



LANGARA COLLEGE

MINUTES Langara Council Meeting held on Tuesday, September 23, 2003 Room B201, 0940 Hours

Members:

Linda Arnold
Christina Chow (absent)
Laura Cullen
Deanna Douglas
Martin Gerson
Marg Heldman
Linda Holmes, Chair
Ken Jillings
Terry Kornutiak (absent)
Anne MacMillan
Verna Magee Shepherd (absent)
Brendan Newton (0945 hours)

Pam Novak-Cawley
Therese Paradis
Brian Pendleton
David Pepper
Roger Semmens (absent)
Doug Soo (0950 hours)
Dennis Steeves
Gloria Swadden
Eloginy Tharmendran
Lawrence Warren
Nancy Wickham

Guests:

Alireza Ahmadian, LSU
Edward Alva, LSU
Bea Bernhausen, LSU
Nicolae Brown, LSU
Maria Escolin, LSU

Dee Hon, Voice Newspaper
Jerami Schroeder, student
Yoshiro Shiba, LSU
Jennifer Smith, Voice Newspaper
Tristan Winch, Gleaner Newspaper

L. Holmes welcomed members to the first meeting of Langara Council since the summer break. In addition, she introduced and welcomed E. Tharmendran, who has replaced C. Klaasen as one of the LSU representatives on Council.

1. REVIEW OF AGENDA

The agenda was approved as circulated.

2. REVIEW OF MINUTES AND BUSINESS ARISING

a. Draft Minutes of the Meeting held Tuesday, June 10, 2003

It was moved by B. Pendleton; seconded by L. Arnold

**THAT the minutes of the Langara Council meeting held on
June 10, 2003, be approved.**

Carried.

b. Fee Payment and Refund Schedule Proposal

L. Holmes briefly provided background to the Fee Payment and Refund Schedule proposal being presented and explained that the proposal was developed in consultation with a number of key groups at the College, including the: Admissions and Registration Committee; Deans and Division Chairs Committee; International Education Department; representatives from Langara Students' Union Executive and the Student and Education Support Services Student Advisory Committee.

It was noted that this proposal addresses a number of issues: a revised fee payment schedule; the impact of increasing GPA requirements at the university-level on colleges and institutions resulting in multiple-institution applications and registrations; the College's desire to stabilize class lists earlier so instructors can begin classroom instruction the first day of classes to provide a maximum instructional benefit to students; the Ministry's requirement for maximum FTE production; and most recently, an audit mandated by the provincial Auditor General's office.

It was noted that discussion would be held on the Fee Payment and Refund Schedule proposal at this meeting, with a vote to take place at a future meeting.

Deposit

L. Holmes described the proposed changes to the deposit and commitment fees, noting that deposit fees for Arts and Science students will be discontinued, and commitment fees to be applied to student tuition fees, will be increased to \$250 for Career and Limited Enrolment programs. In addition, she explained that International Education registrants will pay one fee each semester that will include a commitment fee, course fees, the Building Legacy fee and the Students' Union fee, with any overpayment being refunded to the student.

Three Division Chairs indicated support for the commitment fee, but recommended that it only be required from students in the first term, as completion of the first term is an indicator that a student is committed to the program.

It was clarified that special programs, for example, External Studies programming are exempt from the fees noted as they have a different fee structure and are based on a cost-recovery model.

Registration

L. Holmes described the three different registration periods and the reasons why a student would not be dropped due to non-payment of fees, and explained that the College will establish an Instalment Payment Plan for those students who require an extended period to pay their tuition fees.

A recommendation was made to add another item to the list of exceptions for not being dropped from courses for reasons of non-payment: (v) those registrants who are enrolled in career core courses. The reason presented was that these are restricted courses and therefore student seats are confirmed, but the proposed drop policy will discourage these students from registering early because they will be required to pay earlier.

In response to a question regarding the availability of course outlines on the web it was noted that outlines will be available for students who register for the Summer 2004 term at least 10 days in advance of registration.

L. Holmes noted that the logistics of an Instalment Payment Plan are to be coordinated by V. Magee Shepherd and D. Douglas once the proposal has been approved and that the input of students would be sought at that time. It was noted that no other college or institute provides the option of an Instalment Payment Plan to their students.

E. Tharmendran requested that the details of the Instalment Payment Plan be ironed out before approval is sought and further suggested that all the details need to be presented clearly before it can be considered for approval.

