

**Minutes of Vice President's Academic Council (VPAC)
Friday, January 26, 2007 at 9:00 a.m.
Room B3051, DLC**

In Attendance: Jan Carrie, Rosilyn Coulson, Laureen Dailey (Recorder), Kathy Denton, Joy Holmwood, Ted James, Jan Lindsay (Chair), Lorna McCallum, Sandy Vanderburgh
Guests: Bob Cowin, Dean Hiebert, Piotr Kisiel, Brenda Walton

ITEM	ACTION
<p>1. Approvals</p> <p>1.1 The agenda was approved with the addition of 4.6 – Exam Accommodations.</p> <p>1.2 The minutes of December 15, 2006 were approved with clarification to items 3.3 and 3.8.</p>	
<p>2. Business Arising</p> <p>2.1 <i>Centres of Excellence</i> JanL reported that she had taken the three proposed Centres of Excellence forward to the SMT Planning Day, and that SMT supported the Centres as a way of focusing scholarly activity efforts. The three Centres are: Centre for Environmental Sustainability, which will include the present initiatives and activities being conducted by the Institute of Urban Ecology; Centre for Health & Community Partnerships, which is planned to operate out of the Health Sciences Centre at the David Lam Campus; Centre for Intercultural and International Study, which will support scholarly activity that links the areas of Commerce, Business, Communications, Modern Languages and the Social Sciences to study international and intercultural issues. Ted noted that EASL would also be very interested in an intercultural/international centre. It is expected that these Centres will develop over the next five years. Further wording revisions were made to the Centre descriptions.</p>	
<p>3. New Business</p> <p>3.1 <i>Budget</i> JanL provided an update on the 07/08 budget. She advised the Board has approved the guidelines for differential fees and SMT supports differential fees for all 3rd and 4th year courses. It was raised that guidelines on what constitutes 3rd and 4th year courses need to be developed and communicated with Chairs/Coordinators and the Registrar's Office. VPAC recommended differential fees in the amount of \$100 and that some student aid funds be earmarked to specifically assist students taking 3rd and 4th year courses.</p> <p>3.2 <i>Student Leadership Programming</i> Deans provided positive feedback from their faculty on the draft proposed approach to student leadership programming. Two suggestions were to include opportunities for students to mentor students, and to provide opportunities for international leadership. Ted will proceed with establishing a steering committee and will send out invitations for participation.</p>	Ted

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<p>3.3 <i>Concept Paper Addendum: Autism Specialty – Advanced Citation in Applied Behaviour Analysis</i> JanC presented an addendum to the Autism Specialty concept paper submitted in January 2006 which provided an update on the development and implementation of the Autism Specialty stream and highlighted next steps. Programs to address training for Behavioural Interventionists have been completed and are in the process of going on-line. Courses in behaviour analysis are being developed in collaboration with the University of Calgary. JanL noted that consideration needs to be given for provision of coordination and support for the collaborative degree with U of C as much of it is falling on the Faculty/Dean’s shoulders. The Concept Paper Addendum for the Autism Specialty – Advanced Citation in Applied Behaviour Analysis was received for information.</p>	
<p>3.4 <i>Data Warehouse Presentation</i> Piotr Kisiel, Bob Cowin and Dean Hiebert gave a demonstration of a prototype of an internal data warehouse system. Highlights included:</p> <ul style="list-style-type: none"> • uses Oracle Discoverer software which is web-based and available from the desktop • is user and password secured • uses the concept of workbooks which can be broken down into worksheets for more specific information • has a powerful search and analysis component • data can be exported to other programs • parameters can be set to produce targeted information <p>Piotr informed VPAC that this proto-type was custom made in-house and can work in the short run, but that in the long run, a decision will need to be made on an analytical system which is compatible with Banner. He noted this matter will eventually come back to VPAC for a long-term decision.</p>	
<p>3.5 <i>High School Provincial Examination Changes</i> Brenda Walton asked VPAC to address the issue of whether Douglas College will insist students write the graduation program exams for all grade 12 courses that offer a graduation program exam. After debating the pros and cons, it was agreed to delay a decision until the next meeting so that Chairs/Coordinators and FEC’s could be consulted.</p>	Agenda
<p>3.6 <i>FF & E Rankings</i> VPAC reviewed the Education Division FF&E operating capital requests as submitted and summarized according to divisional and departmental rankings. It was requested that the list be separated into furniture/fixtures and educational/classroom capital requests, as well as updated to include revised Sci & Tech rankings. The revised and separated lists will be sent out to Deans and JanL will consult individually with Deans early next week. The FF & E rankings will come back to the Feb. 9th VPAC for decision.</p>	Agenda

