

**Minutes of Vice President's Academic Council (VPAC)**  
**Friday, November 21, 2008 – 9:00am**  
**Inn at the Quay, Riverside Room**

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**Present:** Robert Buller, Jan Carrie, Laureen Dailey (Recorder), Kathy Denton, David Duke, Keith Ellis, Ted James, Jan Lindsay (Chair), Joy Page, Silvia Wilson

**Guests:** Paul O'Connor, Chair, Standing Committee on Educational Technology for Teaching & Learning (ETTL); John Newark, Manager, International Contracts & Projects

**Regrets:** Mike Tarko

**1.0 APPROVALS**

**1.1 Agenda**

The agenda was approved with the addition of 4.2 – Faculty Development Announcement and Job Postings.

**1.2 Minutes**

The minutes of October 31, 2008 were approved with “McGill” changed to “Queen’s” under item 3.5.

**2.0 BUSINESS ARISING**

There was no business arising.

**3.0 NEW BUSINESS**

**3.1 E TTL Update and Discussion of Future Directions**

P. O'Connor attended VPAC to provide an update on E TTL activities. He noted two priorities in the Ed Tech budget planning: e-classrooms and moving from a 5-year computer replacement cycle to a 4-year cycle. A pilot project is currently running in CFCS where all new computers will be laptops. E TTL is also encouraging setting up a reserve fund for a College-wide Oracle license which will speed up Blackboard.

P. O'Connor distributed three documents:

1. E TTL Draft Proposal to increase the accessibility of courses to students, Part 1 – Definitions, outline and course review guidelines
2. Timeline - E TTL's Report on Developing Hybrid and Online Courses
3. Total Number of Online Sections Offered

E TTL was asked to do an inventory of online courses. The findings indicate only 1% of Douglas College courses are currently offered online, compared to 15-20% at other colleges. P. O'Connor noted that more resources are allocated for faculty and IT support at these other institutions.

P. O'Connor referred to the draft Academic Plan which recommends an increase in online and hybrid courses. E TTL has taken a look at the definition of **hybrid** courses as “one in which the face-to-face lecture component has been reduced by *at least* 50% with the intention of reducing the number of trips a student is required to make to campus.” An **online** course is defined as having “no face-to-face contact.” And, finally, an **enhanced**

course is one that “uses educational technology to augment a course.” It was felt that an expectation of a 50% reduction in the face-to-face lecture component was too rigid, and it was recommended that the word *usually* be inserted; e.g., “usually reduced by at least 50%...” A discussion of the timelines on developing hybrid and online courses and review guidelines was also held.

The lack of CEIT/CLS resources to help design online courses and provide workshop training was raised. E TTL is hoping to move training to an online format. J. Lindsay commented the draft Academic Plan states the need for flexible access for student retention, and the College is building resources to support this movement. **For next steps, it was proposed that E TTL’s material be consolidated into a report and discussion paper to be circulated to the College community. A strategic development funding application for developing a training program for the development of online/hybrid courses will be developed and submitted in response to the February call for proposals.**

J. Lindsay thanked P. O’Connor for his efforts and commended E TTL on their progress to date. J. Page asked Deans to identify what the Centre for Academic and Faculty Development (CAFD) could be doing to support faculty in moving toward offering online/hybrid courses.

### 3.2 International Education Strategic Planning

The Douglas College draft Academic Plan calls for an enhanced international education profile and increased international opportunities. J. Newark joined VPAC to discuss how International Education can work more closely with Deans to serve the interests of faculty and domestic students in creating more international opportunities, as well as to talk about the appropriate communication and managerial supports that are needed to grow this area. Of note:

- Need to look at international opportunities in a more systematic, organized and cost-effective manner; e.g., studies abroad, field schools, exchange programs, scholarly activities and teaching and learning internationally
- Need to work together; major sources for information and new ideas is within the Faculties
- A quick count indicates 20 countries are interested in partnering with us
- Complete study abroad packages are available; e.g., Trinity College in Wales and Disney
- Douglas is in the preliminary stages of exploring opportunities with Brazil, Mexico and Australia
- Decision-making timelines need to be made over the summer so students can see a list in the Fall of field school options, costs, etc.
- Provincial Government is talking about a central clearing house of all institutions offering these programs
- Program needs to be cost-recovery (i.e., limit a 4-week school to \$3000)
- Students could choose to do electives through international education and receive credit
- Douglas currently doesn’t have a set of standard procedures for international education

