
**SENATE STANDING COMMITTEES ON
ACADEMIC PLANNING AND PRIORITIES
AND ON UNIVERSITY BUDGET**

**Regular Meeting
Friday, November 13, 2020
9:00 a.m. - 12:00 p.m.
MS Teams Online**

**SENATE STANDING COMMITTEE ON
ACADEMIC PLANNING AND PRIORITIES**

AGENDA

1. Call to Order David Burns 9:00
2. Approval of Agenda
3. New Business
 - 3.1. Notice of Election of Chair
 - 3.2. Program Discontinuance:
 - 3.2.1 Power Line Technician Citation..... Brian Moukperian 9:10
 - 3.2.2 Outdoor Power Equipment Technician Citation..... Brian Moukperian
 - 3.2.3 Adult Basic Education Certificates of CompletionAimee Begalka 9:20
4. Items for Discussion
 - 4.1. Vice-Provost, Teaching and Learning ReportRajiv Jhangiani 9:30
5. Adjournment to Joint Committee Meeting

**SENATE STANDING COMMITTEE ON
ACADEMIC PLANNING AND PRIORITIES AND
ON UNIVERSITY BUDGET**

AGENDA

- 6. Call to Order David Burns 9:45
- 7. Approval of Agenda
- 8. Approval of Minutes, September 25, 2020
- 9. Fiscal 2021/22 Budget Consultation Tara Clowes 9:50
- 10. Items for Discussion..... David Burns 10:15
- 11. Adjournment to SSC University Budget meeting

**SENATE STANDING COMMITTEE ON UNIVERSITY BUDGET
AGENDA**

- 12. Call to Order David Burns 10:20
- 13. Approval of Agenda
- 14. Chair's Report
 - 14.1. Notice of Election of Chair David Burns 10:25
- 15. Items for Discussion 10:30
- 16. Adjournment

SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES

Agenda Item: 3.1

Meeting Date: November 13, 2020

Presenter: David Burns

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

Action Requested	Information
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**Context &
Background**

The term for Natasha Campbell ended on August 31, 2020

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 three-year term beginning in September. The term of office will be from February 1, 2021 to August 31, 2023 or to the end of the Senator's term on Senate, whichever is shorter.
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

Rita Zamluk, Administrative Assistant, University Senate

Date submitted

November 3, 2020

SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES

Agenda Item: 3.2.1

Meeting Date: November 13, 2020

Presenter: Brian Moukperian

Agenda Item Program Discontinuance: Power Line Technician Citation

Action Requested	Motion
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Recommended Resolution	THAT the Senate Standing Committee on Academic Planning and Priorities recommend that Senate recommend that the Board of Governors discontinue the Citation in Power Line Technician.
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Senate Standing Committee Report

For Senate Office Use Only

Context & Background

The Citation in Power Line Technician was approved by Education Council on September 3, 2003 and was implemented in 2005. Applicants were last admitted into the Citation in Power Line Technician program in Spring of 2007, with no offers of admission beginning in 2007. Since the 2008-2009 academic year, intakes for the program has been postponed as a result of a lack of enrolment demand. All courses in this program have been formally discontinued.

The proposal to discontinue the Citation in Power Line Technician has received support and endorsement from the Provost and Vice President Academic.

Key Messages

1. The Citation in Power Line Technician is being proposed for discontinuance due to low enrolment demand.
2. There are no legal or financial impacts as a result of the proposed discontinuances. No other units, departments or programs will be affected by the discontinuance of this program.
3. It is proposed that the discontinuance for the Citation in Power Line Technician become effective September 1, 2021.

Consultations

1. Faculty of Trades and Technology AP&P (October 14, 2020)

2. Faculty of Trades and Technology Faculty Council (October 19, 2020)
3. Provost and Vice President Academic
4. University Registrar
5. Interim Executive Director, Financial Services

Attachments Memo – Citation Discontinuance Power Line Technician

Submitted by *Brian Moukperian*
Dean, Faculty of Trades and Technology

Date submitted *October 23, 2020*

TO: Brian Moukperian, Dean, Faculty of Trades and Technology

C: Josephine Chan, Special Assistant to Provost on University Policy;
Zena Mitchell, University Registrar; David Burns, Vice-Chair, Senate


FROM: Dr. Sandy Vanderburgh, Provost and Vice President, Academic

DATE: October 27, 2020

SUBJECT: Proposal to discontinue Citation in Power Line Technician program

In accordance with KPU [Policy AC10, Establishment, Revision, Suspension and/or Discontinuance of Programs](#) and requirements outlined in Section B.2.f. of the supporting [Procedures](#), I have reviewed your detailed proposal (attached) to discontinue the Citation in Power Line Technician program.

This memo confirms my full support and endorsement on the Proposal to discontinue the Citation in Power Line Technician program.


Digitally signed by Sandy Vanderburgh
DN: cn=Sandy Vanderburgh, o, ou,
email=sandy.vanderburgh@kpu.ca, c=CA
Date: 2020.10.28 21:39:47 -07'00'

Dr. Sandy Vanderburgh
Provost & Vice President, Academic
Kwantlen Polytechnic University

Proposal to Discontinue Citation in Power Line Technician

Impacted Credential

Citation in Power Line Technician

Location of the Program

KPU Tech

Faculty Offering the Program

Faculty of Trades and Technology

Anticipated Final Date of Discontinuance

September 1, 2021

Reasons for Discontinuance

- Lack of enrolment demand

Background

The Citation in Power Line Technician was approved by Education Council on September 3, 2003, and later by the President on October 21, 2003. The Program took effect in 2005. Applicants were last admitted into the Citation in Power Line Technician program in Spring of 2007. There were no offers of admission in 2007.

In the 2008/09 University Calendar, notation shows *that intakes for the Citation in Power Line Technician have been postponed*. Since then, all subsequent University Calendars have shown the same notation that the program has been postponed.

Kwantlen Polytechnic University Senate never formally suspended the Citation in Power Line Technician program as the Procedures outlined in Policy AC10 came into effect after the last intake cancellation occurred. All the courses within the Citation in Power Line Technician program have been formally discontinued.

Consultation and Impact

1. No other departments units or programs will be impacted by the discontinuance.
2. Zena Mitchell, University Registrar, was consulted on September 29, 2020.
3. Candice Gartry, Interim Executive Director, Financial Services was consulted on September 29, 2020. Finance supports the proposal to discontinue this Program.

Timeline of Activities

Committee/Board	Action/Motion	Meeting Date	Submission Deadline
Faculty of Trades and Technology Academic Planning & Priorities (AP&P)	For recommendation to Faculty Council	October 14, 2020	October 6, 2020
Faculty of Trades and Technology Faculty Council	For recommendation to Senate	October 21, 2020	October 15, 2020
Senate Standing Committee on Academic Planning & Priorities	For recommendation to Senate	November 13, 2020	October 30, 2020
Senate	For recommendation to the Board	November 30, 2020	November 20, 2020
Board of Governors Governance Committee	For recommendation to the Board	January 20, 2021	January 8, 2021
Board of Governors	For approval	February 3, 2021	January 22, 2021

Endorsement by the Provost

The Provost and Vice President Academic will be providing the Dean, Faculty of Trades and Technology, a memo endorsing the proposal to discontinue the Citation in Power Line Technician program.

Institutional Contact

Brian Moukperian, Dean, Faculty of Trades and Technology
604-598-6112
brian.moukperian@kpu.ca

SENATE

Agenda Item: 3.2.2

Meeting Date: November 13, 2020

Presenter: Brian Moukperian

Agenda Item Program Discontinuance: Outdoor Power Equipment Technician

Action Requested	Motion
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Recommended Resolution	THAT the Senate Standing Committee on Academic Planning and Priorities recommend that Senate recommend that the Board of Governors discontinue the Citation in Outdoor Power Equipment Technician.
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Senate Standing Committee Report

For Senate Office Use Only

Context & Background

The Citation in Outdoor Power Equipment Technician was approved by Education Council in 2005. The program offered admission for only two terms – one in 2006 and one in 2007. In 2006, there were no qualified applications. In Spring 2007, there were four applicants, of which three were admitted into the program. KPU suspended this program in Spring 2007 due to low enrolment demand and lack of Apprenticeship Funding.

In addition, the College of Trades and Technology at that time (now known as the Faculty of Trades and Technology) was required to reduce its number of FTEs. Therefore, the Citation in Outdoor Power Equipment Technician was suspended so that more resources can be allocated to support other programs with strong demand.

