

VICE PRESIDENT'S ACADEMIC COUNCIL (VPAC)

MINUTES

Friday, January 8, 2010 9.00 am

New Westminster Boardroom

Present: Thor Borgford, Robert Buller, Catherine Carlson, Jan Carrie (Chair), Ray Chapman, Julie Crothers, Kathy Denton, David Duke, Ted James, Joy Page, Gary Tennant, Lori Townsend, Silvia Wilson, Tom Whalley, Anne Gapper (recorder)

Guests:

1. **Approvals**

1.1 **Agenda**

The following items were added to the agenda:

- The Role of the Educational Operations Forum (EOF)
- Enrolment Numbers
- Beginning of Semester Schedule
- H1N1

1.2 **Minutes**

The following changes were made to the minutes of December 17, 2009:

- **Item 2.1:** the last phrase was changed from 'first qualified, first registered' to *'first qualified, first admitted'*.
- **Item 3.2:** A concluding sentence will be added *'The current practice seems to work best'*.

The minutes of December 17, 2009 were approved as amended.

2. **Business Arising**

2.1 **Credential Policy Update**

J Carrie reported that the policy subcommittee had been working on updating this policy over the last few months. Education Council had requested more clarification and were waiting for VPAC's recommendation. Jan had contacted the DQAB Secretariat and had requested that they send information in writing; this had not been received to date. It appears that Douglas College credentials are currently incongruent with the Ministry of Advanced Education's guidelines. T James explained that there were two viewpoints in the College; one was why not award as many credits as possible, and the other was concern about watering down Douglas' credibility. Further complications arise from students, who already have a credential, having to redo English when they started at Douglas. K Denton advised that as the issue was so complicated, it would seem the best approach would be to systematically work through and identify all of the potential problems. It was agreed that flexibility was very important. A suggestion was made that recognized two year credentials could be used as acceptance for admission into Douglas College.

It was agreed that the policy sub-committee would be struck again and will consist of R Buller, R Chapman, K Denton, T James and either L Townsend or S Wilson. T James indicated that if a recommendation was received by the Education Council Policy Committee by the beginning of March, this item would be able to be placed on the March Edco agenda.

Action: 1. J Carrie will follow up with DQAB

2. The policy subcommittee will meet and submit their recommendations to the Edco Policy Committee by the beginning of March. K Denton to organize the meeting

2.2 **Late Registration**

T James informed the meeting that the Faculties of Science and Technology and Humanities and Social Sciences both took part in an experimental process of capping late registration after one week. The Registrar's Office will compile a report on the results. K Denton asked that information be added with regard to drops during late registration. Feedback that was received from faculty was even if they did not avail themselves of the one week cap, they were happy to have been asked.

Action : T James will forward the report from the Registrar's Office

3. **New Business**

3.1 **Budget Updates**

J Carrie confirmed that there would be a joint Deans and Directors meeting on January 12, 2010. Budget forums will be held on March 8, 2010, at noon at David Lam and 4.00 pm at New Westminster.

There are 34 sections unallocated in the Education Division, J Carrie indicated that VPAC should begin to consider where these sections could be used. It was agreed that decisions could be delayed pending a sense of the direction of the Strategic Plan but proposals could come forward at any time. It was decided to have a specific meeting of VPAC to decide allocation, to be held after the Strategic Planning process and before the June retreat.

J Carrie indicated that a review of research and scholarly activity would be carried out in the upcoming months.

3.2 **Academic Standards**

R Buller reported that Commerce and Business was being pro-active with several faculty members coming up with recommendations on this topic. They were looking at issues in China as well as admission, curriculum and program issues.

There was discussion about the submission of course outlines to the Deans' offices. Some other institutions collect course outlines on a standard format and place them in a binder or post them prior to the commencement of the semester. This means they are

accessible to students who would like to see what is being taught in a particular class before they register. The current policy states that instructors have to provide course outlines to students and prescribes what is required.

Action: 1. D Duke will submit a request to the Academic Affairs Committee to look at how Douglas College views course outlines.

2. C Carlson and R Buller agreed to attend an Academic Affairs Committee meeting to discuss this issue.

3.3 Confidential Shredding

There was discussion about confidential shredding and the space that was taken up by storing boxes that were scheduled to be shredded. Suggestions were made that perhaps a more frequent shredding schedule could be arranged and that a common area on the New Westminster campus could be found to store items that needed to be shredded. David Lam does have centralized shredding. VPAC was referred to the new Records Management and Retention Policy

Action: J Crothers will add this topic to the next EOF agenda

3.4 Targeted Announcements

K Denton reported that the problem she had been experiencing appears to have already been resolved by CEIT. However, she added that there are currently a lot of messages are sent to 'All' students and sometimes targeted announcements are looked upon as more 'SPAM' and are therefore not being picked up by students.

