

LANGARA COUNCIL
Minutes of a Meeting
held on Tuesday, June 14, 2016
Room C408 at 0930 hours

Members:

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

Guests:

Scott McLean, Vice-President, Langara Faculty Association
Maggie Ross, Manager, Student Conduct and Judicial Affairs

Recorder:

Alice Hsu, Executive Assistant to the President

Prior to the start of the meeting, L. Trotter acknowledged the outstanding job done for the 2016 Convocation and thanked all people involved and/or participated including M. Heldman in her role as the master of the ceremonies, Registrar's Office, Communications & Marketing Department, members of the platform party, and all the volunteers.

L. Trotter then welcomed returning member M. Bowers, Chair of Counselling Department, new member S. Dane, Chair of Management Programs Division, and guests S. McLean, attending on behalf of L. Carter, and M. Ross.

1. REVIEW OF AGENDA

The agenda was approved as distributed.

2. FOR INFORMATION

a) Policy E1006 – Involuntary Leave of Absence

M. Ross advised Policy E1006 – Involuntary Leave of Absence attached to the agenda was approved by Education Council at its meeting on May 24, 2016. J. Bowers, J. Bradshaw, R. Semmens, F. Bula and herself worked together to create this policy to find a way to intervene and provide formal support for students who are having some real challenges adopting to and complying with the College's requirements. It will help enable students to continue their studies or provide an opportunity to withdraw if the student simply cannot meet the requirements. Decisions will be made by a committee,

composed of three members: herself, Director of Medical Services, and the Division Chair or Program Manager of the area where the student is primarily enrolled.

G. Krause added that this policy has to do with student withdrawals and hence must be approved by Education Council in accordance with the terms set out in the College and Institute Act. This policy provides a much kinder and gentler way of dealing with students who might possibly otherwise be suspended.

Discussions ensued and members' questions were answered.

As next steps, M. Ross advised that she would ask J. Rajotte to post this policy. She would also work with division chairs to attend their meetings with department chairs to explain how this policy works and L. Trotter asked that division chairs help to ensure this happens.

b) 2015/16 Accountability Plan and Report

A. Patel highlighted some key components of the report and advised that the report has been reviewed and supported by the Board's Audit and Finance Committee at its meeting on June 13, 2016.

c) President's Report

L. Trotter reported on the following:

- This is the first year the College had five Convocation ceremonies and we could possibly have 6 ceremonies next year as the student numbers continue to grow. Aside from those acknowledged at the beginning of today's meeting, L. Trotter thanked LSU for supporting the reception held immediately following each ceremony.
- L. Trotter and A. Patel went on the College's Education Mission to China between May 7 and 14, 2016. L. Trotter highlighted some of the meetings and school visits that took place in Shenzhen, Kunming, and Chongqing during this trip. He thanked A. Patel and S. O. Hon, Associate Director, Int'l Marketing & Business Development (China) for their hard work in arranging this trip.
- While Indian Summer Festival will not officially start until July 7, 2016, L. Trotter and A. Patel attended a pre-festival gala dinner on June 11, 2016. As a sponsor of one of the Festival's events, the College received 100 tickets for our students to attend the event and for other volunteer opportunities. L. Trotter advised that SFU is the funding sponsor of this Festival and was happy to have Langara involved. Besides SFU President Petter, JIBC President Tarko, Premier Clark and the MP of our riding, who is also the current Minister of National Defence Harjit Singh Sajjan, were also in attendance. Hon. Sajjan was one of the speakers and he specifically acknowledged the work Langara has done with the Indo-Canadian community in his speech, and he expressed his interest in visiting Langara in the future.

- Langara made an application for the Post-Secondary Institutions Strategic Investment Fund (SIF) set up by the federal government, who allocated \$2 billion for approved projects under this fund. About \$250 – 300M of this fund was allocated for BC with \$100M for the college sector. The funding structure was roughly 50%/50% between federal and provincial governments but it was advised that any project proposal would require 25% self-funding. Our application was made for the Creative Arts building, which was renamed to the Centre for Creative Industries and Innovation in order to fit the application criteria.

3. REVIEW OF MINUTES AND BUSINESS ARISING

a) Draft Minutes of the Meeting held on April 25, 2016

The minutes of the meeting held on April 25, 2016 were accepted.

4. STANDING ITEMS

a) Building Update

V. Sokha reported on the following:

- Executive Office and Communications and Marketing Department will move to trailers on June 15, 2016 and then renovations for the vacated space in the 4th and 5th floor of Building C will start immediately to create seven new classrooms. A decision was made to put the needed computer labs in the basement of Building B instead of Building C as Building B is more accessible and this will save us costs from installing the mechanical equipment required to accommodate the computer labs.
- North Elevator of Building C will be replaced, and the work will start in September and is expected to take eight to twelve weeks to complete.
- Everything is remaining on schedule for the new Science and Technology Building. The College will take possession of the building as of July 31, 2016. Initial meetings had been held with all department and moving plans are in place to gradually move the departments into the new building in August and September.

