

Minutes of Vice President's Academic Council Retreat
Friday, June 13, 2008, 8:45 a.m.
Hart House, Burnaby

Present: Jan Lindsay (Chair), Laureen Dailey (Recorder), Robert Buller, Jan Carrie, Rosilyn Coulson, Kathy Denton, David Duke, Joy Holmwood, Mike Tarko, Gary Tennant, Sandy Vanderburgh, Silvia Wilson

Guest: Susan Witter, President

Regrets: Julie Crothers, Ted James

1.0 BUSINESS

1.1 Approval of Minutes

The minutes of June 2, 2008 were approved as distributed.

1.2 Committee Reports/Updates

- J. Holmwood – Sharon Smith has been hired as the new Student Transitions Coordinator and will commence work on August 1st
- M. Tarko – attended the June 23rd articulation meeting with SD43 re reserving seats for high school students. Also received a letter from the College of Registered Nurses of British Columbia (CRNBC) acknowledging our Bachelor of Science (Nursing) has a five-year accreditation
- J. Carrie – recently attended a meeting with C&YC and ECE Deans in Penticton focusing on student recruitment and retention; Ministry reps attended
- S. Witter – advised of three vacancies coming up on the College Board; asked Deans to encourage people they think would be good on the Board to apply
- D. Duke – advised the College is now a member of the Canadian Association of Fine Arts Deans

1.3 Timetable Matrix Change

J. Lindsay commented we are at a stage now with the Infosilem course scheduling implementation plan that we need an ongoing Timetable Committee with a good cross-section of representation. It was agreed that the committee membership should be expanded to include two coordinators and a faculty member-at-large, in addition to the Deans, and Facilities and Registrar's Office rep(s).

ACTION: The Timetable Committee Terms of Reference will be put on the September meeting agenda for updating.

J. Lindsay presented a proposed change to the current timetable matrix for VPAC's feedback. She will be taking this to the DCFA to see if they are supportive of a change to the meeting times (i.e. reduction to 2 ½ hour meeting slots) in order to accommodate a mid-day, family-friendly meeting time.

1.4 Recommended Credential Policy Change

The recommended credential policy change deals with bachelor degree majors and minors, whereby a student may complete a single or double major or minor in specific subjects. J. Lindsay noted this change would provide flexibility in moving forward with new program development based on the degrees we already have. Discussion followed and it was agreed that we first need to ensure alignment with the Degree Quality Assessment Board (DQAB).

ACTION: The recommended Credential Policy change will come back to the September meeting for further discussion.

2.0 REVIEW & DISCUSSION

Deans reviewed their goals for 2007/08, noting many highlights and accomplishments. They also shared their main focus and goals for the upcoming year.

New Dean support groups were formed for the 2008/09 academic year:

- i) K. Denton, R. Buller, G. Tennant
- ii) J. Carrie, D. Duke, M. Tarko
- iii) J. Crothers, S. Wilson, S. Vanderburgh

Discussion took place on the terminology and cultural differences of academic vs. applied. Deans will further discuss within their Dean support groups.

3.0 ACADEMIC PLANNING

Deans provided feedback on the three condensed academic plan goal statements submitted by J. Carrie and G. Tennant and agreement was reached with minor revisions. J. Lindsay distributed a draft template for Faculties to use in submitting their vision and strategic directions for 2009-12. The template will be revised to parallel the three broad goals.

ACTION: Deans are to submit their Faculty templates to J. Lindsay by July 31st for inclusion in the new Academic Plan. The draft plan will come back to VPAC prior to going out to the college community in late September for feedback.

Deans will use the same tactical plan template as in previous years with the addition of a column to indicate what has been completed and what is ongoing.

ACTION: Deans are to take tactical plans to their September FEC meetings and submit updated plans to J. Lindsay by the end of September.

4.0 PROCESSES & POLICIES

4.1 Strategic Development Funding Proposal Process

Deans reviewed the Strategic Development Fund Guidelines for currency. The following revisions were made:

- Category #2 – New directions for established programs *including an international component* (i.e. significant program change, not single course development)
- Category #4 (new) – Major change in instructional mode
- Criteria #1 – Fit with college strategic directions – deleted

- Criteria #5 – Level of contribution of faculty professional development and accountable time – deleted

In reviewing the Strategic Development Fund Application Form, it was agreed that a written concept statement document was not necessary, and that verbal notification to VPAC of the project activity would suffice.

4.2 Overview of Center for Academic & Faculty Development (CAFD)

J. Lindsay advised the purpose of the Center for Academic & Faculty Development is to enhance educational quality through the integration and coordination of faculty professional development, scholarly activity, and program review and renewal. A website will be created for the Centre and will include program review/renewal, Research & Scholarly Activity, Scholarship of Teaching & Learning, and peer mentoring. J. Holmwood will serve as the Director of the new Center. Written information will go out to the college community via the VP Education's Academic Bulletin.

4.3 Feedback on Scholarly Activity Policy & Academic Freedom Policy

J. Holmwood asked Deans to provide their written feedback on both policies to her. With regard to the Academic Freedom policy, she advised it is required for accreditation and by the Degree Quality Assessment Board (DQAB) and the Association of Canadian Community Colleges (ACCC). Initial feedback was provided, including a suggestion that an open faculty forum be held to allow discussion and input into the Academic Freedom policy.

4.4 Proposed New Administration Policies

Two sample administration policies were presented for implementation at Douglas: one dealing with faculty accessibility and responsibility outside of the classroom, and one on faculty code of ethics. The pros and cons of the policies were debated. There was not strong support for creating similar policies at Douglas; Deans will approach their own Faculties to reach agreement in these areas.

The meeting concluded at 3:00 p.m.