

LANGARA COUNCIL
Minutes of a Meeting
held on Tuesday, June 11, 2019
Board Room B141 at 0930 hours

Participants:

Jimmy Aitken	Lisa Fisher	Scott McLean
Darren Bernaerdt	Nora Franzova	Clayton Munro
Jim Bowers	Marianne Gianacopoulos (regrets)	Richard Ouellet
Michele Bowers	Margaret Heldman*	Dorothy Paukste* (regrets)
Jacqueline Bradshaw (regrets)	Gerda Krause	Wanda Pierson
Ryan Cawsey	Gurbax Leelh (regrets)	Viktor Sokha
Ben Cecil	Julie Longo	Ann Syme (regrets)
Patricia Cia	Tess MacMillan (regrets)	Daniel Thorpe
Eleanor Clarke	Robin Macqueen	Lane Trotter, Chair
Laura Cullen (regrets)	Jane Mason	

* non-voting

Guests:

David Cresswell, Chief Information Officer
Courtney Fabri, Manager, Institutional Research & Analytics
Dawn Palmer, Senior People and Culture Consultant

Recorder:

Alice Hsu, Executive Assistant to the President

Prior to the start of the meeting, L. Trotter welcomed new Council members J. Aitken (new CUPE Representative taking over from Rosamaria Palozzi) and L. Fisher (Interim Vice-President, External Development), and guests D. Cresswell, C. Fabri, and D. Palmer. He also congratulated D. Bernaerdt for his new role as the Education Council Chair and R. Cawsey for assuming the position of Interim Dean, Faculty of Management.

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 April 9, 2019

The minutes of the meeting held on April 9, 2019 were accepted.

3. STANDING ITEMS

a) Workday@Langara Update

D. Palmer gave a presentation to provide an update on the Workday@Langara project. She recapped on the partners and four workstreams of the project; advised that the project is currently at the Configure and Prototype phase until the end of June 2019 and will be followed by testing and training; and reviewed the project timeline, scope, and accomplishments to-date. She also talked about the Academic Core Team, the Change Network, and ongoing support available for faculty and staff.

Discussions ensued and members' questions were answered.

[It was noted that D. Palmer left the meeting at 10:04 a.m.]

b) IT Update

V. Sokha reported on the following projects IT has been undertaking:

- Workday Project- Currently nine IT staff are assigned to the Technical Workstream of the project.
- Cyber Security Program- IT is designing a strategy to bring a comprehensive multi-year cyber security program to the College.
- Multi-Factor-Authentication (MFA)- MFA adds an additional step to the log-in process to validate the identity of a user. It helps further protect our systems and data.
- Windows 10- The rollout of Windows 10, with increased security, is in the final preparation stage.
- Student email- This project is currently in the planning stage to decommission student's mylangara.bc.ca email addresses and move them to Microsoft Office 365 by the end of 2019 since the vendor will no longer support the existing portal for student emails.
- Secondary Fibre Path- IT continues to work with BCNet to pull a secondary fibre path to campus to provide full redundancy to the internet and to increase security.
- Identify and Access Management (IAM) Program- This project is related to all IT services especially Workday@Langara and MFA. Implementation of an IAM program will help provide better functionality, better user experience, and improve management and control of identifies.

4. CURRICULUM ITEMS

a) Education Council Meeting held on March 19, 2019

D. Bernaerdt referred to the summary report attached to the agenda for the Education Council meeting held on March 19, 2019 and highlighted the following:

- Criminal Justice created a new Diploma in Criminology in response to student's interest in transferring directly to the third year of SFU's BA in Criminology. Different from the existing Diploma in Criminal Justice, this new program has less focus on enforcement.
- Journalism updated the admissions requirements for two Journalism programs.
- Publishing changed its program name to Digital and Print Publishing to better reflect the breadth of the program.
- Kinesiology made many course changes to maintain alignment with UBC's Bachelor of Kinesiology that has been revised significantly after its recent program review.
- There was a reorganization in Diploma in Criminal Justice and in the Diploma with BBA Option to list courses by year rather than by term to increase flexibility for students in scheduling their studies.
- Modern Languages created a new course – Advanced Grammar (CHIN 3311), a higher-level Chinese language course.
- Gerontology created five new courses for the second year of its new Gerontology Diploma program.
- There were many course changes mostly around updating prerequisites, calendar descriptions, and learning outcomes.

