

**Minutes of Vice President's Academic Council (VPAC)**  
**Friday, October 30, 2009 9:00 am**  
**NWC Room 6103**

**Present:** Thor Borgford, Robert Buller, Catherine Carlson, Jan Carrie (Chair), Kathy Denton, David Duke, Joy Page, Gary Tennant, Silvia Wilson

**Guests:** Blaine Jensen, Paul O'Connor, Sharon Smith, Tom Whalley

**Regrets:** Ted James

1. **Approvals**

1.1 **Agenda**

J Carrie requested that one item be added to the agenda under Information, namely:

4.4 Visit by the Ugandan Vice President

The agenda was approved as amended.

1.2 **Minutes**

The minutes of October 9, 2009 were withdrawn as presented and will be sent out by email before the next meeting.

2. **Business Arising**

2.1 **Interim Report Regarding Support for Faculty with On-Line Course Development**

J Page and P O'Connor commented on the preliminary feedback from the task force set up to develop a model for supporting faculty based on the recommendations made at the June 17 VPAC retreat. Discussion took place and the feedback on the committee's report was as follows:

- **Develop an overall plan** - this was supported by VPAC as long as research is carried out to ensure that courses developed do not already exist. The upcoming Strategic Plan will impact on this plan.
- **Courses should be developed for the discipline/program and taught using this material until revised** – this was supported by VPAC with the addition that any changes in the template that were required would need to be made by the instructor.
- **Hire Additional Instructional Designers** – VPAC all agreed that one designer would not be enough to assist with all the proposed courses.
- **Develop and Provide Templates** - this was agreed as suggested. This item will now go back to E TTL.
- **Base-line Standards for On-line Course Quality** – VPAC recommended that “on-line hybrid” quality be added. J Page take this back to E TTL and will report back on what the base line standards should be. It was suggested that the committee should look at what the base line standards are for students when determining this definition.

- **Increase the Amount of Time Available for Faculty to Develop Courses** – VPAC suggested that ‘on-line hybrid’ should be added to this criterion. It was VPAC’s recommendation that this, together with the need to hire additional instructional designers, be brought forward in the budget process.

In general, VPAC agreed with the task force’s report with the changes as recommended above.

**ACTION:**

**J Page will bring this item back to VPAC with an updated report on Support for Faculty with On-Line Course Development.**

3. **NEW BUSINESS**

3.1 **CREATING THE BSET STUDENT EXPERIENCE**

B Jensen reported that he has a new report on what has happened in the last year on the Student Experience, this will be released shortly.

He would like to engage faculty in determining what they would need to create the best student experience and asked for feedback on how this could best be implemented. After discussion it was decided that it was important to have parameters and to have a definition of ‘the Learning Experience’. He requested that VPAC start a discussion of their understanding of the term.

3.2 **MEDICAL OFFICE CITATION CONCEPT PAPER**

R Buller explained that the Medical Office Citation was proposed to be offered on-line via BCcampus. It is based on the well established Legal Office Assistant Citation. There is a huge demand for people in this field, the courses are already developed and there will be no cost to Douglas College and no other support required.

VPAC approved the concept paper with the suggestion that the section in the PowerPoint presentation which contains the word ‘Capstone’ be reworded as this has different meanings in different fields.

**ACTION:**

**R Buller to request the MOA Citation PowerPoint presentation be amended to replace the word ‘Capstone’.**

3.3 **STUDENT SUCCESS**

S Smith reported that Burnaby School District had met with the Ministry of Education and had arrived at specific learning outcomes for independent directed studies courses, a copy of which was distributed at the meeting. Students can spend 30 to 100 hours at any time they want, in a variety of formats which can be facilitated in the schools or in partnership with a post secondary institution, community and or employer. Sharon requested feedback from VPAC on facilitating students to sit in on Douglas College classes for a couple of days, with access to faculty for advice. It was suggested that she contact M Exmann with regard to

collective agreement issues in this regard. It was agreed that the DCFA should be consulted; one suggestion was that if a faculty member was interested in participating that this could be considered as part of their accountable time. S Smith agreed to obtain the following:

- feedback from instructors who had already been involved in allowing a high school student in their class
- feedback from the School Districts to identify key areas that they would be interested in.

S Smith shared posters for promoting independent directed studies courses; these have been handed out at the High Schools in the Consortium and will also be published in e-newsletters promoting concurrent studies. Sharon also outlined several other initiatives which included:

- MATH 1120 was taken by 11 students at Centennial High School in Coquitlam in Winter 2009 and will be offered again.
- The Career Pathways booklet is being used in Planning 10 classes with positive feedback
- Endeavour to provide more opportunities for more specialized students, eg aboriginal studies, ESL and students with disabilities.
- Establish and finalize more articulation agreements.
- Sharon will host a forum for coordinators from around the Province on November 24, 2009.

