

**Minutes of Vice President's Academic Council (VPAC)  
Friday, December 14, 2007 at 9:00 a.m.  
NWC Boardroom**

**In Attendance:** Jan Lindsay (Chair), Jan Carrie, Rosilyn Coulson, Julie Crothers, Kathy Denton, David Duke, Joy Holmwood, Ted James, Mike Tarko, Gary Tennant, Sandy Vanderburgh, Lauren Dailey (Recorder)

**Guests:** Margo Fryer, UBC; Jonathan Baylis, EASL; Tom Whalley, Scholarly Activity Office

ITEM	ACTION
<p>1.     <b>Approvals</b></p> <p>1.1    The agenda was approved as distributed.</p> <p>1.2    The minutes of November 30, 2007 were approved as distributed.</p>	
<p>2.     <b>Business Arising</b></p> <p>2.1    <i>Student Transition Coordinator Proposal</i>  J. Lindsay advised Douglas College was one of six proposals approved in the province for a Student Transition Coordinator. A Student Transition Steering Committee is being formed and it's hoped to have the Coordinator in place by Mar. 1/08. This position will support Deans in their connections with school districts. J. Lindsay noted we need to look for new opportunities/projects with school districts (in addition to concurrent studies students).</p> <p>2.2    <i>WorkSafe BC Orientation/Training Follow-up</i>  S. Vanderburgh reported a recommendation was made at Faculty Contract Admin that M. Exmann and J. Lindsay recommend to SMT that WorkSafe training be broken up into a more manageable approach instead of it all being done by one person in the department, and that SMT consider consistency of delivery and liability issues. J. Lindsay confirmed this item is on the next SMT agenda for discussion.</p>	
<p>3.     <b>New Business</b></p> <p>3.1    <i>Scholarly Activity</i>  J. Holmwood and T. Whalley distributed and reviewed a draft document they created on "Potential Activities to Build Scholarly/Creative Activity and Research Capacity" which will be incorporated into the new Academic Plan. The proposed timeline for implementation is five years. J. Holmwood and T. Whalley responded to VPAC's questions and received suggestions for changes to the document. Further feedback can be emailed to J. Holmwood. T. Whalley also distributed information on a two-day symposium on college scholarship and community-based research being hosted by Douglas College on May 8-9, 2008, as well as information on the Canadian Council on Learning's Researcher-in-Residence Program 2007 Competition.</p>	

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<p>3.2 <b><i>TESL Full Program Proposal</i></b>  J. Baylis spoke to the TESL FPP which is a one semester course to prepare people for teaching or tutoring English as a Second Language students. He noted course guidelines and academic signature components have been developed since the Feasibility Study was presented, and work is being done on credit transferability. It was suggested that J. Baylis inquire about Prior Learning Assessment to exempt already qualified applicants, and look at the pedagogy stream of the Bachelor of Applied Music as it has a large ESL component for teaching music in ESL. Appropriate marketing for the program was emphasized.</p> <p><b>Moved: R. Coulson/J. Carrie</b>  <b>That VPAC support the Full Program Proposal for a Teaching English as a Second Language Citation with adequate support for marketing. Carried.</b></p> <p><b>Action: T. James to update the budget (ie. section costs) and provide an Executive Summary prior to the FPP going to SMT.</b></p>	TJ
<p>3.3 <b><i>Bachelor of Therapeutic Recreation Program Revision</i></b>  J. Carrie explained the revision is to include PHIL 4706 as a required course for graduation and to remove THRT 4705 and 4806 as graduation requirements, and provided rationale for the revision. There is no change in credits or cost. <b>VPAC supported the program revision to the Bachelor of Therapeutic Recreation.</b></p>	
<p>3.4 <b><i>Budget Updates</i></b>  J. Lindsay reported AVED is still waiting for a response from the Treasury Board regarding their 08/09 budget request. She distributed, for information, AVED's "Discussion Paper on an approach for developing a Campus 2020 Transformation Plan", dated November 2007.</p>	
<p>3.5 <b><i>Academic Planning</i></b>  J. Lindsay advised the Environmental Scan is now posted on the new VPAC webpage for feedback from the college community, and will stay posted until mid-February. Input received will be used to develop strengths, weaknesses, opportunities and threats (SWOT). The Scholarly Activity Plan will be posted later in January for feedback as well.</p>	
<p>3.6 <b><i>Service Learning</i></b>  M. Fryer, UBC Learning Exchange, was welcomed to the meeting to continue discussions on community service learning (CSL). J. Lindsay noted pockets of CSL currently exist in the College, and that Deans are interested in expanding this across the College. M. Fryer explained CSL is the integration of academic content, volunteerism in a community setting, and reflection (explicit intention) whereby students think about their experience in the community and studies in the classroom. She continued to share</p>	

