



## SENATE STANDING COMMITTEE ON POLICY REVIEW

Monday, April 16, 2018  
4:00 p.m. – 6:00 p.m.  
Surrey Campus, Cedar 2110

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### AGENDA

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|----|---|------------------|------|
| 1. | Call to Order .....                                     | Bob Davis        | 4:00 |
| 2. | Confirmation of Agenda                                  |                  |      |
| 3. | Approval of Minutes, September 18, 2017                 |                  | 4:05 |
| 4. | Chair's Report  |                  |      |
| 5. | New Business  |                  |      |
|    | 5.1 ST11: Attendance and Participation in Courses ..... | Faith Auton-Cuff | 4:10 |
|    | 5.2 Notice of Election of Chair .....                   | David Burns      | 4:30 |
| 6. | Items for Discussion                                    |                  |      |
| 7. | Adjournment   |                  | 4:45 |
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**MINUTES OF REGULAR MEETING**  
**Senate Standing Committee on Policy Review**  
**Monday, September 18, 2017**  
**4:00 p.m. - 6:00 p.m.**  
**Surrey Campus Boardroom, 1140**

<b>Present: Quorum 5 voting members</b>		<b>Ex Officio / Non-voting</b>
Bob Davis (Chair) Murdoch de Mooy Harleen Deol Laurie Detweiler	Jennifer MacArthur Jane Fee Ann Marie Davison David Sale	Josephine Chan Catherine Dube Zena Mitchell
<b>Regrets</b>	<b>Senate Office</b>	<b>Guests</b>
Alan Davis David Burns Sal Ferreras	Rita Zamluk, Administrative Assistant	

**1. Call to Order**

The Chair called the meeting to order at 4:02 p.m.

**2. Approval of Agenda**

Murdoch de Mooy moved the agenda be confirmed as circulated.

The motion carried.

**3. Approval of Minutes, February 20, 2017, and May 15, 2017**

Laurie Detwiler moved the minutes be approved as circulated.

The motion carried.

**4. Chair's Report**

The Chair gave a brief verbal report.

**5. Pending Business**

**5.1. Policy and Procedure AD5, Honorary Degrees and Awards**

Josephine Chan, spoke on behalf of Keri van Gerven. She reviewed the changes made to incorporate the suggestions made earlier by this committee.

Discussion points on policy:

- *Policy C.4.* The list of contributions and accomplishments excludes a number of areas of studies. Rather than "....include, but are not limited to..." write something more generic such as, "Contributions to fields of study that align with academic priorities."

Discussion points on procedures:

- Contact information on Nomination Form: better to have a generic address
- Appendix 1, the Flow Chart – SSCT makes a decision – move the decision graphic up
- An understanding that a pool of pre-approved people exists that could be drawn upon for Convocation
- Can you resubmit if you were not selected?

Distinguished Service Awards:

- 3.a.i: Only two categories: staff, faculty. What about people who are volunteers?
- 3.b.i: open to former employees – needs more clarification – what about people who have left, or were terminated.
- Former employees – recently retired, okay, or someone who has left
- “may be considered” ..... rather than “will be considered”? Also, is this an automated process within SSCT, or is a re-submission required?

**David Sale moved that the Senate Standing Committee on Policy Review approve the draft Policy and Procedure AD5, Honorary Degrees and Awards for recommendation to Senate**

**The motion carried.**

## **6. New Business**

### **6.1. 2018/19 and 2019/20 Academic Year Schedules**

Zena Mitchell, the University Registrar, provided an overview of the development and changes to the Academic Year Schedule.

**Jane Fee moved that the Senate Standing Committee on Policy Review confirm that the 2018/19 and 2019/20 Academic Year Schedules are compliant with AR17: Academic Schedule Policy, and recommend the schedules to Senate for approval.**

**The motion carried.**

## **7. Items for Discussion**

No items for discussion.

## **8. Adjournment**

The meeting adjourned at 4:41



## SENATE STANDING COMMITTEE ON POLICY REVIEW

Agenda Item: 5.1  
Meeting Date: April 16, 2018  
Presenter: Faith Auton-Cuff

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Agenda Item: ST11: Attendance and Participation in Courses

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Action Requested:	<input type="checkbox"/> Motion to Approve <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
Recommended Action:	<b>THAT the Senate Standing Committee on Policy Review reviews draft Policy and Procedure ST11, <i>Attendance and Participation in Courses</i>, and provides feedback on the KPU Policy blog as part of the 6-week public posting period.</b>

**Context &  
Background:**

Current Policy ST11, *Attendance and Performance in Semester and Other Term Based Courses* has been revised along with a proposed name change to ***Attendance and Participation in Courses***. The proposed revised policy and procedure are currently posted on the KPU Policy Blog for a 6-week public commenting period from March 13 to April 24, 2018.

The proposed, revised policy and procedure have been revised to reflect language that is student-centered and positive in tone, and students would understand that they would be supported in their learning at KPU. The revisions also reflect the intent to support faculty in their role of providing guidance and support toward building students for success.

**Key Messages:**

1. Current Policy ST11, *Attendance and Performance in Semester and Other Term Based Courses* is outdated. It has been revised with language that is student-centered, positive in tone, and supportive for both students and faculty at KPU.
2. As per the Policy Protocol, the Senate Standing Committee on Policy Review will review the draft policy and procedure and provide feedback, which will be posted on the KPU Policy Blog during the 6-week public commenting period.
3. Senate is the approving jurisdiction for Policy and Procedure ST11.



