

**Minutes of Vice President's Academic Council (VPAC)
Friday, September 14, 2007 at 9:00 a.m.
NWC Boardroom**

In Attendance: Jan Carrie, Rosilyn Coulson, Julie Crothers, Laureen Dailey (Recorder), Kathy Denton, David Duke, Ted James, Jan Lindsay (Chair), Mike Tarko, Gary Tennant, Sandy Vanderburgh, Silvia Wilson

Guests: Richard Gale, Visiting Scholar; Bruce Hardy, Chair, Academic Signature Steering Committee; Tom Whalley, Scholarly Activity Coordinator

ITEM	ACTION
<p>Jan Lindsay, Chair, gave a special welcome to David Duke and Mike Tarko as the newest members of VPAC, and Associate Deans Gary Tennant, Silvia Wilson and Julie Crothers to the meeting.</p> <p>1. Approvals</p> <p>1.1 The agenda was approved with minor adjustments in timing to accommodate the arrival of guests.</p> <p>1.2 The minutes of June 15, 2007 were approved as distributed.</p>	
<p>2. Business Arising</p> <p> There was no business arising.</p>	
<p>3. New Business</p> <p>3.1 <i>Start Date for New, F/T Probationary Faculty</i> Sandy Vanderburgh relayed a challenge he experienced this summer with the September 1st start date for new faculty. He suggested a mid-August date would be helpful in attracting new faculty to the College, and give them a few weeks to get settled, get involved, develop curriculum, etc. before the start of classes. VPAC agreed a mid-August start date would be preferable as it would make us more competitive in terms of attracting highly qualified faculty in the current environment. Jan Lindsay will outline the issues in a memo to Marian Exmann and suggest a faculty start date of two weeks in advance of their appointment.</p> <p>3.2 <i>Preferential Admission</i> VPAC reviewed a memo from the Registrar's Office requesting that VPAC reconsider the College's decision to implement preferential admission on a mandatory basis for all limited enrolment programs. Jan Lindsay commented the issues are one of philosophy (how we admit students) and should be viewed as separate from procedural issues (how we implement and operate the policy). She distributed a draft document (<i>Suggested Procedures for Implementation of Douglas College Admissions Policy</i>) outlining procedures which would be implemented under the existing Admissions policy. Jan explained that, although we have an admissions policy, the procedures are not clear. The draft document has been forwarded to Blaine Jensen for consideration as part of the planned review of recruitment and</p>	JL

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<p>enrolment strategies. Deans are to review the draft document and provide their feedback to Jan Lindsay.</p> <p>3.3 <i>Class Cancellation Notification</i> The issue of how to improve current class cancellation notifications was discussed in the spring by the Educational Operations Forum (EOF). EOF recommended that, in addition to posting notices on classroom doors and calling the DSU phone cancellation line, students be notified of class cancellations through myDouglas or WebCT. Proposed wording to be used on course outlines regarding class cancellations and the process for implementation was referred to VPAC for approval. It was noted that faculty have a responsibility to notify the College of cancelled classes (via the Dean/Departmental Assistant), as well as an obligation to keep students informed. Following discussion, it was clarified that it is the instructor's responsibility to post messages to myDouglas or WebCT as a means of notifying students of class cancellations, and that Departmental Assistants can provide assistance if necessary. The suggested wording to be used in course outlines is as follows: <i>"In the event that a class is cancelled due to instructor illness or other unforeseen circumstance, a notification will be made by the instructor through myDouglas or WebCT to every student enrolled in the course. It is the responsibility of the student to be proactive and to check their announcements and/or e-mail before coming to class. Every effort will be made to ensure that the notification is made as soon as possible."</i></p>	Deans
<p>VPAC was supportive of this additional process for informing students of class cancellations. Deans are to direct faculty to include this notification in their course guidelines, and remind them of their responsibility to inform their Dean and students of class cancellations.</p>	Deans
<p>3.4 <i>Richard Gale – Visiting Scholar</i> Jan Lindsay introduced Richard Gale who is a Visiting Scholar at Douglas College for the 07/08 academic year. She commented this is a tremendous opportunity for faculty to work with Richard who is recognized, both nationally and internationally, for his Scholarship of Teaching & Learning work. Deans/Associate Deans spoke about the areas of interest in working with Richard in their Faculties, such as student portfolios and research grants. Richard indicated the focus over the next year will be these areas of interest, working with individuals and groups of faculty on collaborative scholarship, research grants and private funding, and helping faculty to think strategically in terms of instructional strategies for the future.</p>	
<p>3.5 <i>Proposed SoTL in Disciplines Project</i> In an effort to support and promote discipline-based scholarship of teaching and learning at Douglas College, Tom Whalley introduced a Scholarly Activity Office Request for Proposals - "From Anecdote to Evidence: Scholarship of Teaching and Learning in the Disciplines." The RFP is aimed</p>	

