

**Minutes of Vice President's Academic Council (VPAC)**  
**Friday, October 10, 2008 – 9:00am**  
**NWC Boardroom**

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

**Regrets:** David Duke, Ted James

**Guests:** Brad Barber, Sean Kelly, CMO; Tom Whalley, Scholarly Activity Coordinator

1.0 **APPROVALS**

1.1 **Agenda**

The agenda was approved as distributed.

1.2 **Minutes**

The minutes of September 19, 2008 were approved as distributed.

2.0 **BUSINESS ARISING**

2.1 **Academic Affairs – Member-at-Large Recommendations**

Two new members-at-large are needed for the Academic Affairs Committee. Kristin Wagner's name (Psychology) was put forward and accepted. The search will continue for a second at-large member. J. Lindsay will send out a College-wide notification of the two new Academic Affairs Members-at-Large once finalized.

2.2 **Timetable Operations Committee Terms of Reference**

VPAC reviewed the revised Terms of Reference for the Timetable Operations Committee which now include a broader representation. J. Lindsay learned through SAAF that many other post-secondary institutions are implementing Infosilem as well. Deans agreed that it was important to have these Terms of Reference and approved the revised document.

**ACTION: J. Lindsay will take the Timetable Operations Committee Terms of Reference forward to Senior Management Team as a recommendation from VPAC.**

3. **NEW BUSINESS**

3.1 **Marketing Plan**

B. Barber and S. Kelly joined the meeting to discuss the draft and confidential Marketing Plan for Credit Programs and to receive VPAC's feedback. J. Lindsay began by commending B. Barber and S. Kelly for their increased marketing efforts and the high-level and thorough marketing plan. Discussions centered on university transfer and what could be done to emphasize UT more. Feedback included:

- Name disciplines in advertising and communicate a two-year stay advantage
- Talk to the Student Transitions Coordinator who is looking at ways to enhance transfers from school districts
- Spell out baccalaureate language
- Increase marketing dollars

- Look at UT courses and link to degrees so students will stay at Douglas
- Make pathways clear and inform students what they can do here
- Re-think information sessions; Science is open to booking one-on-one information sessions
- Use myDouglas for classroom/academic advising, where appropriate
- 2<sup>nd</sup> year awards are available and a good opportunity for using myDouglas

There was general satisfaction with the draft Marketing Plan, recognizing that increased financial support is needed for effective marketing.

**ACTION: Deans are to confirm that the programs listed on page 13 of the draft Marketing Plan are all-inclusive, and to get back to B. Barber/S. Kelly with individual issues and items related to marketing their programs.**

### 3.2 Faculty Emeritus Nominations

VPAC discussed the five nominations received for Faculty Emeritus designation. Three nominees were felt to meet all three of the eligibility criteria. It was questioned if there was enough guidance in the criteria, and that perhaps the Faculty Emeritus policy needed to go back to Academic Affairs to look at providing more definition around the “contribution to College” criterion. Using a point system to establish criteria to meet the threshold was also suggested.

**ACTIONS: J. Lindsay will submit the names of the three nominees recommended for Faculty Emeritus designation to the President for final approval. Review of the Faculty Emeritus Policy will be placed on a future Academic Affairs agenda.**

### 3.3 Program Review and Renewal update

J. Page brought forward a number of materials for VPAC’s feedback regarding a program review and renewal process for Douglas College, including the “Guide to Program and Service Review” produced by the Institutional Research (IR) office in January 2006. It had been decided, based on the initial response to the review survey tool sent out from the IR office, to discontinue the survey. Instead, the IR office was asked to send a data package to Chairs/Coordinators to review and plan activities to address the data in conjunction with their tactical plan updating (early May). A more extensive review could be implemented at any time by the Dean. Reviews are a reflection of the Faculty tactical plan – what has transpired, what has been learned – and an input document where departments set their planning.

**ACTION: The review survey will be discontinued. J. Page will create a one-page of instructions explaining the annual review process and timelines. She will look further at a more comprehensive review and bring back to VPAC for possible implementation as a pilot next year. J. Page will also look at an external review process for degree programs.**

### 3.4 Academic Plan Feedback and Format for Faculty/Department Academic Plans

Feedback received at the “Future of Douglas/Academic Plan” forum indicated there was too much detail in the Faculty plans, too many motherhood statements, and overuse of the

word “quality”. VPAC discussed a template Faculties could use in submitting their Faculty/Department academic plans. It was agreed to include a Vision statement, combine the three years into one timeframe spanning the 2009-12 period, and to use plain language and a succinct format.

**ACTION: Faculty Academic Plans are to be submitted to the VP Education’s office by October 27<sup>th</sup>. Changes will be given to EDCO reps for their November FEC meetings.**

### 3.5 Variance Committee for 2010 Class Cancellations

J. Lindsay advised that VPAC will serve as the Variance Committee for programs that feel they are unable to comply with class cancellations during the 2010 Olympics (Feb. 15-26); e.g., practicums, clinical, self-funded. This has been agreed to by Senior Management Team.

