

**CAMOSUN COLLEGE BOARD OF GOVERNORS**  
**Minutes of the Regular Meeting**

**Monday, December 7, 2009**  
**Lansdowne Campus**

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**I CALL TO ORDER**

Chair Lynda Farmer called the meeting to order at 5:00 p.m.

**II OATH OF OFFICE**

Chair Lynda Farmer introduced and administered the Oath of Office to appointed members Margaret Lucas and Marilyn Pattison.

**III APPROVAL OF THE AGENDA**

The agenda was approved as distributed.

**IV BOARD MEMBER REPORTS**

**1. Chair's Report**

Chair Lynda Farmer attended the November 6 college-wide convocation ceremony. Three highlights were the Distinguished Alumni Award given to Nella Nelson, the Lieutenant Governor's Silver Medal awarded to Henry Mark, and the keynote speaker and alumni Dr. Brad Nelson, the founding Director and Senior Research Scientist at the Deeley Research Centre.

Steve Parkhill attended the School of Business student awards on November 23 and the Foundation Donor Recognition on November 19. On November 27 Linda Ross attended the BC Games Torch launch. The torch was designed by Trades and Technology faculty and students. Lynda attended the Practical Nursing and Home Support/Resident Care (PN & HSRC) student awards on November 5, and the First Nations Home Support/Resident Care Attendant (FN HS/RCA) on December 4. The FN HS/RCA program had twelve students, and was held at the Saanich Indian Education Centre in Brentwood. Lynda highlighted the impression she received of pride and a strong sense of community.

Camosun Celebrates, a long service and awards ceremony for Camosun employees, took place on November 12. The music was provided by Kathy Tarnai-Lokhorst and her band Kadabra. Nancy Bourey won the Award of Excellence for Responsive Teaching, and Susan Haddon took home the Leadership Excellence award. Will Spaulding was named teacher of the year. Jill Britton, a math instructor, won the Association of Canadian Community Colleges (ACCC) national Award of Excellence in Teaching.

On November 17 the Minister of Advanced Education and Labour Market Development (ALMD) announced the Education Quality Assurance (EQA) program for post-secondary institutions. It is voluntary to join the program, and Camosun College will participate.

The board planning session will be held on February 3 from 4:00 pm to 7:00 pm at the Hotel Rialto. Lynda asked the board members to send her their thoughts for the agenda. The college-wide social celebration will take place December 11 at 4:00 pm in the Wilna Thomas Cultural Centre.

## **2. President's Report**

President Kathryn Laurin acknowledged Lynda and Murray Farmer for offering their home for the December 1 holiday celebration for the Board of Governors, Foundation Board, and senior managers.

Kathryn encouraged members to review the strategic plan scorecard distributed at the November 2 board meeting. The scorecard showed the goals reached and progress on those underway. The 'Five Key Messages' about Camosun College developed by the senior managers at their fall retreat were included in the agenda package. The messages are for referral when communicating with the community. The full version is available on request.

The Foundation Donor Recognition event on November 19 was extremely well attended. Two graduates related how the college assisted them to succeed. Kathryn acknowledged Susan Haddon for her contribution to the important event.

Kathryn is continuing to meet with key external contacts such as the ministers, deputy ministers, MPs, MLAs and mayors and will continue in the new year. She will then begin return meetings to address the college's agenda.

Kathryn attended the BC College (BCC) presidents' meeting in Vancouver today where the discussion focused on advocacy. It is critical to have strong advocacy for colleges as they face increased competition due to the sector break-out to research universities, teaching universities and institutes, and colleges and institutes. BCC is launching a new website next week which will offer key messages and information for colleges. Changes to the accounting rules have resulted in six colleges forecasting deficits for 2009-10.

The Association of Canadian Community Colleges (ACCC) annual conference took place in November in Ottawa. The presidents broke into small groups and delivered key messages about colleges' issues to the ministers, critics and other federal key players. It provided an excellent networking opportunity.

The Education Quality Assurance (EQA) program was announced in November. The program is voluntary and there is no cost to obtain the designation. It is open to private and public post-secondary institutions. It is administered by the BC Council for International Education (BCCIE) for the Ministry of Advanced Education and Labour Market Development (ALMD). The program will strengthen the institutions' reputation for local and international students. Camosun College received the EQA designation today.

When the vice president of Business Development retired last year, former President Liz Ashton announced in CamNews the position would be left vacant until the new president could assess the needs of senior administration. The position will be re-named 'Vice President Strategic Development' and will focus primarily on revenue generation external to the government grant. Currently Camosun International and Community Education and Contract Training generate revenue. The current portfolios of the senior administration are unsustainable. It is hoped to have the position filled by April 1, 2010.