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<p>at instructors interested in learning more about student learning in their field and producing another kind of disciplinary research. Faculty who have their proposal accepted will receive, among other things, a \$500 honorarium and recognition of their scholarly efforts at a College event in the spring. VPAC offered suggestions to strengthen the RFP and were overall supportive of the idea.</p>	
<p>3.6 <i>Academic Signature Implementation Plan</i> Bruce Hardy reported on the AACU Greater Expectations Institute in Vermont attended by a team of four from the College in June. Thirty leadership teams participated from universities and colleges across North America. The Douglas team found that they were far advanced in terms of an academic signature implementation plan compared to other teams. Bruce reviewed the Academic Signature Steering Committee (ASSC) Work Plan for 2007-2009. Liz McCausland has agreed to chair the Committee for the 2007/08 year. They currently have five members on the ASSC and are looking for an additional 3-4 new members. The Committee would also like to involve students with the signature and Deans are to speak to faculty about possible student reps. The deadline for submitting names to Bruce is the end of September.</p>	Deans
<p>3.7 <i>Process for Completing Academic Signature Course Templates</i> Kathy Denton reviewed the document “Process for Evaluating and Reporting Academic Signature Core Competencies” and reported the ASSC had accepted the document with two minor alterations. Jan Lindsay commented the document will be very helpful in clearing up any underlying questions or concerns faculty may have in implementing the Academic Signature, as well as provide clarification of the role of the Dean in moving this process forward. Kathy will make the two changes to the document and email the revised document to VPAC.</p>	KD
<p>3.8 <i>Academic Signature Implementation Update</i> A roundtable of where Faculties are in terms of implementing the academic signature into their programs was held. Once implemented, detailed information of what has been done is to be posted on the individual Faculty web pages and, ultimately, on the College website. It was clarified that the academic signature is not part of the curriculum guidelines, and should only be put in course guidelines if it has been completely implemented in the Faculty. Everyone agreed that considerable progress has been achieved to date.</p>	
<p>3.9 <i>Academic Planning Framework Document</i> Jan Lindsay distributed a draft Academic Planning Framework document for the 2009-2012 Academic Plan, and asked for VPAC’s comments and suggestions for improvement. Deans are to email their feedback to Jan prior to next week’s SMT meeting when the document will be discussed.</p>	Deans

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<p>3.10 Strategic Workforce Planning Document VPAC was provided with a copy of the May 2007 “Guide to Strategic Workforce Planning at Douglas College” prepared by Employee Relations. The section most applicable to Deans is “Determining Future Workforce Requirements”, such as supplying information on upcoming vacancies, new positions required, and specific knowledge required. Deans are to begin gathering information to complete aspects of the Plan that fall within their area of responsibility.</p> <p>3.11 Update on Training with CHERD for Chairs/Coordinators Following yesterday’s Faculty Contract Administration meeting yesterday, this item has been handed over to Employee Relations to organize.</p> <p>3.12 School District/College RFP Submission Jan Lindsay reported that the RFP submission for a Student Transition Coordinator will help to increase our communication with school districts, and take some of the school district connections/workload off the Deans. Funding is for two years with the agreement that the partners would put up the third year of funding and beyond. Deans agreed that a point person for all the activities between the College and school districts would be helpful.</p>	Deans
<p>4. Information</p> <p>4.1 June 18/07 EOF Draft Minutes – circulated for information</p> <p>4.2 VPAC & Standing Committees Terms of Reference – Deans to review and revise as necessary</p> <p>4.3 Alternative Option for Online Course Development – information on an alternative option for online course development provided through McGraw-Hill Ryerson</p> <p>4.4 Private Institution Enrolment Data – chart indicates the cut-off point for highest enrolment with short stay programs is less than three months</p> <p>4.5 DLC Open House – looking at an end of April or early May ‘08 date depending on the availability of the Minister of Advanced Education</p>	Deans
<p>5. Committee Reports - no reports</p>	
<p>6. Next meeting: Fri. Sept. 28th, 9:00 a.m., Room 6103</p>	
<p>7. The meeting adjourned at 12:45 p.m.</p>	