Discussions ensued around the new Science and Technology Building and members' questions were answered.

b) IT Update

V. Sokha provided an update on projects IT was working on:

- IT will be focusing on getting the new Science and Technology Building ready for September 2016. As the College did well financially last year, more funds were

available to be invested into IT infrastructure for the new building than initially planned.

- The Strategic Plan for IT is nearly complete.
- Windows Migration continued to be in progress and was expected to complete by the end of the fiscal year.
- Work for Office 365 email migration was also in progress.
- In light of recent cyber attack that happened to the University of Calgary that compromised their computer data systems, IT is working on a project to enhance our security systems. IT and Communications and Marketing departments are preparing a message to the community to address questions in regard to our security and how to deal with email attachments.

Discussions ensued around updates provided by V. Sokha and members' questions were answered.

5. CURRICULUM ITEMS

a) Education Council Meeting held on March 22, 2016

G. Krause referred to the summary report attached to the agenda for the Education Council meeting held on March 22, 2016 and highlighted the following:

- Post Degree Certificate in Diversity and Inclusion Leadership is a nursing program that offers post-degree internationally-educated nurses an opportunity to do a second program at Langara.
- Langara School of Management designed a few post-degree diploma programs in accounting for non-accounting major students with business degrees.
- Professional Photography is the first department that had gone through the entire program review and renewal process and did a major revamp to their programs and courses. G. Krause congratulated the department for all of their work.
- Langara School of Management had a number of changes and many had to do with the merger of the Canadian accounting professions into a single governing body, which affected education in related areas.
- Many new courses were created for Professional Photography program as part of its program rebuild and for Web and Mobile App Development and Design to complete its new PDD program. Two new English courses were created specifically for the new Post Degree Certificate in Diversity and Inclusion Leadership.
- Global Changes deal with changes that affect multiple programs or courses. The Canadian Association for Cooperative Education had made changes to its requirements for two-year diploma programs. Instead of two semesters, students

can now get their co-op designation in one semester. All of the co-op programs had been changed to reflect this change.

- Continuing Studies had many program revisions.

The Education Council summary report for March 22, 2016 was received for information.

G. Krause noted that there was no Education Council meeting in April 2016.

b) Education Council Meeting held on May 24, 2016

G. Krause referred to the summary report attached to the agenda for the Education Council meeting held on May 24, 2016 and highlighted the following:

- A new course in nutrition (NUTR 1100 – Introduction to Nutrition) was created and will be open to regular studies students as an elective.
- There were quite a few course changes in Business Management and Nursing.
- Involuntary Leave of Absence Policy (E1006) and Academic Dates for 2017/2018 were approved at the meeting.
- In accordance with College and Institute Act, Education Council approved to increase one faculty position on the Council for just one year to reflect the new division that had been created recently.
- Continuing Studies got a few new programs and provided information on its Summer Camps.

The Education Council summary report for May 24, 2016 was received for information.

6. FOR ACTION

a) Policy B1014 – Naming Recognition

As part of the strategies moving Langara College Foundation forward, A. Patel advised that Policy B1014 – Naming Recognition was one of the major policies the Foundation wanted to bring forward. As the government funding got has gotten scarce, this policy would not only give the College an opportunity to honour the individuals who contributed to Langara but also provide a way to generate new revenue to support students, faculty, programs and capital projects. A. Patel went over the extensive consultation process occurred in crafting this policy and highlighted key elements of Policy B1014 – Naming Recognition and its appendix attached to the agenda.

It was moved by A. Patel, seconded by R. Semmens:

THAT, Policy B1014 – Naming Recognition be recommended to the President for approval.

Carried Unanimously.

b) Policy C3002 – Business, Travel and Hospitality Expenses

V. Sokha advised Policy C3002 – Business, Travel and Hospitality Expenses was implemented on June 19, 2015. To better clarify the process for claiming related expenses for College employees, a minor change – “unless per diem rates are being claimed” was added to section 3.5 of this policy. As well, per diem rates noted in the footnote of Procedures for Business, Travel and Hospitality Expenses Policy was proposed to be changed to be based on Provincial government rates for Group II, instead of Group I employees. This change would give better flexibility to employees who are traveling on College business.

In response to a question, V. Sokha advised that a separate policy was being developed to deal with meals being served within the College or prepared for College employees. That policy will then give a clear guidance on what is allowed and what is not. L. Trotter added that it is important that our policy and practices align with the provincial government's policies and directions. V. Sokha further advised that regular consultation process would be followed for creating the new policy.

It was moved by V. Sokha, seconded by A. Patel:

THAT, Policy C3002 – Business, Travel and Hospitality Expenses with noted changes be recommended to the President for approval.

Carried Unanimously.

There being no further business, the meeting was adjourned at 10:56 a.m.