### 3.6 Scholarly Commons Terms of Reference

T. Whalley joined the meeting to present the Terms of Reference for the Scholarly Commons, noting these Terms of Reference were approved by Academic Affairs in February 2008. Funding for computers, printers, software, etc., will come from the Centre for Academic & Faculty Development (CAFD). One change was made to the Terms of Reference: booking the Scholarly Commons will be done through the CAFD Assistant.

**ACTION: The Scholarly Commons Terms of Reference were approved as revised.**

### 3.7 Scholarly Activity Fund Terms of Reference

The Terms of Reference for the Scholarly Activity College-wide Fund were reviewed and minor changes suggested. An additional point will be added to indicate new applications with outstanding scholarly activity fund balances will not be approved.

T. Whalley also presented draft Terms of Reference for the Scholarly Activity Fund Adjudication Committee (SAFAC), noting that as it is a process of peer review and recommendations come to VPAC, there is no administrator rep. The word “elected” was inserted under Membership; i.e., “One *elected* member from each...”

**ACTION: The Terms of Reference for the Scholarly Activity Fund and the Scholarly Activity Fund Adjudication Committee were approved as revised.**

### 3.8 Registration Wait Lists

It has come to light at the Educational Operations Forum (EOF) that the system of using faculty to add students to class during the second week of registration by the paper Add form is not efficient. EOF’s recommendation is:

***“That the one week electronic late registration period be extended to two weeks to replace the second week of registration using the Add for paper procedure.”***

Discussion took place on the paper system versus an automatic system. While there are faculty who like the paper system and resulting contact with students added late to their class, there currently are problems with a short turnaround time. It was noted that the electronic system has a 24 hour turnaround time and the onus is on the student to sign up.

Given that this recommendation was discussed and supported at EOF where there is a rep from each Faculty, **VPAC supported the recommendation that the one week electronic late registration period be extended to two weeks to replace the second week of registration using the Add for paper procedure, for implementation in January 2009.**

**ACTION: Deans are to speak to their faculty and inform them this item has been discussed and supported at both EOF and VPAC.**

#### 4.0 INFORMATION

##### 4.1 Celebration of Teaching & Learning

The 2009 Celebration of Teaching & Learning will be held Thursday, May 21<sup>st</sup> on the David Lam Campus. All faculty, and particularly faculty at the DLC, are encouraged to participate. An invitation will be extended to teachers at Pinetree Secondary to come see the various displays, and a webpage has been created on the VPAC website dedicated to this event. After some discussion, it was agreed to change the name of this event to ***Celebration of Teaching, Learning, Research & Scholarly Activity.***

##### 4.2 Fall Exam Schedule Problem

A Fall exam scheduling issue has arisen due to the number of forced day and/or time requests. This is mostly a result of too many courses being scheduled off matrix and the number of common exams.

**ACTION: J. Lindsay will discuss with K. McCredie, Associate Registrar, that in future we move to a system where exams are scheduled up front using the course schedule, with the exception of common exams.**

#### 5.0 COMMITTEE REPORTS

##### 5.1 High School Contacts

- A report will be coming shortly from S. Smith, Student Transition Coordinator

##### 5.2 External Contacts

- C&BA is putting their efforts into the Tri-Cities and New Westminster
- J. Lindsay, K. Denton, J. Carrie and K. Ellis had an excellent meeting at UFV regarding developing a framework agreement

##### 5.3 Provincial Articulation Meetings

*SAAF*

J. Lindsay reported D. Hull, ALMD, attended SAAF and provided the following information:

- no change on FTE targets; expecting Treasury Board decision in December
- no increase in budget (election issues)
- more consultation will be done in the future
- strong labour market emphasis in ALMD right now
- no bailouts of deficits

#### 5.4 **VPAC Standing Committees**

##### ***ETTL***

K. Ellis reported ETTL conducted a survey of laptop/desktop preferences and 2/3 of faculty want laptops. Results of an online course survey will be reviewed at the next meeting. P. O'Connor, Ed Tech Coordinator, will attend the League for Innovation conference and will collect information and policies on online/hybrid delivery. A full report with recommendations on moving forward with online/hybrid delivery is expected to be completed by May 2009.

##### ***TPMC/ETF***

R. Buller reported TPMC/ETF is looking at implementing a more logical computer replacement system and hand-me-down system from the computer labs.

##### ***Academic Signature***

K. Denton advised L. McCausland is stepping down as Chair of the Academic Signature Committee. The Committee will not be putting on workshops re competency, etc., unless invited. The Academic Signature website will be updated in Oct./Nov. as to where this initiative is. The Academic Signature testing is in progress, although it's been difficult getting students to participate.

#### 6. **Reminders**

Deans were reminded of a number of important upcoming dates and deadlines.

#### 7. **Next meeting: October 31, 2008, 9:00am, NWC Boardroom**

#### 8. **Adjournment**

The meeting adjourned at 12:45pm.