

Minutes of Vice President's Academic Council (VPAC)
Friday, March 9, 2007 at 9:00 a.m.
NWC Room 6103

In Attendance: Jan Carrie, Rosilyn Coulson, Lauren Dailey (Recorder), Kathy Denton, Joy Holmwood, Jan Lindsay (Chair), Lorna McCallum

Regrets: Ted James, Sandy Vanderburgh

Guests: Patricia O'Hagan, Health Sciences; Lori Woods, CFCS; Tom Whalley, Scholarly Activity Coordinator

ITEM	ACTION
<p>1. Approvals</p> <p>1.1 The agenda was approved with the addition of #4.2 – Report on New Orleans Conference. Item #3.15 was deferred due to the absence of M. Tarko.</p> <p>1.2 The minutes of February 23, 2007 were unavailable.</p>	
<p>2. Business Arising</p> <p>2.1 <i>CHERD Training for Chairs/Coordinators</i> Deans reviewed the list of possible topics from CHERD's in-house training brochure provided by Rosilyn Coulson. The highest priority topic was faculty engagement and building a culture of collaboration. Other suggestions were:</p> <ul style="list-style-type: none"> • Training for Department Heads (academic leadership) • Critical Student Issues • Financial Management <p>Rosilyn will contact CHERD for further information on the above topics. Deans were asked to let their Chairs/Coordinators know VPAC is investigating training for faculty in this leadership position, and will probably take place at the College in early June for the first 30 Chairs/Coordinators who express interest.</p> <p>2.2 <i>Registered Employment Internship Program Agreement</i> Further discussion was held on the possibility of introducing a registered employment internship program which would help graduates gain employment and provide employers with skilled employees. It was suggested that an appropriate area to manage the program might be the College's Student Employment office, and the agreement could be used in programs where there is a practicum component and in open enrolment areas. Concerns raised with the program were related to resources, program structure, student screening and possible conflict with Co-op Education. This initiative will be discussed further at the June VPAC retreat.</p>	<p>RC Deans</p> <p>Retreat Agenda</p>
<p>3. New Business</p> <p>3.1 <i>Budget</i> There were no new budget items to report.</p>	

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<p>3.2 <i>Concept Paper: Certificate in Communications</i> <i>Concept Paper: Certificate in Modern Languages</i> Lorna McCallum spoke to both concept papers, noting they are made up of derived curriculum, will ladder into associate degrees, and will help student employability. Some incompatibilities and time constraints were noted in the list of relevant courses from other departments and will be addressed. VPAC was supportive of the Certificate in Communications and Certificate in Modern Languages in moving forward.</p>	
<p>3.3 <i>Concept Paper: Health Promotion & Prevention CE Certificate</i> The Health Promotion & Prevention CE Certificate will focus on continuing education for health care professionals. Joy Holmwood advised that she and the CE Programmer, Patricia O’Hagan, have met with CFCS regarding the concept paper and to address any ongoing concerns. They have agreed to develop an interdisciplinary group with representatives from Therapeutic Recreation and curriculum coordinators from two Nursing programs to work closely together in developing the program and building community support. Jan Carrie added that TR is satisfied with the proposal with the changes as discussed in the meeting reflected in the concept paper. VPAC was supportive of the Health Promotion & Prevention CE Certificate in moving forward.</p>	
<p>3.4 <i>Concept paper: Certificate in Modern Languages</i> – see #3.2</p>	
<p>3.5 <i>Concept Paper: Stagecraft Renewal Plan</i> The Stagecraft Renewal Plan is proposed to revitalize the two-year diploma program without losing its strengths, and to help address recruitment and retention issues. Lorna McCallum responded to VPAC’s questions. Although more of a redevelopment plan, it was felt that the new strategic development fund guidelines will still support this proposal. VPAC was supportive of the Stagecraft Renewal Plan in moving forward.</p>	
<p>3.6 <i>Concept Paper: Part-time CFCS</i> Lori Woods spoke to the concept paper for Part-time CFCS programs (CCSD, CYCC and ECED), which would utilize a more flexible, technology-enabled model, and share compatible learning outcomes. Questions of clarification followed. Deans liked the concept of the proposal, but felt the logistics seemed complicated. Jan Lindsay pointed out that growth requires pushing the boundaries, and if we have an area that’s open to looking at alternatives, we should give it serious consideration. Lori was thanked for her presentation and support for the Part-time CFCS concept paper in moving forward was given.</p>	
<p>3.7 <i>ETTL Strategic Plan</i> VPAC reviewed the draft Educational Technology Tactical Plan for 2007-2010. Rosilyn Coulson pointed out that a sub-committee will be working on</p>	