- College needs to do due diligence for risk assessment (not appropriate to leave it up to the instructor) and have a checklist that's signed off by an executive officer
- There are issues of academic quality with overseas delivery of Douglas College programs that need to be addressed
- International Education is working with faculty to participate in externally-funded programs; e.g., SITA, CIDA. CIDA just announced \$20M in funding to promote sustainable development in Africa.
- Post-degree diplomas for international students – a one-year program to get a North American credential is very attractive to international students

Discussion was held on how communication should take place between international education and faculty. It was agreed that faculty should discuss ideas with their Dean before speaking to International Education. It was also agreed to have J. Newark and G. Ouyang, Associate VP, International Education, come to VPAC twice a year to report out on international education activities.

The Chair thanked J. Newark for the expertise and enthusiasm he brings to his position, noting there is a great deal of goodwill and support from the Deans as international education fits into the Academic Plan and Academic Signature. She also emphasized that good communication between International Education, Deans and faculty is key.

### 3.3 **BBA First Year Student Intake Admission Requirement Revision**

R. Buller brought forward an admissions revision to allow direct entry into the first year of the BBA degree with the following admission criteria:

- That the applicants meet the Douglas College existing general admission requirements
- That the applicants have a minimum of "C" in Grade 12 English and "C" in Grade 11 Principles of Mathematics

R. Buller noted this additional admission criterion would appeal to a greater market share and increase applications to the degree program. He confirmed that students allowed into the first year would need to meet GPA in the 3<sup>rd</sup> year in order to advance in the program. It was also clarified that students would have the option to receive a credential in one of the diploma programs if they didn't meet the GPA to advance to 3<sup>rd</sup> year.<sup>3</sup>

**ACTION: VPAC approved the revision to the BBA first year student intake admission criteria.**

### 3.4 **Therapeutic Recreation 3<sup>rd</sup> Year Admission Requirement Revisions**

J. Carrie indicated that the proposed revisions to the TR degree program put a few extra checks in place to determine a student's suitability and readiness for entry into the Bachelor's program, specifically submission of a Medical Suitability Declaration Form, provision of proof of an articulated credential (for admission from another institution), submission of a referee form (for applicants that have graduated more than 5 years previously), and possible participation in an interview.

**ACTION: VPAC approved the revisions to the Therapeutic Recreation 3<sup>rd</sup> year admission requirements.**

### 3.5 **Psychiatric Nursing Admission Requirement Revisions**

S. Wilson brought forward a recommendation that the CPR Level C certificate and Standard First Aid certificate be eliminated as admission requirements for the Bachelor of Science in Psychiatric Nursing and Diploma in Psychiatric Nursing program. The rationale provided is that removal of this requirement will help expedite admissions to the PNUR programs and allow students to obtain their CPR and First Aid certificates while in their program and prior to their first clinical experience. J. Lindsay advised that the CPR Level C and Standard First Aid requirement will need to be listed as a co-requisite attached to a course that students will take prior to moving into clinical.

**ACTION: VPAC approved the revision to the Psychiatric Nursing admission requirements for the Diploma in PNUR and Bachelor of Science in PNUR.**

### 3.6 **Development of a Minor Degree**

J. Carrie presented a proposal from the CFCS Faculty Education Council for a Douglas College category of Minor area of study. They defined a Minor as a “minimum of 12 credits of upper level study in a specific area of study.” J. Lindsay indicated that applied degree Minors have not been considered by the Ministry in relation to applied degrees. However, she felt the document was helpful and asked J. Carrie, R. Buller and K. Denton to collectively gather information on development of Major, Minor and specialization areas of study for VPAC’s consideration.

**ACTION: J. Carrie, R. Buller and K. Denton will bring back a report on the development of Major/Minor areas of study to the January VPAC. J. Lindsay will put this topic on a SAAF agenda and bring back information from other institutions.**

### 3.7 **Olympics Class Cancellation Period**

Discussion took place on how to handle staff work during the Olympics class cancellation period from Feb. 15-27/10. Faculty are accountable for the two extra reading days and the five class cancellation days will be made up at the end of the semester as teaching days. Staff will be encouraged to use holidays during the class cancellation period, but if their jobs are student related, this raises some issues.

