

**Minutes of Vice President's Academic Council (VPAC)
Friday, May 11, 2007 at 9:00 a.m.
NWC Room 6103**

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

Regrets: Sandy Vanderburgh

ITEM	ACTION
<p>1. Approvals</p> <p>1.1 The agenda was approved with the following additions: 3.11.1 – Review of Professional Development Provided to Employees by Douglas College 4.3 – Discipline Specific Associate Degrees Item 3.3 was changed to “Academic Affairs Recommendation: Editorial Support”</p> <p>1.2 The minutes of April 20, 2007 were approved as distributed.</p>	
<p>2. Business Arising</p> <p>2.1 <i>Space Planning Guidelines</i> J. Lindsay advised that the wording in the Space Planning Guidelines has been made more generic related to office space, but still captures the concept of the importance of faculty office space relative to student engagement.</p> <p>2.2 <i>Requirement of Grade 12 Provincial Exams</i> It was decided to defer a recommendation on this issue until the June 15th VPAC retreat. In the meantime, J. Lindsay will attempt to get an answer from SFU concerning their decision.</p> <p>2.3 <i>Academic Signature and Citation Credential</i> With regard to the application of the Academic Signature at all levels of programs, K. Denton reported the Academic Signature Steering Committee recommended taking out “all” in the framework document and brochure, and replacing it with “Douglas College certificate, diploma and degree programs.” They also unanimously agreed to change the brochure sub-heading to “A Mark of Excellence.” K. Denton will follow-up with CMO.</p>	<p>JL</p> <p>KD</p>
<p>3. New Business</p> <p>3.1 <i>Bachelor of Performing Arts Collaborative Degree – Full Program Proposal</i> A. Lysell, Theatre Instructor, advised that this unique consortium credential received very positive support at last week’s provincial articulation meeting. Departments across the College have been consulted regarding implementation issues, and approval has been received by the LLPA Faculty Education Committee. The budget has also been approved by the four Chief Financial Officers. Questions of clarification followed. J. Holmwood offered to share the principles of collaboration that were used by the Collaborative Nursing Program. VPAC unanimously supported the Bachelor of Performing Arts Collaborative Degree in going forward to Education Council.</p>	

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<p>3.2 <i>BBA Degree Program Changes in Response to DQAB</i> J. Ilsever reviewed the revisions to the Bachelor of Business Administration (BBA) degree made in compliance with the Degree Quality Assessment Board's (DQAB) recommendations. Changes included upgrading the capstone course (BUSN 4470) to 4th year, upper levels electives changes, diploma level offerings, and an implementation plan for student work experience. VPAC was supportive of the BBA degree program changes going forward to Education Council.</p>	
<p>3.3 <i>Academic Affairs Recommendation: Editorial Support</i> L. McCallum reported that, at their March meeting, Academic Affairs recommended a "small amount of scholarly activity funding be provided for editorial support in the development of employee publications." M. Wilson, T. Whalley and L. McCallum have met and are suggesting a limit of \$300-500 per application. Following discussion, VPAC supported providing an infrastructure focus for faculty in moving forward with research skills, but did not support a separate fund for editing costs.</p>	
<p>3.4 <i>Campus 2020 Report</i> J. Lindsay provided feedback from the SAAF regarding the 2020 Report and commented that it might be useful for Deans to follow up with SMT following the May 15th College Presidents' meeting to discuss the recommendations in the Campus 2020 report. She will follow up with the President on VPAC's suggestion to provide a College response to the Report.</p>	JL
<p>3.5 <i>Dual/Advanced Credit Agreements with School Districts</i> L. McCallum raised that as we develop formalized agreements with the school districts, it would be helpful to have an overall agreement with specifics for each school district. It was agreed to develop guidelines so that everyone follows the same process; centralize agreements with attachments of current specific courses; and consolidate communications. Deans are to build school district agreements into their tactical planning. The centralized pieces will be developed over the summer so they're ready for the Fall.</p>	JL
<p>3.6 <i>HVAC Issues and CE Weekend Bookings</i> J. Holmwood advised of a variety of problems that arose several weeks ago on a weekend when several large events were running simultaneously in the College. The concern is we need to offer proper services to groups using the College on weekends. J. Holmwood will draft a memo for J. Lindsay to take forward to SMT outlining the issues, offering some solutions, and indicating anticipated future events.</p>	JH/JL
<p>3.7 <i>Faculty Emeritus Award – Posthumous</i> VPAC discussed the option of granting a Faculty Emeritus award posthumously following an inquiry. The consensus was this was not the intent of the award, and that perhaps a Faculty scholarship or award of excellence would be a more appropriate avenue.</p>	

