

Minutes of Vice President's Academic Council (VPAC)
Friday, May 8, 2009, 9:00 a.m.
NWC Boardroom

Present: Robert Buller, Jan Carrie, Julie Crothers, Laureen Dailey (Recorder), David Duke, Keith Ellis, Ted James, Jan Lindsay (Chair), Joy Page, Mike Tarko

Guests: Guangwei Ouyang, Blaine Jensen (via webcam), Brad Barber

Regrets: Kathy Denton

1. **APPROVALS**

1.1 **Agenda**

The agenda was approved with the following additions:

#3.9 – UBC English Requirements

#3.10 – BCCAT Symposium

#4.3 – Alverno College PD Session

1.2 **Minutes**

The minutes of April 17, 2009 were approved as distributed.

2. **BUSINESS ARISING**

Tactical/Budget Planning

New program development spreadsheet templates for each Faculty were distributed for Deans to fill in with their new programs and indicate activity and FTE needed from 2009-2012. It was suggested that each Dean prepare another spreadsheet providing a status report on new program activity in their Faculty for 2008-2009.

ACTION: Deans are to complete their new program development spreadsheets for 2009-2012 and send their electronic documents to Alba Caporale by May 21st for compiling into one document and review at the May 22nd VPAC.

J. Lindsay noted the Annual Program Review documentation should be considered part of the tactical planning process, and feedback submitted to Deans by June 30th. Once all feedback has been received, Deans are to compile the annual program review submissions into one package, along with a summary memo, and submit to J. Lindsay by July 13th.

A couple of minor corrections were made to the tactical planning template. The deadline for submission of Faculty tactical plans to the VP Education's office is September 18th. Tactical Plans will go forward to the October Board meeting.

3. **NEW BUSINESS**

3.1 **International Education Initiatives**

G. Ouyang, Associate Vice-President, International Education, provided a verbal update on international education initiatives in the following areas:

- i) Marketing & Recruitment
 - 29.8% increase in international students from the same period last year representing 35 countries
 - focusing more on the quality and diversity of students
 - anticipating a 30% increase in the next semester

- ii) Change in Student Services
 - paying closer attention to international students' academic performance
 - each semester International Ed is planning to host 5 workshops particularly for international students on topics such as college rules and policies, study methodology, and immigration regulations
 - \$10,000 scholarship is available for the highest GPA
 - new software has been purchased to monitor the academic performance of international students

- iii) Study Abroad Program
 - 52 domestic students studying abroad this year
 - planning 5 summer school programs next year; e.g. Mexico (HORM); Wales (PRFU and Arts); Tasmania (Criminal Justice); China and Argentina. Guangwei stressed that all courses taught in the field schools need to be in the educational plans because, unlike other colleges or universities, Douglas College does not have a faculty contract rate to run study abroad programs.
 - 8 more partnership affiliations will be established with universities in Europe, Latin America, Asia, Australia, Mideast and the United States
 - Douglas College has been selected to participate in the Disney program

- iv) New Ventures
 - The Centre for International Education (CIE) is in the process of developing long-term programs in Dubai and Kuwait (Business), and looking into CIDA opportunities with countries in Africa and Latin America. SMT has supported these new initiatives but the signing of MOU's with our partners has been put on hold until we have an idea of our new President's vision for international education at Douglas.

J. Lindsay commented that the report is timely as Deans are planning new programs for the next 3 years, and should add international programs into their new program planning spreadsheets. She expressed support for international education broadening out as it brings more students in to the College and provides new opportunities for our students.

3.2 Revision to BBA Accounting Stream

R. Buller presented the revision to the BBA Accounting stream with additional background information. He advised the original degree requirements were quite onerous for the 2 streams (Accounting/Financial Services) making it difficult for students to find appropriate pre-requisite courses. The revision allows more room to take

electives down to the 1000 level, but doesn't affect the requirement of 45 upper level credits.

ACTION: VPAC was supportive of the revision to the BBA Accounting stream.

3.3 PNUR Degree Program Revision

M. Tarko explained the course sequencing revision to the PNUR degree will offer a better balance of credits, and that the theoretical course (PNUR 3341 Groups II) will have greater applicability to the students' clinical practice.

ACTION: VPAC was supportive of the revision to the PNUR degree program.

3.3 Conference Registration Support Needs

It was raised that the issue of conference support at the College has existed for some time, and that the demand is increasing with our degrees to host more conferences. We also want to capture the FTE from these conferences to increase the College's profile. B. Jensen, VP Educational Services, and B. Barber, Director, Communications & Marketing, joined the meeting to discuss needs and solutions. It was estimated that the College hosts approximately 8-10 conferences a year. The challenge with the existing College registration system (Banner) is it's not set up to be flexible enough for conference registrations, and requires registrants, among other things, to provide their age. In response to a question whether software could be purchased for this purpose, B. Jensen suggested a task group be formed to look at what we're currently doing through Continuing Education and Banner, and at possible solutions and costs, noting the solution needs to be simple as there are no staff to support this service. B. Barber commented he welcomes the additional profile for the College, and reminded people there are no event planning specialists at the College. He advised if CMO is given an early heads up, they can provide input into marketing elements that can add to the communication and marketing for conferences.

ACTION: A task group consisting of Piotr Kisiel, CEIT, Lin Langley, CAFD, Mike Tarko, Health Sciences, and Kathy Denton, H&SS, was struck to initiate a study on conference registration support. The task group will report back to VPAC in October 2009.

3.4 Course Guideline Posting/Distribution

Deans discussed the idea of including a reference in the Evaluation Policy requiring Faculty to post course outlines prior to the start of a course. The reasoning is if student appeals are not discussed at the start of a class, it puts the College in a vulnerable spot. It was suggested that this information could be built into the new Unified Faculty Orientation (UFO).