The proposal to discontinue the Citation in Outdoor Power Equipment Technician has received support and endorsement from the Provost and Vice President Academic.

Key Messages

1. The Citation in Outdoor Power Equipment Technician is being proposed for discontinuance due to low enrolment demand and lack of Apprenticeship Funding. The program was offered for only two terms (2006 and 2007), and was later suspended in Spring 2007.

2. There are no legal or financial impacts as a result of the proposed discontinuances. No other units, departments or programs will be affected by the discontinuance of this program.
3. It is proposed that the discontinuance for the Citation in Outdoor Power Equipment Technician become effective September 1, 2021.

Consultations

1. Faculty of Trades and Technology AP&P (October 14, 2020)
2. Faculty of Trades and Technology Faculty Council (October 19, 2020)
3. Provost and Vice President Academic
4. University Registrar
5. Interim Executive Director, Financial Services

Attachments

Memo – Citation Discontinuance Outdoor Power Equipment Technician

Submitted by

Brian Moukperian
Dean, Faculty of Trades and Technology

Date submitted

October 23, 2020

TO: Brian Moukperian, Dean, Faculty of Trades and Technology

C: Josephine Chan, Special Assistant to Provost on University Policy;
Zena Mitchell, University Registrar; David Burns, Vice-Chair, Senate


FROM: Dr. Sandy Vanderburgh, Provost and Vice President, Academic

DATE: October 27, 2020

SUBJECT: Proposal to discontinue Citation in Outdoor Power Equipment Technician program

In accordance with KPU [Policy AC10, Establishment, Revision, Suspension and/or Discontinuance of Programs](#) and requirements outlined in Section B.2.f. of the supporting [Procedures](#), I have reviewed your detailed proposal (attached) to discontinue the Citation in Outdoor Power Equipment Technician program.

This memo confirms my full support and endorsement on the Proposal to discontinue the Outdoor Power Equipment Technician program.



Digitally signed by Sandy Vanderburgh
DN: cn=Sandy Vanderburgh, o, ou,
email=sandy.vanderburgh@kpu.ca,
c=CA
Date: 2020.10.28 21:39:22 -07'00'

Dr. Sandy Vanderburgh
Provost & Vice President, Academic
Kwantlen Polytechnic University

Proposal to Discontinue Citation in Outdoor Power Equipment Technician

Impacted Credential

Citation in Outdoor Power Equipment Technician

Location of the Program

KPU Tech

Faculty Offering the Program

Faculty of Trades and Technology

Anticipated Final Date of Discontinuance

September 1, 2021

Reasons for Discontinuance

Low enrolment demand and lack of Apprenticeship Funding

Background

The Citation in Outdoor Power Equipment Technician was approved by Education Council in 2005. The program offered admission for only two terms – one in 2006 and one in 2007. KPU suspended this program in Spring 2007. (This pre-dates Senate). Prior to the Citation in Outdoor Power Equipment Technician program, KPU offered a Certificate in Outdoor Power Equipment Technician program, as late as 2004. The changeover took place in 2005/2006.

In 2006, there were no qualified applications. In Spring 2007, there were four applicants, of which three were admitted into the program.

There is a note on file (dated June 6, 2007) commenting that the Citation in Outdoor Power Equipment Technician was suspended due to FTE reduction for Trades. Apparently, the College of Trades & Technology (today known as Faculty of Trades and Technology) was required to reduce its number of FTEs. There were 48 FTEs attributed to the Citation in Outdoor Power Equipment Technician program.

The note indicates the Citation in Outdoor Power Equipment Technician was suspended so that Kwantlen can offer those programs in which there was strong demand.

Consultation and Impact

1. No other departments units or programs will be impacted by the discontinuance.
2. Zena Mitchell, University Registrar, was consulted on September 30, 2020.
3. Candice Gartry, Interim Executive Director, Financial Services was consulted on September 30, 2020. Finance supports the proposal to discontinue this Program.

Timeline of Activities

Committee/Board	Action/Motion	Meeting Date	Submission Deadline
Faculty of Trades and Technology Academic Planning & Priorities (AP&P)	For recommendation to Faculty Council	October 14, 2020	October 6, 2020
Faculty of Trades and Technology Faculty Council	For recommendation to Senate	October 21, 2020	October 15, 2020
Senate Standing Committee on Academic Planning & Priorities	For recommendation to Senate	November 13, 2020	October 30, 2020
Senate	For recommendation to the Board	November 30, 2020	November 20, 2020
Board of Governors Governance Committee	For recommendation to the Board	January 20, 2021	January 8, 2021
Board of Governors	For approval	February 3, 2021	January 22, 2021

Endorsement by the Provost

The Provost and Vice President Academic will be providing a memo to Dean, Brian Moukperian, endorsing this proposal to discontinue the Citation in Outdoor Power Equipment Technician program.

Institutional Contact

Brian Moukperian, Dean, Faculty of Trades and Technology
604-598-6112
brian.moukperian@kpu.ca

SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES

Agenda Item: 3.2.3

Meeting Date: November 13, 2020

Presenter: Aimee Begalka

Agenda Item **Program Discontinuance:
Adult Basic Education Certificates of Completion**

Action Requested	Motion
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Recommended Resolution	THAT the Senate Standing Committee on Academic Planning and Priorities recommend that Senate recommend that the Board of Governors discontinue the Fundamental, Intermediate, and Advanced Certificates of Completion in Adult Basic Education.
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**Senate Standing
Committee Report**

For Senate Office Use Only

**Context &
Background**

The Certificates of Completion in Adult Basic Education (ABE) have not been operational since 2012 due to a lack of enrolment demand in the programs, with the last ABE Certificate being awarded in 2001. Most required courses in these programs, except for two, have already been discontinued, so students will not be able to complete the curricular requirements for the Certificates of Completion.

The English Upgrading department (formerly Academic and Career Preparation), which offered these three Certificates of Completion, has been instructed by Senate through the GV9 process in 2019 to discontinue any offerings that are below the Grade 10 level.

Key Messages

1. There are no students currently enrolled in these programs; most courses have already been discontinued, with the exception of two ENGQ courses that are still active will be available to students as necessary at the Phoenix Kwantlen Learning Centre. Students will still be able to pursue upgrading courses even if the credentials are discontinued. No other departments are affected by the discontinuance of these Certificates of Completion.
2. There are no legal or financial impacts as a result of the proposed discontinuances.

3. It is proposed that the discontinuance for the three Certificates of Completion become effective Fall 2021.

Consultations

1. English Upgrading department (formerly Academic and Career Preparation) (September 24, 2020)
2. ACA Standing Committee on Curriculum (September 24, 2020)
3. ACA Faculty Council (September 25, 2020)
4. Provost and Vice President Academic
5. University Registrar

Attachments

Memo and Proposal to discontinue the Fundamental, Intermediate and Advanced Certificates of Completion in Adult Basic Education

Submitted by

Aimee Begalka
Dean, Faculty of Academic and Career Preparation

Date submitted

October 23, 2020



TO: Aimee Begalka, Dean, Faculty of Academic and Career Preparation

C: Zena Mitchell, University Registrar; David Burns, Vice-Chair, Senate; Josephine Chan, Special Assistant to Provost on University Policy; Chris Traynor, Chair, English Upgrading department

FROM: Dr. Sandy Vanderburgh, Provost and Vice President, Academic

DATE: October 21, 2020

SUBJECT: **Proposal to discontinue the Fundamental, Intermediate and Advanced Certificates of Completion in Adult Basic Education**

In accordance with KPU [Policy AC10, Establishment, Revision, Suspension and/or Discontinuance of Programs](#) and requirements outlined in Section B.2.f. of the supporting [Procedures](#), I have reviewed your detailed proposal (attached) to discontinue the following programs:

- Adult Basic Education Certificate of Completion – Fundamental Level
- Adult Basic Education Certificate of Completion – Intermediate Level
- Adult Basic Education Certificate of Completion – Advanced Level

This memo confirms my full support and endorsement on the Proposal to discontinue the above three programs.

