



AGENDA

1. Call to Order Alan Davis 4:00
 2. Approval of Agenda
 3. Approval of Minutes, October 29, 2018
 4. Chair's Report
 - 4.1. President's Report to Senate Alan Davis 4:10
 - 4.2. Provost's Report to Senate..... Salvador Ferreras 4:15
 5. Senate Standing Committee on Curriculum David Burns 4:20
 - 5.1. Consent Agenda, November 14, 2018
 - 5.1.1. History Courses
 - 5.2. Program Changes
 - 5.2.1. Appliance Servicing Certificate
 - 5.2.2. Mechatronics and Advanced Manufacturing Diploma
 - 5.2.3. Welding Foundation Certificate
 - 5.3. AR2: Admission Procedure Variance
 6. Senate Executive Committee Alan Davis 4:30
 7. Senate Governance and Nominating Committee David Burns 4:35
 - 7.1. Faculty Bylaw Revision: Faculty of Health
 - 7.2. Committee Membership Revision:
Senate Standing Committee on Curriculum
 - 7.3. Senate Standing Committees: Nominations
 8. Senate Standing Committees on Academic Planning and Priorities and on University Budget
 - 8.1. FY19 Financial Context Jon Harding 4:45
 - 8.2. Senate Priorities for 2019 / 2020 Jane Fee 5:00
 - 8.3. Budget Requests and University Priorities David Burns 5:10
 9. Senate Standing Committee on the Library (no report) Chris Traynor
 10. Senate Standing Committee on Policy Review Stefanie Broad 5:25
 11. Senate Standing Committee on Program Review (no report) Chris Traynor
 12. Senate Standing Committee on Research (no report) David Burns
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13. Senate Standing Committee on Teaching and Learning (no report).....	David Burns	
14. Office of the Registrar	Zena Mitchell	5:30
14.1. Approval of Graduates to November 26, 2018		
14.2. Declaration of Senate Vacancy: Professional Support Staff Announcement of New Senator: Professional Support Staff		
15. Items for Discussion	Alan Davis	5:40
16. Adjournment to Closed Meeting	Alan Davis	5:50



SENATE

MINUTES OF REGULAR MEETING

Monday, October 29, 2018

4:00 p.m. – 7:00 p.m.

Surrey Campus Boardroom, Cedar 2110

Present: Quorum 16 members		Non-voting Members
Stefanie Broad David Burns (Vice-Chair) Carlos Calao Alan Davis (Chair) Bob Davis Murdoch De Mooy Robert Dearle Harleen Deol Jane Fee Sal Ferreras David Florkowski	Paola Gavilanez Stephanie Howes Andre Iwanchuk Amy Jeon Brian Moukperian Todd Mundle Diane Purvey Carolyn Robertson Lincoln Saugstad Chris Traynor Christina Wilcox Elizabeth Worobec	Zena Mitchell (Secretary)
Regrets:	Senate Office	Guests:
Rawan Ali Herbie Atwal Tahir Joseph George Melville (Chancellor) Tom Westgate	Rita Zamluk, Administrative Assistant, University Senate Stephen Yezerinac, Associate Registrar, Senate and Curriculum	Natasha Campbell Sandra Case Mike Bomford Faith Auton-Cuff Laurel Tien

1. Call to Order

The Chair, David Burns, called the meeting to order at 4:00 p.m. and welcomed guests to the meeting.

2. Approval of Agenda

Add: 16.1 Pathway Step 4 and Student Success

Carolyn Robertson moved the agenda be confirmed as amended.

The motion carried.

3. Approval of Minutes, September 24, 2018

Diane Purvey moved the minutes be accepted as circulated.

The motion carried.

4. Chair's Report

The President submitted his report of activities.

4.1. President's Report to Senate

The President provided a written report.

4.1.1. Vision 2023 Update

The President updated the Senate on progress. He highlighted the integrated planning approach, as well as the impact of the analysis completed by Institutional Analysis and Planning, and KPU Finance on improved financial health and on increased flexibility to achieve strategic priorities.

Senate discussed maximizing the value of programs that have varying outcomes and costs, and the improved clarity of financial information within Faculties.

4.1.2. Goals for 2019 / 20

The President shared his goals, which were approved by Board of Governors, and discussed his progress towards them. He highlighted connecting with the external community. The Senate discussed the importance of transparency of decision making, tracking decisions and follow-up, and being more disciplined in decision making.

4.1.3. Submission to the Select Standing Committee on Finance and Government Services

The President presented his report. He highlighted the request for funding, the limits of relying on international education, and the importance of additional revenue.

4.2. Provost's Report to Senate

The Provost provided a written report. He highlighted the success of convocation, advancing research in a meeting with industry associates at the Wilson School of Design, the vibrancy of the Spruce Building, progress on the roll-out of the Academic Plan, and the successful hire of an Associate Vice-President of Research.

5. Senate Standing Committee on Curriculum

5.1. Program Change: Bachelor of Science in Nursing

David Burns introduced the topic.

David Florkowski moved that Senate approves the change to the Bachelor of Science in Nursing, effective September 1, 2019.

The motion carried.

6. Senate Executive Committee

No report.

7. Senate Governance Committee

7.1. Faculty Bylaw Revisions: Faculty of Science and Horticulture

Mike Bomford provided background and context for the discussion. Senate discussed the elected representative for directors of research institutes on the Faculty Council.

