

**Minutes of Vice President's Academic Council (VPAC)**  
**Friday, October 26, 2007 at 9:00 a.m.**  
**NWC Room 6103**

**In Attendance:** Rosilyn Coulson, Laureen Dailey (Recorder), Kathy Denton, David Duke, Joy Holmwood, Ted James, Jan Lindsay (Chair), Mike Tarko, Gary Tennant, Sandy Vanderburgh

**Regrets:** Jan Carrie

ITEM	ACTION
<p>1.     <b>Approvals</b></p> <p>1.1    The agenda was approved with the addition of #4.2 – Proposed Space Renovations at NWC - Phase I.</p> <p>1.2    The minutes of September 28, 2007 were approved as distributed.</p>	
<p>2.     <b>Business Arising</b></p> <p>        There was no business arising.</p>	
<p>3.     <b>New Business</b></p> <p>3.0    <b>Budget</b>  An update and discussion on the 2008/09 budget was held.</p> <p>3.1    <b>Faculty Emeritus Nominations</b>  Four nominations were received and considered for Faculty Emeritus designation. VPAC recognized the outstanding contributions of all four nominees and supported the nominations. <b>The four names will be submitted to the President for final approval of the Faculty Emeritus awards.</b></p> <p>3.2    <b>Strategic Development Funding Applications</b>  Five applications for the Fall 2007 call for strategic development funds were received. The following proposals and corresponding sections were approved by VPAC:  CRIM Tour 2008: NYC Community Courts – 1 section  GEOG Collaborative BA Program Preparation – 2 sections (<i>updated Feasibility Study and MOU to come to VPAC</i>)  Virtual Learning Commons – 3 sections (<i>2 sections for faculty work and 1 section for expertise in educational programming using technology</i>)  ESL Employment Development Citation for Foreign-Trained Professionals – 2 sections</p> <p>A total of four program proposals equalling 8 sections (\$87,200) in strategic development funds were recommended for approval. <b>The four proposals will be forwarded to SMT for final funding approval.</b></p> <p>3.3    <b>Academic Affairs Speakers Series</b>  S. Vanderburgh advised VPAC of Academic Affairs' plan to host an ongoing</p>	<p>JL</p> <p>JL</p>

ITEM	ACTION
<p>series of speakers at Douglas College to discuss the theme of Global Climate Change starting in January 2008. Three expert speakers would be brought in per year (January, March and October). Sessions would be held on campus over the noon hour and would be open to the student body and broader college community. A budget of \$4500 is requested with any unspent funds carried over to the next year. Deans liked the fact that the series would be on content that is researched and relevant, has an interdisciplinary aspect, and fits well into the overall plan for scholarly activity. A Thursday 12:30-2:30 p.m. timeslot in the Performing Arts Theatre was suggested, as well as integrating speaker topics into the curriculum. <b>VPAC was supportive of the Speakers Series on Global Climate Change. J. Lindsay will support this proposal for 07/08 through the VPE's discretionary fund, and will request on-going funding once the Speakers Series is established as an on-going event.</b></p>	JL
<p>3.4 <b><i>BPEC Admissions Language Revisions</i></b> S. Vanderburgh presented revisions to the BPEC program which provide clarity and simplification of what is needed in course work and GPA requirements for admission and progression in the program. <b>In addition to supporting the changes, VPAC recommended that the current BPEC admissions requirement of a 2.5 GPA be set at a 2.0 GPA.</b></p>	
<p>3.5 <b><i>Notification of DSU Ombudsperson</i></b> The new Student Union Ombudsperson, Tamar Eylon, has asked if information on the Ombudsperson position could be passed on to students by faculty in an effort to raise the profile of the position and to make students aware of what the position can offer them. <b>Deans were agreeable to asking faculty to pass on the information provided by Tamar to students on the Ombudsperson position.</b></p>	Deans
<p>3.6 <b><i>Approval of Departmental Policies by Education Council</i></b> M. Tarko raised concerns if all departmental policies are to be approved by Education Council, as there are implications for Health Sciences' policies; e.g. whether trust built at the provincial level would be carried through at the College level. Although there was agreement that we don't want to create additional work or stop programs, it was emphasized that the College is vulnerable to student appeals if policies are not approved by EDCO. VPAC was reminded that EDCO is aware of the potential workload attached to this matter, and is committed to establishing a process for dealing with this that will be as efficient as possible.</p>	
<p>3.7 <b><i>Admissions Approval Process</i></b> K. Denton advised that she has been unable to find authority in the <i>College and Institute Act</i> for formal approvals for program admission standards and practices by Education Council, and feels that this is more of an operational matter. She proposed that the Admissions Committee report its decisions to</p>	

