

Minutes of Vice President's Academic Council (VPAC)
Thursday, April 5, 2007 at 9:00 a.m.
NWC Boardroom

In Attendance: Jan Carrie, Rosilyn Coulson, Lauren Dailey (Recorder), Kathy Denton, Joy Holmwood, Ted James, Jan Lindsay (Chair), Lorna McCallum, Sandy Vanderburgh
Guests: Trish Angus, Registrar; Carole Compton-Smith, Learning Resources; Sandra Hochstein, Learning Resources

ITEM	ACTION
<p>1. Approvals</p> <p>1.1 The agenda was approved with the following additions: 2.3 – Program Review 3.10 – Upper Level Interdisciplinary Courses 4.3 – AACU's Greater Expectations Institute</p> <p>1.2 The minutes of March 23, 2007 will be approved at the next meeting.</p>	Agenda
<p>2. Business Arising</p> <p>2.1 Space Planning A brief discussion took place on Education Division's increased space demands due to the significant new program development in the last few years, and how best to address these needs. Discussion focused on the need for faculty office and student space. This item will be discussed further at the next meeting, and at the May 15th SMT Planning Day with Deans and Directors.</p> <p>2.2 Celebration of Teaching & Learning Deans were updated on plans for the May 17th Celebration of Teaching, Learning, Program Development & Scholarly Activity event, and asked to provide the VPE's office with the names of faculty who will be entering table displays. It was suggested that each area also have one table for student displays.</p> <p>2.3 Program Review S. Vanderburgh shared program review information from UCFV, noting that it might be more effective at Douglas to provide faculty with all data up front from which they can prepare a full review; this would also help lessen demands on the service areas (e.g. Registrar's Office). It was mentioned that there are questions on the survey that don't apply to all areas, and that faculty should respond only to those questions that they can answer. Deans were in full agreement that the program review was a step in the right direction.</p>	<p>Agenda SMT</p> <p>Deans</p>
<p>3. New Business</p> <p>3.1 Budget J. Lindsay provided a brief update on budget matters.</p>	

ITEM	ACTION
<p>3.2 <i>Summer Semester Timetable Deadlines</i> Discussion took place on the challenges, from a planning perspective, with the current April 30th deadline date for summer semester timetables. T. Angus advised that a later date would have no implications for the Registrar’s Office, and that the anticipated timetabling software should allow a quicker turnaround time. It was agreed by VPAC and the Registrar to adopt a May 15th summer semester timetable submission date for 2008/09, and possibly a later date with the implementation of Infosilem timetabling software.</p> <p>3.3 <i>Learning Resources Presentation</i> C. Compton-Smith gave a presentation on Library Resources services and trends. Highlights included:</p> <ul style="list-style-type: none"> • Library on-line catalogue offers scoped collections for easy access to a variety of materials • A new Employee Publications webpage acts as a repository for employee/faculty scholarly works • Reminder that Learning Resources participates in the Living Library where one can “borrow a person” • Library subscribes to more than 50 databases; “jstory” (Journal Story) is one of the more popular databases • Attendance at PaperWERKS training sessions has increased significantly • RefWerks supports students going into upper level courses and faculty conducting research <p>S. Hochstein shared her knowledge of the Turnitin software. Of note:</p> <ul style="list-style-type: none"> • basically a subscription to an external search engine in the U.S. where American law prevails • institutional/individual licenses are expensive • instructors are provided with a password and an electronic copy of the research is submitted; Turnitin runs the paper through their software where they look for similarity phrases/originality match, and a report is sent back with an originality score • does not work well in finding purchased papers; Turnitin has access to limited databases <p>VPAC has been considering an individual license where a Librarian would act as the key administrator. Carole and Sandra agreed that the Library Reference Desk would be a logical place to access this option and might be a useful experiment for a semester. Sandra noted that an individual license would be maxed out at 150 submissions. She also pointed out there are ethical issues involved, and that universities such as McGill, Memorial and Xavier have declined to be involved because it creates a climate of suspicion. There are also governance and intellectual property issues. The other option is to enforce honour codes and teach students the value of research and ethics. Sandra advised of a film, “Caught Cheating”, being shown in the</p>	

ITEM	ACTION
<p>Library on May 3rd at 12:00 noon, which has an interesting segment on Turnitin. VPAC thanked Carole and Sandra for the informative presentation and feedback on Turnitin.</p>	
<p>3.4 <i>Strategic Development Funding Approvals</i> VPAC reviewed the strategic development funding proposals for the 2007/08 budget year (available funds still to be confirmed). Nine proposals were received and seven proposals approved for a total of \$143,500 as follows:</p> <ul style="list-style-type: none"> • Bachelor of Performing Arts Collaborative Degree - \$21,000 • Health Promotion & Prevention Certificate - \$28,000 • Building Environmental Systems Diploma - \$10,500 (with additional funds for environmental scan if needed) • Advanced Diploma in Entrepreneurship in the Arts - \$21,000 (subject to approval of Feasibility Study) • Aboriginal Child & Youth Care - \$10,500 • CFCS Part-time Programs: Project Access - \$31,500 • Advanced Citation in Applied Behaviours Analysis - \$21,000 (subject to approval of Feasibility Study) <p>Changes were suggested to the ranking form for next year to address the ranking of proposals that do not meet the criteria (e.g. ranked at 0 or 1, not 5). It was also suggested that strategic development/program revisions be discussed at the May 15th special purpose SMT meeting with Deans and Directors.</p>	<p>JL</p>
<p>The strategic development funding recommendations will go to the May 1st SMT meeting for approval. If there are funds left over, a second call will be considered for the 3rd week of September 2007.</p>	<p>JL</p>
<p>3.5 <i>Investigations</i> This item was raised due to the considerable amount of time Deans/Associate Deans are spending conducting student/faculty investigations, and the increasing level of complexity of these investigations. It was suggested that one designated person/contractor to head up investigations would provide some relief and consistency. This may be a responsibility that could be assigned to J. Holmwood in her new position as Special Project Officer, and will be discussed further at the June VPAC retreat.</p>	<p>VPAC Retreat</p>
<p>3.6 <i>Academic Signature Implementation Processes</i> During discussion on implementing the academic signature, clarification was sought regarding whether the academic signature applies at a citation level. The general understanding was that citations would include the signature, but at a lower level. K. Denton advised she is working with CMO to put samples of completed course/program templates up on the intranet. This item will come back to the next meeting for further discussion and clarification with a representative(s) of the Academic Signature Steering Committee.</p>	<p>Agenda</p>