Elizabeth Worobec moved that Senate approves the revisions to the Faculty of Science and Horticulture bylaws.

The motion carried.

7.2. AC 13 Qualifications for Faculty Members: Faculty of Health

Laurel Tien and David Florkowski provided an overview of the changes. Senate discussed having consistency in language across all the programs in the Faculty of Health, meeting the requirements of the upcoming quality audit by ensuring faculty have applicable teaching experience, and the role of Senate and the role of departments in approving minimum qualifications.

David Florkowski moved that Senate approves the amended AC 13 Qualifications for the Faculty of Health programs.

Diane Purvey moved to postpone the motion to a future meeting.

The motion to postpone carried with 2 opposed.

7.3. Senate Advisory Committee: Associate Dean, School of Business

David Burns reported that Catriona Eigenfeldt, Accounting, has resigned from the Search Advisory Committee for the appointment of the Associate Dean, School of Business. The School of Business Faculty Council has nominated Pamela Ip, Marketing, to take her place on the committee.

Stephanie Howes moved that Senate appoints the following replacement member to Search Advisory Committee for the appointment of the Associate Dean, School of Business:

- **Regular faculty member: Pamela Ip, Marketing**

The motion carried.

7.4. Committee Membership Revisions:

7.4.1. Office of the Registrar

David Burns introduced and provided background for the discussion.

Jane Fee moved that Senate approves the alignment of Office of the Registrar membership roles in the Senate Standing Committees.

The motion carried.

7.4.2. Associate Vice-President, Research

Murdoch de Mooy moved that Senate approves the change of name of the Associate Vice-President, Research non-voting membership role in the Senate Standing Committee on Academic Planning and Priorities.

The motion carried.

7.4.3. Provost

Amy Jeon moved that Senate approves the addition of the word “designate” to the non-voting Provost membership roles in the Senate Standing Committees.

The motion carried.

7.5. Committee Mandate Revision: Senate Governance and Nominating Committee

David Burns provided background for the discussion. Senate discussed #7, and changing librarians to the University Librarian.

After amendment, Todd Mundle moved that Senate approves the addition of the statement, “Advise Senate on matters related to minimum qualifications of faculty members” and the revised

statement #7 “Advise Senate on procedures for the recommendation and selection of candidates for president, deans, the University Librarian, the registrar and other senior academic administrators”, to the mandate of the Senate Governance and Nominating Committee,

The motion carried.

8. Senate Standing Committee on University Budget

8.1. Senate Budget Development Process and 2019 / 2020 Key Dates

David Burns provided background and context. Sal Ferreras commented on the quality of the questions put forward by the Senate Standing Committees on Academic Planning and Priorities and University Budget during the Senate budget presentations.

Carlos Calao moved that Senate approves the revised *Role of Senate in Budget Assessment and 2019 / 2020 Key Dates* document and forwards to KPU Finance for inclusion in their planning documents.

The motion carried.

9. Senate Standing Committee on Academic Planning and Priorities

9.1. Program Concept: Bachelor of General Studies

Faith Auton-Cuff answered questions from the Senate.

Senate discussed the involvement of faculty in the development of the concept paper, the budgetary impact of the program, the structure of the program, and the development of AC10.

Jane Fee moved that Senate endorses the concept paper for the Bachelor of General Studies and recommends that the Board of Governors approves developing the full program proposal.

The motion carried.

10. Senate Standing Committee on Library

No report

11. Senate Standing Committee on Policy Review

No report

12. Senate Standing Committee on Program Review

No report

13. Senate Standing Committee on Research

No report.

14. Senate Standing Committee on Teaching and Learning

No report.

15. Office of the Registrar

15.1. Approval of Graduates to October 29, 2018

Jane Fee moved that Senate approve the list of graduates to October 29, 2018.

The motion carried.

15.2. Senate By-Election Report, Fall 2018

Zena Mitchell provided the following Senate by-election report for Faculty senators.

Faculty Senators acclaimed

- Chip and Shannon Wilson School of Design: Natasha Campbell (acclaimed)
Term: October 31, 2018 – August 31, 2021
- Faculty of Educational Support and Development: Marti Alger (acclaimed)
Term: October 31, 2018 – August 31, 2021
- Faculty of Science and Horticulture: Rebecca Harbut (acclaimed)
Term: October 31, 2018 – August 31, 2019

Seats remaining vacant

- Faculty of Academic and Career Advancement: 1 seat remains vacant – no candidates
Term: October 31, 2018 – August 31, 2019
- Faculty of Health: 1 seat remains vacant – no candidates
Term: October 31, 2018 – August 31, 2019
- School of Business: 1 seat remains vacant – no candidates
Term: October 31, 2018 – August 31, 2020

16. Items for discussion

16.1. Pathway Step 4 and Student Success

Chris Traynor outlined a registration problem that Pathway 4 students encounter.

Diane Purvey moved that this matter be referred to the Senate Standing Committee on Curriculum.

The motion carried.

17. Adjournment

The meeting adjourned at 5:08 p.m.



SENATE

Agenda Item: 4.1

Meeting Date: November 26, 2018

Presenter: Alan Davis

Report to Senate

Alan Davis, President and Vice Chancellor

November 26th, 2018

In addition to the regular governance, operational and budget meetings that occur in the Fall, a number of special and external activities have filled a semester that has passed very quickly.

