

**LANGARA COUNCIL
Minutes of a Meeting
held on Tuesday, November 12, 2013
Room C408 at 0930 hours**

Members:

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

Guests:

Korena Jang, Director, Organizational Risk Assessment
Wendy Lannard, Director, Facilities
Vivian Lee, Director, Financial Services

Recorder:

Alice Hsu, Executive Assistant to the President

1. REVIEW OF AGENDA

The agenda was approved as distributed.

2. REVIEW OF MINUTES AND BUSINESS ARISING

a) Draft Minutes of the Meeting held on October 1, 2013

The Minutes of the Meeting held on October 1, 2013 were accepted.

3. STANDING ITEMS

a) Banner Next Generation Project Update

C. French advised that the project is moving forward and there is no special update at this time.

b) Building Update

W. Lannard advised that the Steering Committee met to review the latest drawing that has the basement removed. It was recommended to the executives that Computer Science and Kinesiology remain in the building. The second floor now contains Computer Science and event space.

W. Lannard further advised that construction will begin once required building permits have been obtained.

W. Lannard noted that there will be a groundbreaking ceremony on December 5, 2013.

R. Daykin provided an update on a request made at the Langara Council meeting held on October 1, 2013 to discuss with the Board if the College would consider delaying the project until the new President is on board. R. Daykin advised that he discussed this request with the Board Coordinating Committee and the consent was to move the project forward as originally approved by the Board.

4. CURRICULUM ITEMS

a) Education Council Meeting held on September 17, 2013

G. Krause referred to the summary report of the Education Council meeting held on September 17, 2013 noting that, under the leadership of C. French, Policy F1001: Credentials has been reviewed and revised. It was proposed and passed at the Education Council meeting that the existing post-graduate certificate be replaced with a post-degree credential, which is more commonly used in BC, for 15 to 30 credits, and a brand new post-degree diploma for over 30 credits. G. Krause further noted that the minimum GPA required for Citation, Certificate and Diploma credentials has also been changed from 1.67 to 2.00.

G. Krause also noted that Policy F1005: Assessment of Academic Progress received excellent feedback at the Education Council Meeting and the policy committee will further work on it.

G. Krause advised that a number of policies were rescinded including the policy for Distance Education.

In response to a question, C. French clarified that the change of minimum GPA applies to all programs, not just the post-degree programs, and it will be effective in Spring 2014 for any students entering a program or changing a program starting Spring 2014.

The Education Council summary report for September 17, 2013 was received for information.

5. FOR DISCUSSION

a) Terms of Reference

C. Munro advised that the committee received feedback at the last Langara Council meeting

and via email, and all the feedback has been incorporated into the revised Terms of Reference which is attached to the agenda.

In response to a question, L. Carter clarified that the assumption is that all representatives of the College community can bring forward agenda items, not just Langara Council members.

R. Daykin added that historically the call for agenda items only went to certain members of Langara Council. This will be changed effective next meeting and going forward. The call will go to all Council members.

It was moved by L. Carter, seconded by G. Krause:

THAT, the revised Terms of Reference be approved.

Carried Unanimously.

R. Daykin thanked everyone especially L. Carter, C. Munro, and G. Krause in leading the revising of the Terms of Reference.

6. FOR INFORMATION

a) Budget Update

B. Coulson provided an update on the 2014/15 budget. The estimated deficit of 3.1 million, originally anticipated to decrease to 2.5 million, has increased to 3.3 million and a number of ancillary costs such as reinstatement of PST, software costs, etc. still needed to be factored in. Several budget update sessions will be held to provide more detail such as what cost pressures are anticipated and the next steps to eliminate the 3.3 million deficits.

B. Coulson noted that the enhancement process will be moving forward and a note on that will be distributed shortly.

In response to a question about when projected increases in revenues can be seen and included in the consultation, B Coulson advised that the first round has included status quo for FTE plus 2% tuition fee increases. Two areas that will be discussed in detail to increase revenue generation will be Continuing Studies and International Education. The results will be available after the second round is completed and they will be linked to section plan. The target time line is still November 2013 as previously planned.

In response to a question, B. Coulson advised that potential revisions to section budgets are anticipated even though the section planning has been completed. The section plan will be reviewed again and will be revised accordingly.