The Education Council summary report for March 19, 2019 was received for information.

b) Education Council Meeting held on April 23, 2019

D. Bernaerdt referred to the summary report attached to the agenda for the Education Council meeting held on April 23, 2019 and highlighted the following:

- Psychology has a new course – The Psychology of Human Animal Relationships (PSYC 2327)
- Geography updated the calendar description and/or prerequisites for its two courses.
- Education Council held an election in April 2019. New members have started a two-year term from May 1, 2019 and then elections for the Chair and Vice-Chair took place in mid-May. T. MacMillan is the new Vice-Chair and D. Bernaerdt is the new Chair.

The Education Council summary report for April 23, 2019 was received for information.

5. FOR ACTION

a) Revised Policy B5009 – Credit and Debit Cardholder Security

D. Cresswell advised that the College has been working for a few years to achieve the Payment Card Industry Data Security Standards (PCI DSS), established by major credit card companies and merchant banks. These are international standards and all organizations that accept card payments must comply with the standards to avoid the financial penalty, which can be as much as \$10K a month. The College has been reporting self-audit annually and to-date we are very close to full compliance. Over the years, the College has done some system and process changes. The next step is to ensure policy alignment and that is the reason Policy B5009 – Credit and Debit Cardholder Security went under a review.

D. Cresswell advised that the changes in the policy and procedures are not significant. The revisions are mainly for clarifying the roles of groups who get involved along the process and for providing clearer languages that are easier to follow for staff who have the responsibility to take card payments. A new Incident Assessment Template form has also been created to help guide the responsible staff to gather information and facilitate communication to Finance, Organizational Risk Assessment, and IT departments when an incident happened.

Discussions ensued and members' questions were answered.

It was moved by V. Sokha, seconded by D. Thorpe:

THAT, revised Policy B5009 – Credit and Debit Cardholder Security be recommended to the President for approval.

Carried Unanimously.

[It was noted that D. Cresswell left the meeting at 9:46 a.m.]

6. FOR INFORMATION

a) DRAFT 2018-2019 Accountability Plan and Report

L. Fisher thanked L. Xiong, C. Fabri, and all those who contributed the required data for working together to produce the annual report that is due to the Ministry by July 15, 2019. She first noted that, in response to the Ministry's request to all institutions, a few new sections were added in the report to outline the contributions we are making to help achieve the goals of the Minister's 2018/19 Mandate letter and the Ministry's priorities stated in the Minister's 2019/20 Mandate letter. There is also a section on indigenous initiatives the College has been working on to implement education-related Truth and Reconciliation Commission (TRC) Calls to Action. She then highlighted some key components of the final draft 2018/2019 Accountability and Report attached to the agenda.

Discussions ensued and members' questions were answered.

b) Miscellaneous Student Fee Changes

C. Munro advised that the Registrar & Enrolment Services and Continuing Studies departments have been working closely with IT to help the College become compliant with the PCI DSS and move away from receiving credit card information through paper or

email. To allow the College move collection of fees quickly over to Shopify, an online purchasing platform, the current charges for course outlines (\$6.00) and course descriptions (\$2.00) will be suspended, and the current charges for Transfer Credit Request inside BC (\$4.00) and out-of-province (\$6.00) will be changed to the same amount - \$4.00. These fees will be reviewed again in the future as technology permits.

Discussions ensued and members' questions were answered.

c) President's Report

L. Trotter advised that he attended a cheque presentation hosted at Musqueam on June 11, 2019. It relates to the work the College has been doing with Musqueam and to support the Truth and Reconciliation Commission (TRC) Calls to Action.

R. Ouellet added that the College has been working hard to bring the community on board and build the capacity needed to deliver the Indigenous Upgrading Program launched earlier this year. A number of silent partners have made significant contributions to support the delivery of the program. As well, at the June 11th event, RBC Foundation made a generous donation of \$100,000 to support the pilot program. The success of this program will help Indigenous students who did not complete grade 12 transition to post-secondary studies and increase the number of Indigenous secondary school students enrolled in post-secondary education.

L. Trotter thanked R. Ouellet and his team for all of their work making the delivery of the program possible.

Other

L. Trotter encouraged everyone to join the Beyond 49 Community Day to be held on June 15, 2019 to celebrate the College's 49th anniversary.

There being no further business, the meeting was adjourned at 10:25 am.