I joined Senate by videoconference on October 29th on the same day that Polytechnics Canada hosted its annual national Strategy meeting. I was joined by KPU Environmental Protection Technician (EPT) grad Erin Pederson and Hanna Musslick, also a grad and now an employer of EPT students.

On November 2nd I joined others from KPU to support the Vancouver Big Sisters gala in Vancouver.

From November 7th to 10th, I participated in the Open Education Resources universitas meeting in Australia, and on November 14th to 16th, I was invited to attend the Maple Leaf International Education Forum and Fair in Dalian, China.

On November 19th I was invited to a round table hosted by RBC to discuss its recent report on future skills [“Humans Wanted”](#) with John Stackhouse of the office of the Senior Vice President.

On November 20th I attended the first KPU Tech Open House, and on the 22nd I was pleased to join the Scholarships and Awards dinner for the School of Business.



SENATE

Agenda Item: 4.2

Meeting Date: November 26, 2018

Presenter: Sal Ferreras

SENATE PRESENTATION ON EMPOWERING POSSIBLE FUTURES NOVEMBER 26, 2019

Good evening and thank you for the opportunity to speak at this forum.

I begin by outlining the proposals that have raised a number of concerns amongst the Faculty of ACA and the general KPU community. It is clear that there is a deep connection between diverse departments and that many internal employees at KPU rightly see the university as a community of dedicated educational practitioners rather than independent academic and service units. We have heard from several concerned voices and therefore I take this opportunity to ensure everyone understands both the facts at hand and the motivation behind the proposed changes.

The university Senate is our most appropriate governance body for the discussion of educational matters. Senate is guided and informed by the consultations and ensuing deliberations set out in our policies and procedures. I have asked to speak to Senate to ensure all relevant and strategic information is brought forward before proceeding to any operational engagement in policy. KPU remains compliant with the University Act.

During the four weeks leading to this presentation I have taken great care to inform all the academic and student support units of the proposed changes leading to this meeting.

The Board of Governors governance committee was informed of the proposed changes after the faculty and staff of the Faculty of ACA met with me. At that time and in all following conversations, I have indicated a willingness to meet with any department chairs or coordinators as well as with individual departments to engage in a meaningful discussion of the proposed changes. I met with the ACA Faculty council last Friday to continue the conversation and to share a common understanding of the rationale and impetus of the changes.

Given the relatively short period of time originally set aside for the proposed transition of department reporting changes (January 1, 2019) I have reconsidered and proposed April 1, 2019, the beginning of the new fiscal year, as the ideal time to enact this realignment of units.

The following are the proposed changes:

- Realignment of the Faculty of ACA
 - ACP to FSH
 - ELS to Arts
 - APPD under Dean Robertson
 - Associate Dean to ELS
 - DBM to serve both Faculties
- International office renewal and cut vacant positions
- ORRS to Richmond
- Institutes to function under new AVPR with dotted line to Deans

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- Manage consultation and approval of a KPU IP Policy
 - Learning Centres to Student Affairs
 - Establish Associate Vice Provost on Open Education
 - Selection of two Tier Two CRC Chairs by April 1, 2019
 - Office of Graduate Studies under AVPA

Finally, and importantly, I am advising Senate that I am beginning to formulate a proposal to discontinue the Faculty of ACA through policy GV9 in the next few months. The process as outlined in the policy and procedures will be undertaken with a particular sensitivity to ensuring all the present voices within the present Faculty are heard, consulted and given a full opportunity to debate the proposed discontinuance.

I wish to allay any fears that a redistribution of departments will neutralize the input of the ACP and ELS departments into the eventual consideration of GV9. The same goes for the equally sensitive issue of Senate representation by the collective voices of access programs and courses. The input of all affected by the proposed changes outlined above will be welcome, acknowledged and are deemed of serious consideration.

To be clear, given the concerns expressed regarding the governance and representation issues that remain to be addressed, and given the need to have deeper conversations regarding delivery modes and aligning communities of practice we will be withholding the moving of any departments until such a time as the GV9 process is fully undertaken.

What guiding documents and data were used to formulate this plan?

- Vision 2023
- Academic Plan 2023
- Government priorities
- AEST priorities
- Institutional Sustainability reports
- KPU financial plans
- KPU's People First plan
- KPU strategic risk register
- KPU/KFA Collective Agreement
- KPU policies and procedures

One of the most significant findings of the first academic plan in 2014 was the degree to which the notion of access was embedded within the ethos of the KPU community. It was this commitment to diverse learners that has driven much of our outreach initiatives around, ABE, ELS, ASE, serving indigenous learners and our immediate communities. To be clear, while the University Act compels our teaching universities to provide the forms of access programs and courses mentioned earlier we do so to a significant degree. We serve hundreds of learners and through our programs enable them to improve their chances at successful and meaningful careers or life journeys and this will continue.

The principal impetus behind the proposal to move the reporting relationship of ACP and ELS is that of encouraging the consolidation of communities of practice that can better share ideas, combined resources and provide a direct connection for students between qualifying studies and undergraduate studies. On the ABE side, the intent is to continue to encourage and, when possible, enhance these levels of preparatory studies to best serve the largest students with delivery modes that will ensure their completion and eventual academic success.

APPD is a very unique unit within KPU whose delivery must be examined to ensure it resides in the academic unit most able to support it.

