

**LANGARA COUNCIL**  
**Minutes of a Meeting**  
**held on Tuesday, November 17, 2015**  
**Room C408 at 0930 hours**

**Members:**

|                      |                         |                           |
|----------------------|-------------------------|---------------------------|
| Jim Bowers           | Gurbax Leelh (regrets)  | Roger Semmens             |
| Jacqueline Bradshaw  | Julie Longo             | Viktor Sokha              |
| Lynn Carter          | Robin Macqueen          | Tomo Tanaka               |
| Patricia Cia         | Clayton Munro (regrets) | Stefanie Thomas (regrets) |
| Leelah Dawson        | Kristine Nellis         | Daniel Thorpe             |
| Margaret Heldman     | Dawn Palmer (regrets)   | Lane Trotter (regrets)    |
| Ian Humphreys, Chair | Ajay Patel              |                           |
| Gerda Krause         | Pamela Robertson        |                           |

**Guests:**

Jag Madan, Chief Information Officer  
Lulin Zheng, Counsellor/Interim Assistant Department Chair, Counselling

**Recorder:**

Alice Hsu, Executive Assistant to the President

I. Humphreys chaired the meeting in the absence of L. Trotter, who was leaving for a marketing trip in China on the day. Prior to the start of the meeting, I. Humphreys welcomed guests L. Zheng, who attended on S. Thomas' behalf, and J. Madan.

**1. REVIEW OF AGENDA**

The agenda was approved with the following addition:

5. b) Research and Scholarly Activity Fund M. Heldman

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

**a) Draft Minutes of the Meeting held on October 20, 2015**

The minutes of the meeting held on October 20, 2015 were accepted.

**3. STANDING ITEMS**

**a) Building Update**

V. Sokha advised that the new Science and Technology Building project remained on budget, and currently still remained on track for the opening in September 2016 although delay might become possible. Meetings with the project builder would be held soon to prevent the delay from happening.

In response to a question, V. Sokha advised that the plan for a greenhouse will proceed as originally planned.

**b) IT Update**

**IT Governance and Advisory Committee**

J. Madan made a presentation on the IT Governance to revisit IT's 2014 vision and strategies, advise IT's current organization structure, show the alignments between IT's current key projects and the College's strategic priorities, and give an overview of the proposed IT Governance structure.

J. Madan noted that combining governance and advisory role in one committee would encourage long-term commitment. He asked that all Langara Council members to review the general terms and membership stated in the Langara IT Governance & Advisory Committee (Proposed) Terms of Reference document distributed at the table, and think about whom they would like to recommend to join the Committee. The plan was to identify the members in the next two to three weeks and host the first Committee meeting by early December 2015.

I. Humphreys added that one of the things IT has been working on is to ensure the decision processes within IT are as transparent as possible. Implementing a governance structure with a Governance & Advisory Committee that includes representatives of constituency groups across the institution will help improve the decision process dramatically. It will also help people be more aware of the reason behind a decision.

In response to a request, J. Madan provided more details about the Essential Systems Stabilization & Security Enhancements (ESSSE) project IT is heavily engaged right now. He noted that ESSSE is a very large project and the focus is on reducing the risks to College operations and creating disaster recovery plans.

I. Humphreys added that the cost of the ESSSE project is dependent on the criteria set for recovery (i.e. how fast the College would like to be able to recover from a disaster). The shorter the down time we would like to achieve, the higher the cost would be.

**Email Migration Update**

J. Madan distributed a Briefing Note at the table that was originally prepared for the Senior Leadership Team on Langara Email Systems on October 28, 2015. He advised that the College currently supports three email platforms and was undergoing the progress to migrate all employees on to the Zimbra system. With the support and migration issues IT has been experiencing with the Zimbra system's provider, and the news that Microsoft's Canadian Data Centre will become available in 2016, IT has received supports from the Senior Leadership Team to move to Office-365 hosted by Microsoft. The migration to Office-365 is anticipated to complete by the end of August 2016 if there is no delay in accessing Microsoft's Canadian Data Centre. As a result, the Zimbra system's provider will restructure its contract with the College to continue supporting the College with archiving, which is its core competency.

Discussions ensued and members' questions were answered.

#### **4. CURRICULUM ITEMS**

##### **a) Education Council Meeting held on October 20, 2015**

G. Krause referred to the summary report of the Education Council meeting held on October 20, 2015 attached to the agenda and highlighted the following:

- Latin American Studies added a new course: LAMS 1102 – Trouble in Paradise: Environmental Issues in Latin America.
- Draft revisions of two policies E3001: Langara Scholarship Policy and E3002: Bursary Policy were reviewed by the Education Council. Further revisions were to be worked on by a committee and brought back to next Education Council meeting scheduled for November 17, 2015.
- Continuing Studies created several new certificate programs including Langara English for Academic Purposes (LEAP) being brought back as a complete program since it was discontinued and merged with Skills Training for English Proficiency (STEP) program in 2013; Medical Office Administrator program targeting a career area; and Punjabi Performing Arts Music Program and Punjabi Performing Arts Dance Program – both are first in BC and possibly in Canada as well.

I. Humphreys added that merging the LEAP program with the STEP program resulted in a loss of the College's FTE count. The FTE count is a complicated calculation and is one thing to bear in mind when creating a program.

The Education Council summary report for October 20, 2015 was received for information.

#### **5. FOR INFORMATION**

##### **a) President's Report**

In the absence of President Trotter, I. Humphreys advised Langara Council members to read through the President's Report attached to the agenda and pass on any questions to L. Trotter through A. Hsu.

##### **b) Research and Scholarly Activity Fund**

M. Heldman advised that the Scholarly Activity Steering Committee is thrilled to announce that it now has a Research and Scholarly Activity Fund for faculty to engage in research and/or scholarly activities. The fund will be allocated to Spring/January 2016 semester. The Committee is currently accepting proposals and faculty who are interested in any aspect of scholarship are welcomed to apply. The Committee expects that once the project is complete, the faculty member will be in a good place to start seeking for external funding.

#### **Other**

##### **Fall 2015 Scholarship Café**

M. Heldman advised that Fall 2015 Scholarship Café would be held on Thursday, November 26, 2015 in the Cafeteria from 1:00 pm to 6:00 p.m. M. Heldman noted that this

was the first time to host this even for many hours including showcasing both faculty and student work and many presentations with guest speakers. The late hours in the scheduling would enable students' parents to visit the event and this was new to the event. Invitations were also extended to our industry partners. M. Heldman encouraged everyone to attend to find out more.

I. Humphreys thanked M. Heldman for leading the organization of the Fall 2015 Scholarship Café event and recognized the notion of extending the event hours to allow participation from parents and broader communities.

**International Education Week**

A. Patel advised that November 16 – 20, 2015 was the International Education Week. The College would be hosting a series of events at the main foyer and Chartwells would be serving dishes of different nations each day throughout the week. A. Patel encouraged everyone to explore the various activities and foods during the week to celebrate the International Education Week.

There being no further business, the meeting was adjourned at 10:13 a.m.