ACTION: Deans will convey the expectation to Faculty that course outlines will be posted in advance of a course or at least by the first class.

3.5 Debriefing of Meeting with Kwantlen Deans

Discussion took place on the appropriate follow-up to the April 23rd meeting with Kwantlen Deans.

ACTION: It was agreed to invite the Kwantlen Deans to Douglas College on the morning of June 12/09 for a follow-up meeting and lunch.

3.6 **Hybrid Course Development & Faculty Contact Hours**

The issue of contact hours was discussed as it relates to the development of hybrid courses. It was noted contact hours are scattered throughout the Faculty Collective Agreement and one interpretation cuts Faculty hours in half. Many faculty see the current wording as a threat. Possible solutions include rewriting the contract, defining a course in contact hours, or adding a letter of understanding to the Collective Agreement. The assumption is the workload for an online/hybrid course is the same as a face-to-face course. It was raised if the College is not able to move into hybrid courses, we eventually will not have the physical space for all our students.

ACTION: R. Buller and M. Exmann will work on new Collective Agreement wording to address Faculty contact hours as they relate to hybrid course development and will bring a proposal back to VPAC.

3.7 **VPAC Retreat Draft Agenda**

The June 17th VPAC Retreat draft agenda was reviewed and the topic of 3-Year Program Planning was added.

3.8 **UBC English Requirements**

D. Duke advised of a newly created first-year writing course at UBC (Arts Studies/ASTU 150) for students in the Faculty of Arts. English 112 will continue to exist for students outside the Faculty of Arts. It's understood that 60 sections of English 112 and 40 sections of ASTU 150 will be offered. It's too early yet to know how this will affect Douglas College students who wish to transfer into the Faculty of Arts program at UBC; it is possible that our English courses may not fulfill the ASTU requirement. D. Duke expressed concern about the simplification of English requirements on top of the recent Math changes. He will monitor UBC's progress on this new course and keep VPAC apprised of the situation.

ACTION: A task group of T. James, G. Tennant and D. Duke was formed to collect access programming issues from all Deans and report back to VPAC in September.

3.9 **BCCAT Symposium**

J. Lindsay advised that the call for proposals for BCCAT's 2009 Degree Partnership Symposium had been received. She reminded Deans of earlier discussions to give 2-3 Douglas College presentations at the November 5th Symposium. It was agreed to submit the following proposals:

- i) SFU/TRU Dual Admissions – J. Carrie and K. Denton
- ii) Collaborative Degrees – D. Duke and K. Denton

4. **INFORMATION**

4.1 **Celebration of Teaching, Learning, Research & Scholarly Activity (CoTL)**

L. Dailey reported that 22 exhibits have been entered for the May 21st celebration event representing all Faculties, and that 17 faculty and staff will be presented with program innovation awards to recognize their work on new program development. It was clarified that research is part of the exhibits, but that any teaching or learning should be celebrated. Deans were asked to encourage faculty and staff to attend.

4.2 **Policies for Circulation**

The Academic Freedom and Honorary Degree policies were provided for information. Both policies have been reviewed by Senior Management Team and are being circulated to the College community for feedback.

4.3 **Alverno College PD Session**

J. Lindsay reminded Deans of the Alverno College PD session being held at Douglas on May 11th and 12th. She commented Alverno College is recognized as leaders in outcomes-based instruction and that the 2-day session is an excellent opportunity for academic leaders at Douglas to learn about strategies to institute college-wide curricular change.

5. **COMMITTEE REPORTS**

Prior to Committee Reports, J. Lindsay announced that Douglas College's Bachelor of Science (Nursing) program has been awarded 7 years' accreditation by the Canadian Association of Schools of Nursing (CASN). This is the highest award CASN offers and is significant as it provides the Gold Standard for Excellence in Nursing Education across Canada and will bring Douglas public recognition. Congratulations were extended to M. Tarko and the Department of Nursing.

5.1 **High School Contacts**

- D. Duke reported on recent Music Festivals held at the College: Kiwanis (3000 students) and Burnaby Clef Society (1000 students)
- J. Lindsay acknowledged the well-attended Educational Pathways & Connections event on April 28th organized by S. Smith and planning committee

5.2 **External Contacts**

- Woodlands project – all 3 follow-up projects went ahead
- High school drama festival is on next week

5.3 **Provincial Articulation Meetings**

- H & HS provincial articulation meetings are scheduled at the end of June
- Business articulation meeting was held last week in Cranbrook

5.4 **VPAC Standing Committees**

ETTL – K. Ellis advised hybrid course applications are up to approximately twelve. P. O'Connor will report out at the May 22nd VPAC meeting.

Academic Affairs – D. Duke reported there are some member retirements coming up and VPAC will be asked to appoint new reps. Two of Academic Affairs initiatives this past year were the Speakers Series and Undergraduate Researchers Day.

5.5 **Education Council**

J. Lindsay advised D. Duke will be the new administrative representative on Education Council starting in Sept. 2009 (replacing K. Denton). T. James and M. Tarko will continue their terms on Council.

5.6 **CE/TTG Coordination Committee**

R. Buller reported CE had a productive meeting recently and will join up with The Training Group at the next meeting.

6. **Reminders**

Deans were reminded of the May 21st Celebration of Teaching, Learning, Research & Scholarly Activity event, and the May 29th deadline for submission of Strategic Development Program Outcomes Reports.

7. **Next Meeting:** Fri. May 22/09, 9:00-12:30 p.m., NWC Room 6103.

8. **Adjournment**

The meeting adjourned at 12:45 p.m.