

**Minutes of Vice President's Academic Council (VPAC)**  
**Friday, February 13, 2009, 9:00 a.m.**  
**NWC Boardroom**

**Present:** Robert Buller, Jan Carrie, Laureen Dailey (Recorder), Kathy Denton, David Duke, Keith Ellis, Ted James, Jan Lindsay (Chair), Joy Page, Silvia Wilson

**Regrets:** Mike Tarko

**Guests:** John Fox, DCFA Ombudsperson; Gerard Edwards, C&BA; Lin Langley, Centre for Academic & Faculty Development

**1. APPROVALS**

**1.1 Agenda**

The agenda was approved with addition of #2.1 – Educational Services Reorganization.

**1.2 Minutes**

The minutes of January 23, 2009 were approved with the deletion of Gary Tennant from those present.

**2. BUSINESS ARISING**

**2.1 Educational Services Reorganization**

J. Lindsay advised the educational services reorganization has been delayed until May or June as there are some questions around funding and issues related to educational structures. Deans will be involved in further discussions.

**3. NEW BUSINESS**

**3.1 Ombudsperson Role**

John Fox joined the meeting to provide an overview of the DCFA Ombudsperson role. His primary role is to investigate concerns/complaints by Association members, including matters that are more inter-personal (e.g. problems between faculty members), and to try to prevent conflicts from escalating. The issue of tension between the Chair and faculty role was raised. It was agreed this topic needs further discussion.

**ACTION: John Fox will be invited to a future meeting for further discussion on the Chair/Coordinator role.**

**3.2 Post-Degree Diploma in Marketing – Feasibility Study and Curricular Framework**

Gerard Edwards, Faculty Emeritus, was introduced as the project person for the PDD in Marketing and attended the meeting to address VPAC's questions. It was noted this program doesn't require additional resources and utilizes existing curriculum by adding further rigour. The PDD would provide studies in marketing for people in other fields, as well as offer a marketing credential to international students who wish to study and/or work in Canada. Questions and answers of clarification followed. It was pointed out that a comment on the Academic Signature competencies needs to be included. J. Lindsay thanked G. Edwards for his work and research on this proposal, especially with regard to international demand.

**MOVED: R. Buller/K. Denton**

**That the Feasibility Study and Curricular Framework for the Post-Degree Diploma in Marketing be approved.**

**Carried.**

### 3.3 **Concept Papers**

i) **Bachelor of Social Work Collaborative Degree with UFV**

This program is proposed to address a growing need for more social service workers to be at the degree level and uses existing resources. It was noted, because it is a collaborative degree, inclusion of the Academic Signature is not required.

ii) **Career Development Practitioner Program: Advanced Certificate**

This Continuing Education credential builds on the existing CDP Certificate program. It meets the educational requirements for CDP certification, and addresses a market demand for increased skills and credentials. The credential is proposed in a hybrid delivery format.

iii) **Bachelor of Therapeutic Recreation On-line Development**

Flexible delivery of this degree program is proposed to address student concerns regarding the number of trips made to the College, and to provide students who live outside the lower mainland the opportunity to study from a distance.

**ACTION: VPAC was supportive of all three concepts papers in moving forward.**

### 3.4 **Draft Definition of a Minor for Credential Policy**

J. Carrie, K. Denton and R. Buller presented a draft definition of a Minor for the Credential Policy; i.e., "A minor will normally be fifteen (15) credits at the 3<sup>rd</sup> and 4<sup>th</sup> year level." Pre-requisites and Areas of Concentration were included for VPAC's consideration and discussion. J. Lindsay reported that feedback from the Senior Academic Administrators Forum (SAAF) on this topic was diverse and the final outcome was to have a Degree Quality Assessment Board (DQAB) representative come to a SAAF meeting to get clarification of Major/Minor areas of study.

**ACTION: Deans agreed to bring this item back to the June VPAC retreat for further discussion.**

### 3.5 **CAFD Strategic Planning**

J. Page advised the Centre for Academic and Faculty Development (CAFD), in conjunction with the College-wide Faculty Development Committee, is in the process of developing a three-year plan for faculty development (FD). The group has already conducted an environmental scan, identified key PD topics that reflect faculty needs and Academic Plan priorities, and is reworking the mandate for FD to focus more on teaching and learning. Lin Langley attended the meeting to receive feedback on: the overall aims of the faculty development program, the suggested FD program content, and the proposed modes of FD delivery. Comments included providing training on research skills, developing mechanisms to engage faculty in PD and at the committee

level (e.g. EDCO), and delivering faculty development online (e.g. via podcasts). J. Lindsay acknowledged the excellent progress J. Page and L. Langley have made with the Centre for Academic and Faculty Development, and thanked them for their work on faculty development.

### 3.6 **BCCAT 2009 Degree Partnership Symposium**

Information was provided on BCCAT's second Degree Partnership Symposium being held on Nov. 5, 2009 in Richmond. J. Lindsay asked Deans to think about either a broad Douglas College presentation or 2-3 specific presentations we could do on degree partnership activity. It was agreed more people could be reached by giving several different presentations. Ideas included talking about partnership successes of the past, what we've learned about the process, how relationships have changed and how partnerships have been sustained over a long period of time. It was agreed that one of the presentations would be on the co-admission program with SFU.

