EDUCATION COUNCIL

MINUTES OF THE MEETING HELD ON

Tuesday, June 24, 2025 at 13:00
Room B141

Members:

Antonella Alves (Vice-Chair)
Joshua Antonio
Patty Aroca-Ouellette
Sandy Atwal
Darren Bernaerdt
Vanessa Brown
Paula Burns*
Brison Chursinoff
Spencer Dane
Sandra Enns

Nora Franzova
Brent Kennedy
Bhumika Laller
Tanya Lewis
Tess MacMillan (Chair)
Prabhleen Madaan
Debbie Schachter
Allison Sullivan
Ann Syme
Sunita Wiebe
Celeste Wu

Resource*:

Connie Chong
Arnie Clark
Sam Issari
James Nickason
Emily Scarlett

Guests*: Alice Hu, Stewart McGillivray, Lenke Sifko

*non-voting

absent (ital.)

Minutes: Susan Smith*

Regrets: S Atwal, D Bernaerdt, V Brown, P Burns, S Enns

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1. CALL TO ORDER / WELCOME / ELECTION UPDATE

The meeting was called to order at 1:03 p.m. upon declaration of a quorum. T MacMillan welcomed new members Bhumika Laller and Debbie Schachter.

2. LAND ACKNOWLEDGEMENT

T MacMillan acknowledged the meeting's location on the unceded traditional territory of the Musqueam First People, who have given Langara College the name snəw̓eyəɬ leləm̓, *house of teachings*.

3. APPROVAL OF AGENDA

IT WAS MOVED by A Syme, seconded by T Lewis, that the agenda be approved.

MOTION CARRIED

4. DISCLOSURE OF CONFLICT OF INTEREST

In accordance with the Education Council bylaws (Sec.5), Council members were provided an opportunity to declare a conflict of interest related to any item on the meeting agenda. No conflict was declared by any member in attendance.

5. APPROVAL OF MINUTES

IT WAS MOVED by T Lewis, seconded by N Franzova, that the minutes of the meeting held May 20, 2025 be approved as presented.

MOTION CARRIED

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6.   CURRICULUM

T MacMillan noted the large quantity of submissions and the thorough review and revisions made by the Curriculum Review Committee.

A)   CONTINUING STUDIES – courses for new 2D & 3D Technologies Diplomas (approved March 2025)

Term 2 courses
   a) **New Courses (2D program)**
      i)   ADAP 1202 – Acting for Animation
      ii)   ADAP 1203 – Rigging & Builds for Animation
      iii) ADAP 1204 – Digital Animation: Character Mechanics
   b) **New Courses (3D program)**
      i)   AVEP 1205 – 3D Animation: Acting for Animation
      ii)   AVEP 1206 – 3D Pre-Production: Cinematography in Animation

   IT WAS MOVED by S Wiebe, seconded by A Syme, that the new courses *ADAP 1202, ADAP 1203, ADAP 1204, AVEP 1205*, and *AVEP 1206* be approved by Education Council.

L Sifko explained that Langara is exiting its agreement with the Center of Arts and Technology and has redesigned a new program that incorporates advice received during the recent QAPA review. The redesign involves creating new courses and revising existing courses to improve the delivery, structure, and relevance of the curriculum.

<div align="right">MOTION CARRIED</div>

   c) **Course Changes (2D program)**
      i)   ADAP 1301 – Layout & Production
   d) **Course Changes (3D program)**
      i)   AVEP 1104 – 3D Animation / Modelling – Level 2
      ii)   AVEP 1202 – Previsualization
   e) **Course Changes (shared 2D & 3D programs)**
      i)   SANI 1051 – Character Design
      ii)   SANI 1056 – Life Drawing for Animation – Level 2

   IT WAS MOVED by A Sullivan, seconded by S Dane, that the revised courses *ADAP 1301, AVEP 1104, AVEP 1202, SANI 1051* and *SANI 1056* be approved by Education Council.

L Sifko noted that the revisions will better reflect what is being taught and ensure content is relevant to the current industry. All courses are part of the redesigned 2D and 3D Technologies diplomas. In each course, the title has been changed, calendar description and learning outcomes are updated, and hours and CEUs are adjusted.

