

Minutes of Vice-President's Academic Council (VPAC)
Friday, Sept 25, 2009, 8:30 a.m. – 12:30 pm
NWC, Room 6130

Present: Thor Borgford, Robert Buller, Jan Carrie (Chair), Ray Chapman, Kathy Denton, David Duke, Joy Page, Gary Tennant, Silvia Wilson, Lidia Peter-Wallesch (Recorder)

Regrets: Ted James

Guests: Scott McAlpine, Hazel Postma, Patti Romanko

1. APPROVALS:

1.1 Agenda -

The agenda was approved as presented.

1.2 Approval of Minutes -

The minutes of June 17, 2009 were approved with the following corrections.

Item 2.2 Credentials Policy – Action: 1. should read:

Action:

1. “R. Buller agreed to write directly to T. James with comments.”

Item 3.2 Marketing Plan – 2nd last paragraph should read:

“R. Buller indicated that as high school markets decrease in importance for recruiting, the alternative student potential includes the adult learner, already working. Those potential students are much more difficult and expensive to reach.”

2. BUSINESS ARISING:

2.1 Tactical/Budget Planning – tabled

J. Carrie indicated that time for planning budget items will be brought to the next VPAC meeting scheduled for Oct 9/09 and suggested that VPAC think about the following questions:

1. What is the priority regarding the 85 sections?
2. What are we putting on the table not just for now, but for the sustainable future?
3. What can we do to hold a place for a OTO?
4. Where are our weaknesses and strengths?

ACTION: K. Denton, S. Wilson and G. Tennant volunteered to meet with J. Carrie to determine the criteria prior to the upcoming Oct 9/09 VPAC meeting.

2.2 Meeting Structure

It was suggested to move the Committee Reports up on the agenda so VPAC can get to it at least once a month or every six weeks.

After reading the annual reviews, J. Carrie suggested that as an overview sharing the implications might be helpful in order to have a better understanding of each other's strategic directions.

T. Borgford indicated there is currently no system in place for accountability or follow up and suggested adding a section to the agenda assigning a responsibility to individual members as a follow-up/accountability process of decision outcomes.

ACTION: T. Borgford will provide a template for incorporation in next minutes.

3. NEW BUSINESS

3.1 Scott McAlpine, President

The chair, J. Carrie welcomed and thanked our new President, Dr. Scott McAlpine for joining VPAC as our guest and indicated he may join VPAC as a guest every six weeks or so, schedule permitting.

S. McAlpine pointed out that Douglas College is one of the most diverse colleges and that it is important to understand that the Academic side is really our mission and that it is critical we stay on message as a leadership team collectively, moving this institution forward to achieve its potential. He further indicated the need to sustain our economic advantage and take a leadership role in the Lower Mainland transition and figure out how to participate in the economic recovery both in the Lower Mainland and BC generally.

S. McAlpine provided an overview of the plans for the Strategic Plan process. It was indicated there was need to consult broadly and that it was absolutely essential to accept various and different forms of input. It was also discussed that creating a steering committee team to guide the process would be helpful in avoiding the usual pitfalls as well as assist in developing a better understanding of what happens after the information is processed.

3.2 External Relations/Foundation update

H. Postma provided a brief overview of the Douglas College Foundation and touched briefly on the fundamentals relating to donations, endowments and connecting donors to recipients. She indicated that 10% - 12% of employees donate to the Foundation with the college matching all employee donations.

The external relations side of her portfolio focuses on promoting the College and all its departments and finding ways to incorporate the College into the community and vice versa. She looks for opportunities for students and instructors to partner with external institutions in a myriad of ways from applied research to volunteer or job opportunities. H. Postma indicated community connections are extremely important to the college in terms of recruitment and retention and in terms of enhancing the educational experience for our students. She is interested in other ideas of how to get the community more involved.

It was discussed that creating a CMO media trained approved list of experts of the college could be provided to local radio stations and newspapers for reference as the college is missing many, many opportunities. D. Duke who chairs Academic Affairs spoke of the need to invite participants onto that list, rather than open it to everyone as all public statements reflect back on the College, either positively or negatively.

ACTION: Provide information and/or ideas to H. Postma relating to community involvement and let her know of needs around advisory groups, student projects, etc. so she can look for matches in the community.

3.3 Concept Paper – On-Line Information Literacy Tutorial

This program is an online tool to provide access-based student pathway to the development of information literacy skills for Douglas college students. It addresses the requirements of Level I of the information literacy component of the *Academic Signature*, provides assessment of student learning, and maintains records of grades/completion. It will be maintained by the Library, accessible through the Library website and modularized for use by other faculty as required.

