faculty are unable to provide suitable exam accommodations.

ACTION: T. James will summarize in writing VPAC's discussions and conclusions related to exam accommodations for students with disabilities.

3.10 **i) NELI (National Executive Leadership Institute) for Prospective Deans ii) VP NELI**

Discussion took place on the appropriate Deans and Associate Deans to attend these upcoming training institutes.

3.11 **OTO Funding for Capital Projects**

The lack of student amenities and physical space where students can engage with each other was raised. It was suggested that Senior Management Team think about using one-time-only capital funds, when discussing space planning, to create student study space and to make the College more pleasant for students overall.

ACTION: J. Lindsay will recommend to Senior Management Team that consideration be given to using capital funds to create amenity space for students.

4. **INFORMATION**

4.1 **Collaborative Degree in English with UFV**

D. Duke advised that a concept paper for a collaborative degree in English with UFV will be coming forward to VPAC once it has gone to the March/April English Department meetings and LLPA FEC. K. Denton added that UFV is also willing to offer a Bachelor of General Studies with an English Minor with Douglas College.

4.2 **TRU/DC Dual Admission Process**

An agreement with Thompson Rivers University to offer dual admission was shared. The inclusion of Open Learning in the agreement is to be confirmed.

4.3 **Letter of Support re UFV's Application for Exempt Status**

A letter J. Lindsay wrote to the Degree Quality Assessment Board in support of UFV's application for exempt status from the quality assessment process was provided for information.

5. **COMMITTEE REPORTS**

5.1 **High School Contacts**

J. Carrie – Regional Student Transition Team meets next week to firm up the Educational Pathways and Connections session on April 28th

K. Ellis – will be attending a conference on Distributed Learning next week in Calgary

5.2 **External Contacts** – no reports

5.3 **Provincial Articulation Meetings**

M. Tarko – hosting a meeting for the Health Sciences Deans next week

R. Buller – Business Deans are meeting with the Deputy Minister at Vancouver Island University

5.4 **VPAC Standing Committees**

ETTL – working on hybrid course development; next meeting is in early April

Academic Affairs – first Speakers Series lecture on Global Climate Change was very successful

TPMC/ETF – R. Buller will draft a recommendation to combine TPMC and ETF into one committee and will circulate to VPAC

Academic Signature – coming into the last year to get everything completed; ASSC members are willing to attend Faculty meeting to advise/explain the process

5.5 **Education Council** – course control sheets are being implemented for a one-year pilot

5.6 **CE/TTG Coordination Committee** – T. VanEerden from The Training Group is on leave; R. Buller will work with another Training Group rep

6. **Reminders**

A number of upcoming events and deadlines were provided as reminders.

7. **Next Meeting:** Fri. March 27/09, 9:00-12:30 p.m., NWC Boardroom

8. **Adjournment**

The meeting adjourned at 12:20 p.m.