Dr. Sandy Vanderburgh
Provost & Vice President, Academic
Kwantlen Polytechnic University

TO: Sandy Vanderburgh, Provost and Vice-President, Academic

CC: Zena Mitchell, University Registrar; David Burns, Vice-Chair, Senate; Josephine Chan, Special Assistant to Provost on University Policy; Chris Traynor, Chair, English Upgrading department

FROM: Aimee Begalka, Dean, Faculty of Academic and Career Preparation

DATE: October 8, 2020

SUBJECT: Proposal to discontinue the Fundamental, Intermediate and Advanced Certificates of Completion in Adult Basic Education

In accordance with University Policy AC10, Establishment, Revision, Suspension and/or Discontinuance of Programs, the Faculty of Academic and Career Preparation proposes the discontinuance of the following programs:

- Adult Basic Education Certificate of Completion – Fundamental Level
- Adult Basic Education Certificate of Completion – Intermediate Level
- Adult Basic Education Certificate of Completion – Advanced Level

The Faculty respectfully requests the Provost's endorsement of a Fall 2021 discontinuance because

- a) There are no students currently enrolled in these programs, nor have there been for several years;
- b) The Certificates of Completion in Adult Basic Education have not been operational since 2012, although some courses within the programs continued to be offered. **The last ABE Certificate was awarded in 2001.**
- c) The English Upgrading department (formerly Academic and Career Preparation), ACA Standing Committee on Curriculum, and ACA Faculty Council have endorsed the discontinuance. (See attached documentation.)

Background and Rationale:

The 2020-21 University Calendar explains the purpose of the Adult Basic Education Certificates of Completion as well as the courses required at each level:

The **Fundamental Certificate of Completion** recognizes a student's readiness to advance to the next level of high school completion and mastery of the fundamentals of reading, writing, and mathematics. Students will benefit from the fundamental level if they have difficulty with basic reading, writing, and math.

The **Intermediate Certificate of Completion** recognizes the equivalent completion of Grade 10. Students are well on their way to completing high school graduation, for direct entry into many trades and vocational programs, and for the GED. The courses within this certificate are currently under review.

The **Advanced Certificate of Completion** recognizes the equivalent completion of Grade 11. Upon completion, many students will be ready to challenge undergraduate course-work, and are ready to work towards BC Adult Graduation Diploma (Adult Dogwood). Completion of Advanced English will normally allow a student to succeed in the LPI test. *The courses within this certificate are currently under review.*

Curricular requirements for each level are outlined in the 2020-21 University Calendar (<https://calendar.kpu.ca/programs-az/academic-career-advancement/academic-career-preparation-adult-upgrading/adult-upgrading-certificates-completion/#requirements-text>)

The following courses required for the fundamental certificate have been discontinued:

- MATQ 0006 (disc 9/1/2015)

The following courses required for the intermediate certificate have been discontinued:

- ABEE 0070 (disc. 1/1/2008)
- ABES 0010 (disc. 1/8/2012)
- MATQ 0010 (disc 9/1/2014)

The following courses that were part of the advanced certificate have been discontinued:

- ABEE 0081 (disc. 1/1/2008)
- ABEB 0011 (disc. 9/5/2012)
- ABEB 0012 (disc. 9/5/2012)
- ABEP 0011 (disc. 9/5/2012)
- ABES 0010 (disc. 1/8/2012)
- MATQ 0011 (disc 9/1/2014)

It is therefore not possible for a student to complete the requirements of *any* of the Certificates of Completion in Adult Basic Education.

The 2012-13 Academic Calendar included the following notation: "This program and credentials are currently under review; not all courses may be available in 2012-13." Similar notations appeared in the next two Calendars (2013-14 and 2015-16). Intakes were postponed indefinitely, effective for the 2016-17 academic year, up to and including the 2020-21 academic year.

The Office of the Registrar has confirmed that discontinuance of the Certificate of Completion in Adult Basic Education will not impact our ability to continue admitting students who wish to pursue upgrading.

Impacted credentials:

- Certificate of Completion in Adult Basic Education – Fundamental Level

- Certificate of Completion in Adult Basic Education – Intermediate Level
- Certificate of Completion in Adult Basic Education – Advanced Level

Location of the programs:

These programs were offered at the Surrey, Richmond, and Langley campuses; however, the intermediate and advanced certificates have not been offered since 2012. The fundamental level certificate was offered until 2016-17, when all intakes were postponed indefinitely.

Faculty, Department, or School offering the programs:

The programs were offered in the Faculty of Academic and Career Advancement, by the department of Academic and Career Preparation.

Effective date of discontinuance:

Fall 2021

Reasons for discontinuance of the programs:

1. Lack of enrolment demand. The three credentials have not functioned as programs for many years, although students continued to enroll in some of the courses offered. The purpose of the credentials was to mark the attainment of certain levels in Adult Basic Education; however, it was not necessary for students to enroll in the programs in order to take the courses. It seemed that the program as such did not interest students as much as the opportunity to take the courses and move through the levels.
2. The courses in these programs were all offered in the continuous-intake mode of instruction, which has been discontinued at KPU (except through a community partnership at one offsite location).
3. Most of the courses required for these programs have already been discontinued, making it impossible for students to complete the curricular requirements, even if they wanted to. [The only two courses still active are ENGQ 0064 and ENGQ 0065.]

Plan for phasing-out of program:

- Both the ACA Standing Committee on Curriculum and ACA Faculty Council have approved motions endorsing the discontinuance of the programs.
- The chair of the department offering the programs has provided a statement supporting the discontinuance
- There are no students currently enrolled in these programs; the courses that are still active will be available to students as necessary at the Phoenix Kwantlen Learning Centre.
- The Office of the Registrar has been informed of the discontinuance and has confirmed that students will still be able to pursue upgrading courses, even if the credentials are discontinued.
- No other departments are affected by the discontinuance of these certificates of completion.

- The English Upgrading department (formerly Academic and Career Preparation), which offered these programs, has been instructed by Senate through the GV9 process to discontinue any offerings that are below the Grade 10 level. All courses but two have already been discontinued.

Institutional contact in case more information is required:

Aimee Begalka, Dean, Faculty of Academic and Career Preparation

Potential legal implications as a result of the program discontinuance:

None

**SENATE STANDING COMMITTEE ON
ACADEMIC PLANNING AND PRIORITIES
AND ON UNIVERSITY BUDGET**

Agenda Item: 5

Meeting Date: November 13, 2020

Presenter: Rajiv Jhangiani

**Pro Tem, Vice-Provost, Teaching and Learning
Report to the Senate Standing Committee on
Academic Planning & Priorities and the Senate
Standing Committee on University Budget
October 03 – October 30, 2020**

TRAINING & SUPPORT

- During the month of October the Teaching & Learning Commons hosted 13 virtual workshops. Our most successful offering, the **Level Up: Learn to Teach Online**, is a week-long intensive course designed and launched to support faculty as they plan to teach this fall and beyond. In addition to 7 cohorts that have successfully completed their courses, 4 additional cohorts will be starting in November, for a total of 11 cohorts completing the program since its inception in April 2020.
- The mighty Learn Tech team resolved a whopping **1,623** support tickets, our Educational Consultants completed 32 pedagogical consultations and we had 78 workshop participants.
- The Teaching & Learning Commons is proud to host our inaugural [Digital Pedagogy Webinar Series](#), featuring five exceptional and internationally-renowned speakers, who each bring deep expertise and a unique perspective on pedagogy in this digital age. This year's series will critically explore topics including digital literacies, creativity, privacy perils, and inclusion. All webinars will be recorded and made available online for later viewing. 100 members of the KPU community registered to attend the first webinar, which was held on October 20 with **Dr. Bonni Stachowiak** (host of the popular [Teaching in Higher Ed podcast](#)). Our next webinar is Tuesday **November 24, 2020** and features **Dr. Bonnie Stewart, (University of Windsor)**, and is speaking to [Data Literacies for Digital Pedagogy](#).
- The Teaching & Learning Commons recently purchased a KPU **unlimited group package to attend the [OLC Accelerate 2020 Conference](#)**, which runs November 9-18th and features over 350 presentations (including one by the Commons' own **Lisa Gedak and Robin Leung**), on the challenges that face 21st-century instructors in the adoption and implementation of technological

innovations in teaching and learning). Registration also includes access to recordings of the sessions for one year following the event. This opportunity is open to all KPU employees and have received a very positive response with more than 70 faculty and staff already signed up. Are you or members of your department interested in attending? Simply send an email to tlcommons@kpu.ca expressing your interest and our admin support team will register you to simplify it even more!