**ACTION: Deans will give further thought to the presentation content and J. Lindsay will inform BCCAT that Douglas College will conduct 2-3 program-focused presentations.**

### 3.7 **Final Exam Scheduling Process**

K. Denton asked if there is a process for scheduling final exams during the same time blocks as the class meets during the semester and putting an exam schedule together when classes get posted. It was noted that common exams are spreading and scheduling is becoming more challenging. Some faculty are giving pre-final finals and students are finding week 10 enormously pressure filled. VPAC was supportive of letting students know upfront when exams would be held and linking them to course schedules. It was emphasized that the current problem with exam dates is unrelated to Infosilem.

**ACTION: J. Lindsay will inform the Timetable Operations Committee that feedback indicates all Faculties are interested in moving to an exam scheduling format where final exams are scheduled when classes are posted, and will ask the Committee to look at other post-secondary institutions to determine their exam scheduling processes.**

### 3.8 **Program Review and Development**

A list of program/course approval questions asked regularly of the Education Council (EDCO) Chair was provided. It was suggested that the questions be addressed under Q & A's on the EDCO website. It was pointed out that some programs (e.g. Post-Degree Diploma in Marketing) do not fit the existing Program Approval policy.

**ACTION: It was agreed to invite Susan Meshwork, EDCO Chair, to the June VPAC Retreat to discuss the Program Approval policy.**

### 3.9 **Review/Update of VPAC Terms of Reference**

Recommended changes to the current VPAC Terms of Reference (last revised Sept. 2007), included:

- Add Special Projects Officer/Director, CAFD to membership (as ex-officio/non-voting member)
- Add Strategic Development Fund, Scholarly Activity Fund, Common PD Fund, Faculty and Academic Development to the list of principal areas VPAC focuses on
- Add Timetable Operations Committee to the list of Standing Committees
- Change Deans to voting members of Standing Committees

**ACTION: J. Lindsay will revise the VPAC Terms of Reference and bring them back to a future meeting for approval.**

### 3.10 **Chairs/Coordinators Information Session**

In place of an information session prior to the appreciation dinner for Chairs and Coordinators, it was decided to hold an information exchange where Chairs and Coordinators can share learning and their successes of the past year. The information exchange session will start at 4:15pm on Wed. March 11<sup>th</sup> in the Douglas Room, followed by a buffet dinner.

### 3.11 **Retention of Documents and Records/Archiving**

The question of how long to retain documents and the process for archiving records was raised. J. Lindsay advised a draft policy on this topic recently came forward to Senior Management Team (SMT) and is being circulated to the College community. Deans can provide their feedback on the policy directly to Carole Compton-Smith in the Library.

## 4. **INFORMATION**

### 4.1 **Celebration of Teaching, Learning, Research and Scholarly Activity**

This celebration event will be held on Thurs. May 21<sup>st</sup> from 4-6:30pm in the DLC atrium. A call for exhibitors will go out later this month. Client and Learning Services (CLS) is offering three workshops for faculty in March on poster production. Deans are asked to encourage their faculty to participate in this year's Celebration of Teaching, Learning, Research and Scholarly Activity.

## 5. **COMMITTEE REPORTS**

### 5.1 **High School Contacts**

- Health Sciences is finalizing an articulation agreement with SD#43; Burnaby and New Westminster school districts have also expressed interest
- J. Carrie is Dean Liaison for the Educational Pathways & Connections meeting; Deans are to let her know if there are any areas they would like to address
- D. Duke advised Maple Ridge would like a section of our Stagecraft professional course in their District

Concerns were expressed regarding the Math pre-requisite changes.

**ACTION: J. Lindsay will ask T. Angus, Registrar, to provide advice on how she would like to handle the pre-requisite changes and the most efficient way to move this through the system.**

## 5.2 External Contacts

- R. Buller reported C&BA is making good progress with New Westminster businesses
- S. Witter joined the meeting and advised government funds will be available to the public sector in the Fall to purchase courses/programs that are driven by student needs (e.g. CE, self-employment programs)
- J. Page advised reps from Grant MacEwan College, Alberta, will be visiting Douglas College on April 17<sup>th</sup> to share ideas on faculty development and to explore potential future collaborations; a lunch with Deans is being organized following the VPAC meeting
- A meeting between Douglas College Deans and Kwantlen Deans has been set up for April 23<sup>rd</sup>

## 5.3 Provincial Articulation Meetings

- Human Services Deans meet on March 11<sup>th</sup> and Health Deans on March 12<sup>th</sup>

## 5.4 VPAC Standing Committees – no reports

## 5.5 Education Council - no report

## 5.6 CE/TTG Coordination Committee – no report

## 6. Reminders

A number of upcoming events and deadlines were provided.

## 7. Next Meeting: Fri. March 6<sup>th</sup>, 9:00am, Boardroom

## 8. Adjournment

The meeting adjourned at 12:35pm.