

VICE PRESIDENT'S ACADEMIC COUNCIL (VPAC)

MINUTES

Friday, February 19, 2010 9.00 am

Room 6103 New Westminster Campus

Present: Thor Borgford, Robert Buller, Jan Carrie (Chair), Ray Chapman, Kathy Denton, Ted James, Joy Page, Gary Tennant, Anne Gapper (recorder)

Regrets: David Duke, Silvia Wilson, Tom Whalley

Guest: Cheryl Jeffs

1. Approvals

1.1 Agenda

The following items were added to the agenda:

2.2 Educational Technology and Planning

2.3 CIE Proposal

3.8 Length of Student Break

1.2 Minutes

The minutes of January 29, 2010 were amended as follows:

- Item 3.3:

"It is Commerce & Business' policy for course outlines to be submitted online as well as a hard copy for first year students. Robert Buller indicated that there was support in his Faculty for course outlines being made available. It is also a Douglas College policy that instructors have to make course outlines available to students."

The minutes were approved as amended.

2. Business Arising

2.1 Confidential Shredding

Robert Buller reported that the Educational Operations Forum had discussed this topic at their last meeting; unfortunately there was no representative from Facilities at the meeting but in following up, Facilities had indicated that there was no suitable space at the New Westminster campus for storage of confidential shredding. Options discussed were transporting shredding to the David Lam campus and/or more frequent shredding schedules. Robert will continue to investigate options and Anne Gapper will add this to the next Administrative Officer's meeting agenda.

2.2 Education Technology and Planning

During the discussion on this topic, points raised were:

- Are templates for on-line courses available that could be used or will detailed templates have to be developed?
- It was decided to determine if there are existing templates that could be utilized before looking at the question if some funding could be provided through the Strategic Development Fund.
- Most of the Educational Technology Coordinator's time release is taken up with technological issues.
- Faculty feedback is that they would like more time with a peer to coach them.

It was decided that Joy Page, Robert Buller, Thor Borgford and Ray Chapman would form a sub-committee to discuss what criteria to use for online and hybrid courses and programs as well as developing planning priorities.

2.3 **Centre for International Education Proposal**

Ted James reported that he had met with Jonathan Bayliss, Melanie Yip and Tom Whalley to decide on process. Jonathan will be contacting Chairs, mainly in CBA and Sci and Tech, to determine which courses in the summer semester would be the most suitable to use in the pilot. The pilot will be for international students only to keep it to a manageable size. The CBA Computing Department is very interested in the pilot and although the Mathematics Department is a little concerned about student success based on past experiences; they are very happy to participate in the pilot program.

3. **NEW BUSINESS**

3.1 **Career Development Practitioner Full Time Certificate Program Concept Paper**

Cheryl Jeffs attended the meeting. She explained that this is a full-time program that is expanding on an already existing part-time program. She confirmed there is a need for full time training in this area and the program has been accepted for EI Funding. There is a pilot group of students taking the program now and there has been a high demand just through word of mouth. In order to receive certification practitioners have to have the education plus work experience. This program is geared to enable new practitioners to get into the workplace.

The program will be run on a cost recovery basis and a flexible schedule will be offered for full-time students as well as part-time students. The part-time program enrolment has increased dramatically over the last few years and there are currently 3 intakes. Students will receive a transcript as this CE program will be taken through the Douglas governance system.

SFU offer a similar program but students are required to have a degree as an admission requirement. Douglas has an advantage having offered the program for some time, with

a range of instructors and providing more service. Cheryl confirmed that once the program is approved, student loans would be available.

VPAC were very supportive of the program and suggested it move through the governance procedure as quickly as possible.

3.2 **Anthropology Field School Concept Program**

Kathy Denton explained that Tad MacIlwraith had been approached by a First Nations band in Enderby to conduct a field school.

The concept paper describes a 6 credit field school. In reply to a question as to whether this could be offered as a 9 credit field school by building reading into the course, Kathy indicated they thought they would make a 3 credit guided studies course available for students. This would make the field school more affordable for students.

VPAC were very supportive and though the value for the Faculty and the College was very high. Jan Carrie confirmed that the Aboriginal Advisory Group had indicated they would like to see more areas involved in aboriginal education.