- Season 3 of 'Beyond the Chalkboard' podcast has launched!
- Listen on Spotify: <https://anchor.fm/kpu-tlcommons> or Watch it on YouTube: https://www.youtube.com/watch?v=2Nzbo7_3Qzl&feature=youtu.be&ab_channel=KPUTeaching%26Learning
- Our Teaching & Learning Blog [Friday Morning Coffee](#) October 23rd edition, written by Gillian Sudlow, Educational Consultant, Course Design and English Upgrading faculty, is titled '[Who comes first in the 'new normal' of pandemic pedagogy? The teacher or the learner?](#)' The October 9th edition featured '[Building an openly-licensed "course in a box" in a month](#)', a collaborative effort between a dedicated group of KPU's Applied Communications & Public Relations faculty, Melissa Ashman, Arley Cruthers, John Grant, Peg Fong and Dr. Seanna Takacs, Educational Consultant, Course Design, Universal Design for Learning (UDL). Our September 25th article, '[Small and Pragmatic Steps to Support Accessibility Online](#)' by Jennifer Hardwick, Educational Consultant, Course Design, Universal Design for Learning (UDL) and English faculty member, highlights UDL course design to support the massive barriers our post-secondary students face.

UPCOMING FALL WORKSHOPS

- We have a full slate of November and December 2020 workshops and other professional development opportunities available for faculty. See below for upcoming offerings or visit: <https://tlevents.kpu.ca/>

Learning Technologies

[Gradebook Basics](#) | Nov 2; Nov 10

[Gradebook Advanced](#) | Nov 5; Nov 20

[Kaltura 3-Part Series](#) | Nov 10, 12, 17

[Kaltura Session 3](#) | Nov 4

[Moodle Quiz Basics](#) | Nov 9

[Moodle Quiz Advanced](#) | Nov 30

[Muddling Through Moodle 101](#) | Nov 30, Dec 7, Dec 14

Open Education

[Discovering OER](#) | Dec 4

[Introduction to Pressbooks](#) | Nov 27

[Library & OER Drop In](#) | Nov 27; Dec 18

[Linking to Library Resources](#) | Dec 11

LEARNING TECHNOLOGIES

- **Zoom is now live!** KPU's new Zoom platform launched on Oct 27th and is now available to support instructional activities going forward. Faculty and instructional staff who would like to use Zoom can [request an account using this intake form](#). The Provost's Office fully supports providing choice and flexibility in the curriculum delivery tools used by faculty and was a key supporter of the adoption of Zoom and ensured that funding was in place for the foreseeable future. Instructions have been developed for both [faculty](#) and [students](#) that include links to various resources and video tutorials.

- **PebblePad is live!** For information about this new e-portfolio and learning journey tool, visit our [website](#) and review our [FreshDesk knowledge base](#).
- In order to address **email notification delays in Moodle**, we switched email servers, which has resolved the issue.
- At the October 1/20 SSCTL meeting the following motion was passed: “THAT the Senate Standing Committee on Teaching and Learning supports student success and the requirement that all students have the right to access course information for all KPU courses on a secure learning management platform from the first day of term to the end of the semester.” This motion also passed at Senate on October 26, 2020.
 - I am happy to report that **over 99% of faculty are now using Moodle**. However, lack of timely access to Moodle course shells is still a source of student confusion and service desk queries, as 131 Moodle course shells were not made visible to students by the first day of classes.
- Thanks to the support of the Office of the Provost, KPU is increasing its’ **investment in software** needed to support teaching and learning over the next year. This includes bolstering the server capacity for our core learning technology platforms (e.g., Moodle, Kaltura), continuing to support choice and flexibility in the synchronous video tools used by faculty (Zoom, BigBlueButton, and MS Teams), our new ePortfolio platform (PebblePad), as well as other specific applications such as SolidWorks (software used for Design and CADD), Qualtrics (survey platform), and Stormboard (digital collaboration platform).

NEW TEAM MEMBERS

- Welcome **Andrea Votto** who joined Teaching & Learning from Testing & Assessment Services as our new Administrative Assistant in mid-September. **Linda Chance**, HR auxiliary, started October 6th for 1 day/week to assist in the production of the TL Commons Newsletter and governance reporting. Two searches, one for an additional Learning Technologies Strategist and another for an additional Learning Technologies Support Analyst to supplement the Learn Tech department, are currently under way with the hope both positions will be filled by year end.
- Teaching & Learning is very pleased to announce the November 2nd **appointment of Dr. Joel Murray** from Faculty of Science and Hort, to a new position as **Interim Director, Flexible Learning and Academic Integrity**. With a growing number of adult learners engaging with KPU, including both working adults taking short courses through Continuing & Professional Studies and experienced learners requesting prior learning assessment (PLA), there is a need to coordinate and develop supports for these flexible pathways. In addition, a priority area is the centralized support of academic integrity (AI). Centralized leadership and support of AI will allow for the development, coordination, and implementation of an integrated strategy aimed at further building our institutional culture that values and upholds academic integrity. Joel brings 20 years of accumulated administrative, governance, and leadership experience to his new role.

OTHER INITIATIVES

- A **survey of KPU faculty** is planned for November 2020 to gather information and feedback necessary to support teaching, learning, research, and scholarship. The survey has been designed

with the Office of Planning and Accountability and the Office of Research Services and includes questions specific to teaching and learning during the pandemic.

- The [September/October Teaching & Learning Newsletter](#) features our inaugural Digital Pedagogy Webinar series, the new Teaching & Learning Innovation Fund, upcoming events and workshops, and a spotlight on Lee Beavington from the Faculty of Science & Horticulture.
- Congratulations to our very own **Gordon Cobb**, Educational Consultant, Educational Media and Faculty of Arts Music faculty, on his outstanding Fall 2020 Convocation virtual production, created in collaboration with the President's Office.

OPEN EDUCATION

- The [Zero Textbook Cost \(ZTC\) initiative](#) has crossed a number of milestones this Fall, including \$5 million in student savings since the initiative was launched 3 years ago and \$1 million in student savings within a single semester. The ZTC now includes nearly 850 unique courses taught by over 400 instructors and represents over 20% of all KPU courses in a given semester.
- KPU's **2020 Open Pedagogy Fellows** have completed the design of renewable assignments that involve students creating resources that support the United Nations Sustainable Development Goals. These assignments will be posted online at: <https://www.kpu.ca/open/un-sdg-fellowship>.
- The [Fall 2020 Open Education Newsletter](#) was published and includes information about KPU joining the Open Education Network (OEN), Andrea Niosi's Marketing open pedagogy project with students, information about a new grant opportunity, and much more.
- The **2020 Open Education Global Awards** recognized two international programs in which KPU is involved, including the [United Nations Sustainable Development Goals Open Pedagogy Fellowship](#) (Open Pedagogy Award) and the [Open Education for a Better World Program](#) (Open Collaboration Award). Dr. Rajiv Jhangiani was also recognized with the [Emerging Leader Award](#).

UPCOMING FUNDING OPPORTUNITIES

Teaching & Learning Innovation Fund

The Teaching & Learning Commons is pleased to announce we are currently adjudicating our first application to the new [Teaching & Learning Innovation Fund \(TLIF\)](#), which is designed to support pedagogical innovation at KPU. Recognizing the diverse array of programs and instructional approaches that are necessary and valued at a polytechnic university, the TLIF takes an inclusive approach by supporting a broad range of projects that advance teaching practices at KPU. These projects may include (but are not limited to) educational media creation, experiential/service learning projects, inclusive design/universal design for learning projects, instructional resource creation (including for collaborative "sprint" projects), open pedagogy projects, problem-based learning projects, scholarship of teaching and learning, and virtual/augmented reality projects. TLIF funds are accessible to regular instructors and instructional support staff. **Applications up to \$10,000** will be adjudicated within 2 weeks to support rapid innovation. TLIF has a rolling deadline and applications are accepted until funds are exhausted.

0.6% Faculty Professional Development Fund

Faculty PD Fund applications involving research, conference presentations, enhancing teaching and learning as well as support for tuition are some areas considered for funding. The next application deadline is **February 1, 2021**. The ROMEO application for this next round will open on January 1, 2021.

