

**Minutes of Vice President's Academic Council (VPAC)
Friday, November 30, 2007 at 9:00 am
NWC Boardroom**

In Attendance: Jan Lindsay (Chair), Anne Gapper (Acting Recorder), Jan Carrie, Rosilyn Coulson, Julie Crothers, Kathy Denton, David Duke, Joy Holmwood, Ted James, Mike Tarko, Silvia Wilson, Sandy Vanderburgh

Guests: Bob Cowin, Tom Whalley

ITEM	ACTION
<p>1. Approvals</p> <p>1.1 The agenda was approved with the addition of the following information items:</p> <ul style="list-style-type: none"> • 4.2 Dean Support Letter for Educational Leave • 4.3 Application Statistics • 4.4 Strategic Development Approvals • 4.5 Canadian Council on Learning December 11, 2007 • 4.6 Credentials Awarded at Douglas College Policy • 4.7 Student Conduct <p>1.2 The minutes of November 16, 2007 were approved as distributed.</p>	
<p>2. Business Arising</p> <p>2.1 Budget</p> <p>J. Lindsay confirmed that SMT found the Dean's feedback on the budget to be very useful and they had made some adjustments to the budget as a result of the meeting.</p> <p>2.2 Academic Program Review Feedback</p> <p>J. Holmwood explained that she was developing the overall framework and content and purpose of the annual review of the Academic Program. Initial feedback included :</p> <ul style="list-style-type: none"> • The review should be tied in with the Tactical Plan rather than having a different format and the review should inform and support the Tactical Plan. • The review should be simple and the timing is key; it was suggested that the review should be given to the Dean who then could introduce it to the Chairs/Coordinators in their faculty at an appropriate time for each department. • Put the information online and include trend data. • Build a framework that will assist with the process; e.g. templates, resource people. • Develop a policy to cover program reviews and tie together accreditation required reviews with general reviews to maintain quality of programs. 	J.H.

ITEM	ACTION
<p>4.2 <i>Dean Support Letter</i></p> <p>J. Lindsay indicated that the dean support letter for Ed Leave does not have to be lengthy. There was discussion about the content of the letters and establishment of a timeline so there were no last minute requests for letters.</p> <p>The dean’s sign-off on the scholarly activity application form will be added to a future agenda.</p> <p>4.3 <i>Application Statistics</i></p> <p>Application statistics for Winter and Summer of 2008 were shared. Both the Winter and Summer 2008 applications are higher than they were at the same time last year for Winter/Summer 2007.</p> <p>4.4 <i>Strategic Development Approvals</i></p> <p>J. Lindsay provided input from SMT with regard to approvals of strategic development applications.</p> <p>4.5 <i>Canadian Council on Learning December 11, 2007</i></p> <p>J. Lindsay distributed information on the CCL Assessment Tool. A representative will present information to the Deans, the Scholarly Activity Coordinator and the Institutional Research Director on December 11, 2007.</p> <p>4.6 <i>Credentials Awarded at Douglas College Policy</i></p> <p>T. James requested clarification of the wording to be presented to EDCO for the requested change to this policy. It was agreed that the minimum GPA requirement of 2.0 be required on the last 60 credits of the established program of the credential.</p> <p>4.7 <i>Student Conduct</i></p> <p>T. James explained there had recently been some circumstances when students had been brought to Student Development inappropriately. It was suggested that it would be useful to have a summary sheet of services available at Student Development together with a list of services which are not provided.</p>	<p>Agenda</p> <p>T.J.</p>
<p>5. Committee Reports</p> <p>5.1 <i>High School Contacts</i></p> <p>J. Lindsay confirmed that she had received verbal confirmation of the approval of the Student Transition Coordinator position. She will be meeting with three School Districts on December 12, 2007. J. Lindsay will send out a form to gather information from each faculty with regard to current agreements held with school districts.</p> <p>J. Lindsay confirmed that SMT had agreed to waive the registration fee and application fee for high school students in concurrent studies courses.</p>	<p>J.L.</p>

ITEM	ACTION
<p>5.2 External Contacts</p> <p>S. Vanderburgh reported that at a recent meeting of BC Deans of Arts & Science the representative from the Ministry of Advanced Education indicated that the Ministry will be going back out into the communities to gather information.</p> <p>He further reported that some areas, such as North Island College, have seen a significant increase in enrolments, other areas have experienced no growth or lower enrolments. SFU has seen an increase in applications from mature students.</p> <p>J. Lindsay reported that she attended the Campus 2020 “Taking the Next Steps” meeting on Nov. 19th. She reported that the Ministry plans to release some RFPs for collaborative partnerships.</p>	
<p>6. Next Meeting: Dec. 14/07, 9:00am, Boardroom</p>	