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Term 3 courses
   a) **New Courses (3D program)**
      i)   AVEP 1307 – 3D Animation: Body Mechanics
   b) **New Courses – (Shared 2D & 3D)**
      i)   SANI 1157 – Life Drawing for Animation: Figures & Drapery

   IT WAS MOVED by S Wiebe, seconded by P Aroca-Ouellette, that the new courses *AVEP 1307* and *SANI 1157* be approved by Education Council.

L Sifko explained that both new courses are adapted from courses used in the original version of the Animation programs with updated content and learning outcomes.

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c) **Course Changes (2D program)**
   i) ADAP 1302 – Design for Animation
   ii) ADAP 1303 – Digital Character Animation – Level 1
   iii) ADAP 1401 – Final Project Workshop – Level 1
d) **Course Changes (3D program)**
   i) AVEP 1303 – 3D Animation – Level 1
   ii) AVEP 1306 – Advanced Lighting, Texturing & Compositing – Level 1
e) **Course Changes (shared 2D & 3D programs)**
   i) SANI 1063 – Storyboarding

All courses are updated to be included in the new programs. Revisions include new course titles and adjustments in hours, CEUs, calendar descriptions, and learning outcomes. In ADAP 1302 and ADAP 1303, prerequisites are also removed.

IT WAS MOVED by A Syme, seconded by A Alves, that the revised courses *ADAP 1302, ADAP 1303, ADAP 1401, AVEP 1303, AVEP 1306,* and *SANI 1063* be approved by Education Council.

L Sifko noted that name changes reflect how the courses are laddered throughout the program. With revised course hours, lab and instructional time are better balanced.

MOTION CARRIED

Term 4 courses
   a) **New Courses (Shared 2D & 3D)**
      i) SANI 1158 – Life Drawing for Animation: Animal Life
      ii) SANI 1162 – Employment Readiness for Animation

The new courses are adapted from courses used in the original version of the Animation programs and have updated content, descriptions, and learning outcomes.

IT WAS MOVED by S Wiebe, seconded by A Syme, that the new courses *SANI 1158* and *SANI 1162* be approved by Education Council.

MOTION CARRIED

   b) **Course Changes (2D program)**
      i) ADAP 1402 – Portfolio Production Workshop
      ii) ADAP 1403 – Animation Production & Sound
      iii) ADAP 1405 – Final Project Workshop – Level 2
   c) **Course Changes (3D program)**
      i) AVEP 2102 – 3D Animation – Level 2
      ii) AVEP 2105 – 3D Animation – Level 3
      iii) AVEP 2106 – 3D Modeling – Level 3

All courses are updated to be included in the new programs. Revisions include new course titles and adjustments in hours, CEUs, learning outcomes, and calendar descriptions.

IT WAS MOVED by A Syme, seconded by A Alves, that the revised courses *ADAP 1402, ADAP 1403, ADAP 1405, AVEP 2102, AVEP 2105,* and *AVEP 2106* be approved by Education Council.

MOTION CARRIED

Term 5 courses
   a) **New Courses (3D program)**
      i) SANI 1064 – Life Drawing for Animation: Capstone Level 1

The new course ensures that development of observational skills remains consistent throughout the program. Students elevate skills by focusing on the human figure through studies of anatomy, proportion, and movement.

IT WAS MOVED by A Sullivan, seconded by A Alves, that the new course *SANI 1064 – Life Drawing for Animation: Capstone Level I* be approved by Education Council.

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b) Course Changes (3D program)
   i)   AVEP 2203 – 3D Animation – Level 4
   ii) AVEP 2205 – Employability Skills – Level 3
   iii) AVEP 2206 – Advanced Lighting, Texturing & Compositing – Level 3

All courses are updated to be included in the new programs. Revisions include new course titles and adjustments in hours, CEUs, learning outcomes, and descriptions.

    IT WAS MOVED by A Alves, seconded by P Aroca-Ouellette, that the revised courses *AVEP 2203, AVEP 2205,* and *AVEP 2206* be approved by Education Council.

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Term 6 courses
a) New Courses (3D program)
   i)   SANI 1065 – Life Drawing for Animation: Capstone Level 2

The new course ensures that development of observational skills remains consistent throughout the program. Students explore accurate portrayal of the human form and push the boundaries of effective composition using a variety of media and techniques.

    IT WAS MOVED by A Sullivan, seconded by B Laller, that the new course *SANI 1065 – Life Drawing for Animation: Capstone Level 2* be approved by Education Council.

