



# LANGARA COLLEGE

## MINUTES Langara Council Meeting held on Tuesday, November 4, 2003 Room B201, 0940 Hours

### **Members:**

Linda Arnold (absent)  
Christina Chow  
Laura Cullen  
Deanna Douglas  
Martin Gerson  
Marg Heldman  
Linda Holmes, Chair  
Ken Jillings  
Terry Kornutiak (0950 hours)  
Anne MacMillan  
Verna Magee Shepherd  
Pam Novak-Cawley

Therese Paradis  
Brian Pendleton  
David Pepper  
Jerami Schroeder  
Roger Semmens  
Doug Soo  
Dennis Steeves  
Gloria Swadden  
Eloginy Tharmendran (1000 hours for item 4a)  
Lawrence Warren  
Nancy Wickham

### **Guests:**

Bea Bernhausen  
Shirley Kamerling-Roberts

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L. Holmes welcomed J. Schroeder to the membership of Langara Council, noting that he has replaced B. Newton as one of the LSU representatives on Council.

### **1. REVIEW OF AGENDA**

In response to a request to review the agenda, J. Schroeder asked that the LSU counter-proposal to the Fee Payment and Refund Schedule proposal prepared by the Student Issues Action Committee and distributed to all Council members on October 16, 2003, be added to the agenda as Item 4a.

L. Holmes noted that the LSU proposal, in addition to other documentation and feedback received had been considered by the Executive Committee during the creation of the proposal being presented this meeting. J. Schroeder noted that the LSU proposal should not be considered as supplementary to the College's proposal, but as an alternative proposal. L. Holmes noted that the LSU proposal would not be considered on its own as the process described at previous meetings, was to invite input from Council members, including the LSU members, for the preparation of one proposal by the Executive Committee. J. Schroeder, on behalf of the LSU, was invited to outline any suggestions for change to the proposal if it was felt that areas had not been addressed in the proposal being presented.

The agenda was approved as circulated.

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

**a. Draft Minutes of the Meeting held Tuesday, October 7, 2003**

It was moved by R. Semmens; seconded by D. Steeves

**THAT the minutes of the Langara Council meeting held on  
October 7, 2003, be approved.**

**Carried.**

**3. CURRICULUM ITEMS**

**a. Education Council Meeting held September 16, 2003**

P. Novak-Cawley referenced the summary of the Education Council meeting held September 16, 2003 as attached to the agenda, noting there were no items with financial implications.

R. Semmens noted one typographical error – B(ii) should read “Three new electives for the Latin American Studies Diploma and Associate Degree added.”

The report was received for information.

**4. ACTION ITEMS**

**a. Fee Payment and Refund Proposal**

V. Magee Shepherd introduced the draft Fee Payment and Refund Schedule proposal and described the proposed changes from the previous draft document (dated September 16, 2003) as noted in the draft dated October 29, 2003. She also outlined the following changes that were not included in the draft (dated October 29, 2003):

- CCAP program students will not be required to pay the Commitment Fee due;
- The fee charged monthly in addition to the 1.8% on the outstanding balance will remain at \$10 each month;
- A Late Registration Fee will be charged beginning the 7<sup>th</sup> day of the second month of each semester and applied to students who have no prior registration for the semester;
- 80% of tuition charges will be refunded to students who drop Section 50 and 60 courses prior to their fifth hour of class, which is consistent with fifth day for regular courses;
- “course section outline templates” have been re-named: “Section Information Summaries”.

A lengthy discussion ensued regarding the proposal, with J. Schroeder noting concern that it will negatively impact students who cannot afford to pay tuition fees. J. Schroeder noted that it is the right of every student to attend Langara College, and the proposal infringes on that right because not all students have the means to pay tuition fees up-front. He also expressed concern that students will be dropped from classes because of non-payment.

In response, it was noted that the proposed Instalment Payment Plan will be available to all students meeting the established criteria and that the College has invited the LSU to provide input in order to establish guidelines for the plan. It was reiterated that Langara will be the only college with a payment plan, thus providing students with payment options. Furthermore, it was noted that the topics of universal education and the rights to education for students would be more appropriately addressed with the government.

It was moved by D. Douglas; seconded by C. Chow

**THAT the proposed Fee Payment and Refund Schedule  
as presented, be approved.**

**Carried - 19  
Opposed - 2**

It was moved by D. Douglas; seconded by C. Chow

**THAT the 80% refund proposal component of the plan be  
implemented for the upcoming registration period scheduled to  
begin November 24, 2003.**

**Carried.**

L. Holmes noted that the implementation of the proposal and its impact will be monitored closely.

**b. Draft Policy F1002 – “Concerns About Instruction” and  
Draft Policy B1204 – “Code of Conduct”**

L. Holmes suggested that, for the purposes of discussion, the order of the two draft policies be reversed.

Draft Policy B1204 – “Code of Conduct”

L. Holmes introduced draft policy “Code of Conduct” and noted that once approved, it will replace five existing policies that define unacceptable behaviour and the procedures for dealing with such behaviour.

In presenting the draft policy, L. Holmes noted that item 8.9 should be changed to include contact with the appropriate College Executive member rather than the departmental administrator to ensure that the proper procedure, policy, and Collective Agreement if applicable, are implemented from the outset.

With respect to complaints about College employees or members of the public, it was noted that the Director of Human Resources will provide consultation to the appropriate College Executive member to ensure that any action taken is congruent with existing Collective Agreements.

It was agreed that the definition of Misconduct, under 2(a) should also include reference to behaviour that prevents College employees from performing their work.

It was moved by M. Gerson; seconded by D. Pepper

**THAT Policy B1204 – Code of Conduct be approved.**

**Carried.**

Draft Policy F1002 – “Concerns About Instruction”

L. Holmes introduced draft policy F1002 – “Concerns About Instruction” and discussion ensued, including the following comments:

- it must be clear in the policy that the concerns being raised and addressed by the policy are regarding course content and the pedagogy of instruction;
- both the Director of Human Resources and the appropriate College Executive member will be consulted to ensure that the proper process is identified and the concerns about the “instructional” component are valid;
- may be useful to prepare a checklist to be used when a concern is raised to ensure proper process, in proper order, is followed;
- a student may be concerned about possible retribution if they are required to identify a concern to the teacher, rather than the individual responsible for the program.

Taking into consideration the discussion at the table, it was agreed that the draft policy should be tabled. L. Holmes advised that the noted changes will be incorporated and a revised draft will be forwarded to the Deans and Division Chairs for their review. In addition, she will provide them with a copy of the deleted policy “Student Grievance Procedures” for their reference.

**5. INFORMATION ITEMS**

Nil.

There being no further discussion, the meeting was adjourned at 1122 hours.