

Minutes of Vice President's Academic Council (VPAC)
Friday, September 28, 2007 at 9:00 a.m.
NWC Room 6103

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

Regrets: Sandy Vanderburgh

Guests: Brad Barber & Sean Kelly, CMO; Susan Witter, President

ITEM	ACTION
<p>1. Approvals</p> <p>1.1 The agenda was approved as distributed.</p> <p>1.2 The minutes of September 14, 2007 were approved as distributed.</p>	
<p>2. Business Arising</p> <p>2.1 <i>Draft Academic Planning Framework</i> Jan Lindsay advised the draft Academic Planning Framework was discussed at Senior Management Team (SMT) last week. SMT suggested an additional step to allow opportunity for Board members and the College community to provide input into the environmental scan. The environmental scan will be posted on the soon-to-be-created VPAC website. Jan Lindsay will distribute a revised Framework to VPAC incorporating Deans' feedback later in October.</p> <p>2.2 <i>Academic Signature Steering Committee (ASSC) Membership</i> Three new names have been submitted for ASSC membership: Patti Romanko, Library; Brenda Addison-Jones, Sci & Tech; and Karen Thomson, LLPA. Jan Lindsay will officially appoint the above three people and inform the Academic Signature Steering Committee.</p> <p>2.3 <i>Alternative Option for Online Course Development</i> The MGrav-Hill Ryerson online courses did not receive strong support from VPAC due to suspicions that the online courses would be duplicates of the textbooks, as well as concerns of ethical issues if students are required to provide personal information.</p> <p>2.4 <i>VPAC Terms of Reference</i> Several changes were recommended to the VPAC Terms of Reference (last updated January 2005). The Terms of Reference will be revised and circulated to VPAC.</p>	<p>JL</p> <p>JL</p> <p></p> <p>LD</p>
<p>3. New Business</p> <p>3.1 <i>Budget</i> A general discussion of the 2008/09 budget was held with the President.</p>	

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<p>3.2. <i>Review of Marketing Plan for Credit Programs</i> Brad Barber and Sean Kelly joined the meeting to provide VPAC with an opportunity to make general comments on the draft Marketing Plan, review the budget, and discuss the proposal for branding/positioning the College in a more emphatic way. Questions and discussion followed. It was decided to invite Brad and Sean back to an early November meeting to continue discussions.</p>	Agenda
<p>3.3. <i>Admission Criteria to the BSN Program</i> Approval to add English 1130 and an English elective (UT) to the Bachelor of Science in Nursing (BSN) program admission criteria for Access I and Access II students was requested. VPAC was supportive of this revision to the BSN program.</p>	
<p>3.4. <i>Minimum GPA Requirements for Graduation in DC Undergraduate Degree Programs</i> VPAC discussed whether graduation qualification in our undergraduate degrees should include a specified cumulative and/or program GPA. After discussion and review of other post-secondary institutions requirements, it was agreed that a minimum GPA of 2.0 on the last 60 credits will be required for graduation in Douglas College degree programs.</p>	JL
<p>3.5. <i>Virtual Learning Commons – Concept Paper</i> Ted James presented the concept paper for a Virtual Learning Commons - an “interactive, real-time community that encourages peer-to-peer interaction and collaboration.” He noted a Virtual Learning Commons is the next phase in technology after online help services such as Ask Away and online tutorials. General interest was expressed in the potential benefits of a Virtual Learning Commons. Prior to submission for strategic development funds, the concept paper needs to be made more specific in terms of what it will produce and what kind of staffing it will require.</p>	
<p>3.5. <i>EASL for Foreign-Trained Professionals – Concept Paper</i> Ted James explained this Citation is aimed toward highly educated new immigrants to Canada who require workplace readiness training, and who have a desire to improve their English language skills and knowledge of the Canadian workplace. The Citation may include electives in other areas to build a short-term credential. It was suggested that a student work experience component be added to strengthen the program. VPAC received the EASL for Foreign-Training Professionals concept paper.</p>	
<p>3.6. <i>Development of Interdisciplinary Scholarly Commons</i> Joy Holmwood spoke about the development of an interdisciplinary scholarly commons at the David Lam Campus, and the merit of doing the same at the New West Campus. In discussion with Tom Whalley, Scholarly Activity Coordinator, they are proposing that a cross-college group be</p>	