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b) Course Changes (3D program)
   i)   AVEP 2301 – 3D Animation – Level 5
   ii) AVEP 2303 – Portfolio Production Workshop

The courses are updated to be included in the new programs. Revisions include new course titles and adjustments in hours, CEUs, learning outcomes, and calendar descriptions.

    IT WAS MOVED by A Syme, seconded by S Dane, that the revised courses *AVEP 2301* and *AVEP 2303* be approved by Education Council.

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A) CONTINUING STUDIES – Other items
   a) Memorandum: Discontinuing Inactive CS courses
   i)   ASSC   1207 Exam Invigilation-HAHS
   ii)   ECOM   3050 C# Programming
   iii)   FILM   1004 How to Get into Film Industry
   iv)   FILM   1038 Advanced Final Cut Pro
   v)   SELF   1000 BSA Exam L4
   vi)   ADPP   1006 Medical Terminology I
   vii)   ADPP   2006 Medical Terminology II
   viii) ASSC   1206 Physical Assessment for Pharm
   ix)   CONF   1016 CETABC Conference
   x)   CREA   1022 Unleash the Writer Within
   xi)   CSFW   1001 Understanding Personal Cmptng
   xii)   CSFW   1037 Securing Your Personal Compute
   xiii) CSFW   1045 PowerPoint: FastTrack
   xiv)   CSFW   1052 Computer Basics 2: Hardware &
   xv)   CSFW   1055 Excel 3: The Next Level & Beyond
   xvi)   CSFW   1056 Word Advanced: FastTrack
   xvii) CSSC   1010 Legal & Ethical Issues
   xviii) CSSC   1011 Security Administration

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xix)	CSSC	1012	Network Security
xx)	CSSC	1013	Building Trusted Systems
xxi)	CSSC	1014	Practical Security
xxii)	CSSC	1022	Selling on the Internet
xxiii)	CSSP	1002	Calling All Graphic Novel Fans
xxiv)	CSSP	1005	Game On! Advanced Coding
xxv)	CSSP	1006	Code Breaker: Intro to Coding
xxvi)	CSSP	1008	Journalism for Teens
xxvii)	CSSP	1016	Introduction to DMP
xxviii)	CSSP	1019	Advanced Digital Music Production
xxix)	CSSP	1021	Advanced Graphic Novel and Man
xxx)	CSSP	1026	Vex Robotics Summer Camp
xxxi)	CSWD	1122	Project: FastTrack
xxxii)	DACP	1201	Ideation and Concept Development
xxxiii)	DACP	1202	Typography Level 1 Introduction
xxxiv)	DACP	2102	Branding and Identity
xxxv)	DACP	2201	Portfolio Development
xxxvi)	DACP	2302	Portfolio and Entrepreneurship
xxxvii)	EMPP	4004	Mastering
xxxviii)	EMPP	4006	Major Project Lab
xxxix)	FILM	1030	Digital Video Cameras
xl)	FILM	1039	The Documentary Shoot
xli)	FILM	1041	Music Video Production
xlii)	FILM	1098	The Documentary Bootcamp
xliii)	GRPH	1041	Adobe InDesign Level 1
xliv)	INET	1028	Digital Camera & Photo Imaging
xlv)	INET	1029	Premiere: Digital Video Editing
xlvi)	INET	1049	After Effects: Adv Digital Eff
xlvii)	INET	1069	Internet Marketing and SEO
xlviii)	INET	1083	Web Analytics
xlix)	INET	1087	Writing for the Web
l)	INET	1093	Introduction to Analytics
li)	INET	1095	Content Strategy and Deve
lii)	INET	1096	Email Marketing the Right Way
liii)	INET	1097	Google AdWords: Fundamentals
liv)	INET	1098	Facebook Marketing Essentials
lv)	INET	1100	Soc Media:Build Brand Online
lvi)	INET	1107	Social Media For Business
lvii)	MACI	1013	Macintosh Introduction
lviii)	PGRM	1002	Programming for Gamers C/C#
lix)	PGRM	1050	Intro to Coding using Robotics
lx)	PGRM	1052	Advanced Coding using Robotics
lxi)	PHTG	1002	Basic Photography
lxii)	PHTG	1003	Basic Darkroom
lxiii)	PHTG	1005	Practical Darkroom
lxiv)	PMCP	9999	Project Course Admin
lxv)	PROP	1067	Home Renovation Planning
lxvi)	PROP	1088	Environmental Hazard-Mould
lxvii)	PROP	1103	Invisible Hazard - Radon
lxviii)	STCO	1002	Plus 50: Computer Basics
lxix)	STCO	1003	Plus 50: Internet FUNdamentals
lxx)	STCO	1004	Plus 50: Communicating Online
lxxi)	STCO	1005	Plus 50: Staying Safe Online
lxxii)	STCO	1013	Plus 50: Maintain Your Computr
lxxiii)	STCO	1014	Plus 50: Multi Media
lxxiv)	STCO	1015	Plus 50: Digital Camera Basics
lxxv)	VFDE	1008	Sewing: Pattern Fitting
lxxvi)	VFDE	1014	Sewing Level 3