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<p>3.8 Computer Use Policy J. Lindsay distributed the Computer Use Policy and asked Deans to circulate it to their Faculties for feedback. The policy deals with the improper use of computers. Deadline for responses to Deans is May 29th.</p> <p>3.9 May 1st Academic Plan/Tactical Planning Session Follow-up J. Lindsay provided a brief report on the May 1st planning session. Some feedback from the group included:</p> <ul style="list-style-type: none"> • consolidate new program development by focusing on quality • focus more on international education • positive support for the academic signature • focus on understanding the needs of our learners • some questioning of the role of scholarly activity in the context of Campus 2020 <p>3.10 Celebration of Teaching & Learning Update A verbal update on the plans for the May 17th event was given. To date, there are 25 table displays (including students, faculty and scholarly activity) and 51 faculty and staff being recognized for their involvement in new program development.</p> <p>3.11 June VPAC Retreat J. Lindsay outlined the tentative agenda items for the June 15th retreat.</p>	Deans
<p>4. Information</p> <p>4.1 EOF Minutes The draft minutes of the April 16th Education Operations Forum were shared for information.</p> <p>4.2 Managing Security Concerns Two news articles on security issues were included in the package for information. J. Lindsay advised that if Deans were aware of a situation of significant concern, that Senior Administration should be notified so that steps could be taken to alert faculty and staff.</p> <p>4.3 Discipline Specific Associate Degrees K. Denton proposed there are opportunities to serve students who want an associate degree in a specific discipline by creating general terms around the discipline specific requirements of the associate degree structure. This would be useful for students who want recognition of focus in a specific discipline.</p>	
<p>5. Committee Reports</p> <p>5.1 High School Contacts – no report</p> <p>5.2 Provincial Articulation Meetings <i>Deans/Directors of Developmental Education - T. James</i> Ministry representatives talked about recommended future directions (e.g.</p>	

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<p>tuition free status) and immigration monies in other Ministries. Large amounts of new monies are being made available for ELSA (English Language Services for Adults) contracts. T. James has been elected Chair of the Deans/Directors of Developmental Education group.</p> <p><i>Provincial/National Business Meetings - R. Coulson</i> Discussion took place on becoming an accreditation body (accreditation is required nationally in terms of branding). At the Tourism HR Forum, they talked about targeting the senior market; research indicates what work seniors want to do (e.g. tour guides, bus drivers). May want to approach Athabasca re delivering programs to this group.</p> <p>5.3 <i>VPAC Standing Committees</i></p> <p><i>ETF</i> – R. Coulson reported there is a sub-committee looking at a grade book (online tool to track semester progress). There is ability in WebCT and Banner to do this but there are some complications. BCIT has offered the portal online to us for free.</p> <p>Office 2007 will be in all labs in Fall 2007; big difference from Office 2003 which raises issues with e-classrooms. CEIT will install Office 2007 on faculty computers if requested.</p> <p>CEIT advises that the College will be moving to Windows Vista operating system (dictated by Microsoft). Information will be forthcoming from CEIT.</p>	
<p>6. Next meeting: Thurs. May 31/07, 9:00 a.m., Room 6103</p>	
<p>7. The meeting adjourned at 12:45 p.m.</p>	