Over the past five years I have had the opportunity to examine and understand the intricate relationship between developmental and undergraduate academic programs and courses. As the Chief Academic Officer of the university, I have explored a variety of possible changes that could enhance the integration of diverse departments and programs while ensuring the best possible outcomes for students. Over the past two years the university has embarked on a quest to ensure quality assurance mechanisms are embedded within all units and that program outcomes reflect best practice standards. While these quality assurance strategies are embraced by all, it is imperative that KPU establish a clear and community-accepted set of procedures in preparation for the quality audit by the Degree Quality Assessment Board that the university will undergo in the 2019/2020 year.

The changes proposed represent a form of systems thinking that KPU is now ready to explore. We have grown tremendously and the dynamic post-secondary environment around us have even more. As a thriving institution we cannot ignore sectoral developments and must be continually working to best position our polytechnic university to become a first-rate, relevant and responsive institution with student outcomes as a central pillar.

The stability of our academic, trades and developmental programs and courses have served us relatively well over the past years since becoming a teaching university. We have now reached a level of maturity, depth and complexity that demands a different approach. As your Chief Academic Officer, I take my responsibility to the future of this organization very seriously. As your Provost I will pursue a variety of strategies that will support the central pillar of student success. In doing so I acknowledge that I fully anticipate I will be faced with a respectful exchange and deliberations that are rooted in a collective passion for education and access. I welcome the debates and conversations and will do everything in my power to allay fears of our turning our backs on deeply held core beliefs about our place in our region.

During the ensuing conversations and consultations, I seek the collective wisdom that will enable something even better than that which we have right now. I will seek the help of our internal community subject experts to help us help our learners succeed. There is a strong chance that what will emerge from this powerful dialog is something new and even better than what any one of us may have ever imagined.



SENATE

Agenda Item: 5.1

Meeting Date: November 27, 2018

Presenter: David Burns

Agenda Item: Consent Agenda: November 14, 2018

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT Senate approve the attached list of new, revised and discontinued courses.
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Senate Standing Committee Report:

On November 14, 2018, the Senate Standing Committee on Curriculum recommended Senate approves the attached list of new, revised and discontinued courses.

Context & Background:

The Senate Standing Committee on Curriculum recommends approval of new, revised, and discontinued courses that do not pose systemic questions (as defined in the [course outline manual](#)) through its consent agenda.

Attachments:

2018 11 14 Consent Agenda

Submitted by:

Rita Zamluk, Administrative Assistant, University Senate

Date submitted:

November 15, 2018

Senate Standing Committee on Curriculum

Consent Agenda
November 14, 2018

Department	Course Subject Code	Course Number	Course Title	Implementation Date (eg. 1-Sept-2019)	Category	Associated with a New or Changed Program?	If Yes, which program?	Which fields are changed?	Notes
Philosophy	PHIL	3033	Business Ethics	1-Sep-19	Revised	No	N/A	Course Format	
Criminology	CRIM	3249	Issues in Youth Justice	1-Sep-19	Revised	No	N/A	Pre-requisites	One preq switched with another
Criminology	CRIM	3270	Substance Use and Harm Reduction	1-Sep-19	New	No	N/A	N/A	

Senate Standing Committee on Curriculum

Consent Agenda
November 14, 2018

Department	Course Subject Code	Course Number	Course Title	Implementation Date (eg. 1-Sept-2019)	Category	Associated with a New or Changed Program?	If Yes, which program ?	Which fields are changed?
Economics	ECON	2260	Environmental Economics	1-Sep-19	Revised	No		course format, course level
Economics	ECON	2280	Labour Economics	1-Sep-19	Revised	No		calendar description, content, learning activities, learning resources
Economics	ECON	3251	Women and the Economy	1-Sep-19	Revised	No		Learning resources, course format, course level
Applied Communications	CMNS	1110	Fundamentals of Business Communications	1-Sep-19	Revised	No		credit exclusion, course format, pathway
Applied Communications	CMNS	1140	Introduction to Professional Communication	1-Sep-19	Revised	No		Prerequisites
Marketing	MRKT	2401	Introduction to Integrated Marketing Communications	1-Sep-19	Revised	No		minor assessments (Course outline), Course Format.

Senate Standing Committee on Curriculum

Consent Agenda
November 14, 2018

Department	Course Subject Code	Course Number	Course Title	Implementation Date (eg. 1-Sept-2019)	Category	Associated with a New or Changed Program?	If Yes, which program?	Which fields are changed?	Notes
Health Science	HSCI	3215	Complementary Medicine	1-Sep-19	Revised	No		Prereq	
Biology	BIOL	3180	Life Science Research Methods	1-Sep-19	Revised	No		prereq/coreq	
Applied Science	APSC	1124	Introduction to Engineering	1-Sep-19	Revised	No		prereq	prereq has been added because the course is no longer restricted to Engineering only.



SENATE

Agenda Item: 5.1.1

Meeting Date: November 26, 2018

Presenter: David Burns

Agenda Item: History Courses

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT Senate approves the changes to the History courses in the attached list.
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Senate Standing Committee Report:

On November 14, 2018, the Senate Standing Committee on Curriculum recommended that Senate approves the changes to the History courses in the attached list.

Context & Background:

Following the Program Review Process, the History Department has engaged in two phases of curricular revision – of which this package represents the second.

Key Messages:

These changes, because of the flexibility of the History degrees, do not require a program change.