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lxxvii) VFLO 1001 Floristry Arts: Level 1 (VSB)
lxxviii) VFLO 1003 Florestry: Party and Event
lxxix) VFLO 1008 Mastering Floral Gift Wrapping
lxxx) VFLO 1009 Floral Design/Interior Decorating
lxxxi) VSAR 1063 Drawing with Charcoal
lxxxii) VSAR 1104 Illustration Techniques I: B/W

This list identifies Continuing Studies courses that have not been offered in at least five years and will be formally discontinued as of 202520.

> **IT WAS MOVED** by P Aroca-Ouellette, seconded by T Lewis, that the discontinuation of inactive Continuing Studies courses listed in this memorandum be approved by Education Council.
>
> **MOTION CARRIED**

b) Course Change
  i) DRCP 1000 – Introduction to Dental Reception

The lecture hours are being reduced from 60 to 57 based on feedback that indicates less time is needed to cover the course content. CEUs are reduced from 6.0 to 5.7 accordingly.

> **IT WAS MOVED** by A Sullivan, seconded by A Syme, that the revision in *DRCP 1000 – Introduction to Dental Reception* be approved by Education Council.
>
> **MOTION CARRIED**

c) Program Change
  i) Short Certificate in Dental Reception Skills

The changed hours in DRCP 1000 (above) results in a reduction of total program hours from 166 to 163. Total CEUs are reduced from 16.6 to 16.3.

> **IT WAS MOVED** by A Sullivan, seconded by A Alves, that the revised program hours and CEUs in the *Short Certificate in Dental Reception Skills* be approved by Education Council.
>
> **MOTION CARRIED**

d) CS Program & Course Data – FOR INFORMATION
  i) Certificate in Career Development Professional
  ii) Certificate in Construction and Development
  iii) Certificate in Digital Music Production
  iv) Certificate in Professional Accounting
  v) Certificate in Property Management
  vi) Certificate in Real Property
  vii) Certificate in Real Property Analyst
  viii) Diploma in 2D Animation and Digital Art
  ix) Diploma in 3D Animation for Game Film and Visual Effects
  x) Diploma in Advanced Accounting
  xi) Diploma in Real Estate
  xii) Diploma in Registered Massage Therapy
  xiii) Langara English for Academic Purposes
  xiv) Micro-credential in Effective Change Management Leadership
  xv) Micro-credential in Management and Leadership Skills
  xvi) Micro-credential in Optician Bridging Practice
  xvii) Post-Degree Diploma in Health, Safety, and Environmental Compl.
  xviii) Post-Degree Diploma in Supply Chain and Logistics
  xix) Short Certificate in Administrative Assistant

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xx) Short Certificate in Advanced Accounting
xxi) Short Certificate in Advanced Management Skills
xxii) Short Certificate in Advanced Project Management
xxiii) Short Certificate in Builder Licence
xxiv) Short Certificate in Computer Skills for the Office
xxv) Short Certificate in Dental Reception Skills
xxvi) Short Certificate in General Business Mgmt – Financial Stream
xxvii) Short Certificate in General Business Mgmt – General Mgmt
xxviii) Short Certificate in Medical Office Administrator
xxix) Short Certificate in Professional Bookkeeper
xxx) Short Certificate in Professional Sales
xxxi) Short Certificate in Small Business Management and Ownership

As part of the Workday SIS project, the implementation team has identified aspects of CS programs and courses that are not captured in Banner and are being applied by staff in CS or in the CSRO. To ensure that Workday upholds the practices and expectations of the CS program staff, all CS program and course information has been collected in one place to create a single source of truth. The information is not being altered but reflects the current state of each program in the Faculty of Continuing Studies.

