

**LANGARA COUNCIL**  
**Minutes of a Meeting**  
**held on Tuesday, November 4, 2014**  
**Room C408 at 0930 hours**

**Members:**

Michelle Bowers	Korena Jang	Ajay Patel (regrets)
Jacqueline Bradshaw	Gerda Krause	Nisha Ram
Lynn Carter	Wendy Lannard	Roger Semmens
Raymond Chow	Vivian Lee	Tom Stachura
Patricia Cia	Gurbax Leelh	Sue Street
Barry Coulson	Julie Longo	Tomo Tanaka
Roy Daykin	Robin Macqueen	Daniel Thorpe
Leelah Dawson	Clayton Munro (regrets)	Lane Trotter, Chair
Lisa Fisher	Kristine Nellis (regrets)	Justin Yau (regrets)
Margaret Heldman	Brad O'Hara (regrets)	Gayleen Wren
Ian Humphreys (regrets)	Dawn Palmer	

**Guests:**

John Russell, Instructor, Philosophy Department  
Jan Smith, Associate Registrar, Records, Curriculum & Convocation  
Larry Xiong, Director, Institutional Research

**Recorder:**

Diana Falcon, Executive Assistant to the Board of Governors

Prior to the start of the meeting, L. Trotter welcomed guests John Russell, Jan Smith, and Larry Xiong.

**1. Review of Agenda**

The agenda was approved.

**2. Review of Minutes and Business Arising**

**a) Draft Minutes of the Meeting held on October 7, 2014**

The minutes of the meeting held on October 7, 2014 were accepted.

**b) Business Arising**

**- BC 2022 Labour Market Outlook – Top 60 Occupations**

L. Trotter advised that the government has released the Top 60 Occupations list in their BC 2022 Labour Market Outlook report. The report can be found at:

<http://www.workbc.ca/WorkBC/media/WorkBC/Documents/docs/BC-LM-Outlook-2012-2022.pdf>.

### 3. STANDING ITEMS

#### a) Building Update

W. Lannard had no update to report.

#### b) IT Update

T. Stachura advised that an update on the status of IT projects will be a standing item at every Langara Council meeting. He made a presentation on high-level ongoing projects, addressed changes and major developments, summarized operational status and critical areas, and answered members' questions.

### 4. CURRICULUM ITEMS

#### a) Education Council Meeting held on September 23, 2014

G. Krause highlighted the summary report of the Education Council meeting held on September 23, 2014 attached to the agenda. She highlighted new Certificate Programs in Continuing Studies, and noted that the Continuing Studies Singer Songwriter Certificate Program established minimum entrance requirements in order to be considered eligible for student loans.

### 5. FOR ACTION

#### a) Policy B5007 – Ethical Conduct for Research Involving Humans

M. Heldman and J. Russell presented revisions to Policy B5007 – Ethical Conduct for Research Involving Humans. The policy was created to provide the College the ability to apply for research funding through the Tri-Council Agencies. In accordance with the policy, it is the College's responsibility to remain current around business ethics and is being reviewed two years after the appointment of the initial members to the Langara College Research Ethics Board (LREB) and will be reviewed at least once every five (5) years thereafter. J. Russell noted that there were some housekeeping revisions made but the majority of the revisions were made to Section 8.6 – Procedures for Course-Based Research Ethics Review. In response to a question, it was noted that learning outcomes are approved at Education Council and once approved, instructors cannot do the research component of a course until it is approved by the LREB. It was further noted that following approval, the policy will need to be templated before being posted to the website. Discussion ensued and members' questions were answered.

G. Krause advised that Education Council is in the process of reviewing its forms and the REB could advise if there is anything that could be included that would be helpful to them.

It was moved by J. Longo, seconded by L. Carter

**THAT, Langara Council approve revisions to Policy B5007 – Ethical Conduct  
for Research Involving Humans.**

**Carried Unanimously.**

#### b) Policy B5009 – Credit and Debit Cardholder Security

R. Daykin highlighted his memo attached to the agenda and presented new Policy B5009 – Credit and Debit Cardholder Security. The policy was created in compliance with Payment Card Industry (PCI) Data Security Standards that require all merchants that store, process or transmits

credit card information to meet PCI security standards. The standards and policy will help reduce the risk of data breaches and protect customer account data.