Action: Concept was received for information.

3.4 Academic Matters in China

R. Buller provided an update on work in China.

3.5 Two initiatives from Sports Science - Tabled

- a) Expansion of the BPEC program; and
- b) Post-Degree Program in Sports Science

3.6 Program and Service Review Policy

After presenting the policy to VPAC in June, J. Page indicated there has been some tidying up within the policy and the term “restructuring review” was removed and replaced with “comprehensive review”. It was also determined to keep the Program Review and Services Review united.

It was then discussed at the current meeting whether or not Continuing Education and International Programs should be part of the process or outside of it altogether. VPAC agreed these programs should be included in the policy.

ACTION: VPAC fully supported including Continuing Education and International Credential Programs in the policy and agreed to move forward and present the policy to SMT.

3.7 Annual Review Reports v. Tactical Plans

The general discussion of this topic surrounded the concern of the overwhelming number of tasks and other things Chairs/Coordinators have had to deal with at the same time. In addition, there was also discussion that there was value of the first two parts of the annual review but not the third as it seemed the third part was duplicated with the tactical plan.

Further discussion included things like discovering other methods of aligning the plans so they are used more effectively and the necessity for definitive objectives measured against something in terms of accountability. Discussion about the need for some changes of the current format and perhaps some templates provided to VPAC which would include language surrounding things like “have I done something” and “am I being accountable”.

ACTION: J. Page will remove the section related to Tactical Plans in the Annual Review template. VPAC members are to provide suggestions for possible changes to the current format.

3.8 DL Campus Admin Space

J. Carrie indicated some rooms have been reshuffled and there are now two offices for Deans use at the DL Campus and further suggested a schedule may be made if anyone has any specific days they wish to use those offices.

ACTION: J. Carrie will send an email to VPAC members detailing room booking information.

3.9 CE Credentials – students attend graduation

R. Buller pointed out that there has been a practice of exclusion of Continuing Education programs from graduation and it has been requested to change this practice and have CE credential programs included in the graduation ceremonies.

After some discussion, VPAC agreed all CE credential programs that have been vetted through Education Council should be included in graduation.

ACTION: Moved by R. Buller; Seconded by S. Wilson. VPAC fully supports Continuing Education credential program students to be included and invited to participate in graduation ceremonies. J. Carrie will present to SMT at the next meeting on Oct 30th/09.

3.10 Academic Standards

VPAC discussed and agreed to put this item on the agenda as a standing item.

3.11 Follow-up Meeting with Kwantlen

J. Carrie indicated that Kwantlen would like the opportunity for a follow-up meeting at Douglas for a focused discussion. After some discussions with VPAC members, it was agreed that due to the many transitions we are currently experiencing, it would be best to delay meeting at this time and look at re-scheduling in the spring.

ACTION: VPAC agreed to delay a follow-up meeting with Kwantlen at this time and indicate to them that we are currently in a transition period and will look at re-scheduling sometime in the spring of 2010. J. Carrie will follow up with Vice-President, Academic at Kwantlen.

3.12 Use of Faculty PD Funds Defer

3.13 Room bookings

It was indicated to T. Borgford, through discussions with F. Santos, Facilities, that in the past VPAC made decisions regarding theatre room bookings for dedicated classes and if they wished to designate another room, approval was required by VPAC.

T. Borgford asked the group if there was any documentation to substantiate or confirm this process.

ACTION: To verify this practice T. Borgford will seek document confirmation and provide his findings to VPAC.

4. **INFORMATION**

T. Borgford indicated he is now a member of the Regional Student Transition Team Committee, Chaired by Sharon Smith, Regional Student Transition Coordinator.

J. Carrie will be attending SAAF for her first meeting next week.

SEMC orientation meeting of all working groups is to be held on Oct. 8th. S. Wasserman from LLPA will be invited to the working group and S. Wilson will provide a name for the last faculty required for the team.

ACTION: Jan will contact S. Wasserman and also S. Wilson to obtain the name of last faculty required for the team.

The mini budget memo was distributed by J. Carrie. There are 25 demand sections and we have six sections left for winter

Through Education Division, J. Carrie confirmed she will undertake the Health Sciences Dean search.

The Committee for the VP Education search will soon be announced by S. McAlpine.

The meeting adjourned at 12:40 p.m.
