

## VICE PRESIDENT'S ACADEMIC COUNCIL (VPAC)

### MINUTES

Thursday, April 1, 2010 9.00 am

New Westminster Boardroom

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

**Guests:** Bill Archibald, Bruce Kadonoff, Larry Laberge, Jack Lin

#### 1. Approvals

##### 1.1 Agenda

The following items were added to the agenda:

- Item 3.8 – One Time Only Sections
- Item 3.9 – Academic Appeals
- Announcements – ACCC, Niagara Falls
- Information – Report re TPMC

##### 1.2 Minutes of March 12, 2010

The minutes of March 12, 2010 were approved as presented.

#### 2. Business Arising

##### 2.1 Length of Reading Break

Ted James reported that most universities and some colleges have a week long break in the Winter semester. Points raised in the ensuing discussion were:

- A longer break will squeeze the period between the end of the winter semester and the beginning of the summer semester.
- Alternatively the summer semester could start later.
- The longer break during the Olympics gave some students and faculty time to catch up.
- With the current system of 2 days some students/faculty do not get a break and it does cause problems with clinicals.
- Faculty professional development time could be built into a longer break.

VPAC supported looking further at extending the reading break and Ted agreed to look at potential dates and will report back at the next meeting.

##### 2.2 On-line and Hybrid Courses Update

Joy Page reported that she had met with Thor Borgford, Robert Buller and Ray Chapman four times and they were now ready to prepare a report for VPAC which she will present at the next meeting. The group felt they had made very good progress although they were concerned about time constraints which would mean that the peer to peer program may not be able to happen this summer.

### 3. **New Business**

#### 3.1 **Academic Dishonesty Policy**

Bruce Kadonoff, Co-Chair of the Academic Affairs Committee attended the meeting. The Committee had carried out an informal poll of faculty and deans to determine how this policy is being applied. The results seem to indicate that the policy is applied unevenly across the College. They would like to get a better sense of what is actually happening and were requesting that VPAC approve an academic dishonesty report be circulated to all faculty with a request to complete it around the same time as grade deadlines.

VPAC strongly supported the survey and suggested that an additional item of Practicums be added as well as a box for 'no incidents'.

#### 3.2 **Concept Paper for Post Degree Diploma – Accounting Program**

Jack Lin, Chair of the Accounting Department attended the meeting. He explained that the Accounting Department would like to explore the feasibility of providing a post degree diploma (PDD). They feel that there are many job opportunities for people who had an accounting credential but not a full professional designation. This PDD would focus on a general accounting program which will utilize some existing courses. The BBA, Accounting, currently has minimal flexibility for entrance and exit streams

*Moved by Gary Tennant and seconded by Robert Buller that VPAC support the approval of the Concept Paper for the Post Degree Diploma in Accounting **pending approval by the Commerce & Business FEC. All in favour***

#### 3.3 **Concept Paper for Post Degree Diploma – Financial Services**

Larry Laberge, Chair of the Business Department and Bill Archibald, BBA Financial Services Coordinator attended the meeting. They explained they would like to repackage senior level finance courses to attract students from a different market than they are currently targeting. This would be students who already have a non-finance degree who are currently working in financial services' positions. They would also like to target industry certifications. Students in this program would be in the same classroom as 3<sup>rd</sup> and 4<sup>th</sup> year students but there would be more rigorous expectations. Classes would be available in the evenings and on Saturdays.

*Moved by Gary Tennant and seconded by Robert Buller that VPAC support the approval of the Concept Paper for the Post Degree Diploma in Financial Services **pending approval by the Commerce & Business FEC. All in favour***

#### 3.4 **Strategic Development Fund Rankings**

The combined rankings of seven strategic development fund proposals for the Spring 2010 call were distributed to VPAC. Twelve applications had been received, two had not presented concept papers to the VPAC and will now be presented at the next call and 2 applications were withdrawn.

A total of 9.66 sections representing 7 proposals were approved by VPAC for new program development in the amount of \$120,750. The strategic development proposals recommended for funding by VPAC will go forward to SMT for final approval.

There was discussion about using Strategic Development Funds for a field school. Catherine Carlson confirmed that the Anthropology Field School will involve creating new curriculum unique to this field school and is aimed to develop research skills for students.

*Moved by Robert Buller, seconded by Silvia Wilson, to present the amended list of recommendations for Strategic Development Fund proposals to SMT for approval. All in favour.*

### 3.5 **Late Registration Process (2<sup>nd</sup> week entry)**

Ted James reported on the fall semester pilot project which allowed the blocking of students wanting to enter in the second week of classes in HSS and Science & Tech. Points raised in the ensuing discussion were:

- The pilot project had received favourable feedback from faculty.
- Areas looking to fill courses, such as CFCS were in favour of looking how students entering in the second week could be supported rather than losing them.
- It was noted that it was important to be able to identify which students had entered late so they could receive extra support.
- A decision would have to be made whether this would be a college wide policy or a faculty prerogative.
- There was concern that student may not be motivated to or unable to contact instructors in the second week.
- Another informal trial will be held in the summer semester and will also include LLPA

Ted agreed to collect data on how many students were registering in the second week and also how well they did and will report back to VPAC. He agreed there is a tension between getting students into seats and keep up academic integrity and/or success.

### 3.6 **Program Intake Changes**

Jan Carrie indicated that the Registrar's Office had requested that they get as much lead time as possible if intake semesters are adjusted. It was suggested that this information

be relayed to the Registrar's Office after FEC/DEC approval. It was also agreed that the program coordinator could communicate any such changes to the Registrar.

**3.7 Program Review Update**

Joy Page reminded VPAC that the annual review process will start soon. She will have all the information ready by May and after discussion it was agreed that the review could be incorporated with the Tactical Plan so that the reporting could be due by the end of October.

Joy will be designing templates for the comprehensive review which will be presented at the next VPAC meeting. She asked for input on how best to accomplish this review and what resources requirements would be.

**3.8 One Time Only Sections**

Deferred to next meeting.

**3.9 Academic Appeals**

Deferred to next meeting.

**3.10 Technology Planning and Management Committee**

Robert Buller requested that Deans be pro-active with their faculty representatives on this committee so they are clear on what level of importance or how critical the education technology request is for that Faculty.

**4. Information**

**4.1 ACCC**

Silvia Wilson reported that ACCC will be held at Niagara College on June 6<sup>th</sup> – 8<sup>th</sup> this year. The focus is research in colleges, as well as aboriginal teaching and learning and benchmarking. There will also be sessions on the scholarship of teaching and learning and how this is implemented in colleges cross Canada. Several members of SMT will be attending.

**4.2 Health Sciences Toy Drive**

Silvia Wilson followed up the notice that had been sent out via GroupWise with regard to collecting toys for the dental clinic. They have up to 20 children a day attending and this will enable them to allow children to take toys home.

**5. Committee Reports**

**5.3 Provincial Deans/Directors – Health Sciences**

Silvia Wilson reported that she had recently attended this meeting which was also attended by the Minister of Health. Topics that were discussed included having all the regulatory bodies meet with educators to have conversations about competency and

levelling; university transfer and articulation; clinical hours; making more use of simulation; and alternative placements.

8. **Adjournment**

The meeting adjourned at 12.35 pm