> **IT WAS MOVED** by A Sullivan, seconded by A Alves, that the program and course data described in the thirty-one memos from Connie Chong, Dean of Continuing Studies be received for information.
>
> **MOTION CARRIED**

B) EARLY CHILDHOOD EDUCATION
a) Temporary/Emergency Change – FOR INFORMATION
i) Citation in Infant and Toddler Care and Education

T MacMillan explained that an emergency change was implemented for this program after it was discovered that an incorrect English Language Requirement had been applied to the admissions criteria which would create a barrier for students who otherwise meet the academic requirements. This temporary correction changed the requirement from Category 2 to Category 3 in time for Summer 2025 registration.

b) Program Change
i) Citation in Infant and Toddler Care and Education

This revision formally corrects the English Language Requirement for admission from Category 2 to Category 3 effective Fall 2025. This change aligns the program with the existing admissions criteria for the Diploma and Certificate in Early Childhood Education programs.

> **IT WAS MOVED** by N Franzova, seconded by P Aroca-Ouellete, that the revised admission requirements for the *Citation in Infant and Toddler Care and Education* be approved by Education Council.
>
> **MOTION CARRIED**

c) Course Change
i) ECED 1119 – Practicum I

The revision adds "submission of a satisfactory Criminal Record Check (CRC)" to the list of prerequisites.

> **IT WAS MOVED** by N Franzova, seconded by S Dane, that the revised prerequisite statement for *ECED 1119 – Practicum I* be approved by Education Council.

A Clark explained that due to coding limitations in Banner, the Criminal Record Check requirement needed to be managed manually; however, it can be formally coded as a prerequisite in the new Workday system and therefore is being added to the prerequisite statement. He also noted that the proposed prerequisite statement includes the phrase "or permission of the department" which does not apply to the Criminal Record Check and this should be clarified. After a request was made for clarification regarding other aspects of the prerequisite statement, it was agreed by consensus that the proposal be withdrawn for further editing.

> **MOTION WITHDRAWN**

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C) PSYCHOLOGY

a) Course Change

i) PSYC 2321 – Data Analysis for Psychology

The proposal removes the equivalency for PSYC 2321 and STAT 1124. It was decided by the Psychology and Statistics departments that the two courses are not truly equivalent, and students should be eligible to receive credit for both as is the case at other institutions. The proposal also restores the Math Diagnostic Test (MDT) as an alternative to the Statistics Diagnostic Test (SDT) for meeting the math prerequisite for registration in PSYC 2321.

IT WAS MOVED by N Franzova, seconded by P Aroca-Ouellette, that the revisions in *PSYC 2321 – Data Analysis for Psychology* be approved by Education Council.

MOTION CARRIED

7. OTHER BUSINESS

A) BLOCK TRANSFER AGREEMENT

a) Memorandum of Understanding between Columbia College and Langara College

The Memorandum describes the agreement for facilitating the admission of students who have completed a set of requirements at Columbia College and successfully completed all bridging courses into Langara College's Bachelor of Science in Bioinformatics program, provided all other entrance criteria are met and space remains available.

IT WAS MOVED by P Aroca-Ouellette, seconded by N Franzova, the *Memorandum of Understanding between Columbia College and Langara College Regarding Admission into Langara BSc in Bioinformatics* be approved by Education Council.

MOTION CARRIED

B) BOARD POLICY REVIEW

- **Briefing Note**
- **Policy 400: Vision and Mission**

S McGillivray referred to the preview presented at the last Education Council meeting in which Council was invited to provide feedback regarding this Board policy. The current proposal is to repeal the policy as its content is covered by Langara's Strategic Plan and the bylaws of the Board of Governors. In order to maintain relevance, the proposal would make minor amendments to Board By-Laws 201 and 203 in conjunction with the repeal of Policy 400. These amendments were presented to Education Council for feedback.

During discussion, concerns were expressed regarding the proposed phrasing for Section 7.1 of Board By-Law 203 *Powers, Duties and Benefits of President and CEO* in which the President's powers and duties to "oversee the development and execution of the College's strategic priorities" would become "develop the College's strategic plans…" and that the proposed revision would affect the role of the Board of Governors in establishing performance targets.
It was recommended that the proposed changes be channeled through the full policy review process with feedback invited from the broader College community. S McGillivray agreed to return the proposal for further consultation.

B) ADJOURNMENT

The meeting was adjourned at 2:15 p.m.

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