3.3 **Full Program Proposal for the Post Baccalaureate Diploma in Psychosocial Rehabilitation**

Kathy Denton confirmed that John Higenbottam and Catherine Carlson had met with CFCS, who were now very supportive of the program. They were continuing their consultation with other areas in the College. Kathy indicated that the course designation of PSRP on page 8 of the submission will be changed to PSYCH.

There was discussion about the length of the program to qualify for a diploma. The Ministry has a flexible standard which is inconsistent with the Douglas' Credential Policy. Kathy confirmed that the courses included in the Diploma are all new graduate level courses which are the training required for certification. The decision was made not to make the courses 6 credits each due to the prohibitive costs for students.

A motion to approve the full program proposal for the Post Baccalaureate Diploma in Psychosocial Rehabilitation was moved by Robert Buller and seconded by Gary Tennant. All were in favour.

3.4 **Allocation and Retraction of Development and Coordinating Time releases – Objective Criteria to Avoid Inequities**

There was discussion about the allocation and reallocation of administrative sections within faculties. It was decided that it was important when developing programs in the

future, to clearly establish at the beginning of the process, that sections are temporary during development of the program.

3.5 **New Faculty Orientation**

Gary Tennant reported that last year was the first time this event had been held; they had attempted to establish coordination between all the different areas and had been pleased with the results.

The team would like VPAC support for the Fall 2010 orientation to be held on the 3rd Monday of August and would like to request that full faculty forums be scheduled on the same day. They would like input on what was presented last year and what is required, faculty specific, and how this could be included.

During the ensuing discussion the following points were raised:

- VPAC felt that it was important that new employees attend the New Faculty Orientation but also to be flexible.
- It was suggested that perhaps one or two sections be mandatory 'core' sessions with others being optional. Attendees at the 'core' sessions could then be advised of the benefits of the other sessions and encouraged to attend.
- Video sessions could be created which could be viewed over the web.
- It was important to include faculty hired in January.
- It may be necessary to offer enticements such as a BBQ as an incentive for departments to meet in August
- The number of choices of sessions should be narrowed down, taking into account that some CEIT sessions would be limited to a maximum of 6.

Gary agreed to develop a plan for the upcoming event and will report back to VPAC.

3.6 **Education Division Directions**

Jan Carrie requested that VPAC start to think about areas in which they would like more responsibility and how they would like to work more closely with SMT. She requested that Deans identify specific examples and come up with recommendations.

3.7 **Conventions for Identifying Academic Credentials**

There was discussion about credentials and what is an appropriate way to represent oneself. Kathy Denton reported that the Ethics Board feel that it is only appropriate to list credentials that have been completed. Suggestions on how to approach this matter were:

- Create a convention that suggested in the College Calendar that only completed credentials should be included.

- Employee Relations recommend to employees how we could be using credentials.
- Deans could raise the issue at FEC and ask Chairs to disseminate the information.
- The procedure could be noted in documents, such as the call for Scholarly Activity Funding.

VPAC agreed to contemplate the best way of handling this issue.

3.8 **The Extension of the Reading Break**

Gary Tennant suggested that the reading break be a week long. While everyone agreed that a 2 day break was not useful, there was concern that a longer semester may adversely affect university transfer student deadlines. Ted James agreed to research the possibility of extending the break particularly in regard to university transfer.

4. **Information**

Budget Forums will be held on March 8, 2010 at both campuses

5. **Committee Reports**

5.1 **High School Contacts**

Jan Carrie reported that the Ministry would not be funding the High School Transition Coordinator position in the next year. She confirmed that the Consortium that Douglas was a partner in was able to keep Sharon Smith in place for the balance of this year on a part time basis of 3 days a week. In the future, the Consortium will be looking at the feasibility of SFU joining and looking to see if the position will be sustainable next year.

5.3 **Provincial Articulation Meetings – BCCAT**

Rob Flemming is the new BCCAT Executive Director.

Announcements

Robert Buller announced that Jim Erskine will be visiting the College again this year. He will be teaching two workshops, one on Teaching with Cases and the other on Writing Cases. Commerce and Business will be paying for the workshops and will be opening up registration to other Faculties. Robert will send out an announcement and will notify Faculty Development so they can include this in their schedule of events.

8. **Adjournment**

The meeting adjourned at 12.30