

VICE PRESIDENT'S ACADEMIC COUNCIL (VPAC)

MINUTES

Friday, May 14, 2010 9.30 am

David Lam - Boardroom

Present: Thor Borgford, Robert Buller, Catherine Carlson, Jan Carrie, Kathy Denton (Chair), Joy Page, Gary Tennant, Silvia Wilson, Tom Whalley, Anne Gapper (recorder)

Regrets: Ted James

Guests: David Wright

1. Approvals

1.1 Agenda

The following items were added to the agenda:

2.4 Workforce Planning Tool

2.5 Report on Math Admissions Review

2.6 Expense Forms

3.8 Program Review

3.9 VPAC Retreat

1.2 Minutes

In the April 23, 2010 minutes Item 2.1, second paragraph Annual Review was changed to Program Review. The minutes were approved as amended.

2. Business Arising

2.1 Transcripts of China Students

Robert Buller reported that previously transcripts for students from China looked as though they had studied in Canada when in fact this was not the case. The proposed transcripts included in the agenda package indicate which credits are earned at partner institutions.

2.2 Late Registration Process

Deferred to a later meeting

2.3 Length of Reading Break – Potential Dates

Deferred to a later meeting

2.4 Workforce Planning Tool

Following up from the previous meeting, Silvia Wilson reported that she had confirmed that, due to privacy issues, help can be obtained from within Faculties but the information in the Tool is kept confidential with the Dean/Associate Dean.

2.5 **Math Admissions Review**

Robert Buller reported that the Province wide survey was now completed. A report will follow but it seems that different institutions will be dealing with this matter in different ways.

2.6 **Expense Forms**

Jan Carrie reported that she had talked to Finance about the discrepancies on mileage, they confirmed they were aware of it and will be rectifying it shortly.

3. **New Business**

3.1 **Career Development Practitioner Full-Time Certificate Program Full Program Proposal**

Cheryl Jeffs was unable to attend the meeting; however Gary Tennant was able to speak to this item. He explained that this is a cost recovery program for CE and is based on many existing courses plus some new. The program pilot has been full and there seems to be quite a demand. The full-time program is geared for newcomers to the field and the part-time program, which will continue as well, is for people already working in the field. There was a recommendation that the budget be tidied up. VPAC approved the full program proposal and recommended it be forwarded to Education Council for approval.

3.2 **Career Development Practitioner Advanced Certificate Program Full Program Proposal**

It was recommended that Cheryl tidy up the table and clarify the explanation as to why this is more advanced and also check the budget. VPAC approved the content of the full program proposal and recommended that it be forwarded to Education Council for approval.

3.3 **CAFD Visits to FEC Meetings**

Joy Page indicated the report from the FEC meetings will follow and the team will come to the next VPAC meeting to speak to this item. She reported that attendance at employee development and PD sessions had increased in May. The budget for research and scholarly activity was discussed and it was decided that a review would be carried out in the near future as there was a need for much more discussion on this topic. Kathy Denton indicated she envisioned that the review would be carried out by a faculty group supported by an administrator and CAFD. She indicated she will bring terms of reference for a task force to the next meeting.

3.4 **Revised Terms of Reference for the Research & Scholarly Activity Adjudication Fund and Committee (RSAFAC)**

David Wright attended the meeting to speak to this item; he indicated that RSAFAC had revised the terms of reference for the Fund and the Committee in order to clarify them and bring them in line with the current process. During the discussion around the ranking criteria in the Research and Scholarly Activity Fund terms of reference and adjudication form, it was agreed to delete ranking criteria #2 "*The proposed project's alignment with College and Faculty-level strategic plans and directions*" and to insert

“College” into criteria 3. It was also agreed to remove *“as the College’s mandate and culture evolves”* from the Purpose section.

David stressed the importance of elected faculty attendance at meetings and involvement on the committee. It was agreed that the appropriate Dean should be contacted if ranking criteria are not completed within the time limit.

David indicated that the Committee had requested he inquire from VPAC what the expectations were around research and scholarly activity and what does it mean at Douglas. Seventy percent of the applications to the Research and Scholarly Activity Fund are for conferences. The Committee feels the fund should be for research or scholarly activity rather than disseminating. It was suggested that the Academic Affairs Committee look into this.

3.5 **Report of the VPAC Task Group on On-Line/Hybrid Courses**

Joy Page reported that the task group had come up with four recommendations.

- Develop an overall plan for the Division and each individual Faculty and Department
- Implement the plans by engaging faculty who are willing and motivated to develop and teach the courses
- To adopt Quality Matters for a one year pilot
- Review organizational structures and processes

Robert Buller added that the Task Group was fully in support of hybrid courses but there was less support for on-line courses. They also recognized the need for incentives and the need to ‘grow’ internal experts for peer support.

3.6 **Draft Admissions Policy**

Thor Borgford presented the proposed revision to the draft admissions policy which VPAC approved. Kathy Denton will take this to Blaine and Thor will proceed to the next step.

3.7 **Accountable Time**

Kathy Denton asked VPAC how each Faculty deals with accountable time and how can this time be used effectively. It was suggested that faculty review accountable time with their peers and the chair of their department. It was agreed that each Faculty should work with the same model. Health Sciences block off accountable time which is scheduled a year ahead. Silvia Wilson agreed to share the template Health Sciences use and Catherine Carlson will provide the Humanities and Social Sciences template. VPAC agreed that definitions of PD and accountable time would be useful.

3.8 **Program Review**

Kathy Denton indicated that the responsibility for this Review would come from the VP, Education's office.

3.9 **VPAC Retreat**

Kathy Denton indicated that the retreat would not be a regular meeting. She would like to address items such as the Strategic Plan implementation, Tactical Plan revisit following the Strategic Plan, the Ed Tech plan and the David Lam Campus educational plan. She requested that VPAC bring any other items they wished to discuss to the next meeting.

4. **Information**

There was nothing to report.

5. **Committee Reports**

5.3 **BCCAT**

It was reported that the articulation meetings were very positive.

8. **Adjournment**

The meeting adjourned at 12.45 pm