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<p>information on infrastructure supports, logistics, costs and funding sources as they relate to CSL. Questions and answers followed.</p> <p>J. Lindsay thanked M. Fryer for her generosity and willingness to share her CSL experiences with VPAC. As a result of today's discussions, VPAC agreed to invite H. Postma, VP External Relations, to a future meeting to talk about fundraising for CSL.</p> <p>3.7 <b><i>Deans Availability over Christmas Holidays</i></b> Deans indicated who would be available/unavailable over the Christmas holidays.</p>	Agenda
<p>4. <b>Information</b></p> <p>4.1 <b><i>University of Victoria Provincial Exam Requirement Shift</i></b> A UVic bulletin indicates UVic has dropped the requirement for provincial examination results for examinations now deemed optional by the provincial government. It was noted the UBC Senate will still require provincial exams due to the issue with private schools inflating grades, and that SFU will probably follow UVic. Following discussion, <b>VPAC supported Douglas College dropping the provincial examination requirement. J. Lindsay will inform B. Walton, Associate Registrar, of VPAC's decision for Education Council's information.</b></p>	JL
<p>5. <b>Committee Reports</b></p> <p>5.1 <b><i>External Contacts</i></b> Feedback was given on the meeting with Charles Ungerleider and Fernando Cartwright, Canadian Council on Learning, regarding the availability of software through CCL to collect data for evaluation purposes. The software is similar to Survey Monkey, but more robust and the Canadian version. Deans are to let faculty know of the availability of this software package and what it can do for them.</p> <p>K. Denton met with SFU regarding looking at a way for dual admissions for the Associate of Arts program. They will be discussing the Foundation Arts initiative in the new year.</p> <p>J. Carrie and G. Tennant attended the Spirit of the Children Society's Open House and Agency Christmas Party; the relationship is building. M. Tarko is working on an articulation agreement with Thompson Rivers University to have the HIM and DOPT programs ladder into the B. HSci program at TRU. He also advised the PNUR program received a \$150,000 grant through the Aboriginal Health Human Resources Initiative (AHHRI) to adapt curriculum to reflect a First Nations paradigm. M. Tarko and J. Lindsay will be making an effort this year to collaborate with Northwest Community College to offer the new curriculum to the northern region.</p>	

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<p>5.2 <b><i>VPAC Standing Committees</i></b>  ETTL/ETF - looking at Banner and Blackboard grade books and at adopting one grade book</p> <p>Academic Signature – moving ahead with training opportunities for implementing the academic signature</p> <p>Academic Affairs – December meeting has been postponed until January</p> <p>EDCO – has recommended a sub-group consisting of the EDCO Chair and two others with policy experience to review departmental policies brought forward by the Deans to ensure they’re consistent with College policy; final approval will be given by EDCO</p>	
<p>6. <b>Next meeting: Jan. 25/08, 9:00 a.m., Room 6103</b></p>	
<p>7. The meeting adjourned at 12:00 p.m. and lunch was provided.</p>	