## SENATE STANDING COMMITTEE ON POLICY REVIEW

**Agenda Item:** 5.1  
**Meeting Date:** April 16, 2018  
**Presenter:** Faith Auton-Cuff

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**Consultations:**

- Polytechnic University Executive (PUE)
- Provost & Vice President Academic
- Deans' Council (Deans and Associate Deans)
- Vice Provost, Students
- University Registrar
- Office of Policy Coordination

**Attachments:**

1. Draft Policy ST11, *Attendance and Participation in Courses*
2. Draft Procedure ST11, *Attendance and Participation in Courses*
3. Current Policy ST11, *Attendance and Performance in Semester and Other Term Based Courses*

**Submitted by:** *Dr. Faith Auton-Cuff, Associate Dean, Faculty of Arts*

**Date submitted:** *March 15, 2018*

Policy History
<b>Policy No.</b> ST11
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b>

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## Attendance and Participation in Courses Policy

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### A. CONTEXT AND PURPOSE

To clarify attendance and participation expectations for courses where they affect student-learning outcomes; and to guide interventions that support student success.

### B. SCOPE AND LIMITS

This policy is intended for students enrolled in:

1. Courses that are structured to simulate a workplace or job environment;
2. Courses that are structured with activities and/or assignments that require students to work in groups to meet the course objectives.
3. Courses that are structured so that students' participation contributes to their own learning and the learning of others.

### C. STATEMENT OF POLICY PRINCIPLES

1. Regular and punctual attendance in their classes (including lectures, seminars, laboratories, tutorials, etc.) is expected of all students. The University expects students to accept personal responsibility for their attendance and participation.
2. Attendance and participation expectations apply equally to classes offered in a physical classroom, online, or through distance learning, though the practical requirements of attendance may be defined differently in each instance.
3. Students should be aware that certain courses may require enhanced participation that is evaluated and assessed as part of successfully meeting their learning outcomes. Any attendance and/or participation requirements that affect a student grade must be explicitly stated by the instructor in the course presentation.
4. This policy addresses students who consistently do not meet their attendance and participation obligations as group or team members in courses where this is a requirement, and includes

students with inconsistent attendance, students who have a pattern of arriving late and/or leaving early, or students who take prolonged breaks.

5. Students are expected to demonstrate a satisfactory level of attendance and participation in individual, group, or team activities to achieve the learning outcomes within designated time lines.
6. Failure to meet these expectations may result in corrective action (see ST11 Procedures).

## **D. DEFINITIONS**

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

## **E. RELATED POLICIES & LEGISLATION**

*ST3 Grade Appeals*

*ST7 Student Conduct (Non-Academic)*

## **F. RELATED PROCEDURES**

*ST11 Attendance and Participation in Courses*

Policy History
<b>Policy No.</b> ST11
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b>

## Attendance and Participation in Courses Procedure

### A. DEFINITIONS

1. **Learning Contract:** A learning contract is an agreement negotiated between the student and the instructor with the mutual goal of influencing a change in the student's behavior toward enhanced opportunities to learn and flourish.

### B. PROCEDURES

1. In courses where this policy is deemed to apply, the following procedures will be followed:
  - a. If a student has an unsatisfactory attendance or participation record, the instructor may require the student to enter into a learning contract.
  - b. If a student has an unexplained pattern of arriving late, leaving early, or taking prolonged breaks, the instructor may require the student to enter into a learning contract.
  - c. If a student's participation in group or team projects is not deemed satisfactory, the instructor may require the student to enter into a learning contract.
2. Learning Contracts
  - a. The intent behind offering learning contracts is to support student success. It is the responsibility of the student to participate in the development of the Learning Contract. Any student who signs a Learning Contract is indicating they acknowledge the validity of the objectives set out. All Learning Contracts will be in writing and will include:
    - i. A quote, taken from the course presentation, outlining the attendance and participation requirements in the course and a current assessment of student progress in these areas;
    - ii. Realistic and explicit steps which the student should take to remedy the problem;
    - iii. The length of time of the contract, which shall not exceed the length of the course;
    - iv. The means of evaluating success or failure in meeting the terms of the contract and the consequence if the student is not able or willing to meet the terms of the learning contract.



### 3. Appeals

- a. Any student who is in disagreement with the reasons for (or the terms of) the contract may request, in writing, that the matter be referred to the responsible Dean/Designate for review, whose decision is final. This appeal must occur before the final grade for the course has been awarded.

## C. RELATED POLICY

*ST3 Grade Appeals*

*ST7 Student Conduct (Non-Academic)*

*ST11 Attendance and Participation in Courses*



## SENATE STANDING COMMITTEE ON POLICY REVIEW

**Agenda Item:** 6.2  
**Meeting Date:** April 16, 2018  
**Presenter:** David Burns

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**Agenda Item:** Notice of Election of Committee Chair

<b>Action Requested:</b>	<input type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information <input type="checkbox"/> Education
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**Context & Background:** The term for Bob Davis as Chair of the Senate Standing Committee on Policy Review will end August 31, 2018.

**Key Messages:**

1. All Senators who are members of the committee are eligible to be elected as committee Chair.
2. The Chairs of Senate standing committees are normally elected for a 2-year term beginning in September. The term of office will be from September 1, 2018 to August 31, 2020.
3. The nominations will be from the floor at the next meeting. If there is only one person nominated, then that person may be acclaimed. If more than one person is nominated, then there will be an election by secret ballot.
4. The Vice Chair of Senate will conduct the election of committee Chair.

**Submitted by:** *David Burns, Vice-Chair, Senate*

**Date submitted:** *March 22, 2018*