Action: J Crothers will add this to the next EOF agenda

3.5 CEIT Outages

J Carrie reported she had met with Luc Lang. Outages that occurred during normal working hours were usually large jobs which had to be planned six months ahead. Even though CEIT gave notice of the outages, these were often not read or remembered by faculty. CEIT were open to finding ways of ensuring that problems did not arise in the future. Suggestions that arose from the ensuing discussion are:

- Sending a special notice that does not get missed.
- Sending a notice via VPAC/Deans.
- Reminders at the beginning of a semester and then another reminder closer to the date.
- For outages that are due to failures in systems, perhaps more information could be obtained from CEIT.
- A message could be posted on the website and/or myDouglas that a system upgrade is in progress.

Luc requested that faculty test lab classroom systems prior to the first class so that if there were any problems CEIT could take care of them to avoid disruptions.

3.6 **Threat Assessment**

J Carrie reported that this had been a very useful workshop. New Westminster Police and the RCMP had also been in attendance. The next steps would be to form a cross College task group who will look at Douglas and see what could be appropriate and how the information from the workshop could be applied. The task group will be co-chaired by B Jensen and K Maynes.

3.7 **VPAC Membership**

Discussion held in camera.

3.8 **ACCC Excellence Awards**

The deadline for applications is February 10, 2010. The calibre of nominations is usually very high. K Denton indicated that ACCC were looking for members for the Adjudication Committee, she stated this was very interesting and excellent experience.

3.9 **Educational Operations Forum**

J Carrie requested that J Crothers review the responsibilities and functions of EOF for the Committee. Julie handed out a list of items which had been dealt with by EOF over the last few years along with the terms of reference and a copy of the Agenda Submission form. She pointed out that that EOF was one of the few committees which has representation from all areas in the College and the idea of this was so that the Forum would be able to work with common problems and operational issues. It was agreed that this was an important forum and should continue. Julie reported that no items had been received for the October and November meetings but she had noticed some items on the VPAC agenda that could have come to EOF instead.

During the ensuing discussion points raised were:

- EOF just makes recommendations so it may not be the best area for topics that have some urgency.
- Julie recommended that EOF Minutes should be part of FEC agendas
- It was suggested that rather than meeting monthly, EOF could perhaps meet one or twice a semester.
- Perhaps a review of committees in general would be appropriate

3.10 **Enrolment Numbers**

The Deans provided information on projected enrollments; the official report will come from Finance.

3.11 **Beginning of Semester**

There was discussion about the difficulty of starting this semester on Monday, January 4, 2010. Some faculties had experienced difficulties because of the lack of time between the statutory holiday and the start of semester. It was suggested that the next

time this happened in the schedule that 2 days grace could be built in, ie faculty start on the Monday and students start on the Wednesday.

Action: T James to investigate this possibility.

3.12 **H1N1**

G Tennant reported that his faculty had indicated that they wished to revert back to the normal procedures with regard to absenteeism from illness and he wondered if other areas had received the same feedback. J Carrie stated that the recommendations put forward with regard to H1N1 were still in place. The recommendations originate with the local Health Authorities; however she confirmed she would contact the team to see if there was an opportunity to change the previous recommendations on the website. She confirmed that she would send out an email as soon as she had a response with regard to the current status.

Action: J Carrie will contact the Primary Pandemic Response Team to obtain the latest information on the H1N1 recommendations and will email the deans once she has a response.

4. **Information**

J Carrie informed VPAC that NSERC eligibility had been received. She thanked those who had worked so hard on this application.

Information from Piotr Kisiel was handed out with regard to useful definitions in E-learning.

5. **Committee Reports**

External Contacts

S Wilson reported she had attended Vancouver Coastal Health Authority to present Douglas' nursing program. She stated that other nursing schools were in attendance and she had observed that several are creating relationships with each other.

8. **Adjournment**

The meeting adjourned at 12.35 pm

ACTION ITEMS FROM THE JANUARY 8, 2010 VPAC MEETING

Item 2.1

Credentials

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2. The policy subcommittee will meet and submit their recommendations to the Edco Policy Committee by the beginning of March.
K Denton to organize the meeting

Item 2.2

Late Registration

T James will forward the report from the Registrar's Office

Item 3.2

Academic Standards

1. **D Duke** will submit a request to the Academic Affairs Committee to look at how Douglas College views course outlines.
2. **C Carlson and R Buller** agreed to attend an Academic Affairs Committee meeting to discuss this issue.

Item 3.3

Confidential Shredding

J Crothers will add this topic to the next EOF agenda

Item 3.4

Targeted Announcements

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