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<p>established to develop terms of reference/operating protocols that would define the Scholarly Commons purpose, usage, resources, etc. Joy asked for VPAC's support to refer this item to Academic Affairs. VPAC was supportive of Academic Affairs developing overall guidelines for the establishment of Scholarly Commons.</p>	SV
<p>3.7 <i>Business Continuity Plan</i> As a follow-up to the meeting in August, Joy Holmwood proposed a special purpose VPAC meeting (including Associate Deans) on October 12th to discuss/amend the Business Continuity Plan. Deans are to let Anne Gapper know their availability on October 12th.</p>	Deans
<p>3.8 <i>Centre for Health & Community Partnerships (CHCP) Business Case</i> Joy Holmwood advised that the CHCP Business Case is the result of two years' work across three disciplines and the involvement of the Fraser Health Authority. This is the first of three centres of excellence, and will focus on community service learning (CSL). The Business Case has been presented to SMT and will come to the October 26th VPAC meeting for approval and as a proposal for strategic development funds. Deans are to forward any additional feedback to Joy before October 26th.</p>	Deans
<p>3.9 <i>Program Evaluation Framework</i> Joy Holmwood distributed a draft program evaluation framework for use in the next round of program reviews. She asked Deans to look at the Guide to Program and Service Review, the draft quantitative data package and the draft annual review report/questionnaire and to provide her with their feedback. It was raised that comments from Chairs/Coordinators from the first round of reviews needed to be considered and reflected in the next version. Other suggestions included conducting the review earlier in the spring in order to tie into faculty tactical plans, possibly skipping a year if aggregate data isn't ready to be distributed to Chairs/Coordinators, and using Survey Monkey to aggregate data. Deans are to provide their feedback to Joy in the next 1-2 weeks.</p>	Deans
<p>3.10 <i>Coordinating Practicum & Service Learning Sites</i> – deferred</p>	Agenda
<p>3.11 <i>Strategic Development Guidelines & Ranking Form</i> Improvements were suggested to the strategic development fund ranking form to make it more comprehensive. The ranking form will be revised and used in the next round of strategic development fund applications.</p>	LD
<p>3.12 <i>DLC Open House Planning</i> Mike Tarko advised that a tentative date for the David Lam Campus open house is the end of April '08. He will be sending out a call to Deans for faculty volunteers to work on the Open House Planning Committee. Mike is the liaison to the DLC Open House Planning Committee.</p>	MT

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<p>4. Information</p> <p>4.1 <i>Administrative Training for College Tribunal Processes</i> It has been suggested that training be provided for Deans and/or tribunal members to ensure student appeals are being conducted properly and thoroughly. Jan Lindsay will arrange for Susan Meshwork, Chair, Education Council, to come to a VPAC or separate meeting to discuss running a fair adjudicative tribunal process at the college level.</p> <p>4.2 <i>BCcampus Online Program Development Fund</i> Jan Lindsay advised Douglas College will be submitting three proposals today for consideration under the BCcampus Online Program Development Fund, including a joint proposal with Royal Roads University and Malaspina University College.</p>	<p>JL</p>
<p>5. Strategic Development Applications Concept information was provided on the two strategic development funding applications received to date. Deadline for applications is October 15th. Applications will be considered at the October 26th VPAC meeting.</p>	
<p>6. Committee Reports</p> <p>6.1 <i>High School Contacts</i> A meeting with SD#43 is scheduled for October 9th regarding collaborations with career pathways. Joy Holmwood will follow-up with Deans over the next few weeks.</p>	<p>JH</p>
<p>7. Next meeting: October 26/07, 9:00 a.m., Room 6103</p>	
<p>8. The meeting adjourned at 12:45 p.m.</p>	