### **3. Foundation**

Executive Director of the Foundation Susan Haddon noted the Foundation report is included in the agenda package. Susan provided the highlights from the November 19 Donor Recognition event. One student, who made a significant change to his life over the past two years, attributed his success to the assistance given by the Foundation and the College. The Foundation had a strong year in 2009.

### **4. Education Council**

Kathy Tarnai-Lokhorst noted the minutes from the October 19 meeting were included in the agenda package. Kathy went over the highlights, which included the review and development of three policies: Grading; Program Suspension and Cancellation; and Field Placement. The 2008 – 2009 Annual Report was included in the agenda. The report encapsulates the activities of the past year. A highlight was the approval of 533 substantive curriculum submissions, including 12 new programs and 84 new courses.

## **V BOARD COMMITTEE REPORTS**

### **1. Finance Committee (nil)**

### **2. Executive Committee**

The Board Executive committee recommends the Board of Governors approve the proposed new policy 'Program Suspension and Cancellation'. Baldev Pooni noted that most colleges have a policy in place to ensure the correct steps and consultation take place when a program is cancelled. The cancellation of programs requires Board approval but the suspension of programs does not.

#### **MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NEW POLICY E-1.11 PROGRAM SUSPENSION AND CANCELLATION.  
CARRIED**

## **VI APPROVAL OF THE MINUTES**

The minutes of the November 2, 2009 meeting were approved as distributed.

## **VII INTRODUCTION [nil]**

## **VIII UNION REPORTS [nil]**

## **IX ORIENTATION PRESENTATIONS**

### **1. Education Plan Progress Update**

Baldev Pooni reviewed the progress on the development of the education plan. Consultation sessions included 15 groups totaling over 180 employees. Individual input was gathered electronically from a set of questions on a webpage. Over 100 pages of input was summarized into five or six pages of themes.

The plan context is 'what we do, why we do it, and what we will be doing'. The plan is based on educational vision and processes; new programming; enrolment management; and learning and educational support. An appendix will showcase programs in development for 2010-12 and those being analyzed for viability for the next three years. The appendix will be reviewed yearly.

Learning and education support ensures that faculty are supported by learning resources such as faculty development, the library, and distributed education. Programming review and renewal, which keeps programs vibrant, takes place on a five year cycle. Enrolment management includes student recruitment, retention and their success.

The steering committee will review the draft and share it with the college community by year end. Brown bag sessions will be held at each campus to gather feedback. The final draft will be sent to Education Council in January for approval, and to the Board of Governors in February or March for approval.

## **2. Student Outcomes**

Paul Merner and Baldev Pooni presented a report on what happens to students after they leave Camosun College. The overview was based on surveys from 2004 to 2009. Camosun was a leader in BC outcomes research, beginning in 1983 as partners with VCC, BCIT and Capilano College. Currently our provincial consortium surveys 30,000 students annually and achieve a 60% response rate. The information is shared with all institutions on a web-enabled database.

The five year study reveals trends and compares Camosun to other institutions. Two key performance indicators are the educational outcomes rate and the unemployment rate. The educational outcome rate indicates the number of students who continue on to further study. Camosun has the highest transfer rate in the province and is well above the system average. Camosun is also a leader for student employment with a rate one-third higher than other colleges.

The outcome data is used for planning, marketing, benchmarking and decision making. The program benchmarks are compiled for each program, and are primarily used for program review and renewal. Provincially, the data is used for the key performance indicators.

## **X NEW BUSINESS**

### **1. Capacity/Utilization**

Baldev Pooni gave a presentation on capacity/utilization and education planning. Growth has been achieved in numerous ways: faculty allowing overloaded classes; chairs adjusting classes to maximize services to students; Student Services scheduling classes on short notice; and College and Community Relations, Student Services, and the school offices recruiting a year in advance. Enrolment in 2009/10 is the best in over a decade with enrolment hitting 100 % of the utilization targets. The FTEs are up 10.2% over 2008/09.

There was planned growth in Nursing; annualize Health Care Assistant and Practical Nursing; School of Business, applied degrees; Sport, applied degrees; Access, ESL, College Prep, Foundations; and Trades, apprenticeship, contracts, and high school dual credit.

Expanded capacity occurs when an intake is added to address a waitlist. The tuition covers the cost of the term faculty. Arts and Science and the School of Business offer expanded capacity sections.

Planning for 2010 – 2011 is underway. There has been an increased demand for seats owing to the crisis in the economy and unemployment. The demand will only increase. Unfortunately the early indications are that there will be no general growth in funding from Government.

There is some capacity in the second year of programs as the first year students move into them. After completion, Access students move into other programs within the college. Educational Research and Development compiles data for at the program level to assist in future planning. The Education Management Team reviews all data and information. The schools are setting their targets for next year which will set the resources required by each unit. The Education Plan is nearing completion.

**XI ADJOURNMENT**

The meeting was adjourned at 6:45 p.m.