VPAC thanked Sharon for all her hard work.

#### 3.4 **Scholarly Activity Fund Applications**

T Whalley reported that 19 applications for scholarly activity funds had been received and 16 were being recommended for approval. Approximately 50 per cent of applications were for conference presentations, two were for manuscripts and the rest were for research projects. Two applications were received for time release and the Scholarly Activity Committee was recommending the approval of one applicant. Tom stated that the Scholarly Activity Fund had not been increased in two years and that they will be applying for more funds in the upcoming budget.

T Whalley was questioned if those attending conferences were publishing their papers. It was agreed that he would indicate in his letters to successful applicants, that they were encouraged to publish their conference presentations.

Another question arose about the practice of providing funds for professional editing in academic work. It was agreed that the terms of reference for the Scholarly Activity Fund could be changed to include guidelines for editing.

#### 3.5 **Student Researchers' Day**

T Whalley reported that the Academic Affairs Committee had requested that he approach VPAC to request financial support. The largest request was for the rental of display boards. J Page confirmed that she will be requesting funds to purchase these boards in the upcoming

CAFD budget. It was agreed that the funds for this year's event will come from the VP, Education's budget.

3.6 **Academic Affairs – CBA Nomination**

R Buller proposed that Charles Odoom be appointed as the Academic Affairs representative for Commerce & Business Administration. VPAC approved the nomination.

3.7 **Budget Update**

J Carrie stated that the deadline for budget input to her was November 13, 2009 but that she would appreciate input earlier if it was available. There was a suggestion that a 'discretionary' line item be added to the budget.

The additional sections in the VP Education's budget should be held for upcoming one time only sections. A VPAC timeline will be decided on how and when these are to be used after the upcoming Strategic Planning is revealed.

3.8 **Strategic Development Fund Applications**

J Carrie confirmed that she had run all the proposals past R Linschoten in CEIT to ensure that they were all feasible from a technical point of view.

After much discussion it was agreed that the following proposals would be recommended to SMT for approval:

- Bachelor in Therapeutic Recreation – Flexible Delivery of the Curriculum (1 section)
- Criminology On-line Course Development for Thompson Rivers/Douglas Criminology (2 sections)

VPAC also recommended that the remaining four sections be held back pending decisions regarding hybrid release time.

3.9 **Late Registration Problems**

T Borgford reported that with the change in on-line registration deadlines, students were able to register two weeks after a class had started. Instructors were not always able to accommodate students starting so late and requested that a note should be put onto the website indicating that students were recommended to contact the instructor first if they were registering after the start of the semester. He suggested that instructors could 'cap' the enrolment of courses after, say, the first week of classes, or as appropriate to the discipline. Students who enroll 'late' will be placed on a wait list and must seek instructor permission before being accepted into the course.

3.10 **David Lam Campus/Academic Option**

This item was deferred to a later agenda.

3.11 **Academic Standards** – no discussion

4. **INFORMATION**

4.1 **University of Manitoba - CHERD**

Information with regard to 2 seminars was passed around.

4.2 **VANOC Sponsored Student Work Term**

J Carrie advised that VANOC were sponsoring students for a work term, information has been posted on the Douglas College website.

4.3 **H1N1 Update**

J Carrie shared the latest information on the H1N1 outbreak. She reported that the activity was typical of the Fraser Health Region. She requested that any absences due to this virus should still be reported to N Constable.

4.4 **Visit by the Ugandan Vice President**

The Minister of Advanced Education and the Ugandan Vice President both visited David Lam on October 23, 2009.

5. **COMMITTEE REPORTS** – no reports

6. **Reminders**

6.1 **Threat Assessment Event**

J Carrie indicated that there was room for 4 people plus the Dean and Associate Dean from each Faculty. She encouraged faculties to send a cross section of staff and faculty to the first event on December 10 and 11, 2009. There will be future events planned.

6.2 **November 6, 2009 Retirement Dinner**

Deans were reminded of the upcoming retirement dinner.

7. **Next Meeting:** November 20, 2009 9:00 am to 12:30 pm in Room 6103

8. **Adjournment**

The meeting adjourned at 12.55 pm.

**ACTION ITEMS FROM OCTOBER 30 VPAC MEETING**

**Item 2.1 - J Page will bring this item back to VPAC with an updated report on Support for Faculty with On-Line Course Development.**

**Item 3.2 - R Buller to request the MOA Citation PowerPoint presentation be amended to replace the word 'Capstone'**

**Item**