Open Educational Resources (OER) Grants

The Open Educational Resources (OER) Grant program provides funding and staff support to KPU faculty members interested in creating, adapting, and adopting OER (or engaging in other forms of Open Pedagogy). Three levels of OER Grants are offered:

1. [OER Adoption Grant](#)
2. [OER Adaptation Grant](#)
3. [OER Creation Grant](#)

The next application deadline for OER Creation and OER Adaptation grants is **January 15, 2021**. OER Adoption Grants have a rolling deadline and applications are accepted until funds are exhausted. [More information»](#)

**SENATE STANDING COMMITTEE ON
ACADEMIC PLANNING AND PRIORITIES
AND ON UNIVERSITY BUDGET**

**Minutes of Regular Meeting
Friday, September 25, 2020
9:00 a.m. - 12:00 p.m.
MS Teams Online**

SSCAPP Voting Member Quorum 7 members		
Alan Davis Allyson Rozell Andhra Goundrey Andre Iwanchuk Harjit Dhesi Kristan Ash Catherine Schwichtenberg	Lilach Marom Michelle Molnar Pallav Sharma Randal Thiessen Tom Westgate	
		Non-voting
		David Burns Zena Mitchell Sandy Vanderburgh Steve Cardwell Rajiv Jhangiani Lori McElroy
Regrets	Senate Office	Guests
Deepak Gupta	Meredith Laird Rita Zamluk	Brian Moukperian

SSCUB Voting Member Quorum 7 members		
Alan Davis Barnabe Assogba Seanna Takacs Tom Westgate	Sue Fairburn Diane Purvey Caroline Daniels Reza Khakbaznejad Sonu Bratch Waheed Taiwo	
		Non-voting
		David Burns Sandy Vanderburgh Tara Clowes Candice Gartry
Regrets	Senate Office	Guests
Sharanveer Singh Stephanie Howes	Meredith Laird Rita Zamluk	Don Reddick

SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES

1. Call to Order

The Chair called the meeting to order at 9:01 a.m.

2. Approval of Agenda

Add: 3.2 Extension of Voluntary Withdrawal

Alison Rozell moved the agenda be confirmed as amended.

The motion carried.

3. New Business

3.1. Program Discontinuance: Public Safety Communications Certificate

Brian Moukperian was present to answer questions. Tom Westgate provided background and context for the discussion noting the changes in the industry and the declining enrolment.

Allyson Rozell moved that the Senate Standing Committee for Academic Planning & Priorities recommend that Senate recommend that the Board of Governors discontinue the Certificate in Public Safety Communications program, effective January 1, 2021.

3.2. Extension of Voluntary Withdrawal

Zena Mitchell provided background and context for the discussion to extend the voluntary withdrawal deadline for Spring and Summer 2021 terms. She requested an extraordinary Senate Executive Committee to decide the matter. Lori McElroy addressed questions regarding the implications on students of extending the voluntary withdrawal deadline.

The Committee discussed the impact of a return to normal classes in the spring, distinguishing between the different dates, and financial implications.

Harjit Dhesi moved that the Senate Standing Committee on Academic Planning and Priorities endorse the extension of voluntary withdrawal deadline for Spring and Summer 2021 and requests a Senate Executive Committee meeting be held to approve this change.

The motion carried.

4. Adjournment to Joint Committee meeting

The meeting adjourned at 9:19 a.m.

SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES AND ON UNIVERSITY BUDGET

5. Call to Order

The Chair called the meeting to order at 9:31 a.m.

6. Approval of Agenda

The Chair reviewed the agenda.

Tom Westgate moved the agenda be confirmed as circulated.

The motion carried.

7. Approval of Minutes, September 25, 2020

Allyson Rozell moved the agenda be confirmed as circulated.

The motion carried.

8. Meeting with Executive

8.1. Questions for Executive

The Chair invited the members of the Committee to ask questions of the Executive. Alan Davis, Sandy Vanderburgh and Tara Clowes were present to answer questions.

The Committees discussed the ways in which, in pursuit of operational cost savings, the University will review vacated positions and proposals for new positions.

8.2. New Budget Priorities

Tara Clowes, Vice-President, Finance and Administration presented the suggested changes in priorities. She advised the committees that more detailed budget information will be forthcoming.

Alan Davis informed the committee that budget changes will be a realignment of priorities within vice-presidential portfolios, rather than the addition of new funding to any single portfolio.

Sandy Vanderburgh advised that the University Librarian has full approval to find the money within the library portfolio to enhance current levels of Indigenous library services.

The Chair introduced the motions from standing committees:

Senate Standing Committee on the Library

David Burns reported that the Senate Standing Committee on Library passed a motion that the budget prioritize investment in Indigenous engagement.

Senate Standing Committee on Teaching and Learning

Harjit Dhesi reported on the discussion held at the Senate Standing Committee on Teaching and Learning.

The Committees discussed feedback from students, the practices of other universities, other options to consider to provide peer support, and considering ways to enhance student engagement.

Alan Davis requested data to support the request.

After debate and amendment, Harjit Dhesi moved that support for peer tutoring and peer mentoring should be maintained in this year's budget planning.

The motion carried.

The President outlined the engagement and consultation steps that are followed to advise and approve the budget. The first goal is to maintain programs and services to be ready for the recovery and reopening. He predicted that Deans and the Provost will need to shift resources to create capacity for students. He discussed steps that need to be undertaken to maintain KPU's market share with respect to opportunities to serve students. In order to maintain its current position, KPU needs to be bold. He asked members to seek out new opportunities to use our educational offerings to aid our community in the economic recovery.

The Committee discussed the decision-making process, opportunities to continue the discussion regarding the budget, the need to be bold, the array of educational choices available to students, and creating opportunities for online training.

The Vice-Chair provided the context for revisiting the academic priorities for the budget, the process to cancel intakes, to suspend, and to discontinue a program. He suggested committee members report back to their constituency that the budget priority is to maintain programs and services to be ready for the recovery and reopening.

9. Items for Discussion

No items for discussion

10. Adjournment to Senate Standing Committee on University Budget Meeting

The meeting adjourned at 10:18 a.m.

SENATE STANDING COMMITTEE ON UNIVERSITY BUDGET

11. Call to Order

The Chair called the meeting to order at 10:25 a.m.

12. Approval of Agenda

Diane Purvey moved the agenda be confirmed as circulated.

The motion carried.

13. Chair's Report

No report

14. New Business

14.1. AC10 Establishment, Revision, Suspension and/or Discontinuance of Programs

David Burns introduced the steps being undertaken to update the policy. He asked for comments on the policy. Josephine Chan was available to answer questions.

Committee members supported the early warning mechanism.

14.2. 2020 Senate Effectiveness Survey

The Chair reported the 2020 Senate Effectiveness Survey results.

14.3. 2020 Review of Mandate and Membership

The Chair reviewed the mandate and opened the discussion for changes. The Committee made no changes.

Pallav Sharma, Student Senator, discussed ways to help student senators connect with other students, motivations of student senators, and changing ways to bring students to senate.

The Chair reviewed the membership and opened the discussion for changes. The Committee made no changes.

The Committee discussed student representation, creating stronger links with students, offering a course on student leadership, and ways to engage students.

15. Items for Discussion

No items for discussion

16. Adjournment

The meeting adjourned at 10:39 a.m.

**SENATE STANDING COMMITTEE ON
ACADEMIC PLANNING AND PRIORITIES AND ON
UNIVERSITY BUDGET**

Agenda Item: 9

Meeting Date: November 13, 2020

Presenter: Tara Clowes

Agenda Item Fiscal 2021-22 Budget Update Presentation

Action Requested	Motion
Recommended Resolution	THAT the Senate Standing Committees on Academic Planning and Priorities and on University Budget recommend that Senate endorse the 2021 / 2022 budget.

Senate Standing Committee Report

For Senate Office Use Only

Context & Background

On September 25, 2020 the Finance Office presented a budget backgrounder to Senate Standing Committee which discussed the framework for the 2021 / 2022 budget. On October 2, 2020 SSCUB reviewed revised 2022 Budget Tenets and Executive Philosophy.

Key Messages

1. Budget preparation for 2021 – 2022 is focusing on developing a budget that will maintain, as far as possible, KPU’s core teaching, learning, scholarship and service activities.
2. The draft budget is for a proposed \$7.8 million deficit, which is manageable within KPU’s unrestricted accumulated surplus.