It was moved by R. Daykin, seconded by S. Street

**THAT, Langara Council approve Policy B5009 – Credit and Debit Cardholder Security.**

**Carried Unanimously.**

**c) Policy E2003 – Registration Fee Payment and Refund**

In the absence of C. Munro, J. Smith, Associate Registrar, Records, Curriculum & Convocation presented Policy E2003 – Registration Fee Payment and Refund attached to the agenda. The policy provides a framework for the payment and refund of fees for students enrolled in Regular Studies and is in response to the recommended changes to student fees approved at the Langara Council meeting held on October 7, 2014. In response to a member's question, it was noted that students can appeal late fees under extraordinary circumstances.

It was moved by J. Smith, seconded by D. Thorpe

**THAT, Langara Council approve Policy E2003 – Registration Fee Payments and Refund.**

**Carried Unanimously.**

[It was noted that R. Semmens left the meeting at 10:27 a.m. to teach a class]

**6. FOR INFORMATION**

**a) President's Report**

L. Trotter provided the following report:

**Budget Development for 2015/16**

- Regular communications about the budget will be forthcoming, and the next one will be about the Skills for Jobs Blueprint and Reengineering. The communications are to advise the College Community that the college is committed to delivering the best academic programming Langara has always provided and we are protecting that so that we can maintain our standards. Provincial legislation also requires that we have a balanced budget. Town Halls have been scheduled to provide further information on the budget.

**Parking**

- The issue of parking has been raised and in response to some questions, it was clarified that the CRA contacted the College to perform an audit. The parking issue was discovered during this audit and it is the CRA's prerogative to retroactively go back to 2011/2012. Before the Canada Line was built, parking was on a first-come first-serve basis and was not considered a taxable benefit. Since the opening of the Canada Line, more students and employees opt to use transit and so parking is no longer an issue. As a result, the CRA has declared it a taxable benefit and has directed the College to address it.

### **International Education**

- L. Trotter and B. O'Hara attended the Premier's Trade Mission to India between October 8 and October 19, 2014 to represent Langara College along with A. Patel who was already scheduled to be in India. In Chandigarh, they had the opportunity to meet with Canadian Consulate officials to review Langara and its courses and programs. They also met with representatives from the Royal Institute of Nursing (RIN) to discuss opportunities to expand their relationship with Langara through curriculum development and teacher training for RIN.
- In Delhi, B. O'Hara made a presentation about the various health programs Langara has, in particular the School of Nursing, to a panel on healthcare educators in India. The President also had an opportunity to sit with university, institute and college presidents with the Premier over dinner to engage in discussions about the trade mission and opportunities for post-secondary education. The Langara team also provided the consular staff at the High Commission in Delhi with an overview of how Langara works with our University Transfer and Career programs. The consular staff appreciated this since they did not always understand the various credentials Langara offers and the articulation structure with other post-secondary education institutes.
- In Mumbai, the President attended the ringing of the bell at the Bombay Stock exchange with the BC Trade Mission delegate. L. Trotter also made a presentation on Langara College at a session on *Convergence with BC's Skills Agenda: BC-India Collaboration and Educational Opportunities in Industry and Trade* with other colleges and universities in BC and India.
- As a result of the trip, there was also an opportunity to discuss programming needs with representatives from BC's animation industry who were part of the Trade Mission.

### **b) Draft 2015/16 Budget Principles**

R. Daykin highlighted the Draft 2015/16 Budget Principles attached to the agenda for information and asked Langara Council members to provide their feedback via email. The feedback will be compiled with all other feedback and presented to the Task Force to develop a final document.

### **c) Key Performance Indicators (KPI) – 2013/14 Final Report**

In the absence of I. Humphreys, L. Xiong, Director, Institutional Research made a presentation on Langara College's Key Performance Indicators (KPI) – 2013/14 Final Report. He highlighted the key performance indicator measures from select institutions across the Country (Langara College, Douglas College, Kwantlen, Camosun, Grant MacEwan in Edmonton, Sheridan College in the greater Toronto area, and Nova Scotia Community College in Halifax). The institutions were selected based on similar criteria such as similar institutional profiles, geographical representation, available measures, measure comparability, and relevance.

There being no further business, the meeting was adjourned at 10:45 a.m.