R. Daykin added that, as the first step, we are in the middle of analyzing where international students are to be placed. The analysis is anticipated to be done sometime before the end of November. The next step will be working with B. O'Hara and the Deans on how those sections meet our increased International Education expectations and target sections in those in demand by International Education students.

In response to another question, B. Coulson advised that the anticipated cut of Provincial Government Funding in ESL has not been factored into the deficit calculation as we are waiting for further clarification from the government.

R. Daykin further added that Langara's ESL Programs, both domestic and international, are on a full cost-recovery basis. Currently, we have about 100 FTE and somewhere around 7,500 dollars per FTE supported by the Province. Langara will be further challenged by the change in the government's policy for ESL funding.

In response to a question whether the government has finalized its decision, R. Daykin advised that what has been made clear is that the grant funding will disappear from the Province.

b) Respectful Workplace

D. Palmer thanked everyone and their staff for participating in the launch of the Respectful Workplace program. Over 150 people attended the launch and 90 employees participated in the scavenger hunt. WorkSafe BC was at the launch event and mentioned that Langara College is in compliance with a law that has come into effect on November 1 requiring employers to have a policy in place around a safe workplace.

D. Palmer advised that the Human Resources Department is now looking at providing online and face-to-face training in January 2014.

c) Healthy Minds Initiative

D. Palmer referred to the Mind your self. Calendar attached to the agenda and advised that there are over 40 events occurring in November around healthy minds. She highlighted two events – Healthy Minds Fair on November 20, 2013 and Dr. Laugh, Chris Johnson's show on November 28, 2013. D. Palmer encouraged everyone to participate and noted that the Ministry of Health may be sending a representative to the Fair on November 20, 2013 at the recommendation of the Canadian Cancer Society, who recognized Langara College's good work around healthy work places.

d) Academic Plan

On behalf of B. O'Hara, J. Longo provided the following updates on the Academic Plan:

- Consultant Glenn Harris has conducted 40 group discussion sessions in the month of October 2013. Majority of sessions were with faculty while staff and students were also invited to some sessions. G. Harris also received several written responses to the eight questions used at the discussion session.
- G. Harris will return to campus in late November 2013 to meet with the Academic Planning Committee to give report on his findings, which will also be shared with the larger Langara Community in order to gather further feedback to help formulate our Academic Plan.
- The intention is to have the initial Academic Plan in writing in January 2014, and complete the process and bring it to Education Council in April 2014 for approval, and then to the Board of Governors.

J. Longo advised that there is still an opportunity to provide feedback through a link on the Academics website and it will go confidentially to G. Harris. She noted that all feedback has been collected confidentially.

J. Longo agreed to bring forward to B. O'Hara the following recommendations:

- If not already on the Academics web page, put up an "Update" page and insert the link to provide feedback to G. Harris.
- To send an email to all staff and faculty members to advise them to check the Update page and provide feedback to G. Harris, if they have not had an opportunity to do so.

e) Director of Academic Innovation

On behalf of B. O'Hara, R. Daykin provided following updates on the Director of Academic Innovation's position:

- This is a reposition of the current vacant Director, Library Services' position. It will oversee Educational Technology, Library, CILS (BC College and Institute Library Services), the Learning Commons, and the Teaching and Curriculum Development Centre.
- Historically this position has also been responsible for other areas beyond Library. It is a common practice at Langara and other institutions.
- Its job description is still being finalized and should be finished in the next week or so.
- The search committee is being constituted, will be chaired by B. O'Hara, and will have representation from LFA, CUPE, LCAA and other individuals.
- The search committee will conduct a national search but will not engage a consultant.
- The search committee is looking for an energetic and innovative leader who will be able to assist faculty in continuing to grow quality courses and programs at Langara College.

D. Palmer added that the plan is to post the position before Christmas.

f) KCI Consultations

R. Daykin provided an update on the Feasibility Study being conducted by Ketchum Canada Inc. (KCI) and advised that some Council members have been involved in interviews with the consultant. The inquiry consists of collating historical data over the past 5 years, and looks at human resources and marketing at Langara as a whole, not just the Advancement office.

R. Daykin noted that interviews have been held with faculty, administrators, and board members to gather information. KCI is in the process of drafting and developing a position paper, which will establish where the College is in relation to fundraising in the community. It will help develop our next step - how we want to move forward in fundraising given Langara's historical fundraising ability within the community.

