

**Minutes of Vice-President's Academic Council (VPAC)**  
**Friday, October 9, 2009, 9:00 a.m. – 12:30 pm**  
**Room 4920, Boardroom NWC**

**Present:** Thor Borgford, Robert Buller, Jan Carrie (Chair), Ray Chapman, Kathy Denton, David Duke, Ted James, Joy Page, Gary Tennant, Silvia Wilson, Lidia Peter-Wallesch (Recorder)

**Regrets:**

**Guests:** Carole Compton-Smith, Blaine Jensen

**1. APPROVALS:**

**1.1 Agenda -**

The agenda of Oct 9th/09 was approved with the following addition:

Add item 2.4 – Use of Faculty PD Funds – R. Buller

Add item 5. Information – Visit by Minister Stilwell.

Move Items 3.3 a) and b) to budget planning

**1.2 Approval of Minutes -**

The minutes of Sept 25/09 were approved as presented.

**2. BUSINESS ARISING:**

**2.1 Tactical/Budget Planning –**

The strategic planning process will have an Advisory Group to help provide input in to process and questions. The Advisory Group will consist of the following individuals:

Bob Cowin, Brad Barber, Silvia Wilson, Kathy Denton, Scott McAlpine and Lauren Dailey

Following the last VPAC meeting, J. Carrie, K. Denton, S Wilson and G. Tennant met to work together and define the criteria for sections for the academic year.

VPAC had much discussion about the six available OTO sections available for the winter 2010 semester and the following needs were indicated:

CBA – Accounting – 2

Sci & Tech – Biology – 3

CFCS – ECE - 1

There was some debate surrounding the inaccuracy of the course waitlists as there was some indication that approximately 50% of individuals were usually duplicated on a waitlist for courses. In order to determine the real need for sections, T. Borgford and S. Wilson

agreed they could work together to establish an accurate course waitlist within their faculties.

VPAC then discussed the allocations of the 85 sections for 2010/2011 and determined the breakdown as follows:

**2010-2011 On-going Sections – Total 22.32**

10 CYC BA (CFCS) *part time intake*  
1.32 AHT (Sci & Tech)  
8 HCSW (*new Provincial curriculum*)  
3 BPA (LLPA)

**One Time Only for 2010/2011- 30 Sections (Remainder of 32.68 to be allocated)**

HSS – 5 (*UT – new SFU partnership*)  
CBA – 5 (*UT – Marketing Management Degree*)  
S&T – 5 (*PDD new cohort*)  
CFCS – 4 (*ECE part time*)  
Stu Dev – 8 (*EASL*)  
LLPA – 3 (*English hybrid*)

**One Time Only for 2011-2012**

HSS – tba  
CBA – 6  
S&T – tba  
CFCS – 6.5  
Stu Dev – tba  
HSci – tba  
LLPA - 2

**ACTION ITEM:**

**T. Borgford and S. Wilson will work together to establish an accurate course waitlist within their respective faculties.**

**2.2 Meeting Structure**

After suggestions from a number of members, the VPAC meetings have now been rescheduled to take place approximately every three weeks instead of every two weeks as originally scheduled. The next VPAC meeting is scheduled to take place on Oct 30<sup>th</sup>/09 and the revised VPAC schedule was provided to VPAC, SMT and administrative officers.

T. Whalley indicated he will change his deadline with scholarly activity to work with the next VPAC date of Oct 30<sup>th</sup>/09.

**2.3 Credentials Policy**

T. James and J. Carrie indicated they are on the Credential Policy Subcommittee of EDCO.

K. Denton and G. Tennant attended the last Policy Sub-Committee meeting. At the meeting it was felt there needed to be more rationale on the major and minor and multiple credential policy before taking it back to EDCO and that perhaps the new task group should be making further revisions. The task group will work on the policy and take it back to the policy sub-committee.

