

**LANGARA COUNCIL**  
**Minutes of a Meeting**  
**held on Tuesday, September 11, 2012**  
**Room C408 at 0930 hours**

**Members:**

Fraser Archibald (absent)	Julie Longo
Diane Bradley	Ian McBain
Lynn Carter	Clayton Munro
Raymond Chow	Dawn Palmer
Patricia Cia	Ajay Patel (absent)
Roy Daykin (absent)	David Ross, Chair
Julia Denholm	Pierre-Andre Santin
Deanna Douglas	Tomo Tanaka
Charlotte French	Daniel Thorpe
Margaret Heldman	Wendy Watson
Ian Humphreys (absent)	Gayleen Wren
Darrell Kean	LSU Representatives (x 2 Vacant)
Gerda Krause	

**Guests:**

Barry Coulson, Director, Finance  
Korena Jang, Manager, Executive and Board Operations  
Valerie Peters, Manager, International Education (for A. Patel)  
Christine Peterson, Assistant Department Chair, Counselling (for F. Archibald)

**Recorder:**

Diana Falcon, Executive Assistant, Executive Office

Prior to the start of the meeting, D. Ross welcomed Dawn Palmer, Associate Vice-President, Human Resources who commenced her position on July 1, 2012; and Dr. Brad O'Hara, Vice President, Academic and Provost who commenced his position on August 15, 2012.

**1. REVIEW OF AGENDA**

The agenda was approved with the following additions:

- |                              |            |
|------------------------------|------------|
| 4. c) Budget Update          | B. Coulson |
| d) Library Visioning Project | P. Cia     |
| e) Roundtable Discussion     | All        |

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

**a) Draft Minutes of the Meeting held June 5, 2012**

The Minutes of the Meeting held on June 5, 2012 were accepted.

## **Business Arising**

### **Back to Baseline Project Update**

C. French provided an update on the Back to Baseline project. Four projects are the focus of the next six months. Completing the build of the transfer credit catalogues is well under way with SFU receiving priority as the first intake of students for the dual degree partnership program will start in January of 2013.

The electronic transcript exchange project, facilitated by BC Campus, is in progress and scheduled to start final testing by December. Updates to the wait list system and improvements to managing course capacity for international students or other target groups is currently scheduled to go live for summer registration.

## **3. EDUCATION COUNCIL REPORT**

### **a) Education Council Meeting held on May 15, 2012**

G. Krause highlighted the summary report of the Education Council meeting held on May 15, 2012 and highlighted changes that continue to occur as part of the renewal of the Bachelor of Science in Nursing program.

G. Krause noted the approval of a draft Program Review Policy that will provide more structure and framework to the review and renewal process. She noted that it will be reviewed further by other departments as there are financial implications.

The Education Council summary report for May 15, 2012 was received for information.

## **4. FOR INFORMATION**

### **a) Human Resources – On-Line Employee Testing Proposal**

D. Palmer noted that a review of the online employee testing proposal has been completed. A focus group will be established to review the process. The only two vendors in British Columbia who can perform this service have been contacted to provide a demonstration. She noted that moving on-line testing outside the college will save money, reduce time and provide a better experience for applicants.

### **b) Long Service Awards**

D. Palmer announced that the Human Resources Department will assume the coordination of the Employee Long Service and Recognition Awards event. She highlighted proposed changes to the event, to the current process of calculating long service, and to the gift selection for long service employees. She noted that more research is required and invited members to email or call her with suggestions.

### **c) Budget Update**

B. Coulson provided an update on the 2013/14 budget process noting that R. Daykin will provide a complete report at a future meeting. Budget worksheets for operating budget will be distributed later in the week and are due by October 20, 2012.

**d) Library Visioning Project**

P. Cia noted that the Library has started a strategic visioning exercise in order to: gain a perspective on the College's vision for the future, key objectives and future directions; discuss the manner in which the Library can contribute to this vision and future directions; and, discuss factors affecting academic libraries and the implications for the Langara library. Dysart & Jones Associates have been retained to facilitate the process beginning in September 2012 with a final report by February 2013.

**e) Roundtable Discussion**

Members participated in a roundtable discussion to highlight activities that have occurred in their area(s) of responsibility over the summer.

There being no further business, the meeting was adjourned at 1055 hours.