R. Daykin further noted that there will be external dialogue sessions at the last phase, which will happen in late November or early December. Final report is expected towards end of January 2014.

In response to a question, R. Daykin clarified that this is for all fundraising, not just capital fundraising.

g) Post-Secondary Institution Core Review

R. Daykin advised that Board Chairs across the college sector should shortly receive a letter from the Ministry of Advanced Education requesting each institution to conduct a core review of its programs. The requirement for Boards to conduct a core review came out of point 6 in Minister Virk's mandate letter issued by Premier Christy Clark. The primary piece of the core review is to look at whether our programs are full and if our programs are meeting the provincial job initiative as outlined in the economic jobs plan of the Province.

R. Daykin noted that the core review is slated for completion in late Spring 2014. The draft Terms of Reference was circulated a few weeks ago and the feedback was provided to the Ministry. The final Terms of Reference is expected to be sent to the Board Chairs shortly.

R. Daykin further advised that, after a discussion with incoming President, L. Trotter, he has been identified as Langara's point person.

h) President's Report

R. Daykin reported the following:

1. The Ministry of Advanced Education is going through more changes:
 - Joe Thompson has been made permanent Assistant Deputy Minister, Student Services and Sector Resource Management.
 - Dawn Minty has left the government and been replaced as of November 13, 2013 by Bobbi Plecas, as Assistant Deputy Minister, Institutions, and Program Division. Bobbi has been in the public sector for 20 years and worked with the Ministry of Advanced Education about 20 years ago.
 - Ian Rongve, who was leading the development of quality assurance framework, has left to take on the Assistant Deputy Minister's position at the Ministry of Education. Claire Avison takes on the position of Assistant Deputy Minister, Sector Strategy and Quality Assurance Division. Claire has worked with the Public Service for 12 years – started with the Ministry of Health for 5 years and then the Ministry of Education since 2006.
2. A Government Members Breakfast was held at the end of October 2013. Five MLAs, including Minister Virk, Minister Suzanne Anton, and Dr. Moira Stilwell, as well as five students, including two student Board members, were in attendance. Good discussion was held and a campus tour was conducted. Participants were very interested in the new building and Building A. All feedback received from Board members and MLAs stated that it was a very productive morning and they learned a fair bit about Langara.

In response to a question, R. Daykin advised that five external Board members joined this breakfast.

3. Distinguished Alumni Awards event was held on October 28, 2013 and Minister Wilkinson and some previous distinguished alumni were in attendance.

4. The new President, Lane Trotter, will start on January 20, 2013 and will join his first Board meeting on January 23, 2013.
5. China Trip:
R. Daykin reported the following on his recent trip to China with a note that a more detailed report will be provided to the Council at its next meeting:
 - Met with many partners and potential partners and received a clear message that Langara does a good job for our students. At the same time, many commented that the College needs to send students or faculty overseas. R. Daykin noted that this should be part of the Academic Plan.
 - A. Patel added that Langara is trying to establish ourselves in this market. The College does have a good reputation there and will need to keep building on that. The focus of the trip was to establish new partnership and recruitment.
 - A. Patel further commented that the market is driven by financial challenges, and US, UK, and Australia are facing the same challenges. The student we recruit will be determined by the program and services we offer.

In response to a question about whether it is Langara's direction to establish schools in China similar to Kwentlan and Douglas, A. Patel responded that it is a discussion the College needs to have. We need to determine if we are ready for the partnerships, if we have the culture here to take it on, and what is the right fit for us. As there is a risk element associated with it, we do not want to jump in without giving it thorough consideration.

- The conference was the largest trade fair he has ever attended and was completely focused on recruiting students. Participating schools were from around the world including Western Europe, South America, Canada, United States, Australia, and New Zealand. Canada probably had the largest presence, focusing on K-12 and post-secondary.

Other

On behalf of B. O'Hara, A. Patel advised that next week is the International Education Week, an event initiated by B. O'Hara, who structured a committee to host a series of events to honour the occasion. The committee is chaired by S. Padley from Cooperative Education and has other Langara representatives from faculty and CUPE staff. Everyone is encouraged to attend the event.

There being no further business the meeting was adjourned at 1025 hours.