

## VICE PRESIDENT'S ACADEMIC COUNCIL (VPAC)

### MINUTES

Friday, April 23, 2010 9.00 am

New Westminster Boardroom

**Present:** Thor Borgford, Robert Buller, Catherine Carlson, Jan Carrie (Chair), Ray Chapman, Julie Crothers, Kathy Denton, Joy Page, Gary Tennant, Silvia Wilson, Tom Whalley, Anne Gapper (recorder)

**Regrets:** Ted James, Lori Townsend

**Guests:** Tanya Dong, Scott McAlpine, Hilary Rourke, Vicki Shillington

#### 1. **Approvals**

##### 1.1 **Agenda**

The agenda was approved as presented

##### 1.2 **Minutes**

Item 3.2 of the April 1, 2010 minutes was amended as follows:

*They feel that there are many job opportunities for people who had an accounting **credential** but not a full professional designation.*

The last sentence was changed to:

*The BBA, Accounting, currently has minimal flexibility for entrance and exit streams.*

The minutes were approved as amended

#### 2. **Business Arising**

##### 2.1 **Program Review**

Joy Page indicated that program data and information for Chairs/Coordinators for the Program Review has been distributed and that it was developed to be done with the Tactical Plan update.

She explained that the Program Review document she had distributed was a work in progress and that she was open for input. She indicated that resources would be required within faculties to carry out a comprehensive review. It was agreed that a separate meeting would be required to discuss this matter in depth but prior to that meeting she requested that VPAC provide feedback and she would then provide another draft. It will also have to be determined which programs will be used as the pilot.

The Deans agreed to look at the list of programs she had provided, combine where possible and to send this information to Joy.

##### 2.2 **Faculty Orientation**

Gary Tennant gave an overview of the changes to the New Faculty Orientation. It was pointed out that new faculty are hired in mid-August and not September 1 so they

should be available to attend orientation. It was suggested that there be an option of one day for faculty who are experienced with technology systems used at Douglas but Gary felt they would prefer to try the two compulsory days this year. He did agree that he would take that suggestion to the committee for next year.

### 3. **New Business**

#### 3.1 **Draft Strategic Plan**

Scott McAlpine attended the meeting and gave an overview of the draft Strategic Plan. In the following discussion VPAC provided feedback on this first draft. College-wide forums have been set and extra dates will be added for College feedback. The goal is for the final format to be ready to present to the College Board at their June meeting for approval.

#### 3.2 **Strategic Workforce Planning Tools**

Tanya Dong and Vicki Shillington attended the meeting to give an overview of the process for these planning tools. Tanya pointed out that this is an area of risk which has been identified by the College Board. Immediate supervisors would be responsible for completing the Tool but Employee Relations will fill in a large amount of the information into the templates. Gary Tennant and Kathy Denton had both used the Tool and had found it useful. Kathy suggested that sending questions out to Chairs would be useful feedback to help complete the template.

Employee Relation's goal is to send the templates out the week of April 26 and the deadline for completion will be November 1, 2010.

#### 3.3 **High School Math**

Last year the Registrar's Office had indicated which revised High School mathematics converted to Douglas College guidelines. However it now appears that the conversion is not as straightforward as originally thought. Hilary Rourke has researched this matter and attended the meeting to explain the complications caused by the changes. Grade 10 students will be getting two choices of Math – Apprenticeship and Workplace Math and Foundations. Foundations Math students will make a choice at the end of Grade 10 to other alternatives; the Calculus stream is equivalent to the Principles of Math.

Foundations of Math is being promoted as the post secondary requirement although UBC is not accepting Foundations 11 and will require students to have Foundations 12. Some other institutions are following UBC's lead and others are still looking at the options and investigating how make-up training could be carried out once a student is in the college system. Nursing schools around the Province will be requiring Foundations 12 and Health Sciences at Douglas would prefer to have the same standards.

Further investigation will be carried out and Robert Buller indicated he will report back with a survey of the trends with other institutions. This matter will have to be dealt with by early Fall in order to make changes to the College Calendar in time.

**3.4 Chair/Coordinator Time Release**

Jan handed out a memo indicating that SMT had made a decision in 2005 that there should not be any full-time coordinators. She clarified that it was okay for 8 sections of coordination but that these were not to be held by one person.

**3.5 Grants Administration Policy**

Joy Page explained this policy was required in order to ensure that research proposals to external agencies meet funding agency requirements. She indicated that the Centre for Academic and Faculty Development will sign off on college-wide grants but it will be quite possible for Deans to sign off on faculty-based applications. Joy requested feedback with regard to the qualitative nature of grants within the next week as she would like to have the policy in place by the Fall.

**3.6 Credentials Policy Revision**

The Committee discussed the possibilities opened up by the revision to the Credentials Policy, in particular the introduction of a 'Minor'. It was felt that this would open up possibilities within existing degrees and for cross faculty minors. How these would work within the Douglas structure would have to be investigated but VPAC was excited about the potential possibilities and the creativity that could be found. Discussions will continue.

**3.7 Room Bookings**

Concern was raised about the current system where rooms which are booked for a block, eg one week in a semester, are then unavailable to be booked for the rest of the semester even though they are vacant. It was agreed that this should be placed on the next Educational Operations Forum agenda.

**4. Information/Announcements**

**4.1 Former Student Survey**

This report from Bob Cowin was included in the agenda package

**4.2 Checklists for Program Revision and Development**

Jan Carrie handed out draft checklist for Program Revision and Development which she thought would make the process a little easier for program developers to follow. She asked for feedback by May 1.

**4.3 Budget**

Jan Carrie confirmed that the College Board had approved the budget at their April meeting. Finance will shortly be posting the information on their webpage.

4.4 **Mileage Expense Claims**

The Auditors have requested that expense claims for mileage that are not listed on the back of the expense form, be backed up MapQuest/Google maps' printouts to confirm mileage claimed. Jan Carrie asked the Deans to explain this to their faculty. It was agreed that the mileage amounts on the back of the form needed to be updated and the Committee requested that Jan Carrie ask Finance to send out an email to inform everyone of the change in procedure.

5. **Committee Reports**

There were no reports

6. **Reminders**

- The 5<sup>th</sup> Annual Celebration of Teaching, Learning, Research & Scholarly Activity will be held on May 27 at the New Westminster campus.
- The VPAC Retreat will be held on June 11.

7. **Next Meeting**

The next meeting will be at David Lam, large boardroom at 9.30 am.

8. **Adjournment**

The meeting adjourned at 12.34 pm