



LANGARA COLLEGE

MINUTES Langara Council Meeting held on Tuesday, September 26, 2006 Room B201 at 0930 hours

Members:

Linda Arnold (absent)	Terry Kornutiak
Lynn Carter (for Alan Cooper)	Wendy Low
Laura Cullen	David Pepper
Deanna Douglas	Reba Noel (absent)
Penny Gallagher	Ken Pawlak
Martin Gerson (absent)	Brian Pendleton
Marg Heldman	Lynn Scarborough
Jim Goard	Roger Semmens
Linda Holmes, Chair	Doug Soo
Jim Hooton (absent)	Nancy Wickham
Ken Jillings	LSU Representative

1. REVIEW OF AGENDA

The agenda was approved as circulated with the following addition:

5. Information Items
 - (b) 2007-2008 Budget Timeline

2. REVIEW OF MINUTES AND BUSINESS ARISING

- a. Draft Minutes of the Meeting held on June 13, 2006

It was moved by K. Pawlak, seconded by L. Cullen

THAT, the Minutes of the Langara Council meeting held on June 13, 2006, be approved.

Carried.

3. CURRICULUM ITEMS

- a. Education Council Meeting held June 13, 2006

L. Cullen introduced the Summary Report of the Education Council meeting held June 13, 2006, and noted that the majority of the changes related to the Bachelor of Business Administration were a reflection of recommendations put forward by the Degree Quality Assessment Board panel. She further noted that the changes to Program Admission Requirements for Applied Urban and Rural Planning were made to help broaden enrollment. L. Cullen noted that there were no items with financial implications.

It was moved by K. Pawlak, seconded by L. Cullen

THAT, the summary report of the Education Council meeting held June 13, 2006, be received.

Carried.

4. ACTION ITEMS

a. Revision to Policy B3002 – Code of Conduct

L. Holmes referenced her memo dated September 21, 2006, attached to the agenda and noted that a motion was passed at the February 7, 2006, Langara Council meeting to amend the Policy to outline the process an instructor may take to deal with non-emergency situations in classrooms where the instructor's ability to maintain order is jeopardized (ie. disruptive students). Further discussion at that time identified that the policy needed to: provide guidance to faculty on how to deal with disruptive behaviour in the classroom with appropriate checks and balances; differentiate between conduct and concerns about instruction; and, have an informal resolution process for conduct issues involving employees.

A. Cooper and J. Hooton collaborated and have revised the policy to reflect this guidance and it now includes new language. The changes will assist faculty to deal with situations as they arise in the classroom.

Further discussion ensued on the Policy and the following changes were noted:

- (a) Section 2 (j) – change - “cars” to “**motor vehicles**” to include all forms of transportation.
- (b) Section 5.4 – deletion and replacement of part of sentence – delete “by bringing the matter first to the attention of the individual employee and then to that of the employee’s immediate supervisor” and replace with “**in a manner consistent with the applicable Collective Agreements or Terms and Conditions of Employment**”.
- (c) Section 2 – addition of definition – add a definition for “**College Executive**” as noted in sections 8 and 9.
- (d) Section 8.1 – addition of wording – add “**or Program Manager**” after Division Chair, to include Continuing Studies personnel.

It was moved by R. Semmens and seconded by K. Pawlak

THAT, revisions to Policy B3002 – Code of Conduct, as described in the memo dated September 21, 2006, attached to the agenda, be approved, along with the following additional changes:

- (a) Section 2 (j) – change - “cars” to “**motor vehicles**”
- (b) Section 5.4 – delete “by bringing the matter first to the attention of the individual employee and then to that of the employee’s immediate supervisor” and replace with “**in a manner consistent with the applicable Collective Agreements or Terms and Conditions of Employment**”.
- (c) Section 2 – add definition of “**College Executive**”.
- (d) Section 8.1 – add “**or Program Manager**” after Division Chair.

Carried.

5. INFORMATION ITEMS

a) Registration 200630

L. Holmes noted that there were 7,671 students registered for the fall term, which is 2.8% fewer than last year. International enrolment was up so it picked up the loss in domestic. L. Holmes noted that she will be asking the Deans and Division Chairs what areas are on the rise to identify clear targets of marketing. She further noted that as a result of onsite visits at specific schools, more students made a decision to come to Langara College because of its hands-on and caring attitude. She further noted that P. Robertson, Alumni Relations, is working in the direction of becoming more visible to students.

L. Holmes noted that the BC College Presidents Consortium is embarking on a marketing campaign using the tag-line "Now You're Thinking" that identifies that College for post-secondary education is the best choice. It includes large ads in The Globe and Mail and The Sun newspapers and community papers, setting up a website which is linked to a variety of sites that already exist, posting interior bus ads, and creation of posters for use by institutions. This is slated to occur October through November and L. Holmes will put out an internal announcement when it starts.

ACTION: L. Holmes

b) 2007-2008 Budget Timeline

D. Douglas noted an addition to the Agenda titled "2007-2008 Budget Timeline" and distributed the attached document. She noted that the Budget worksheets, which were to be distributed September 25th, will be distributed September 26th. She noted that the first draft of the Budget should be to Langara Council by November 21, 2006.

There being no further discussion, the meeting was adjourned at 1010 hours.

**2007-08 Budget
Timelines:**

September 26	Budget Worksheets Distributed
September 26	Langara Council Meeting
September 29	Section Plans Submitted
November 3	Budget Worksheets Submitted
November 6 - 17	Data from Budget Worksheets input to Draft 1 Budget
November 20	Budget Worksheet Confirmations distributed, for return by Nov 27 if changes required
November 21	Langara Council discussion – Draft 1 2007-08 Budget and discussion of enhancements
TBD	Draft 1 2007-08 Budget to Board Administration and Finance Committee
December 5	Langara Council discussion - Draft 2 2007-08 Budget – to include any changes necessary as a result of confirmation process; spring enrolment estimates
January 9, 2007	Langara Council – continue Enhancement discussion if necessary
January 10 2007	Langara Council members receive enhancement voting form
January 12, 2007	Enhancement votes tabulated
January 23, 2007	Langara Council – results of enhancement vote discussed
January 25, 2007	Update to College Board
March 6, 2007	Langara Council – recommend budget to President
March 29, 2007	Recommended Budget to Board