Consultations

University Executive

Attachments

1. Fiscal 2021 – 2022 Budget Update Presentation
2. Consolidated Budget Summary 2021-22
3. Operating Budget by Category 2021-22

Submitted by

Tara Clowes, Vice President, Finance and Administration

Date submitted

October 30, 2020

Fiscal 2021/22 Budget Consultation

President's University Executive

President's Council

SSCUB/SSCAP

Finance Committee

Board of Governors

Management Groups

Union Groups



Where thought meets action

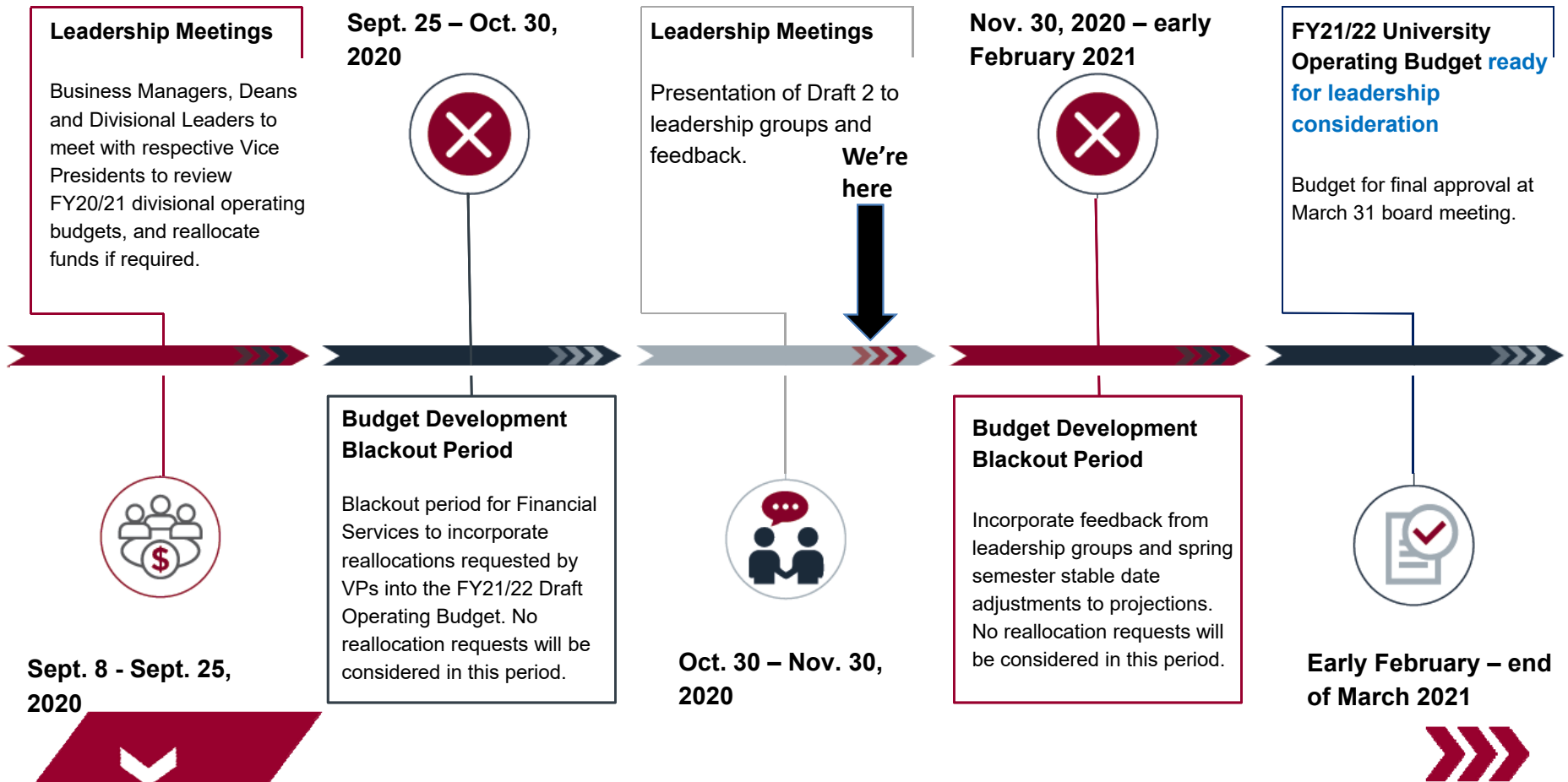
2021 / 22 Budget Tenets and Philosophy

To **maintain**, as far as possible, KPU's core teaching, learning, scholarship and service activities through most of another year of COVID-19 disruption. This will require, as far as possible, sustained levels of staffing.

To present for approval **a deficit budget** that is manageable within KPU's unrestricted accumulated surplus, and leaving enough funds to ensure business continuity for 22/23.

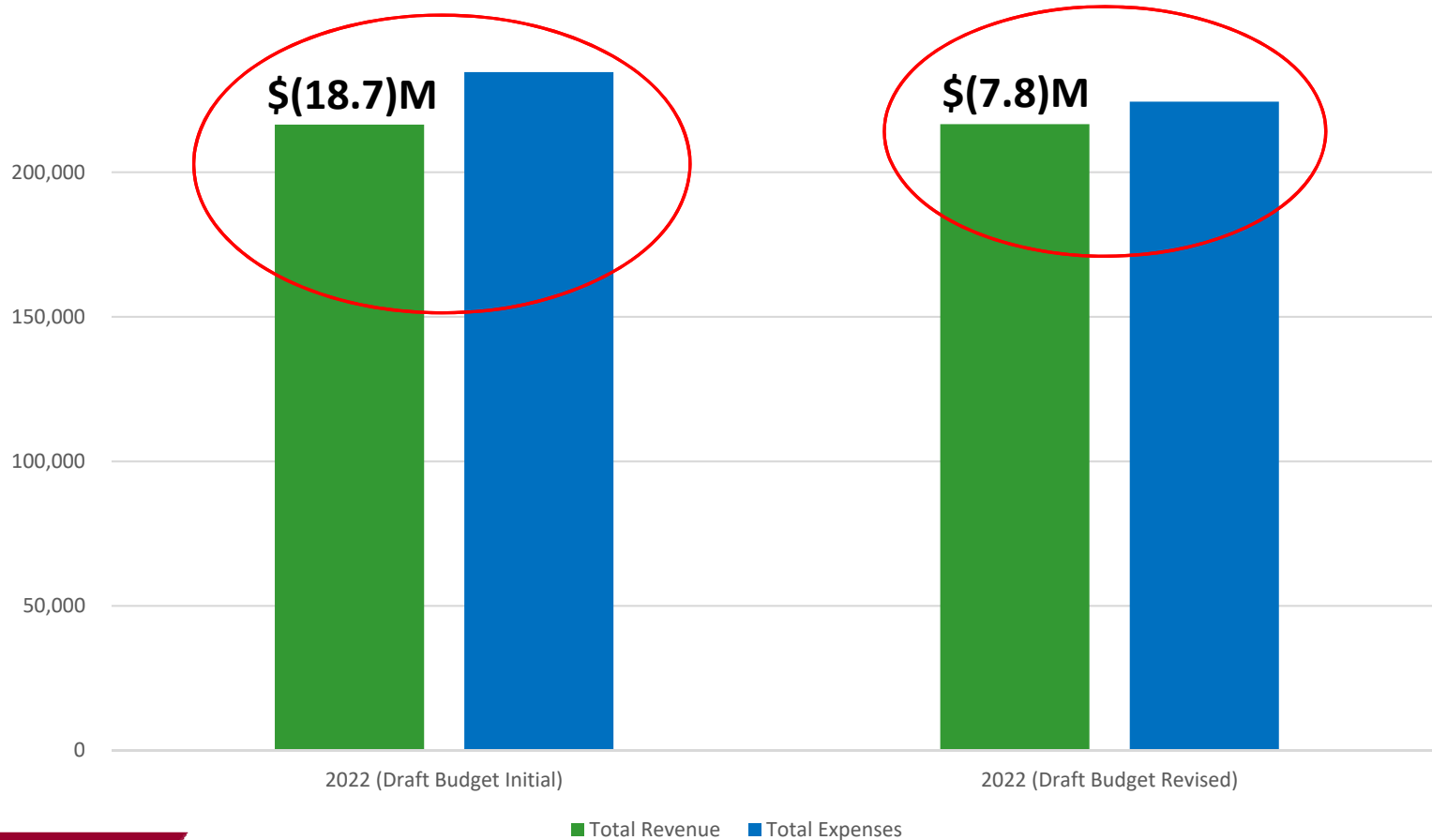


Fiscal 2021/22 Operating Budget Timeline Revised



Where thought meets action

2021 / 22 Operating Budget Update



Where thought meets action



2021 / 22 Budget Update Version Summary

FY22 Draft #1 Budget Deficit	\$ (18,143)
Encumbered salary based on historical savings	5,451
Reduction of budget contingency funds	1,726
Changes in tuition assumptions	1,144
Reduction in anticipated inflationary pressures	1,050
Re-forecast of Ancillary activities based on current environment	806
Deferral of capital projects	710
Operating Grant Adjustment (revised letter)	332
Administrative area redundant budget reductions	207
Anti-racism task force	(50)
Addition of Records Management position	(70)
Investment in peer mentors for international students	(162)
Investment in academic budget	(818)
FY22 Draft #2 Budget Deficit	\$ (7,817)



