

**LANGARA COUNCIL**  
**Minutes of a Meeting**  
**held on Tuesday, September 10, 2013**  
**Room C408 at 0930 hours**

**Members:**

Diane Bradley	Gurbax Leelh
Lynn Carter (regrets)	Julie Longo
Tim Charters	Ian McBain
Raymond Chow	Clayton Munro
Patricia Cia	Brad O'Hara
Barry Coulson	Dawn Palmer
Roy Daykin (regrets)	Ajay Patel
Julia Denholm	Gunkirat Randhawa (regrets)
Charlotte French	Pierre-André Santin (regrets)
Margaret Heldman (regrets)	Tomo Tanaka
Ian Humphreys	Daniel Thorpe
Darrell Kean	Wendy Watson (regrets)
Gerda Krause	Gayleen Wren

**Guests:**

Korena Jang, Director, Organizational Risk Assessment  
Wendy Lannard, Director, Facilities  
Cheryl McKeeman, Coordinator, Student Advisor, Mathematics and Statistics  
Reba Noel, Student Engagement Officer, Student Development Centre

**Recorder:**

Alice Hsu, Executive Assistant to the President

B. O'Hara chaired the meeting in the absence of R. Daykin.

Prior to the start of the meeting, B. O'Hara welcomed new Council Member L. Dawson, Dean, Faculty of Social Sciences & Management. He also welcomed Cheryl McKeeman, Coordinator, Student Advisor, Mathematics and Statistics attending on behalf of L. Carter, and R. Noel, Student Engagement Officer, Student Development Centre attending on behalf of W. Watson.

**1. REVIEW OF AGENDA**

The agenda was approved with the following additions:

- |                                     |           |
|-------------------------------------|-----------|
| • Item 2 b) ii) Class Roster Update | C. French |
| • Item 4 d) Top 100 Employer Update | D. Palmer |

**Page 2 of 5**  
**Minutes of a Langara Council Meeting**  
**held on Tuesday, September 10, 2013**

**2. REVIEW OF MINUTES AND BUSINESS ARISING**

**a) Draft Minutes of the Meeting held on June 25, 2013**

It was moved by G. Krause, seconded by D. Kean:

**THAT, the minutes of the meeting held on June 25, 2013 be approved.**

**Carried Unanimously.**

I. Humphreys suggested that, instead of “absence”, “regrets” be used in the minutes in the future for people who are unable to attend a meeting.

**b) Banner Next Generation Project Update**

C. French provided an update on the Banner Next Generation Project noting that the new Waitlist System is working well and enrolments in various areas have been maximized.

C. French also advised that the Transfer Credit Articulation project is now focussed on Douglas College. Department Chairs are in the process of reviewing and approving transfer credit articulation table between the two institutions.

The Electronic Transcript Exchange project has now moved to testing the electronic exchange in production with SFU and Douglas College. Once all testing is complete and any identified issues are resolved, a full migration to the electronic process will occur.

C. French last advised that the next phase for the Banner Next Generation Project is to support Continuing Studies.

In response to a question, C. French advised that students will request transcripts for credit transfer as usual but, rather than sending the transcripts by paper, the transcripts will be sent electronically.

**ii) Class Roster Update**

C. French provided an update on an incident occurred last night to the registration system. 3,242 students were removed from their class rosters. C. French advised that the cause has been identified and solutions are being worked on to restore these class rosters. Affected students are being communicated with directly and will be kept posted throughout the day.

In response to a question, C. French clarified that affected students were those on the waitlist when end of registration processes ran. Students were dropped from all of their courses instead of just the waitlists.

In response to a comment, B. O'Hara advised that an email communication providing an update was sent out from him earlier in the morning and the need for a better communication strategy for this type of incident is acknowledged.

**Page 3 of 5**  
**Minutes of a Langara Council Meeting**  
**held on Tuesday, September 10, 2013**

**c) Terms of Reference Update**

C. Munro advised that the Committee tasked to review the existing Terms of Reference will be meeting in the afternoon and is planning to bring the draft back to the Council for discussion at its next meeting.

**3. CURRICULUM ITEMS**

**a) Education Council Meeting held on June 18, 2013**

G. Krause referred to the summary report of the Education Council meeting held on June 18, 2013 noting that this is the deadline for the Spring Calendar and hence received many proposals. G. Krause highlighted the following in the summary report.

Under New Program Proposals:

- Applied Urban & Rural Planning Department had an overview of its coming changes. The program is to be remodeled as a 12-month, 48-credit Post-Baccalaureate Diploma program, which is rather new to Langara College. This is not a formal proposal and has not been approved yet.
- Political Science Department developed an associate degree program in their discipline.
- English Department developed ACCESS Langara, which is a program for students to bridge between LEAP and regular studies. It will strengthen student's English skills on their way to begin their regular studies.