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<p>the areas of focus over the next year to drill down on the specificity of items. VPAC thanked Rosilyn for her work with the committee, and asked that their thanks be passed on to Sarah Stephens, Piotr Kisiel and Blaine Jensen for their efforts. It was suggested that Sarah Stephens and/or Guangwei Ouyang be invited to a future meeting as part of the review of issues related to academic programming prior to beginning the updating of Faculty Tactical Plans for 07/08.</p>	Agenda
<p>3.8 <i>Academic Signature Framework Document and Templates</i> Kathy Denton provided an update on the work of the Academic Signature Steering Committee (ASSC) and reviewed the revised course and program templates. Further revisions were made to the program template, as well as to parallel wording in the framework document. Kathy will make the changes as discussed and take the framework document and templates back to the ASSC as the final versions.</p>	KD
<p>3.9 <i>Scholarly Activity Recommendations</i> Tom Whalley presented the funding recommendations made by the Scholarly Activity Funding Advisory Committee (SAFAC). Eighteen proposals were recommended for a total of \$38,317.98. Fourteen proposals were for conference presentations, including three teams of co-presenters. Four proposals were for continuing research. As Liaison Dean for SAFAC, Lorna McCallum informed Deans the guidelines allow \$3000 per academic year, and, in the case of co-presentations, the \$3000 must be divided between the presenters. Applicants must also indicate on the application form how they will share their findings and/or present to the College. Two suggestions were made:</p> <ul style="list-style-type: none"> • Clarify project descriptions before sending out to the college community • Create an online journal to list faculty presentations for others to access <p>Tom is in the process of developing the May and June PD program and asked Deans to email him the names of instructors (and their courses) who are teaching research methods so that he can coordinate their efforts to help educate others in doing research.</p>	Deans
<p>3.10 <i>FF&E Finalization</i> Jan Lindsay advised Deans that college-wide capital items had been pulled out of the Education Division FF&E requests and will be funded out of a different area. Jan will ask Chris Worsley, Finance, to send the final Ed Division FF&E copy to Deans.</p>	JL
<p>3.11 <i>Faculty Policies Reorganization</i> Joy Holmwood provided a progress report on the reorganization of Faculty policies by Joy, Jan Carrie and Rosilyn Coulson. Jan Lindsay clarified the intent is to review departmental policies and to ensure that none are in conflict with College policies. The task group will bring their final report to VPAC before going to EDCO.</p>	JH/JC/RC

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<p>3.12 <i>Plagiarism Prevention</i> The estimated cost of plagiarism software is \$5000 and would need to go through the budget process. Rosilyn Coulson will inquire how much it would cost to use the Turnitin software on a one-off basis. The Turnitin Software and Academic Honesty Contract items were tabled until the next meeting.</p> <p>3.13 <i>Report on Meeting with Dietmar Kennepohl, Athabasca</i> The Deans of Sci & Tech, H&SS, LLPA and C&BA met last month with Dr. Dietmar Kennepohl, Associate VP Academic at Athabasca University, to discuss possible collaborations in their areas. Deans took the information from the meeting back to their Faculties. There may be some connection with a Bachelor of Science, but little interest in collaborating on online degrees. Jan Lindsay asked that individual Faculties decide whether they wish to proceed with Athabasca if it makes sense to include the activities in their tactical plans.</p> <p>3.14 <i>Anonymous Email Complaints</i> Kathy Denton reported fourteen female students in H&SS have received anonymous hateful email, and provided tips on how to handle them in case other Faculties experience similar emails. The key is to address the emails promptly as emails are time sensitive, and to forward them as an attachment (so you don't lose the header where all the details are to determine the IP address) to police technical experts who will investigate.</p> <p>3.15 <i>Investigations</i> – Deferred</p> <p>3.16 <i>Directed Studies Courses</i> Kathy Denton raised the topic of directed studies courses, asking Deans if we should develop these courses and, if yes, what options could be made available for payment to faculty (a 3-credit guided study course is approximately \$150). It was felt this is a collective agreement issue and would need to go to LMRC for discussion of the payment issue. One suggestion was to have the different degree areas look at directed studies courses as an additional option for degree students, noting it would be beneficial for students who want to specialize in a particular study area.</p> <p>3.17 <i>Name Change for Perinatal CE Course</i> Joy Holmwood presented the name change for the Breastfeeding Counsellor Certificate Program to the Breastfeeding Course for Health Care Providers, noting it really is a course, not a certificate. VPAC was supportive of the name change.</p>	<p>Agenda</p> <p>Agenda</p>
<p>4. Information</p> <p>4.1 <i>Feb. 19/07 Educational Operations Forum Minutes</i> – provided for information. Deans are to share the minutes with Chairs/Coordinators.</p>	<p>Deans</p>

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<p>4.2 <i>New Orleans Conference</i> Jan Lindsay reported on the League for Innovation conference she attended earlier this week and shared information she received on a Learning Innovations project which has some relevancy to what Douglas College is trying to do with school districts; Georgian College's promotional brochures on degrees which is something for us to think about for next steps; the New Jersey Coastal Communiversities which links with a number of geographical community colleges and universities on degrees; and the Institutional Portfolio which efficiently assesses student work and which JanL will share with the Academic Signature Steering Committee.</p>	JL
<p>4.3 <i>Reminders</i></p> <ul style="list-style-type: none"> • Deans are to submit their space planning needs for the New West Campus to Jan Lindsay. • School Districts (New West, Burnaby, Coquitlam and Maple Ridge) articulation meeting is scheduled for Wed. April 25th from 12-3pm at the New West Campus. Tours of Health Sciences, Science & Technology, Performing Arts, and the 5th and 6th floors are planned. • Deans' groupings/support groups are to meet informally for a couple of months and then switch around. Agenda item for next meeting. 	Deans Agenda
<p>5. Committee Reports</p> <p>5.1 <i>High School Contacts</i> – no report</p> <p>5.2 <i>Provincial Articulation Meetings</i> Joy Holmwood reported that the Fraser Health Authority invited College Board members and Presidents to discuss emergent health needs, specifically working together to produce more health graduates. A vast shortage of nurses is predicted in the next five years.</p> <p>5.3 <i>VPAC Standing Committees</i> Rosilyn Coulson reported TPMC meets on March 14th.</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: March 23/07, 9:00 a.m., DLC Room B3051</p>	
<p>7. The meeting adjourned at 12:50 p.m.</p>	