

VICE PRESIDENT'S ACADEMIC COUNCIL (VPAC)

MINUTES

Friday, September 3, 2010 9.30 am

New Westminster Boardroom

Present: Thor Borgford, Robert Buller, Catherine Carlson, Jan Carrie, Kathy Denton (Chair), Meg Stainsby, Gary Tennant, Silvia Wilson, Tom Whalley, Anne Gapper (recorder)

Regrets: Ted James, Joy Page

Guests: Laura Dane, Gerry Gramozis, Graham Rodwell

1. Follow Up

1.1 Each Dean gave a report on progress with pathways within their Faculty.

2. Roundtable/Reports

2.1 VP's Report

Kathy Denton reported that the trip to China for the graduation ceremonies was very successful and that she had been very busy planning over the summer. She indicated that she had some funds to support an academic speaker series, involving internal and external speakers. Tom Whalley will take this matter to the Academic Affairs Committee.

2.2 Dean's Reports

Thor Borgford confirmed that he had put in a proposal with the Year of Science Initiative.

Each Dean reported strong enrolments, with many programs filling to capacity and waitlists. Robert Buller reported that the Commerce & Business CE has grown from a \$25,000 profit 4 years ago to \$269,000 profit this year.

Concerns were noted about delayed registrations over the summer due to illness and staff turnover. The Registrar's Office will be working on how to avoid this next year. Concern was also noted with regard to vacation in faculty and service areas in the last week before Fall classes.

The Office for New Students had requested that they be informed of field schools prior to new student orientation in August. It was also suggested that field schools could be advertised at SFU.

3. Approvals

3.1 Agenda

The agenda was approved as amended

3.2 **Minutes of May 14, 2010**

The minutes of May 14 were amended to delete Meg Stainsby from the attendance register and to correct the typographical error in Item 1.1 – Agenda 2.5. On page 3, the third paragraph was amended as follows *“The Committee feel the fund should be for research or scholarly activity rather than **for** disseminating.”*

The minutes of May 14, 2010 were approved as amended.

3.3 **Minutes of May 28, 2010**

Item 5.2 was amended by adding the following sentences:

“It was agreed that the process was for faculty to approach the Centre first and if they were unable to accommodate, then the faculty member would go to their Dean. The Dean will then write a letter to the Centre requesting assistance.”

The minutes of May 28, 2010 were approved as amended.

3.4 **Minutes of April 23, 2010**

A request had been received to amend the approved minutes of April 23, 2010 to reflect that the Strategic Workforce Planning was an initiative of the College Board and that Employee Relations had developed the Tools as a resource to support the Deans. The comment was duly noted.

4. **Decisions Required**

4.1 **Concept Paper for Douglas College/Thompson Rivers Open Learning – Completion of BA in Psychology**

Graham Rodwell attended the meeting to speak to this item. He indicated that he had been in discussions with Thompson Rivers University (TRU) around a Program of Study for a program that already exists, rather than a new program. There would be definite advantages to setting up dual registration. This is a very flexible program; students would take most of their psychology classes from Douglas. Courses are open enrolment designed to be complimentary with a range of other programs.

VPAC was very supportive of this concept paper and will forward it to SMT for information.

4.2 **Concept Paper for BA in Applied Psychology**

Laura Dane and Gerry Gramozis attended the meeting to speak to this item. Laura explained that this program was similar to the program that had been offered with UFV and it integrated existing Douglas courses, expertise and resources. The difference between this proposal and that which was offered at UFV is that the current proposal proposes having applied concentrations, similar to minors, working in conjunction with other Faculties and Departments. This degree would therefore be unique to Douglas.

Silvia Wilson suggested that conversations take place with Health Sciences to potentially create pathways. Tom Whalley felt that a large number of foreign trained professionals would be interested in a program such as this.

VPAC was very supportive and felt that it was important to proceed as quickly as possible. It was suggested that having a FEC representative from each area on the steering committee, as well as representatives from advisory committees to give input, would be beneficial; and to add this to the concept paper. It was also suggested to add to the concept paper that the only other applied program is at Kwantlan who have a business concentration.

Catherine Carlson will talk to the program developers and pass on VPAC comments.

5. Discussion

5.1 Faculty Offices

VPAC discussed the issue of office space for faculty. Thor Borgford will collect information about the inventory of space and who is in it and will report back.

5.2 Profit Accounts

Kathy Denton requested that terms of reference for administrating profit accounts (generated by CE funds) be sent to Anne Gapper for circulation.

5.3 Pathways Foundation Year

Kathy Denton asked the Deans to talk amongst themselves to look at what this would look like. She indicated that she would like to see it be wide open and very flexible. Meg Stainsby agreed to do the first draft and will then meet with the other Deans.

6. Information/Announcements

6.1 Program Review Process

Kathy Denton confirmed that she had created the process and anticipated that 4 program reviews would be carried out this year.

6.2 Expense Accounts

Kathy Denton requested that Deans ensure that restaurant bills be included as well as the MasterCard receipt with the purpose of the meeting and who attended written on the back of the receipt. She confirmed that the College does not pay for alcohol. If a receipt is misplaced, there is form that can be completed to explain what the expense relates to. Mileage to and from campuses can only be charged both ways if meetings are held on both campuses at both ends of the travel. Google or Map Quest mileage printouts need to be attached for mileage which is not listed on the Finance Department Schedule. Silvia Wilson has requested Finance make an exception for instructors who are visiting students on practicums in many different locations within a short space of time.

6.3 **Dean Selections**

Kathy Denton reported that the Dean Health Sciences Search Advisory Committee is in place. She indicated that the search for Deans for Humanities and Social Sciences and Language, Literature and Performing Arts will occur at the same time. She reported that there will be a review in the future of Developmental Education. Kathy will draft a document for distribution to staff in this area.

6.4 **Matrix Task Force**

The terms of reference for this task force were attached to the meeting agenda package.

Adjournment

The meeting adjourned at 1.03 pm