

**EDUCATION COUNCIL**  
**MINUTES OF THE MEETING HELD ON**  
**Tuesday, May 23, 2023 at 13:00**  
**Room B141**

**Membership:**

Antonella Alves (Vice-Chair)  
*Vanessa Brown*  
Paula Burns\*  
*Spencer Dane*  
*Sandra Enns*  
*Maisa Doris Ferlin*  
*Nora Franzova*  
Margaret Heldman  
*Brent Kennedy*  
Gerda Krause

Qiyamah Li  
*Kaitlin Lovering*  
Tess MacMillan (Chair)  
James Nickason  
Wanda Pierson  
*John Sapalaran*  
*Harman Sidhu*  
Susan Sverdrup-Phillips  
Ann Syme  
Arman Thakur  
Sunita Wiebe

**Resource\*:**

Patricia Aroca-Ouellette  
Connie Chong  
Arnie Clark  
Dwayne Ford  
Emily Scarlett  
*Debbie Schachter*  
Allison Sullivan  
Phuoi-Linh To

**Guests\*:** Julie Longo

**Minutes:** Susan Smith\*

**Regrets:** V Brown, S Dane, S Enns,  
N Franzova, K Lovering, J Sapalaran

\*non-voting  
*absent (ital.)*

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**1. CALL TO ORDER / WELCOME**

T MacMillan called the meeting to order at 1:01 and declared the presence of a quorum. New members were welcomed.

**2. LAND ACKNOWLEDGEMENT**

T MacMillan acknowledged the meeting's location on the unceded traditional territory of the Musqueam First Nation, who have given Langara College the name *snəwəyət lələm*, *house of teachings*.

**3. APPROVAL OF AGENDA/CONSENT AGENDA**

**A) Operational changes**

*No operational changes presented.*

**IT WAS MOVED** by A Alves, seconded by A Syme, that the agenda be approved as amended.

**MOTION CARRIED**

**4. DISCLOSURE OF CONFLICT OF INTEREST**

In accordance with the Education Council bylaws (Sec.5), Council members were provided an opportunity to declare a conflict of interest related to any item on the meeting agenda. No conflict was declared by any member in attendance.

## 5. APPROVAL OF MINUTES

**IT WAS MOVED** by S Sverdrup-Phillips, seconded by W Pierson, that the minutes of the meeting of April 18, 2023 be adopted as presented.

**MOTION CARRIED**

## 6. CURRICULUM

### A) ASIAN STUDIES

#### a) New Course

##### i) ASIA 1145 – Introduction to East Asia - Korea

Current Asian Studies offerings include two third-year courses on Korea but lack one at the introductory level. This new course will fill that gap, and also complement the existing series of first-year *Introduction to East Asia* courses. The course is open to all students with no prerequisites.

**IT WAS MOVED** by S Sverdrup-Phillips, seconded by A Alves, that the new course *ASIA 1145 – Introduction to East Asia – Korea* be approved by Education Council.

**MOTION CARRIED**

### B) CONTINUING STUDIES

#### a) New Program

##### i) Short Certificate in Administrative Assistant

This new program replaces the *Short Certificate in Advanced Administrative Assistant*. The curriculum includes 6 required courses with no electives, and a total of 183 program hours.

**IT WAS MOVED** by S Wiebe, seconded by A Syme, that the new *Short Certificate in Administrative Assistant* be approved by Education Council.

C Chong noted that the new program reduces the number of hours required by the original program, and also changes the program's name.

In response to a question, P To indicated that Continuing Studies will verify the program's eligibility for the BC future skills grant.

**MOTION CARRIED**

#### b) Discontinued Program

##### i) Short Certificate in Advanced Administrative Assistant

The program is being replaced by the *Short Certificate in Administrative Assistant*.

**IT WAS MOVED** by S Wiebe, seconded by A Syme, that Education Council approve the discontinuation of the *Short Certificate in Advanced Administrative Assistant*.

**MOTION CARRIED**

#### 4. POLICY

##### A) NEW POLICY

###### a. Program Suspension and Cancellation

This policy outlines the considerations and responsibilities for the suspension and/or cancellation of any credentialed, for-credit program at Langara. G Krause noted that the November 2021 Quality Assurance Process Audit (QAPA) resulted in the creation of new curriculum-related policies, including those for new program development and program renewal, which have already been approved. In accordance with the College and Institute Act, the policy for Program Suspension and Cancellation will belong to the College Board, with Education Council providing an advisory role. The policy was previously reviewed by the Academic Planning and Priorities Committee (APPC) and now presented to Education Council for endorsement.

**IT WAS MOVED** by G Krause, seconded by W Pierson, that Education Council support forwarding the draft policy on *Program Suspension and Cancellation* to the Langara College Board of Governors for final approval.

It was noted that the new policy will be accompanied by Procedures document.

In response to a question, it was clarified that the policy formalizes Langara's practices. Every program change, suspension, or cancellation will continue to require a comprehensive transition plan to ensure that currently-enrolled students are accommodated.

**MOTION CARRIED**

#### 5. OTHER ITEMS

##### A) Approval Process for Micro-Credentials

**IT WAS MOVED** by S Wiebe, seconded by W Pierson, that Education Council approve the proposed *Micro-credential Approval Process*.

S Wiebe explained that this approval process is for micro-credentials that are created from existing curriculum. The two main steps in the approval process involve creation of a concept paper, draft budget, and a letter of support from an industry or external partner, followed by a brief approval and consultation process leading to Education Council approval. In situations requiring an expedited launch, a micro-credential can be conditionally approved by the CRC-MCC, a subcommittee of the CRC, in advance of the regular approval process. If formal approval is not granted following the conditional approval, the credential would be discontinued.

**MOTION CARRIED**

##### B) CURRICULUM REVIEW COMMITTEE: Revised Terms of Reference

The CRC Terms of Reference have been updated to include the following:

- No proposals will be added to the agenda after the CRC submission deadline.
- The standard meeting length is 1.5 hours.

**IT WAS MOVED** by A Alves, seconded by W Pierson, that the revisions in the *Curriculum Review Committee Terms of Reference* be approved by Education Council.

P Aroca-Ouellette explained that the two rules were supported unanimously by CRC members at the committee's last meeting, following extensive discussion.

In response to a question regarding deadlines, it was noted that the intention is to ensure a seamless and equitable approval process, and that there is an existing procedure for dealing with any true emergencies that fall outside of the established timelines.

**MOTION CARRIED**

**C) Educational Agreements**

- a) Langara College Educational Agreement Guidelines
- b) Promotion & Maintenance of Educational Agreements

J Longo thanked Council and noted that she had served as the chair of the working committee that produced these documents. She explained that the College currently lacks a centralized system for creating and tracking educational agreements between Langara College and other post-secondary institutions and professional organizations. These guidelines will provide a framework for consultation, approval, and promotion of agreements for developing educational pathways for students, as well as for maintaining and updating the agreements once they are established.

**IT WAS MOVED** by S Sverdrup-Philips, seconded by W Pierson, that *the Langara College Educational Agreement Guidelines* and the *Promotion & Maintenance of Educational Agreements* be endorsed by Education Council.

In response to a question, it was agreed that Continuing Studies will review the documents for applicability to Continuing Studies agreements and submit any recommendations for revisions at a later date. It was noted that these documents are intended to be updated as necessary.

**MOTION CARRIED**

**6. ADJOURNMENT**

T MacMillan reminded members of the importance of their attendance at the next meeting and that S Smith should be informed of any expected absences as soon as possible.

The meeting was adjourned at 1:37 p.m.