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<p>3.7 <i>ETTL Report</i> Feedback from Deans on the draft Report on Instructional Priorities for Educational Technology included making the language more focused and action oriented, and to establish targets to fit with the Educational Services plan. Rosilyn will follow-up with Sarah Stephens to work with key faculty to create a clearer, more focused report, and will bring this back to VPAC at the next meeting.</p>	Rosilyn/ Agenda
<p>3.8 <i>BPEC Changes from EDCO</i> JanL advised that proposed revisions to the Bachelor of Physical Education and Coaching (BPEC) program were explained to EDCO by the Chair and went as a Notice of Motion on January 15th. Proposed revisions include minor changes to the graduating requirements for the BPEC degree and will not affect the upper level percentage. JanL reminded Deans that significant revisions to degrees need to come back to VPAC before going to EDCO. VPAC supported the revisions going forward to EDCO.</p>	
<p>3.9 <i>Change in Program Name/Credential Awarded</i> Joy asked for VPAC's approval in changing the name of the Health Information Services Program to Health Information Management Program, and changing the credential name from Diploma in Health Information Services to Diploma in Health Information Management. She noted these changes are consistent with changes across Canada. VPAC was supportive of the requested program name/credential awarded changes.</p>	
<p>3.10 <i>Athabasca Proposal and Collaborative Degrees</i> Deans were provided with a copy of the draft Athabasca University/ Douglas College Collaboration Action Plan initiated by Athabasca. JanL commented that she would like to consider this proposal in light of other proposed collaborative degrees, such as one in Geography with UCFV. She added that she would like more exploratory discussions and to assign Deans to areas where there is some relevancy. JanL will contact Athabasca to arrange follow-up discussions with Kathy, Lorna, Sandy and Rosilyn.</p>	JanL
<p>3.11 <i>CoTL Project Development Teams</i> Deans were asked to provide the VPE's office with the names of faculty and staff who are to be recognized for program development work over the last year at the May 17th Celebration of Teaching, Learning, Program Development & Scholarly Activity (CoTL). The event will be held in the NWC Upper Cafeteria from 4:00-6:00 p.m.</p>	Deans
<p>3.12 <i>Chairs/Coordinators Appreciation Dinner</i> JanL advised of plans to reinstate the Chairs/Coordinators appreciation dinner but without a speaker. It will strictly be a social event for Chairs/Coordinators and Faculty facilitators to be held on Wed. March 14th from 4:30-6:30 p.m. in the Lower Café/Douglas Room. Invitations will be sent out in mid-February.</p>	VPE's Office

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<p>4. Information</p> <p>4.1 <i>EOF minutes</i> - Dec. 20/06 Education Operations Forum minutes were shared for information</p> <p>4.2 <i>License Agreement with Province of BC</i> – JanL reminded Deans of the College’s license agreement with the Province of BC which gives us access to C2T2 materials.</p> <p>4.3 <i>COU Letter to Deputy Minister</i> – The Council of Ontario Universities letter states that all publicly funded institutions in Ontario will look at each individual’s application on its own merit.</p> <p>4.4 <i>Capilano College Academic Freedom Policy</i> – Due to changes at DQAB, Douglas College must develop an Academic Freedom Policy. Joy, in her new position as Special Project Officer, will consult with the EDCO Chair on process and involvement of the Academic Affairs Committee.</p> <p>4.5 <i>Academic Engagement of Transfer Students at University</i> – provided by Bob Cowin for information</p> <p>4.6 <i>Exam Accommodations</i> Ted advised that the Student Disabilities Office is getting requests for student exam accommodations; e.g. adaptive equipment, extra time, special setting. Sixty-nine out of 196 cases last year were not appropriate, but under College policy we need to provide reasonable accommodation. Ted will start bringing cases to Deans to talk to the appropriate faculty member regarding how they need to accommodate these requests.</p>	Joy
<p>5. Committee Reports</p> <p>5.1 <i>High School Contacts</i></p> <ul style="list-style-type: none"> • JanL reported the next SD43 meeting is on Feb. 9th at the Coquitlam Board Office • Dr. Margo Fryer, Director of UBC’s Learning Exchange and Community Learning Initiative, will be speaking on Service Learning prior to the Feb. 9th VPAC. <p>5.2 <i>Provincial Articulation Meetings</i> – no report</p> <p>5.3 <i>VPAC Standing Committees</i> – no report</p> <p>5.4 <i>Education Council</i> – no report</p> <p>5.5 <i>CE/TTG</i> – no report</p>	
<p>6. Next meeting: Feb. 9/07, 9:00 a.m., NWC Boardroom</p>	
<p>7. The meeting adjourned at 12:35 p.m.</p>	