**ACTION ITEM:**

**Task Group will continue to work on this policy revision. Jan will contact DQAB for further clarification on Minors.**

**2.4 Use of Faculty PD Funds**

There was discussion regarding review of the existing policy regarding the Professional Development Funds currently being spent on the purchase of personal computers or other equipment instead of professional development activities. R. Buller provided an overview of the current situation in C & BA and indicated in his memo that there was a need for review and clarification of the policy. VPAC members provided background and explanation regarding the use of PD funds.

**3. NEW BUSINESS**

**3.1 Library Items**

C. Compton-Smith provided an overview of some new initiatives happening in her area. She indicated that **Encore**, which is a web-based search engine and state-of-the-art catalogue search technology, makes finding things easier from a single search box available on all library workstations.

She also talked about the closure of Academic Educational Media Acquisitions Centre (AEMAC) and the Sustainability of Performance Licensing. The licensing is to continue for one more year but if there is no continuation of the licensing agreements it could have implications for the College. She further indicated they will try to have something in place by Dec/Jan in order to know what will happen for Sept 2010.

**3.2 Admissions Policy**

B. Jensen indicated the feedback received to date has been very similar with the key issues being barriers and procedural difficulties for the students. He further indicated that with all the new staff in the Registrar's office, there has been a lot of support for changing and stream-lining the process but said it would take a collective effort to bring forward a draft recommendation to EDCO.

To assist further, it was also suggested that faculty bring forward anecdotal stories of students who go through this problem. T. Borgford volunteered to work collaboratively with B. Storey and B. Jensen to provide input into a new policy. S. Wilson and G. Tennant also suggested they could draft something to help guide away from preferential admission.

**ACTION:**

- 1. T. Borgford/B. Storey/B. Jensen – work together to provide anecdotal stories of students going through process and barrier problems regarding admission.**
- 2. S. Wilson/G. Tennant – draft something to help guide away from preferential admission.**

**3.3 Two Initiatives from Sports Science**

Items moved to Budget Planning.

**3.4 Proposal for an Institute of Veterinary Medicine**

T. Borgford indicated he was looking for a little guidance from VPAC in putting on a number of continuing education courses for the veterinary community. A suggestion was to hire college staff and use this occasion as a branding opportunity for the college and veterinary

community. In addition, he also suggested that perhaps we could consider co-branding the college and animal health technology program.

T. Borgford further indicated he was looking for guidance and asked if he is required to seek authorization from SMT. He further advised that different groups have approached the college and he would like to try it out but wasn't sure of the profile, the difficulty of managing it, or funding prospects. He suggested offering these courses within the normal working hours of DL Campus and for the interim, run the workshops as a pilot to see how it goes. In addition, he suggested that we would co-brand the College with the external programs that would be offered through the College facilities.

R. Buller also suggested that something could be offered as post professional as there seems to be a great deal of interest but indicated he will discuss it further with T. Borgford.

**ACTION:**

- 1. K. Denton will provide some templates or sample documentation used by the Wisdom Institute to T. Borgford for assistance.**
- 2. J. Page will investigate what is happening College-wide. She will look at the definitions and terms of references of Centres and Institutes and will bring forward suggestions to VPAC.**

**3.5 Light Warehouse Training Program (ACE-IT)**

T. James indicated that Douglas College will have its first trades program and funding is available for high school students to take apprenticeship programs while still in high school providing a Level 1 Apprenticeship designation.

**3.6 Bachelor of Therapeutic Recreation (BTR) Strategic Development Concept**

G. Tennant indicated there is a proposal coming regarding the BTR flexible delivery strategic development concept and will bring it forward once received. There was discussion surrounding the face to face class numbers being the same as the online numbers but the indication was that online was not yet clearly defined.