Where thought meets action



Unrestricted Surplus Available

Reconciliation of Unrestricted Portion of Accumulated Surplus

Accumulated Surplus - Unrestricted (March 31, 2020)	\$22,606,000
Deposit required for Cloverdale Land Sale	(1,000,000)
Genomics Lab Expenditures	(1,000,000)
KPU Financial Aid Fund	(2,000,000) [A]
Remaining Unrestricted Accumulated Surplus	<u>\$18,606,000</u>
2021 Q2 Forecast Deficit	(4,900,000)
2021 / 2022 Draft Budget Deficit	(7,816,900)
Forecasted Remaining Unrestricted Accumulated Surplus	<u>\$5,889,100</u>

[A] Per FY18 BOD minutes

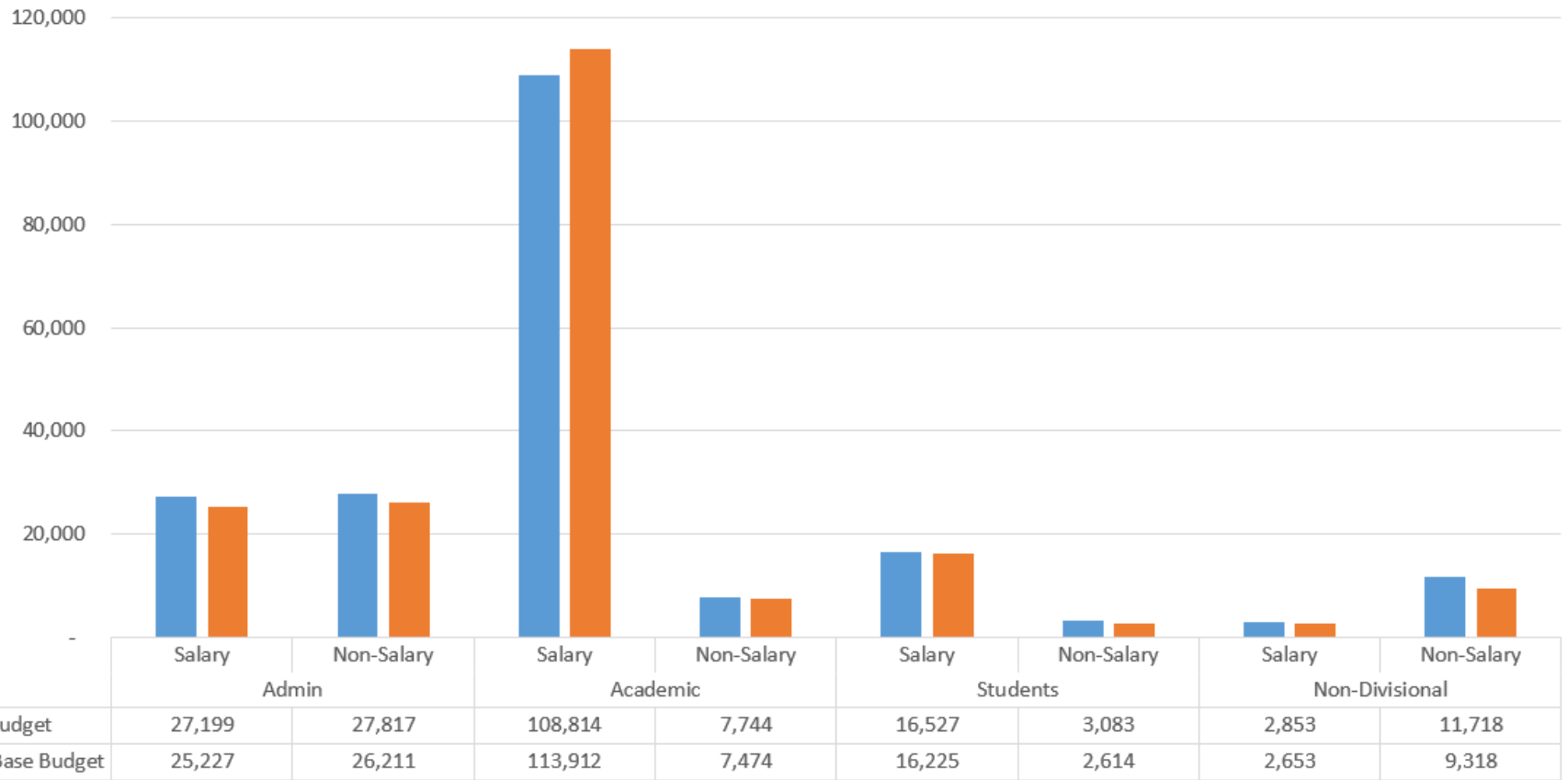


Where thought meets action



2021 / 2022 Draft Budget Allocation by Group

Budget Allocation Comparison (FY21 vs. FY22)



■ FY21 Base Budget ■ FY22 Draft Base Budget

General Changes Across All Portfolios

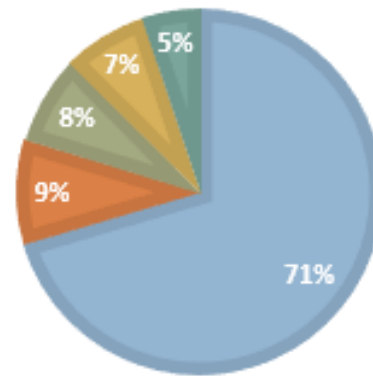
- Incorporate incremental wage impacts
 - Collective bargaining BCGEU & KFA
 - Administrative incremental increase budget in line with collective bargaining increases
 - No increases on executive salaries by provincial mandate
- Encumber historical salaries variance
 - Historical positive salaries variance was \$7M in 2019 and \$10M in 2020
 - Key driver of positive salaries variance is turnover and temporary vacancies
 - Encumbered 80% of historical salaries variance - \$5.4M budget reduction
- Travel budget reductions of 75% across all portfolios - \$556K budget reduction



Expenditure Allocation

BUDGET EXPENDITURE BREAKDOWN 21 / 22

- Salaries and benefits
- Amortization
- Other non-salary expenditures
- Fees and services
- Repairs and maintenance



Change from 20 / 21 budget expenditure allocation
Salaries & benefits +3%, other non-salary expenditures -2%, fees and services -1%.



Where thought meets action



Academic Portfolio Changes

- Reallocation of funds in the Provosts Portfolio
 - No change in total from 2020/21 to 2021/22
 - Budget adjustments to academic programs based on enrollment data
 - Primary change is \$2.3M from ACP to Arts Faculty
 - Annual process based on sustainable enrollment modelling projections
- Adjust budget to actual historical expenditure level on previously under budgeted areas
 - Traditional Chinese Medicine \$350K
 - Farm School \$220K
 - Program areas still under budget review
- Investment in Teaching & Learning \$248K
 - Software licenses (Moodle, Qualtrics, PebblePad, video conferencing platforms etc.)



Other Portfolio Changes

Students

- Investment in peer mentors for new international students \$162K
 - Build into budget continuation of 20 – 21 pilot project

Administration

- Anti-Racism Taskforce \$50K
- Records Management FTE \$70K
- Inflationary pressures in IT (software licenses) \$602K
- Ancillary business adjustments in line with projected revenues (\$805K)
- Defer Banner to Cloud upgrade (\$1M)
- Projected facilities savings due to decreased activity on campus (\$265K)



2021 / 2022 Capital Budget Update

Fiscal 2021/22 Capital Budget vs. Fiscal 2020/21 Budget

	Fiscal 2020/21	Fiscal 2021/22	
Administration	\$ 63,700	\$ 40,000	To fund administrative capital priorities
Academic	\$ 1,100,000	\$ 750,000	To fund academic capital priorities
Campus Safety & Security	\$ 405,000	\$ 250,000	To address priority safety projects
Facilities	\$ 3,814,300	\$ 2,976,328	KPU portion of ministry funded minor maintenance refresh. Refresh of KPU furniture, work stations, and common areas.
IT	\$ 3,077,800	\$ 2,500,000	Refresh of end user hardware update of network infrastructure & conversion of eclassrooms
Construction	\$ 2,500,000	\$ 2,500,000	Priority construction - institutional wide
Capital Equipment to Support New Positions	\$ 256,200	\$ 100,000	
Library	\$ 384,200	\$ 384,200	Annual refresh of Library assets
Remaining WSoD Capital	\$ 714,728	\$ -	
Unforeseen Priority Projects	\$ 318,600	\$ 179,472	FY21 Banner Server, COVID Laptops
Total	\$ 12,634,528	\$ 9,680,000	

- Amortization budget \$20.76M (FY 21 \$19.8M)
- Offset by deferred capital contributions revenue of \$9M (FY 21 \$9M)



Where thought meets action



2021 / 2022 Capital Renewal Program

- KPU capital funding annually from the Ministry for capital renewal/deferred maintenance projects (~\$6M)
- Projects undertaken from this funding include:
 - 1) End of life replacement of major building components
 - 2) Risk of failure mitigations for existing capital infrastructure
 - 3) Accessibility improvements
 - 4) Minor maintenance, etc.

