

VICE PRESIDENT'S ACADEMIC COUNCIL (VPAC)

MINUTES

Friday, November 25, 2011 9.30 am

New Westminster Boardroom

Present: Thor Borgford, Catherine Carlson, Pam Cawley, Brian Chapell, Kathy Denton (Chair), Ted James, Richard Norman, Wayne Ratcliffe, Meg Stainsby, Gary Tennant, Tom Whalley, Anne Gapper (recorder)

Regrets: Julie Crothers

1. Approvals

1.1 Agenda

The agenda was approved as presented

1.2 Minutes of September 23, 2011

The minutes were approved as presented

1.3 Notes of October 7, 2011

The notes were approved as presented

1.4 Minutes of October 21, 2011

The minutes were approved as presented

1.5 Notes of November 7, 2011

The notes were approved as amended

2. Follow Up

2.1 Study Break

It was agreed that faculty would be able to decide if they will work during the study break or take vacation. All vacation taken during this time should be recorded as such.

3. Curriculum/Program Approvals

Nothing was submitted for approval to this meeting.

4. Discussion

4.1 Visiting Students Policy

- Douglas International and the Faculty of Commerce & Business have arranged for 40 students to come from Dubai in Summer 2012.
- Under the current policy, they would have to go through the full admission process.
- The Registrar's Office has canvassed other institutions and found that most of them admit visiting students by having them complete a form together with a \$30 fee.
- There is a possibility that this could be set up in Banner at Douglas College
- Visiting students get credit at their home institution.
- Ted James will take a recommendation for a change to the Admissions Policy to the EdCo Policy Committee.

4.2 U-Pass

- Kathy Denton explained that all students at Douglas College have to have a U-Pass with the exception of on-line/distance education students who are not required to attend classes on campus.
- Some students have made requests to opt in to U-Pass and some have asked to opt out.
- Following discussion it was suggested that ambiguous courses, eg Directed Studies, be separated into two categories; one for students required to come on campus and one that does not.
- Faculty will have to decide at the point when the course is posted which category their course falls into and all students will have to comply.

4.3 Future of Co-Operative Education

Ted James reported on the declining use of the Co-op program and asked VPAC for input as to the future direction of this office.

- Students currently cannot use their co-op experience as part of their program.
- Shorter placements were suggested as well as continuing with co-op.
- As the criteria for co-op cannot be changed, it was suggested that an alternative term be used such as internships which could then be offered to students who are taking fewer than 9 credits.
- Co-op has been more visible in the last year but it was suggested that they could have a more centralized profile with faculty being more involved.
- Kathy will talk to Blaine Jensen and Hazel Postma and will arrange for a planning meeting of all those involved in the different types of job placement.

4.4 Institutional Survey Software

Pam Cawley has purchased Canadian based Fluid Survey licences for Health Sciences and wondered if there was an interest from other Faculties to use this tool. It was decided to bring the topic of an institutional survey tool back to VPAC once Fluid Survey was up and running in Health Sciences.

4.5 Ed Tech Steering Committee

- Richard Norman explained that this committee had determined there were several areas which needed clarification and they would like to develop policies to establish guidelines.
- Areas of concern and questions include:
 - Laptops are currently designated to a room rather than a person. There are currently 150 laptops unaccounted for.
 - Are part-time faculty entitled to College computer equipment?
 - How many computers can be assigned to each person?
- VPAC agreed that a policy would be a good idea and invited further discussion with regard to wording.

4.6 Department/Program Web Pages

- VPAC discussed consistency on individual web pages within the College website.
- It was anticipated that guidelines would be coming soon.
- A new system of content management will be introduced early in the New Year.

4.7 Approval Process for Creating New Minors

Points raised in the discussion about creating new minors were:

- If there is already a degree in an area, minors can be created by just notifying the Ministry
- If there is no degree, a minor goes through the same scrutiny at DQAB as a major, although labour market demand will probably not be scrutinized as much.
- Minors can be tagged on to the development of a major degree in another discipline.
- Once a minor has been developed, it can be attached to other degrees.

4.8 Matrix Use Guidelines

Kathy asked for input from VPAC as to what should be included in the guidelines which will be drafted by the Timetables Operations Committee.

5. Information/Announcements

5.1 VPAC – December 2

It was agreed that the December 2 VPAC meeting will be cancelled.

6. Reports

6.1 Vice President's Report

Kathy reported that the BA in Applied Psychology and the Certificate in Academic Foundations had both been approved by the Board.

6.2 Deans' Reports

- Gary reported that John Fox would be holding a 1 day workshop on Concurrent Disorders in March as a fundraiser.
- Pam reported that a good cross section of the College had attended the first speaker in the Health Sciences Colloquia. The event will be web cast in January.
- Meg reported on her successful trip to Trinity St David's University in Wales. There are a group of Welsh students coming to Douglas in May and there is the possibility of individualized international internships for students which would be arranged by Trinity St David's. They are also interested in faculty exchanges
- Meg also reported that Tom has agreed to be Interim Associate Dean until the search for a permanent Associate Dean is completed.

Adjournment

The meeting adjourned at 12.45 pm