An LSU representative offered the assistance of the LSU in the development of the plan to ensure that students' needs are met and asked why the plan is necessary. It was explained that the entire Fee Payment and Refund Schedule proposal is based on the principle of access and opportunity for students. The College is working to reduce the number of seats being held by students who have no intention of keeping them. When students "hold" seats without paying for the course, this action prevents other students from registering for the course, and this impacts those who legitimately want to attend the course and are prepared to pay for it.

It was further noted that ultimately, it is the students who bear the costs of a course not filled to capacity. The College makes every effort to keep its tuition fee costs the lowest in the Lower Mainland by ensuring that students who take seats pay for the instruction received, and this proposal supports the maintenance of our low fee structure.

Refunds

L. Holmes described the refund process and a student asked whether the petition presented by the LSU in October 2002, specifically the request for a 50% refund in the first two weeks of class and a course swap option, was considered. In response, L. Holmes noted that the Banner system only recognizes one transaction at a time, which means that course swap tracking is not possible.

In response to the proposal for a 50% refund, M. Gerson explained that the College is working to achieve a balance between the rights of students who have already registered for a course and the students who are waiting to get into a course. It was noted that the College recognizes that the comings and goings of students in the beginning of a semester is disruptive to the learning environment and thus allowing course drops through the first six days of class will ensure that a student whose class is held only one day per week will have one additional day to make their decision about the class.

In response to a question about a 100% refund through the first week, it was noted a 100% refund was the College's policy prior to 1999 at which time add and drop transactions amounted to over 3,000 each per term. Since the change in policy, the number of transactions was reduced to less than 1,000 each.

The refund component of the proposal, if approved, will be implemented in 200410, in advance of the other changes. This will allow for an evaluation of the refund changes following implementation.

In response to a question about why students will be dropped because of payment issues rather than attendance issues, it was noted that attendance in a course is not a good measure of commitment. There are instances, especially in the September and January terms, where a student is out-of-province due to work commitments and unable to attend classes the first week, or a student may have a medical illness that prevents them from attending classes.

L. Holmes noted that the feedback provided at the table will be considered and any changes to the Fee Payment and Refund Schedule proposal will be distributed to Council members prior to the next meeting.

3. CURRICULUM ITEMS

a. Report from Education Council Meetings held May 13 and June 10, 2003

P. Novak-Cawley reported that there were no financial implications from the decisions made at the Education Council meetings held May 13, 2003 and June 10, 2003. She noted that at the meeting held May 13, 2003, the Letter of Intent for a Collaborative Nursing Degree was approved for submission under the Ministry's Applied Degree program.

4. ACTION ITEMS

a. Ministry Working Paper – "Mandates, Roles and Responsibilities"

L. Holmes reported that in July 2003 the Ministry of Advanced Education invited feedback to a working paper, "Mandates, Roles and Responsibilities in the Public Post-Secondary Education System in B.C.". This document was subsequently distributed to members of the College Board, Education Council and Langara Council with a request that comments to be forwarded to L. Holmes by August 8, 2003 for compilation into a college-wide response.

L. Holmes provided a brief summary of the response to each question. D. Pepper reported that the Council of Post-Secondary Library Directors has submitted a response, making a specific recommendation regarding institutional collaboration and the sharing of resources. It was noted that the College's response to Question 8 supports collaborative arrangements.

It was moved by M. Gerson; seconded by L. Warren

THAT Langara Council endorse the College's response

**to the Ministry of Advanced Education's working paper titled
Mandates, Roles and Responsibilities in the Public Post-Secondary
Education System in B.C.**

L. Warren noted support to the response and suggested that the College should indicate, or more strongly articulate where it has already been referenced, its support to accountability, notwithstanding the fact that access and opportunity to education are foremost. In addition, he suggested that the broad and meaningful support to the letter should be identified within the text of the letter.

L. Holmes advised that the College Board will be discussing the response at its meeting to be held September 25, 2003 and that she will be seeking their endorsement at that time. After approval is confirmed, it is her intent to expand the introduction to identify the groups who have indicated support, including a description of the Council membership and to summarize the main points made throughout the response.

The question was called on the motion and it was declared **Carried Unanimously.**
Abstentions - 2

It was clarified that the two members who abstained from voting did so because they had not had a chance to read the response.

5. INFORMATION ITEMS

a. 200330 Registration - Update

T. Paradis noted that the statistics previously distributed show a comparison between the Fall 2002 semester and the Fall 2003 semester using data from different reports. It is hoped that in the near future, admission and registration data can be combined into one report. Suggestions for statistical data to be included in a report should be forwarded to T. Paradis, who will work with D. Douglas and L. Xiong to identify the parameters for the creation of one report.

There being no further discussion, the meeting was adjourned at 1130 hours.