Under New Courses, Nutrition & Food Service Management Department created a new 3<sup>rd</sup>-year online course – Nutrition, Health, and Wellness, planning to be an elective for the Health Science and Human Kinetics programs.

Under Global Changes:

- Course ENGL 1120 from ACCESS Langara has been added to the Langara English Test (LET) equivalency table
- Continuing Studies has a new program – Massage Therapy Certificate, which is a full program that is eligible for student loan funding.
- Library has developed three new Copyright Policies as a result of recent changes to the copyright legislation. More information can be found on the Langara College Library Copyright website.

The Education Council summary report for June 18, 2013 was received for information.

**4. FOR INFORMATION**

**a) 2014/15 Budget Process**

B. Coulson advised that the 2014/15 budget process has started and the budget worksheet will be distributed this Friday along with detailed timeline. It is still paper based this time and detailed instructions will be included in the package.

**Page 4 of 5**  
**Minutes of a Langara Council Meeting**  
**held on Tuesday, September 10, 2013**

B. Coulson further advised that one open budget consultation session will be held for each budget phase and the kick off session will take place on Friday, September 20, 2013 beginning at 12:00 p.m. in C408. B. Coulson also noted that he and C. Fairbairn can attend staff meetings for consultation. Inquiries should be directed to C. Fairbairn or himself.

**b) Academic Planning Update**

B. O'Hara provided an update on the initiative of creating the Langara College's first Academic Plan. Over the summer 2013, an Academic Planning Committee, consisting J. Longo, M. Heldman, G. Krause, T. Tanaka, T. MacMillan, S. Dane, and J. Ready, worked with consultant Glenn Harris and himself to develop a process and questions related to the development of the first Academic Plan, which will guide our operations for the next five years.

B. O'Hara noted that as Post-secondary is becoming challenged financially; this Academic Plan will serve as a guide for program initiatives and drive funding and human resources as decisions going forward.

B. O'Hara further noted that an announcement is ready and scheduled to be released next week about the planning process. It will include information on a series of consultation and peer group discussion during the weeks of October 7<sup>th</sup> and October 21<sup>st</sup>. Some consultations are by invitation and are grouped based on faculty's years of experience. There are other group discussions with LFA, CUPE, Division Chairs, Department Chairs, and Coordinators, etc. For people who are unable to participate in the consultation process, feedback can be submitted electronically directly to the consultant.

B. O'Hara last advised that, after the consultation phase, the consultant will provide a summary of feedback for review and further feedback. The Committee, with the Consultant's assistance, will then develop the Academic Plan based on the finalized feedback summary. The draft of the plan will be shared with the community and the plan is to present a draft at the second last Education Council meeting of the year.

**c) New Sciences and Student Services Building Update**

B. Coulson advised that detailed costing is being done for the new building and it is 9 million dollars over the original \$49 million budget. The plan now is to remove the basement to bring down the cost back in line with the original budget.

B. Coulson also advised that communications with the City of Vancouver regarding permits has been on-going.

In response to a question, B. Coulson and W. Lannard advised that the current Advisory Committee consists of the following 8 members:

Wendy Lannard, Director, Facilities Services (Chair)  
Margaret Heldman, Dean, Faculty of Science  
Gerda Krause, Division Chair, Mathematics and Sciences  
Charlotte French, Registrar and Director, Enrolment Services  
Ajay Patel, Dean, International Education  
Janine Lennox, Department Chair, Faculty of Nursing

**Page 5 of 5**  
**Minutes of a Langara Council Meeting**  
**held on Tuesday, September 10, 2013**

Pierre-Andre Santin, Chief Information Officer, Information Technology  
(Vacant)

W. Lannard also acknowledged that she will ensure faculty members are appropriately represented, as well as departments who will occupy the building.

In response to a question, B. Coulson verified that, to be more specific, the budget is \$48.9 million, which includes contingency, and the projection was close to \$58 million.

In response to a question, B. Coulson advised that the plan has not been finalized as to who will be placed in the building. Although a large portion of the basement will be removed from the project, discussion still needs to take place on whether or not Computer Science can be housed elsewhere in the building. W. Lannard added that the advisory committee will soon schedule a meeting to review the building design and discuss the departments and functions that will be on each of the floor of the building. B. Coulson further noted that the City of Vancouver advised that the main floor that has an entrance facing the 49<sup>th</sup> Avenue should have the student engagement function.

**d) Top 100 Employer Update**

D. Palmer provided an update to the Top 100 Employer application status and noted that the final results will be announced in the middle of October 2013.

D. Palmer further advised that Communications & Marketing has posted the Top 100 Employer video to YouTube and has started investigating branding issues in the event the College is selected.

There being no further business the meeting was adjourned at 1015 hours.