**3.7 Academic Affairs**

D. Duke requested this item to be added to the next VPAC agenda in order to refresh the Academic Affairs mandate and clarify what VPAC wants Academic Affairs to do. D. Duke provided the following faculty nominees:

LLPA - David Wright  
HSS - Laurie Beckwith  
CBA - Elizabeth Zaleschuk (on hold)  
S & T - Kimberley Thompson  
CFCS - Laurie Kocher  
Stu Dev - David Samuel  
HSci - Carolyn Sams

**ACTION:**

- 1. Moved by D. Duke to accept nominations and one hold; Seconded by G. Tennant. All in favour.**
- 2. Add agenda item to next VPAC agenda - VPAC to clarify/refresh Academic Affairs mandate of what VPAC wants AA committee to do. Invite the A A co-chairs to attend upcoming October 30<sup>th</sup>, 2009 VPAC meeting.**

### 3.8 Academic Standards

It was discussed and agreed to add this item as a standing VPAC agenda item.

#### **ACTION:**

1. VPAC agreed to add this item as a standing VPAC agenda item.

## 4. COMMITTEE REPORTS

### 4.3 SAAF Report

J. Carrie attended her first SAAF meeting and indicated the deputy minister and the assistant deputy minister attended the meeting and talked about four priorities:

- **Sustainability** - With a long road to recovery and no further funding for the time being, they provided little encouragement about growth for the next couple of years.
- **Internationalization** - Discussions also included efforts to find easier paths and attractive institutions for International Students with the hopes of creating more immigration to Canada.
- **Aboriginal Education** is another Ministry priority although they have eliminated a number of funding opportunities. Funding has been cut for Aboriginal special projects and they are looking at how to reinvest Aboriginal Service Plan funds for the future. T. James announced that Douglas has put in a proposal for \$600,000 to fund the development of a Gathering Place for Aboriginal Students and events.
- **Better Transfer Options** - Further discussions included the expectation of student mobility and how the post secondary system should provide seamless transfers by removing barriers for students to transfer.

### 4.4 Academic Signature

K. Denton indicated that the biggest struggle seems to be interpreting the meeting of the competency levels, and the need to post course templates on the web. Posting program templates does not seem to cause the same anxiety. T. Borgford indicated he can draft a program template meeting all competencies.

#### **ACTION:**

1. **The Deans will start program templates and K Denton will be available for help if required. VPAC agreed to drop the three levels and only post program templates on the web.**

## 5. INFORMATION

Oct 23<sup>rd</sup>. 2009 - Visit by Minister Stilwell to DLC. Will have a quick whirlwind tour of the Health Sciences complex and perhaps the Training Group and Animal Health Technology and will also see the setup for A Class Act.

6. **REMINDERS**

Oct 23<sup>rd</sup>, 2009 - A Class Act, 7 – 9:30 pm at DLC. Mediterranean theme – Tickets \$65.00

The meeting adjourned at 12:35 p.m.

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## **ACTION ITEMS FOR OCTOBER 9/09 VPAC MEETING**

### **Item 2.1 – Tactical/Budget Planning**

1. T. Borgford and S. Wilson will work together to establish an accurate course waitlist within their respective faculties.

### **Item 2.4 – Credentials Policy**

1. Task Group will continue to work on this policy revision. Jan will contact DQAB for further clarification on Minors

### **Item 3.2 – Admissions Policy**

1. T. Borgford/B. Storey/B. Jensen – work together to provide anecdotal stories of students going through process and barrier problems regarding admission.
2. S. Wilson/G. Tennant – draft something to help guide away from preferential admission.

### **Item 3.4 – Proposal for an Institute of Veterinary Medicine**

1. K. Denton will provide some templates or sample documentation used by the Wisdom Institute to T. Borgford for assistance.
2. J. Page will look at the definition of terms of Centres of Institutes and will bring forward suggestions to VPAC for what the program is to be called.

### **Item 3.7 – Academic Affairs**

1. Recorder - Add agenda item to next VPAC agenda - VPAC to clarify/refresh Academic Affairs mandate of what VPAC wants AA committee to do. Invite the AA co-chairs to attend upcoming Oct 30th /09 VPAC meeting.

### **Item 3.8 – Academic Standards**

1. Recorder - Add this item as a standing VPAC agenda item.

### **Item 4.4 – Academic Signature**

1. **The Deans will start program templates and K Denton will be available for help if required. VPAC agreed to drop the three levels and only post program templates on the web.**