

VICE PRESIDENT'S ACADEMIC COUNCIL (VPAC)

MINUTES

Friday, May 28, 2010 9.30 am

New Westminster Boardroom

Present: Thor Borgford, Robert Buller, Catherine Carlson, Kathy Denton (Chair), Joy Page, Meg Stainsby, Silvia Wilson, Tom Whalley, Anne Gapper (recorder)

Regrets: Jan Carrie, Ted James

Guests: Lin Langley, Alison Thomas, David Wright

1. Follow Up

There were no reports

2. Roundtable/Reports

2.1 High Schools

Robert Buller reported that Commerce and Business, and in particular Ray Yu, had built very good connections with New Westminster Secondary School.

Joy Page reported that Sharon Smith had handed in her resignation for the end of June. She confirmed that funding was available on a part time basis until June 2011. She stated that Sharon had done a wonderful job and it was agreed that the College would be sorry to lose her.

Meg Stainsby indicated that she saw an opportunity for a connection between Douglas and the fine art schools. She agreed to pursue this and will report back. Tom Whalley reported that the ESL department were very involved in the New Westminster and Coquitlam High Schools.

Kathy Denton reported that she had met with School District 43 Assistant Superintendent, Dan Derpak. He had indicated that they had found the articulation meetings valuable and he agreed to host this again in 2011. He also would like to reinstate the Dean, Vice President and Principal meetings.

2.2 External Contacts

Silvia Wilson reported that the Minister for Health had called a meeting of the BC Nursing Council in June which Silvia would attend.

2.3 Provincial Articulation Meetings

Thor Borgford reported that the Earth Sciences Department had hosted Articulation at Douglas. Meg Stainsby reported that 19 institutions had signed off on a flexible pre-major at the English Articulation. It was reported that Psychology had also done this.

2.4 **Education Council**

The first wave of 'non' policies have been presented.

2.5 **CE/TTG Coordination Committee**

There is good communication between Faculties and also with the Training Group. CE is doing very well. Health Sciences is working with the Training Group and the Skill Connect Program.

2.6 **CAFD**

The Employment Management Committee had just met. They will be looking to see if registration for employee development can be done on Banner. They will be meeting with Dave Taylor, the new Manager of Marketing and Communications, to look at CAFD's website and also to see if sessions could be video taped for those unable to attend.

CHCP

Joy Page reported that Wesbuild had contacted the Centre and asked them to apply for a naming grant. The Centre was also applying for a Federal grant to provide more services for the homeless and also for the elderly. The Centre was working on projects with Health Sciences and the ECE Department.

On September 18, 2010 at the Fall Fair at the David Lam Campus, the Centre will have interdisciplinary displays. They will be looking at bringing in community leaders to have a discussion that the community can listen to.

3. **Approvals**

3.1 The agenda was approved as presented.

3.2 The minutes of May 14, 2010 were not available.

4. **Decisions Required**

4.1 **Hybrid Development Course Applications**

Paul O'Connor had submitted a report indicating that 7 applications had been received; these had been ranked according to the criteria set by E TTL. All 7 applications were approved.

After some discussion it was agreed that it would perhaps encourage more faculty to participate in hybrid development if the course was offered in non-teaching semesters in a compressed format and was eligible as accountable time rather than PD. This item will be added to the VPAC Retreat Agenda for further in depth discussion. VPAC was requested to bring feedback to the Retreat from those who have already completed the development course.

4.2 **Feasibility Study – Employment Supports Specialist: Advanced Citation**

This item was deferred to a later meeting.

5. **Discussion**

5.1 **Time Frame to Complete a Degree at Douglas**

Douglas' Registrar's Office does not have a time frame in their policy as to how many years a degree has to be completed within. Silvia Wilson will ask Ted James to contact other institutions to ascertain if they have a time frame and to report back at a later meeting.

5.2 **Exam Centre for Students with Disabilities**

There was discussion about how students with disabilities were accommodated during exams. It was agreed that the process was for faculty to approach the Centre first and if they were unable to accommodate, then the faculty member would go to their Dean. The Dean will then write a letter to the Centre requesting assistance.

6. **Information/Announcements**

6.1 **Centre for Academic and Faculty Development (CAFD) Coordinators**

The CAFD Coordinators had attended each FEC to gather information on what kind of service and support was needed. They explained that their mandate was to offer services which were applicable to the College as a whole rather than to individual faculties. They indicated that a great deal of development was provided by people with expertise from within the College but that they were very willing to offer customized programs and to facilitate external people who were faculty specific. It was suggested that engagement between new teachers and old teachers would provide good mentoring opportunities.

CAFD indicated they will be meeting with the Marketing Department to get input on how to better market their programs and services.

6.2 **Sections to be Allocated**

Kathy Denton requested that VPAC bring their section needs to the VPAC Retreat. There were 30 sections for the 2011/12 academic year available, with some one-time-only sections coming back as well. Criteria for the sections will be developed via email which will be finalised at the Retreat.

6.3 **Terms of Reference for the Research, Scholarship and Faculty Development Task Force**

Kathy Denton reported that the terms of reference had been presented to SMT, who were supporting them. She will also review them with the DCFA. The Task Force will start in September, 2010.

In reply to a question about item #8, it was agreed that 'consult widely' would include consultation with CAFD who will provide information that they have already collected.

It was agreed to extend the deadline from December 31, 2010 to March 31, 2011.

Kathy will send a cover letter to the Deans who will be asked to forward the terms of reference to their faculty members.

8. **Adjournment**

The meeting adjourned at 12.15 pm