



**Members:**

Linda Arnold	Pam Novak-Cawley
Alan Cooper	Brian Pendleton
Laura Cullen	David Pepper
Deanna Douglas	Christine Peterson
Penny Gallagher (absent)	Lynn Scarborough (absent)
Martin Gerson	Roger Semmens
Marg Heldman	Doug Soo
Linda Holmes, Chair	Dennis Steeves
Jim Hooton	Gloria Swadden
Ken Jillings	Jaroslav Welz (absent)
Reba Noel (absent)	Nancy Wickham

**Guests:**

Barry Coulson	Mehdi Nathoo
Wendy Low	Ken Pawlak

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L. Holmes welcomed Wendy Low, in-coming Division Chair, Nursing and Ken Pawlak, in-coming Division Chair, Creative Arts, noting that both positions are effective May 1, 2005. In addition, she introduced Barry Coulson, Director, Financial Services, effective January 1, 2005.

**1. REVIEW OF AGENDA**

The agenda was approved as circulated.

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

**a. Draft Minutes of the Meeting held on December 7, 2004**

Business Arising

L. Holmes noted that a copy of the press release announcing the Honourable Ida Chong as Minister of Advanced Education was previously distributed to all Council members and that a press release regarding approved Applied Degrees was also sent.

It was noted that Policy D1003 – Recognition and Achievement Award, as approved at the last meeting, has been forwarded to all Council members and is posted on the College website.

It was moved by M. Gerson, seconded by D. Steeves  
**THAT the minutes of the Langara Council meeting held on  
December 7, 2004 be approved.**

**Carried Unanimously**

**3. CURRICULUM ITEMS**

**a. Education Council Meeting held November 9, 2004**

P. Novak-Cawley introduced the Summary Report of the Education Council meeting held November 9, 2004 and noted there were no items with financial implications.

The summary report was accepted as circulated.

**4. ACTION ITEMS**

Nil.

**5. INFORMATION ITEMS**

**a. Registration Update – Spring Semester 200510**

J. Hooton, in the absence of P. Gallagher, distributed a memo dated January 11, 2005 that provided enrolment data for the Spring 200510 semester as compared to the Spring 200410 semester.

Particular reference was made to the higher “without registration” statistic, where it was noted that due to the removal of the commitment fee for most programs, students now only had to “push a button” to indicate that they intended to register. On that note, it was reported that although there was an increase to the commitment fee for career programs, some students still did not complete their registration process. J. Hooton advised that the Registrar’s Office will be working with Institutional Research to survey the “without registration” cohort to determine their reasons for not registering. This information will hopefully provide insight about how the college might better serve potential students.

A discussion ensued on registration in general and included the following comments:

- need to check with UBC and SFU, and other colleges, to determine the date students were still being accepted in programs, as the universities actions have a compounding effect on the College;
- Capilano College had a two-page advertisement in the Vancouver Courier newspapers in mid-December 2004;
- other colleges are experiencing an enrolment shortfall, and some have been since the previous Fall semester, with productivity noted as low as 70+%;
- universities have lowered their GPA admission requirements and in some instances have offered guaranteed admission with incentives (eg. grants, entrance scholarships);
  
- it is not only Advertising that is necessary for the recruitment and retention of students – need to know what students expectations are and adapt accordingly;
- it is easier to obtain employment with a grade 12 education than was the case in previous years – opportunities in the trade industry;

- the College needs to consider options and opportunities to increase enrolment such as guaranteeing seats; flexible scheduling.

**b. Budget Update**

D. Douglas distributed a document titled 2005-06 Budget Draft 1 and reminded Council members that an estimate for a balanced budget for 2005-06 was presented to the Board in March 2004. She explained that, at the present time, the budget is reflecting a worst-case scenario shortfall of \$1.38 million and briefly described the changes to the budget. It was noted that decreased enrolment and therefore insufficient tuition fee revenue leads to \$1.3 million of the current shortfall.

It was requested that the Deans and Division Chairs (and to include a representative from Counselling) immediately hold discussions to review enrolment in extra sections to determine whether the sections are required to meet apparent student need, and put together an action plan to: deal with the issues of under-enrolment; review the costs of putting on extra sections; discuss flexible scheduling to make course or programs more attractive; and check processes to ensure that students are not needlessly placed on waitlists.

It was noted that this is the first year since 1996/97 that the College will likely under-produce its funded FTEs.

A brief discussion ensued regarding tuition fees at which time it was confirmed that the College's fees remain one of the lowest when compared to Douglas College, Capilano College and Kwantlen University-College.

D. Douglas noted that the 2005-06 list of Enhancements amounts to \$700,000 and will be presented at the next Council meeting for discussion.

There being no further discussion, the meeting was adjourned at 1030 hours.