**ACTION: Deans are to provide J. Lindsay with an inventory of staff plans during the Olympics class cancellation period so that she can alert SMT of the issues.**

## 4.0 **INFORMATION**

### 4.1 **Catering Criteria**

The Catering Criteria, approved by SMT in 2006, was provided as a reminder of acceptable catering for internal meetings and workshops. There is the option to provide appropriate catering for special internal meetings and events with the Dean’s approval.

### 4.2 **Faculty Development Announcement and Job Postings**

J. Page reported that the positions of Scholarly Activity Coordinator and Faculty Development Coordinator in the Centre for Academic & Faculty Development will be posted shortly. The Faculty Development Coordinator position will be advertised as either

1 full-time or 2 part-time positions. The Selection Committee will include two reps each from the Academic Affairs and College-wide Faculty Development Committees. J. Page will be asking Deans for input into faculty PD needs in planning for the upcoming year.

## 5.0 COMMITTEE REPORTS

5.1 **High School Contacts** – the Regional Student Transition Consortium is meeting on November 26<sup>th</sup>.

## 5.2 External Contacts

R. Buller reported C&BA continues to work with the Chambers of Commerce and with H. Postma, Associate VP, External Relations, in building relationships with external partners. S. Wilson reported Health Sciences has the Canadian Association of Schools of Nursing (CASN) site visit next week. The Nursing degree is the first degree from the College to go through an accreditation process, and the seal of approval from CASN will be significant. They are hoping for a 5-7 year approval.

## 5.3 Provincial Articulation Meetings

*BCCAT* - no report

*SAAF* – pre-Christmas meeting cancelled

*Provincial Deans/Directors* - K. Ellis advised of a BCCAT study conducted on student transitions from college to university, and from university to college. It showed that a number of students come back to Douglas College from SFU, Kwantlen, BCIT and Langara. The full report will be released in the next few weeks. K. Ellis also advised the Ministry has revised the Mathematics curriculum in high schools, and wants colleges to revise their Math curriculum and required pre-requisites by Sept. 2010. An overview table will be distributed to the Deans.

## 5.4 VPAC Standing Committees

*ETTL* – covered under item 3.1

*Academic Affairs* – K. Ellis recommended Bruce Kadanoff from Science & Technology as the third faculty member-at-large on the Academic Affairs Committee. **The recommendation of appointment of Bruce Kadanoff to the Academic Affairs Committee as Faculty Member-at-Large was accepted.**

*TPMC/ETF* – no report

*Academic Signature* – no report

5.5 **Education Council** – Except for some concerns around the ed tech language, little feedback was received from Education Council on the draft Academic Plan. It was felt that this indicates the Faculties are happy with the Plan.

5.6 **CE/TTG Coordination Committee** – R. Buller reported they are continuing to look for ways for CE and TTG to work together.

6. **Reminders** – Deans were reminded of significant events coming up in December.

7. **Next meeting:** December 12/08, 9-12:30pm, DLC Room B3011

8. **Lunch Break**

9. **Budget Discussions**

J. Lindsay reported on a recent budget meeting with Ministry officials and relayed the following information:

- Don't expect relief on deficits
- There may be some year-end, one-time-only opportunities but they won't know this until after Christmas
- There are two budgets being discussed: Track 1 (pre-election) and Track 2 (post-election)
- Change of funding model was put on hold last year because of budget issues. This year more emphasis is being placed on differentiation and room for self-determination of how to respond to the Ministry Letter of Expectation.
- Ministry doesn't foresee growth in post-secondary institutions; emphasis is on efficiency and filling seats
- Openness to getting feedback on additional outcomes measures (traditionally has just been FTE's); invitation to demonstrate how colleges are doing good jobs and making efficient use of funding
- Recognition of problems created last year with the removal of 2.6% from the budget
- Don't expect any new monies and could be cutbacks after the election
- Ministry indicated they would be receptive to receiving a joint proposal from Douglas College and VCC on the design and cost of a review of the sign language interpreter program
- Student loans will now be available to part-time students
- Expect tough financial times over the next 3-5 years

VPAC continued with budget discussions and finalization of the Academic Plan (items 9 and 10). These discussions were not recorded.

The meeting concluded at 3:30pm.