Attachments:

1. List of History Courses
2. Memo HIST Oct 10 2018

Submitted by:

David P. Burns

Date submitted:

2018-11-15

Senate Standing Committee on Curriculum

Consent Agenda
November 14, 2018

Department	Course Subject Code	Course Number	Course Title	Implementation Date (eg. 1-Sep-2019)	Category	Associated with a New or Changed Program?	If Yes, which program?	Which fields are changed?	Notes
History	HIST	1100	Reel History: History Through Film	1-Sep-19	Revised	No	N/A	Attributes - Pathway Course	
History	HIST	1105	Changemakers: 12 Little-known Individuals Who Changed the World	1-Sep-19	New	No	N/A	N/A	
History	HIST	1125	Origins of the Modern West: The Great Transformations From Early Settlement to the Post-Colonial Era: An Introduction to African History	1-Sep-19	New	No	N/A	N/A	
History	HIST	1170	Explorations in History	1-Sep-19	Discontinued	No	N/A	N/A	
History	HIST	1190	Bleat, Bark, Buzz: Animals in Global History	1-Sep-19	New	No	N/A	N/A	
History	HIST	2303	History Go! An Interactive Historical Experience	1-Sep-19	Discontinued	No	N/A	N/A	Being replaced by HIST 4405
History	HIST	2390	Canadian Social History: Order and Disorder	1-Sep-19	Discontinued	No	N/A	N/A	Being replaced by HIST 4492
History	HIST	3313	The Balkans from 1453 to 1918	1-Sep-19	Discontinued	No	N/A	N/A	
History	HIST	3320	Germany in the Long Nineteenth Century (1789-1914)	1-Sep-19	Discontinued	No	N/A	N/A	
History	HIST	3330	The Civil War and Reconstruction	1-Sep-19	Revised	No	N/A	Course Format	
History	HIST	3340	The United States since 1945	1-Sep-19	New	No	N/A	N/A	Replacing HIST 4445
History	HIST	3347	China in the Twentieth Century: Reforms and Revolutions	1-Sep-19	Revised	No	N/A	Course Format	
History	HIST	3350	British India 1857 to 1947	1-Sep-19	Revised	No	N/A	Course Format	
History	HIST	3360	Indian Subcontinent since 1947	1-Sep-19	Revised	No	N/A	Course Format	
History	HIST	3361	World War Two in the Pacific	1-Sep-19	Discontinued	No	N/A	N/A	Being replaced by HIST 4486
History	HIST	3380	From the Stone Age to the Drone Age: A Global History of Technology & War	1-Sep-19	New	No	N/A	N/A	
History	HIST	3385	The Home Front: Britain During World War II	1-Sep-19	Discontinued	No	N/A	N/A	
History	HIST	3392	Doing Digital History: Apps, Video Games, and the Future of the Past	1-Sep-19	New	No	N/A	N/A	Replacing HIST 2390
History	HIST	4405	Race and Ethnicity in Canadian History	1-Sep-19	New	No	N/A	N/A	
History	HIST	4414	Genocide in the Twentieth Century	1-Sep-19	Discontinued	No	N/A	N/A	
History	HIST	4435	The United States Since 1945	1-Sep-19	Discontinued	No	N/A	N/A	Being replaced by HIST 3347
History	HIST	4445	World War II in the Pacific	1-Sep-19	New	No	N/A	N/A	Replacing HIST 3380
History	HIST	4486	Quebec in Canada	1-Sep-19	Discontinued	No	N/A	N/A	
History	HIST	4491	Canadian Social History: Order and Disorder	1-Sep-19	New	No	N/A	N/A	Replacing HIST 3313
History	HIST	4492							



MEMORANDUM

TO: Parthi Krishnan, Chair, Arts Standing Committee on Course Curriculum

CC: Robert Menzies, History Representative, ASCC

FROM: Tracey J. Kinney, Curriculum Rep. Dept. of History / Tom Thorner, Chair Dept. of History

DATE: September 30, 2018

SUBJECT: Proposed HIST Curricular Revisions

HIST Curriculum Updates

The Department of History is submitting the following package of curricular revisions to ASCC for consideration in Fall 2018:

New Course Outlines (for implementation at the earliest possible date):

HIST 1105: Changemakers: 12 Little-known Individuals Who Changed the World
HIST 1125: Origins of the Modern West: The Great Transformations
HIST 1190: Explorations in History
HIST 2303: Bleat, Bark, Buzz: Animals in Global History
HIST 3385: From the Stone Age to the Drone Age: A Global History of Technology & War
HIST 4414: Race and Ethnicity in Canadian History

Course Outline Revisions: (lecture courses/course cap increasing to 35)

HIST 3340: The Civil War and Reconstruction
HIST 3350: China in the Twentieth Century: Reforms and Revolutions
HIST 3360: British India 1857 to 1947
HIST 3361: Indian Subcontinent since 1947

Course Number Changes:

HIST 3347: The United States since 1945 (formerly 4445, now a 3rd-year lecture course, cap 35)
*HIST 4405: Doing Digital History: Apps, Video Games, and the Future of the Past (formerly 2390, now a senior seminar course, cap 25)
*HIST 4486: World War II in the Pacific (formerly 3380, renumbered to reflect seminar format)



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*HIST 4492: Canadian Social History: Order & Disorder (formerly 3313, renumbered to reflect seminar format)

*See attached email from Dean of Arts Dr Diane Purvey approving the course caps as proposed.