ITEM	ACTION
<p>EDCO, not submit them as recommendations for approval. It was suggested that this proposed change to the approval process for program admission standards and practices be submitted to the EDCO Executive for consideration. <b>VPAC was supportive of presenting this proposed change to the approval process for program admission standards and practices to the EDCO Executive.</b></p>	KD
<p>3.8 <b><i>Centre for Health &amp; Community Partnerships (CHCP)</i></b>  J. Holmwood presented the CHCP Business Case for approval to go forward to SMT and EDCO. Four 4<sup>th</sup> year BSN students who are learning about formal structures and approval mechanisms as part of their practicum joined the meeting to listen and observe. J. Holmwood addressed questions from VPAC involving the process for budget approvals, faculty time release, and concerns about conflicting with service learning in other areas of the College. Minor revisions for clarification purposes were suggested to the Business Plan. <b>VPAC was supportive of the CHCP Business Case in moving forward to SMT and EDCO with the amendments as discussed.</b></p>	JL/JH
<p>3.9 <b><i>Academic Program Review Feedback</i></b>  Deans provided initial feedback on the Academic Program Review document. <b>Deans are to put the Academic Program Review topic on their next FEC/DEC agendas for feedback at next month's VPAC meeting.</b></p>	Deans/ Agenda
<p>3.10 <b><i>Infosilem</i></b>  R. Coulson reported on the recent Infosilem meeting and advised there was some confusion as to the breadth of the pilot to take place in the Fall 2008. There was some discussion that the pilot would only show room booking assignments. Deans confirmed they were under the impression that Infosilem would do a full draft timetable and room allocations. J. Lindsay clarified that we won't be making changes to any of the current timetabling processes, and that the Timetabling Committee (Deans and Facilities Services Manager) will be responsible for deciding on the need for any future changes.</p>	
<p>4. <b>Information</b></p> <p>4.1 <b><i>Bachelor of Applied Music Degree</i></b>  The Bachelor of Applied Music Degree proposal has been held up by the Ministry review. D. Duke, J. Lindsay and a Music faculty member will be travelling to Victoria to meet with Ministry representatives to discuss the proposal.</p> <p>4.2 <b><i>Proposed Space Renovations – Phase I</i></b>  A draft (confidential) list of proposed space renovations (Phase I) for New Westminster Campus was shared with VPAC.</p>	

ITEM	ACTION
<p>5. <b>Committee Reports</b></p> <p><i>Provincial Deans/Directors (H&amp;HS)</i> – M. Tarko reported Provincial Deans expressed concerns regarding funding for additional Resident Care Attendant seats through the Ministry of Health. A recommendation was made that, in future, if additional seats are funded, the funding come through the Ministry of Advanced Education.</p> <p><i>Academic Affairs</i> – S. Vanderburgh provided the following report on Academic Affairs’ activities and discussions:</p> <ul style="list-style-type: none"> <li>• working on a Student Research Day to be held in the Upper Cafeteria over an extended lunch period</li> <li>• discussion on faculty attendance at graduations and how to improve the ceremonies; a proposal to VPAC will be forthcoming</li> <li>• planning to conduct a survey of online learning currently taking place at Douglas</li> </ul>	
<p>6. <b>Next meeting: Nov. 16, 2007, 9:00 a.m., Boardroom</b></p>	
<p>7. The meeting adjourned at 12:50 p.m.</p>	