

**VICE PRESIDENT'S ACADEMIC COUNCIL (VPAC)
REGULAR MEETING NOTES
Friday, October 21, 2011 9:30am
Room 4900K, New Westminster**

Present: Thor Borgford, Catherine Carlson, Pam Cawley, Brian Chapell, Julie Crothers, Kathy Denton (Chair), Richard Norman, Wayne Ratcliffe, Gary Tennant, Jo Bilquist (Acting Recorder)

Regrets: Ted James, Meg Stainsby, Tom Whalley

1. Approvals

1.1 Agenda

- Approved as presented

2. Follow Up

2.1 Turnitin.com

- Information and quote prepared by Anish Bania
- Noted that aside from current users (H Sci and CBA) other faculties not significantly interested
- Suggestion to leave as is, perhaps do more advertising to gauge interest

Decision: Keep status quo, VPA can contribute if budgets are squeezed

3. Curriculum/Program Approvals

3.1 Employment Supports – Full Program Proposal

- Wendy Parry was welcomed; gave a brief update since feasibility study last year and timelines of the program
- Discussion
- Curriculum guidelines have been vetted through EdCo
- No practicum with program, but “specialized topics” course left broad enough to be practicum or project based, flexible to meet student needs; no exams
- Coordinator time requested due to extensive liaising with community
- Recommendations: increase class size to 35, one-time-only coordinator section for start-up supported

Decision: Move forward to SMT

3.2 Early Childhood Education – Concept Paper

- Gary Tennant spoke to this; creation of a bachelor’s degree, students from diploma program can move on here instead of transferring to Capilano, where they currently offer this; also interest from SFU
- Discussion
- Concerning DQAB approval for this type of degree, competition with Capilano and grading practices in ECE
- Recommendations: compile more information, sketch of curriculum ie courses in diploma program, where foundation year would fit; Kathy will set up a meeting with consultant Roger Blackman in the future

Decision: On hold pending further information

3.3 Post Degree Diploma in Sales – Concept Paper

- David Moulton was welcomed; he noted the FPP will be released today for consideration by FEC; sales is a growth area, different skills set linked to marketing but a specialty within the marketing function; program will be 30 credits customized based on individual profiles of strengths and weaknesses
- Discussion regarding the driving force for enrolment, students wanting to add or build their skills content
- Julie noted this is low risk, uses existing courses; part of the ongoing work is setting up a sales institute as an accrediting body; only costs are those associated with marketing of program
- Recommendations: more clarity in FPP, consultation with Reg Office re admission requirements, naming

Decision: Move forward to SMT; waiving feasibility study

4. Discussion

4.1 Strategic Development Fund Rankings

- **ECE**
 - on hold**Decision: Declined**
- **Digital Lab**
 - funding could come from RSA budget**Decision: Declined**
- **Learning Commons**
 - a unified approach to online programming in CFCS Faculty using WordPress (free) for repository; will be a student portion as well
 - Needs to be a sustainable platform
 - Could be a pilot, has scalability to become a college-wide repository with folders for each faculty**Decision: Approved**
- **Criminology Online**
 - Creating new content, not affiliated with TRU**Decision: Approved**
- **Employment Supports Certificate Online**
 - Development of 5 courses; program will be complete following this development**Decision: Approved**
- **Liberal Arts & Business Studies**
 - Note to reverse priority and sections columns (ie Faculty priority 1, sections 4)
 - Feasibility study will be done; once FPP is approved at EdCo it goes to DQAB
 - Suggesting 2 people take the lead at 2 sections each; through to DQAB stage**Decision: Approved**

4.2 Matrix

- Feedback received regarding room allocation
- Any further feedback send to Kathy or Jo to come forward to Timetable Operations Committee next week

4.3 Special Projects Officer Position

- Kathy noted the need for temporary support
- A job description for an on-going position will be discussed in the future
- Similar to an executive director, supporting research
- Kathy will update as job description is created

4.4 On-line Priorities

- Received from CBA
- Send to Kathy/Anne to compile; will be forwarded to Rob Linschoten

4.5 Operating Budget

- As mentioned by VP Finance, in areas where ongoing sections are added operating budget hasn't always been adjusted
- Deans requested to review budgets noting consistent overages; think about ongoing needs based on growth
- Appointments will be set up with Chris Worsley for each Dean

5. Information/Announcements

- N/A

6. Reports

6.2 Deans' Reports

- Gary reported on Human Services Deans and Directors meeting at Langara; new Dept Minister from MCF wanting meaningful connections with colleges, optimistic; Av Ed Ministry Rep also noted some positive initiatives including aboriginal framework, international education and student loans
- Gary will also attend Federation of Community Social Services of BC
- Julie reported that at recent BC Deans meeting she volunteered to host next at DC, subsequently discovered this includes Arts & Sciences; deciding whether to take on or opt out; also discussed field schools in Europe
- Catherine reported on BCCAT moving away from terminology of sending and receiving institutions, discussions around standards of practice for online teaching and English language requirements for international students, as well as transfer issues

Agreement to defer updates to next meeting due to time constraints

7. Reminders

- **A Class Act – October 29**
- **Retirement Dinner – November 18**
 - Kathy reminded Deans that they will be called upon to make a speech regarding retirees in their areas; they can delegate if necessary

8. Next Meeting

Planning – November 4, 2011 (4900K)

UPDATE: Meeting date changed to November 7, 2011 (Boardroom)

9. Adjournment

Meeting adjourned at 12:45pm.