Course Discontinuations:

HIST 1170: From Early Settlement to the Post-Colonial Era: An Introduction to African History
HIST 2390: History Go! An Interactive Historical Experience
HIST 3313: Canadian Social History: Order and Disorder (replacement course: HIST 4492 above)
HIST 3320: The Balkans from 1453-1918
HIST 3330: Germany in the Long Nineteenth Century
HIST 3380: World War II in the Pacific (replacement course: HIST 4486 above)
HIST 3392: The Home Front: Britain during World War II
HIST 4435: Genocide in the Twentieth Century
HIST 4445: The United States since 1945 (replacement course: HIST 3347 above)
HIST 4491: Québec in Canada

Request for Pathway Status:

Due to its introductory nature and reduced long-form writing requirements we are requesting Pathway 3 status for HIST 1100: Reel History – History through Film.

Rationale for Curricular Changes:

As part of its 2014 Program Review Action Plan the Department of History committed to undertake a comprehensive revision of its curriculum. A substantial part of this revision has already been completed: lower level courses were revised, renamed, and in some cases renumbered in 2016 to facilitate access and engagement; as well, a number of new thematic courses were introduced in 2016 and 2017 to replace the traditional area studies focus of the Department. The final phase of our curricular revision was contingent on the hiring of new faculty to replace three retirements. With these hirings now complete, the new courses submitted in this package have been designed to take advantage of the specific expertise of our three new faculty members, to expand the thematic focus of the department, and to create new entry points for students interested in the History program.

In addition, we have taken this opportunity to respond to the Dean's Office request to clearly distinguish lecture courses from true seminar courses. Thus several of the attached revisions are raising the course cap from 25 to 35, since these courses are no longer taught in a seminar format. These outlines



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have also undergone a comprehensive revision to bring them up to the latest course outline standards. After this set of revisions, all HIST courses numbered at the 3XXX level will be lecture courses, with a 35-seat cap; all HIST courses numbered at the 4XXX level will be true seminars built around extensive research projects, in-depth presentations, and signature assignments.

After piloting the former HIST 2390 (History Go!), with students at the lower level, the course developer has requested that the course be renumbered as a 4th year seminar since students struggled to develop both the historical thinking and technological skills necessary to succeed in the course. We also note that even the largest of the local archives (Surrey) is unable to accommodate more than 25 students and archival research is crucial to the success of students in this course.

The discontinued courses were either developed by retired faculty, or reflect the move away from area students to our new thematic focus. In addition, we are discontinuing the older iterations of the newly renumbered/reworked courses.



SENATE

Agenda Item: 5.2.1

Meeting Date: November 26, 2018

Presenter: David Burns

Agenda Item: Program Change: Appliance Servicing Certificate

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT Senate approves the revision to the admission requirements for the Appliance Servicing Certificate program, effective September 1, 2019.
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Senate Standing Committee Report:

On November 14, 2018 the Senate Standing Committee on Curriculum recommended that Senate approves the revision to the admission requirements for the Appliance Servicing Certificate program, effective September 1, 2019.

Context & Background:

The Faculty of Trades and Technology is seeking approval to revise the admission requirements to better align with industry standards, and allowing for more effective recruitment and admission strategies.

Key Messages:

1. The proposed amendments to the admission requirements are in line with those recommended by the Industry Training Authority and Trades Training BC for the Appliance Servicing program.
2. Many applicants do not meet the current admission requirements; ESL applicants have difficulty passing the English assessment, and there is very little math in the Appliance Servicing program. The current testing has not been meeting the needs for adequately assessing admission. By addressing the trades reading and math testing to meet the needs of our programs for admission, we anticipate more applicants will be better able to access the program.
3. The current entrance requirements address the academic undergraduate provisions. We would like to change the entrance requirements to allow more students to access the trade and propose vocational program entrance needs be addressed.

Implications / Risks:

While the demand is high, the current admission requirements are a barrier to some. Many promising applicants are unable to access the program. This can have an impact on our utilization rates.

Consultations:

1. Faculty Curriculum Committee – September 19, 2018
2. Faculty Council – September 19, 2018
3. Vice Chair of Senate – October 17, 2018
4. Office of the Registrar – October 30, 2018

Attachments:

D-7 Program Change Form

Submitted by:

David Burns, Chair, SSC Curriculum

Date submitted:

November 15, 2018

This form is to be used for:

- changes to any Senate-approved degree and non-degree programs at KPU
- addition of Honours designation to a Major program currently offered at KPU
- creation of a Minor degree for which a cognate Major program is currently offered at KPU

For more information on how to complete this form, please contact the Chair of the Senate Standing Committee on Curriculum (SSCC).

This completed form should be submitted to Senate@kpu.ca at least 15 days before the Senate Standing Committee on Curriculum (SSCC) meeting along with any new, revised, or discontinued course outlines associated with the proposal; associated course outlines must have already been formally approved by the Faculty.

Faculty:	Faculty of Trades and Technology
Program Name:	Appliance Servicing: Certificate
Department:	Appliance Servicing
Effective date:	September 1, 2019

Dean/Associate Dean:	Brian Moukperian
Chair/Coordinator:	David Fengstad
Submission Date:	October 29, 2018

Consultations	Person Consulted	Consultation Date
Office of the Provost:	Senate VC waived	
Vice Chair of Senate:	David Burns	October 17, 2018
Office of the Registrar:	Nadia Henwood, Associate Registrar	October 30, 2018
Other(s)* (if applicable):		

* For more complex consultations, please attach the Curriculum Consultation Forms. If you have any inquiries regarding the completion of the above Consultations section or the Curriculum Consultation Forms, please contact the Chair of the Senate Standing Committee on Curriculum.

