

VICE PRESIDENT'S ACADEMIC COUNCIL (VPAC)
MINUTES
Friday, October 1, 2010 9.30 am
New Westminster Boardroom

Present: Thor Borgford, Robert Buller, Catherine Carlson, Jan Carrie, Kathy Denton (Chair), Meg Stainsby, Silvia Wilson, Tom Whalley, Anne Gapper (recorder)

Regrets: Ted James, Joy Page,

1. Follow Up

1.1 Results of Faculty Space Needs

This item will be placed on a future agenda.

2. Approvals

2.1 The following additions were added to the agenda

- 4.5 Enrolments and Service
- 5.3 Pathways
- 5.4 Health Sciences Associate Degree
- 5.5 Turnitin

The agenda was approved as amended

2.2 Minutes of June 11, 2010

Revisions were made and the minutes were approved as amended.

2.3 September 3, 2010

Revisions were made and the minutes were approved as amended.

3. Decisions Required

3.1 Employment Supports Specialty Advanced Citation Feasibility Study

Wendy Parry, Coordinator for Classroom and Community, attended the meeting to speak to this item. Jan Carrie reported that the concept paper was presented at VPAC in February 2009 and in June of that year a group of people forming an advisory committee, met at the College. The feasibility study was funded by Strategic Development Funds.

Wendy gave the following information:

- The Federal Government is downloading employment responsibilities to the Provincial Government. They are trying to redesign the current model creating a "one stop shop". These will require employment specialists.
- The University of Calgary is very interested in forming a partnership with Douglas.

- This program will work with community agencies and anyone who has a disability. This is a group which is currently under-represented. There is no other program like this in Canada at this time.
- They have talked to the developers of the PSYCH degree program who are very interested in working together.
- They recognize the need for help with marketing and have talked to the Marketing Department in CBA, this is also another potential pathway.
- The CE program's content is not rigorous enough to transfer into the credit side of the College and it is designed to strictly to meet the needs of the community living sector (developmental disabilities). The feasibility study indicated there was a desire for a credit program.
- The CE courses were being offered on a temporary basis until the program moved through Douglas' Governance process.
- It is anticipated that there will be a big demand and the University of Calgary is expected to be able to fill half the seats as they are opening it up to their Faculty of Medicine.

Suggestions made by VPAC were:

- Ensure that enough credits are offered to qualify for the Teacher Qualification Service.
- Add an elective to the program to bring it up to a total of 15 credits.
- A Certificate designation was suggested rather than Advanced Citation.
- Remove the reference to 'no post-secondary institutions were consulted' on page 16 of the Feasibility Study, as post-secondary representatives had served on the Advisory Committee.

VPAC approved the Feasibility Study for the Employment Supports Specialty and will forward it to SMT with a request for their approval.

4. Discussion

4.1 September 1st Faculty Appointments

The default start date for new faculty appointments has been reset to September 1st instead of August 15 because the earlier date had meant that some faculty had to be paid overload, also faculty who had been hired late could potentially have holiday plans or were teaching elsewhere. Deans will have the flexibility to choose a start date, ensuring that an earlier date would not incur overtime.

4.2 Terms of Reference for Profit Accounts

Terms of reference for Developmental Education and Language & Literature profit accounts were distributed. Commerce & Business has created a budget. Once all terms of reference have been collected, this item will be put on a future agenda for discussion to see if there are common themes. It was discussed that the Marketing and

Communications Department and Hazel Postma should be contacted with regard to sponsorships; and the Office for New Students should be informed with regard to anything to do with recruitment of high school students.

4.3 **Break and Enter Statistics**

Concern was expressed about the number of break-ins in different areas of the College. Kathy Denton agreed to bring this forward to SMT.

4.4 **Enrolments in Service Courses**

The Philosophy Department had expressed concern that some of their service courses for closed enrolment programs only had approximately 20 students which they felt lowered their percentage. Kathy Denton explained that the College looks at FTE and not individual classes. She indicated that Deans should be striving to reach a 100% goal and also looking at the cost per FTE per program.

There was a discussion about open block time. Meg Stainsby will look at the possibility of English and Communications with regard to CFCS and Health Sciences and Catherine will talk to Philosophy about an applied course for different area electives.

5. **Information/Announcements**

5.1 **Credential Names**

All credentials that include the job of the worker should be renamed to indicate the profession. These will all be presented at the December Education Council meeting as one batch. If this is not possible, deans are requested to explain the justification for not meeting this deadline to Kathy Denton. It was agreed that existing marketing materials can still be used.

5.2 **Change in the Process for Strategic Development**

Kathy Denton explained the change in the process for tactical plans. Alignment with strategic planning priorities will be important and SMT will be issuing more specific priorities over the next year. She confirmed the call was only sent to the Deans.

5.3 **Pathways**

Meg Stainsby reported on her work to date with regard to pathways. She indicated that all degrees have different requirements at the beginning with only English as a common course. She wondered if there was openness to a more flexible first year by moving electives down to this year. Kathy Denton added that it could also be built by looking at what kind of foundational skills would be helpful, ensuring that lack of pre-requisites wouldn't be a problem in the second year. She added that DQAB is open to entry points along the way and is supportive of offering fundamentals at the beginning. Meg agreed to meet with the other deans and this item will be placed on the November 12 planning meeting.

5.4 **Health Sciences Associate Degree**

Silvia Wilson and Thor Borgford indicated they are looking to develop an interdisciplinary Associate Degree in Health & Sciences with SFU. They will bring a template to the next meeting. Students will transfer to SFU's Bachelor of Health Sciences

5.5 **Turnitin**

Robert Buller confirmed that Commerce and Business and Health Sciences have renewed the contract with Turnitin on a year by year licence. Faculty in other areas are more than welcome to utilize this program at no cost.

6. **Roundtable/Reports**

6.1 **Tactical Planning**

Strategic planning priorities should be incorporated into the Tactical Plan. Fewer goals are required for the next year. Thor suggested putting a limit on the number of priorities.

The Annual Review is still the same.

Adjournment

The meeting adjourned at 1.00 pm