



# LANGARA COLLEGE

## MINUTES Langara Council Meeting held on Tuesday, October 7, 2003 Room B201, 0935 Hours

### **Members:**

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

Pam Novak-Cawley (0945 hours)  
Therese Paradis (absent)  
Brian Pendleton  
David Pepper  
Roger Semmens  
Doug Soo (0945 hours)  
Dennis Steeves  
Gloria Swadden (absent)  
Eloginy Tharmendran (1000 hours)  
Lawrence Warren  
Nancy Wickham

### **Guests:**

Nicolae Brown, LSU (for item 2)  
Theresa Hanson (for item 3)  
Jerami Schroeder, student

---

## 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, September 23, 2003**

L. Holmes noted that, for the purposes of clarification, the following re-wording was suggested to Item 2b. Fee Payment and Refund Schedule Proposal, under the heading Refunds, second paragraph, second sentence:

“... 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.”

It was moved by L. Warren; seconded by D. Steeves

**THAT the minutes of the Langara Council meeting held on  
September 23, 2003, be approved as amended.**

**Carried.**

Business Arising

L. Holmes reported that as a result of the input provided at the last meeting and a review of additional information received, the Fee Payment and Refund Schedule proposal would not be voted on at this meeting as noted previously in an email to all Council members on September 30, 2003

She explained that there are a number of items that require clarification before the proposal will be returned to Council for consideration and provided the following update:

- (1) “Late payment fee” – should this be increased and/or applied earlier.
- (2) Student loans and fee deferrals – need to consider the number of students who apply within the identified timeframe compared to the number of students who receive approval within that timeframe.
- (3) Financial aid – need to review the length of time it takes the Ministry to process an application for a student who attends Langara and another institution at the same time.
- (4) Commitment fee – need to review the timing of the Commitment fee paid by International Education students – if approved on October 1<sup>st</sup> for admission the following September, how long in advance do we require their fee payment? In addition, consider the recommendation that it only be required from students in the first term.
- (5) Waitlist – need to review the amount of time a student has to respond to notification of a seat available.
- (6) Instalment Payment Plan – awaiting input from the LSU.
- (7) Student Loans – consider the fact that funds are not given to students until the first day of class and discuss whether the College should take funds “off the top” of student loans for tuition.
- (8) Open Registration – if held on the 6<sup>th</sup> day, may be a problem for lab courses.

It was noted that the focus of the proposal is to increase access for students in a fair and equitable manner, and therefore it is important to take the time to ensure that the proposal is as simple as possible and well understood by everyone. L. Holmes noted that any changes, once approved, will be communicated widely, well in advance of implementation.

### **3. INITIATIVE FUND ITEMS**

#### **a. “Athletics Hall of Fame” Report**

T. Hanson reported that this project was funded by a Langara Initiatives Fund grant in the fall of 2000 and has taken three years to complete. The purpose of the project was to showcase the College’s successful athletic history since 1970 and pay tribute to the athletes who have contributed to that success.

T. Hanson described the main components of the project: Hall of Champions; Wall of Honour; Alumni database; Awards and Results Library database; and Video and Photo Archives. It was noted that the official opening of the Hall of Fame was held in April 2003 and has resulted in the ongoing development of an athletic alumni contact network.

In addition, T. Hanson noted that on September 29, 2003, the Canadian Colleges Athletics Association (CCAA) announced that Langara College is the recipient of the 2003/04 Award for Innovation for the Athletics Hall of Fame Initiative.

T. Hanson was thanked for her report and L. Holmes noted that the CCAA Award for Innovation was also announced in this week's By the Way newsletter.

#### 4. ACTION ITEMS

##### a. Policy F1002 – Concerns About Instruction

L. Holmes provided background to draft policy F1002 – Concerns About Instruction, reminding Council members that it had been tabled at the Langara Council meeting held on February 20, 2001.

Since that time, the policy has been re-drafted and recommended for approval by Deans and Division Chairs at their meeting held August 2003. L. Holmes drew attention to an error on the draft policy, specifically item 2, "Teacher" should replace "Instructor" as listed in the Definitions category.

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

**THAT policy F1002 – Concerns About Instruction be approved.**

In response to the motion, L. Warren distributed a document dated October 3, 2003 that proposed amendments to the draft policy.

For the purposes of discussion, it was moved by L. Warren; seconded by R. Semmens

**THAT the amendments to policy F1002 – "Concerns About Instruction" as proposed by L. Warren dated October 3, 2003, be considered.**

L. Warren spoke to the proposed amendments and the following comments were noted:

- the application of the policy should be to the concept of instruction, as opposed to employees who provide instruction;
- colleagues have other avenues to address concerns about instruction and therefore do not need to be listed under those who may have a concern;
- academic freedom should not be impeded by the policy;
- section 2, Definitions should include a definition of Instruction and delete the definition of a Teacher;
- a student should be required to bring concerns forward within 10 working days after the event that gives rise to the concern versus the suggested timeframe of 10 working days after the end of the semester in which the concern arose;

- any documentation produced as a result of an investigation must be conveyed to the person whose instruction is of concern and any documentation that can be used to identify the concerned student must be conveyed to that student;
- remove references to Collective Agreements as the policy is about instruction not instructors;
- the proposed amendments have been drafted to accommodate the language in the draft policy wherever possible.

Discussion ensued on the draft policy and proposed amendments, specifically:

- whether colleagues should be removed from the list of those who would use this policy to express concerns about instruction (for example, alcohol on breath);
- it was noted that it might be difficult for a student to isolate a specific incident that is of concern versus a series of incidents that lead up to a concern, for example, a class starting late on numerous occasions. It was suggested that the deadline for action should remain at 10 days after the end of a semester;
- the intent of the policy and the comments provided at the table are to ensure that the best instruction is provided by whoever, regardless of the instructional setting. Examples provided included a lab demonstrator in a biology lab, an instructor teaching a Continuing Studies program, or an administrator providing an orientation;
- it was noted that it is the delivery of instruction not the content of instruction that is to be addressed by this policy;
- inappropriate behaviour not related to instruction should be addressed in a separate policy and L. Holmes advised that there is a policy in draft format titled “Code of Conduct” that will replace 6 existing policies and addresses a number of the issues being raised at the table.

L. Holmes suggested that the draft policy be distributed to Council members and reviewed prior to the policy “Concerns About Instruction” being further discussed and suggested the draft policy be tabled until that time.

It was moved by L. Arnold; seconded by P. Novak-Cawley

**THAT policy F1002 – Concerns About Instruction be tabled.**

**Carried.**

L. Holmes noted that the draft “Code of Conduct” policy should provide a better overview of existing policies and procedures and could clarify how the “Concerns About Instruction” policy fits with the other policies.

## **5. INFORMATION ITEMS**

Nil.

There being no further discussion, the meeting was adjourned at 1038 hours.