	Date on which this proposal was approved
Faculty Curriculum Committee:	September 19, 2018
Faculty Council (if required):	September 19, 2018
SSC on Curriculum:	
SSC on University Budget (if required):	
SSC on Academic Planning and Priorities (if required):	
Senate:	

Proposed Change(s):	We are requesting the admissions requirements be revised to meet the needs of our program, and be aligned with industry standards to allow for effective recruitment and admission strategies.
Rationale:	<ul style="list-style-type: none"> • The proposed amendments to the Admission Requirements are in line with those recommended by the Industry Training Authority and Trades Training BC for the Appliance Servicing Program. • The demand for Appliance Servicing grads is high. We have seen many promising applicants who have not been able to meet the existing admission requirements. • Many applicants do not meet the current admission requirements as they reflect academic undergraduate admission requirements; ESL applicants have difficulty passing the English assessment, and there is very little math in the Appliance Servicing program, consisting mostly of trouble-shooting.

	<ul style="list-style-type: none"> • The current entrance requirements address the academic undergraduate provisions. We would like to change the entrance requirements to allow more students to access the trade and propose vocational program entrance needs be addressed. • The current testing has not been meeting the needs for adequately assessing admission. By addressing the trades reading and math testing to meet the needs of our programs for admission, we anticipate more applicants will be better able to access the program.
URL(s):	http://www.kpu.ca/calendar/2018-19/trades/applianceservicing/applianceservicing-cert.html

Impact on Students:	<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> The changes alter the admission, declaration or continuance requirements <i>If yes, provide both the current calendar entry and new calendar entry in full (see below).</i></p> <p><input type="checkbox"/> The changes alter the curricular requirements <i>If yes, provide both the current calendar entry and new calendar entry in full (see below).</i></p> <p><input type="checkbox"/> The changes change the total number of required credits <i>If yes, state the current number of total credits: _____</i> <i>and proposed number of total credits: _____</i></p> <p><input type="checkbox"/> The changes introduce new, revised or discontinued courses <i>If yes, indicate the Faculty approval date and list the courses below _____</i></p> <p><input type="checkbox"/> The changes alter the credential awarded <i>If yes, indicate the proposed credential: _____</i></p>
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Current Requirements with Proposed Changes

(Cut and paste the relevant section(s) in full from the current Calendar website. Use track changes to show the proposed changes.

(For a new Minor degree for which a cognate Major program is currently offered at KPU, insert the following text below "This is a new Minor degree program for which a cognate Major degree program already exists at KPU. There is no existing curriculum for the minor, and as per Policy AC11 there is no requirement for a Concept Paper or FPP.")

New Requirements

(Provide a clean copy to show how the new Calendar entry will appear. List courses in alpha/numeric order.)

Admission Requirements

The following program admission requirements apply:

- English:
 - English ~~12~~ 10 with a minimum grade of 'C' (or equivalent), or
 - ~~Completion of~~ KPU's Vocational Trades English Reading Assessment Part II ~~test~~ with a minimum score of ~~75%~~ 50%
- Mathematics:
 - Apprenticeship and Workplace Mathematics ~~11~~ 10 with a minimum grade of 'C' (or equivalent), or
 - Foundations of Mathematics ~~11~~ 10 with a minimum grade of 'C' (or equivalent), or
 - Pre-calculus ~~11~~ 10 with a minimum grade of 'C' (or equivalent), or
 - KPU's Trades Mathematics Assessment with a minimum threshold score of ~~31%~~ 20%
- Interview by an instructor.
- **Note:** Admission for international applicants requires approval of the Dean.

Admission Requirements

The following program admission requirements apply:

- English:
 - English 10 with a minimum grade of 'C' (or equivalent), or
 - KPU's Vocational Trades English Reading Assessment Part II with a minimum score of 50%
- Mathematics:
 - Apprenticeship and Workplace Mathematics 10 with a minimum grade of 'C' (or equivalent), or
 - Foundations of Mathematics 10 with a minimum grade of 'C' (or equivalent), or
 - Pre-calculus 10 with a minimum grade of 'C' (or equivalent), or
 - KPU's Trades Mathematics Assessment with a minimum threshold score of 20%
- Interview by an instructor.

Note: Admission for international applicants requires approval of the Dean.

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List any new, revised or discontinued courses associated with this program change			
Course Subject Code	Course Number	Descriptive Title, hyperlinked to course outline	New, Revised, or Discontinued



SENATE

Agenda Item: 5.2.2

Meeting Date: November 26, 2018

Presenter: David Burns

Agenda Item:

Program Change:

Mechatronics and Advanced Manufacturing Technology Diploma

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT Senate approves the revision to the admission requirements for the Mechatronics and Advanced Manufacturing Technology Diploma program, effective September 1, 2019.
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Senate Standing Committee Report:

On November 14, 2018 the Senate Standing Committee on Curriculum recommended that Senate approves the revision to the admission requirements for the Mechatronics and Advanced Manufacturing Technology Diploma program, effective September 1, 2019.