** Specific projects are not chosen until winter / spring when the exact amount of funding from Province is known*



Next Steps

- Draft 21 / 22 Budget Consultation
 - President's University Executive November 4th
 - SSCAP / SSCUB November 13th
 - Union Meetings November 20th and 23rd
 - Board Finance Committee November 24th
 - President's Council November 25th
 - Senate November 30th
 - Board of Governors December 2nd

THEN...

We wait

- Until after Spring Semester stable date.
- For assurance that tuition and student FTE trends and assumptions hold steady for another semester



Questions

- Questions?
 - Feedback?
 - Thoughts?



Where thought meets action



Kwantlen Polytechnic University
 FY 2021/22 Proposed Operating Budget

(as at October 27, 2020)

Summary - By Account Type

Account Group	Account Type	FY 2019/20 Actuals	FY 2020/21 Annual Adjusted Budget	FY 2021/22 Proposed Budget	FY 22 Budget to FY21 Budget	
					\$	%
Revenue	Operating Grant	71,217,410	74,041,600	78,616,200	4,574,600	6.2%
	Grants	2,293,875	2,137,800	1,551,300	(586,500)	-27.4%
	Amort of Deferred Contributions	8,373,875	5,972,700	5,522,000	(450,700)	-7.5%
	Tuition Fees-Domestic	35,381,790	37,854,000	36,704,600	(1,149,400)	-3.0%
	Tuition Fees-International	63,119,343	76,620,600	67,023,200	(9,597,400)	-12.5%
	Student Fees	6,944,994	8,013,200	7,098,900	(914,300)	-11.4%
	Applic and Other Fees-Domestic	911,201	1,020,400	948,400	(72,000)	-7.1%
	Applic and Other Fees-International	1,105,828	491,600	1,173,000	681,400	138.6%
	Tuition - Non-Credit	1,354,348	784,500	784,500	-	0.0%
	Contract Services	231,092	122,300	129,500	7,200	5.9%
	Shop Income	420,652	448,100	404,600	(43,500)	-9.7%
	Investment Income	2,026,201	1,088,600	1,500,000	411,400	37.8%
	Bookstores Income	3,691,909	4,149,600	2,489,800	(1,659,800)	-40.0%
	Parking Income	1,144,473	1,484,300	742,200	(742,100)	-50.0%
	Ancillary Commission Income	363,036	402,500	236,300	(166,200)	-41.3%
	Amortization of Capital Contributions	8,615,936	9,009,000	9,034,600	25,600	0.3%
	Other income	3,077,215	1,814,400	2,624,500	810,100	44.6%
Revenue Total		210,273,178	225,455,200	216,583,600	(8,871,600)	-3.9%
Salaries	Salaries-Admin	18,587,439	21,457,600	20,720,500	(674,000)	-3.2%
	Salaries-GEU Staff	26,842,000	31,208,100	29,408,300	(1,754,500)	-5.6%
	Salaries-Faculty	68,976,809	71,974,500	74,374,800	2,450,500	3.4%
	Salaries-Other	3,202,795	2,306,200	2,702,800	362,600	15.5%
	Benefits	27,258,495	28,600,800	30,810,900	2,239,600	7.8%
Salaries and Benefits Total		144,867,538	155,547,200	158,017,300	2,624,200	1.7%
Benefits as a % of Salaries		23.2%	22.5%	24.2%		

Account Group	Account Type	FY 2019/20 Actuals	FY 2020/21 Annual Adjusted Budget	FY 2021/22 Proposed Budget	FY 22 Budget to FY21 Budget	
					\$	%
Non-salary Expenditures	Supplies	4,314,702	5,120,200	4,742,900	(329,600)	-6.5%
	Repairs and Maintenance	7,651,107	11,530,600	11,363,500	126,600	1.1%
	Leases/Rentals	630,789	891,900	747,300	(146,100)	-16.4%
	Travel and PD	3,432,275	3,825,800	3,382,100	(573,600)	-14.5%
	Student Awards	1,355,919	1,401,400	1,336,400	(65,000)	-4.6%
	Utilities	2,149,881	2,433,000	2,386,600	(46,400)	-1.9%
	Communications	1,032,516	1,621,400	1,492,700	322,500	27.6%
	Fees and Services	15,804,361	16,975,200	16,633,200	(315,200)	-1.9%
	KPU Foundation Disbursements	-	-	-	-	
	Transfers to Third Parties	3,103,000	-	-	-	
	Cost-of-Sales	2,783,989	3,319,800	1,985,300	(1,334,500)	-40.2%
	Revenue Sensitivity Provision	-	2,907,100	1,547,000	(2,383,800)	-60.6%
	Transfers In (Out)	-	-	-	-	
Non-salary Expenditures Total		42,258,539	50,026,400	45,617,000	(4,745,100)	-9.4%
Amortization of Capital Asset:	Amortization of Capital Assets	18,474,717	19,881,600	20,766,200	1,066,200	5.4%
Net income (loss)		4,672,384	-	(7,816,900)	(7,816,900)	

Kwantlen Polytechnic University				
FY 2021/22 Proposed Operating Budget by Category				
(as at October 27, 2020)				
Category	Account Type	FY 2020/21 Annual Base Budget	FY 2021/22 Proposed Budget	Comments
	Revenue	225,455,200	216,583,600	
Administration				
	Salary- Admin	11,172,900	10,515,100	
	Salary- BCGEU	10,733,100	9,319,830	
	Salary- Faculty	184,200	165,700	
	Salary- Other	189,300	275,200	
	Benefits	4,919,722	4,951,018	
	Non Salary Expenses	27,817,100	26,211,400	
Total Administration		55,016,322	51,438,247	
Academic				
	Salary- Admin	6,520,900	5,534,600	
	Salary- BCGEU	12,360,900	12,438,953	
	Salary- Faculty	67,990,500	71,773,300	
	Salary- Other	1,872,800	1,946,700	
	Benefits	20,069,350	22,218,736	
	Non Salary Expenses	7,744,100	7,474,300	
Total Academic		116,558,550	121,386,589	
Students				
	Salary- Admin	3,741,100	3,664,000	
	Salary- BCGEU	8,095,100	7,492,317	
	Salary- Faculty	1,361,600	1,401,100	
	Salary- Other	284,100	443,400	
	Benefits	3,044,727	3,224,646	
	Non Salary Expenses	3,082,500	2,613,600	
Total Students		19,609,127	18,839,064	
Non Divisional				
	Salary and Benefits	2,852,800	2,652,700	Salary includes - Educational Leave, Faculty Sick Leave, Maternity Leave Top-up, Severance and Vacation payout.
	Non Salary Expenses	11,718,400	9,317,700	Non Salary Includes - Agent Commission Fees, PD, Bad Debt Expense, Budget Contingency and FY2022 Inflationary Pressures.
Total Non Divisional		14,571,200	11,970,400	
	Amortization of Capital Assets	19,700,000	20,766,200	The increase of approx \$1M is due additions being greater than the amount of assets that are at end of life. However in line with the budget tenants and philosophies the self funded amortization is set to decrease in future years as the institution focuses on decreasing capital additions in order to reduce the impact of self funded amortization.
	Net income (loss)	-	(7,816,900)	

SENATE STANDING COMMITTEE ON UNIVERSITY BUDGET

Agenda Item: 14.1

Meeting Date: November 13, 2020

Presenter: David Burns

Agenda Item Notice of Election of Committee Chair

Action Requested	Information
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Context & Background

The term for David Burns as Chair ended on August 31, 2020.

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 three-year term beginning in September. The term of office will be from February 1, 2021 to August 31, 2021, or to the end of the Senator's term on Senate, whichever is shorter.
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

Rita Zamluk, Administrative Assistant, University Senate

Date submitted

November 3, 2020