Context & Background:

It had been our original intent to recognize specific Red Seals in lieu of the physics and math admission requirements, but this did not get captured in the FPP. Discussions took place in April, 2018 between Interim Dean, David Florkowski, and Melinda Lee (Admissions) regarding a student with numerous trades accomplishments, whom an admissions variance was requested (and received). To facilitate the admission of individuals in similar situations, we are requesting the Admission Requirements be amended to recognize various Red Seal endorsed trades.

Key Messages:

1. Most Canadian Red Seals have a significant amount of conceptual physics and applied mathematics in their content.
2. A list of department approved Red Seal Endorsements (RSE) will be included on the Mechatronics and Advanced Manufacturing Technology (MAMT) webpage (as per the attached). This will be reviewed and updated as needed annually in consultation with Admissions prior to an application cycle commencing. This will ensure the list remains current and does not need to go for approval each time adjustments are required.
3. Recognition of approved Red Seals in lieu of the math and physics requirement will allow more applicants entrance to the program.

Implications / Risks: Current Admissions Requirements might preclude the admission of some otherwise qualified applicants to the program.

Consultations:

1. Faculty Curriculum Committee – September 19, 2018
2. Faculty Council – September 19, 2018
3. Office of the Registrar – September 24, 2018
4. Vice Chair of Senate – October 17, 2018

Attachments:

1. D-7 Program Change Form
2. Supporting List of Department Approved Red Seal Endorsed Trades

Submitted by: *David Burns, Chair, SSC Curriculum*

Date submitted: *November 15, 2018*

This form is to be used for:

- changes to any Senate-approved degree and non-degree programs at KPU
- addition of Honours designation to a Major program currently offered at KPU
- creation of a Minor degree for which a cognate Major program is currently offered at KPU

For more information on how to complete this form, please contact the Chair of the Senate Standing Committee on Curriculum (SSCC).

This completed form should be submitted to Senate@kpu.ca at least 15 days before the Senate Standing Committee on Curriculum (SSCC) meeting along with any new, revised, or discontinued course outlines associated with the proposal; associated course outlines must have already been formally approved by the Faculty.

Faculty:	Faculty of Trades and Technology
Program Name:	Mechatronics and Advanced Manufacturing Technology: Diploma
Department:	Mechatronics and Advanced Manufacturing Technology
Effective date:	September 1, 2019

Dean/Associate Dean:	Brian Moukperian
Chair/Coordinator:	Roger Cannon
Submission Date:	October 15, 2018

Consultations	Person Consulted	Consultation Date
Office of the Provost:	Senate VC waived	
Vice Chair of Senate:	David Burns	October 17, 2018
Office of the Registrar:	Nadia Henwood, Associate Registrar	September 24, 2018
Other(s)* (if applicable):	David Florkowski and Melinda Lee	April, 2018

* For more complex consultations, please attach the Curriculum Consultation Forms. If you have any inquiries regarding the completion of the above Consultations section or the Curriculum Consultation Forms, please contact the Chair of the Senate Standing Committee on Curriculum.

	Date on which this proposal was approved
Faculty Curriculum Committee:	September 19, 2018
Faculty Council (if required):	September 19, 2018
SSC on Curriculum:	
SSC on University Budget (if required):	
SSC on Academic Planning and Priorities (if required):	
Senate:	

Proposed Change(s):	We would like to add the Red Seal Endorsement (RSE) in select trades to the admission requirements as an alternate way of satisfying the math and physics requirements for the Mechatronics program.
Rationale:	These Canadian Red Seals have a significant amount of conceptual physics and applied mathematics in their content. It was our original intent to allow specific Red Seals in lieu of the Physics and Math admission requirements, but this was not captured in the FPP. In order to facilitate the admission of individuals in these situations, we are putting forward these changes.
URL(s):	http://www.kpu.ca/calendar/2018-19/trades/mechatronics/mamt-dip.html

<p>Impact on Students:</p>	<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> The changes alter the admission, declaration or continuance requirements <i>If yes, provide both the current calendar entry and new calendar entry in full (see below).</i></p> <p><input type="checkbox"/> The changes alter the curricular requirements <i>If yes, provide both the current calendar entry and new calendar entry in full (see below).</i></p> <p><input type="checkbox"/> The changes change the total number of required credits <i>If yes, state the current number of total credits: _____</i> <i>and proposed number of total credits: _____</i></p> <p><input type="checkbox"/> The changes introduce new, revised or discontinued courses <i>If yes, indicate the Faculty approval date and list the courses below _____</i></p> <p><input type="checkbox"/> The changes alter the credential awarded <i>If yes, indicate the proposed credential: _____</i></p>
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<p>Current Requirements with Proposed Changes <i>(Cut and paste the relevant section(s) in full from the current Calendar website. Use <u>track changes</u> to show the proposed changes.</i> <i>(For a new Minor degree for which a cognate Major program is currently offered at KPU, insert the following text below "This is a new Minor degree program for which a cognate Major degree program already exists at KPU. There is no existing curriculum for the minor, and as per Policy AC11 there is no requirement for a Concept Paper or FPP.")</i></p>	<p>New Requirements <i>(Provide a <u>clean copy</u> to show how the new Calendar entry will appear. List courses in alpha/numeric order.)</i></p>
<p>Admission Requirements</p> <p>In addition to the Faculty's Undergraduate Admission Requirement, which consists of KPU's Undergraduate English Proficiency Requirement, the following program admission requirements apply:</p> <ul style="list-style-type: none"> • Satisfy the Math requirement at Level E1 of the Mathematics Alternatives Table; and • <u>Successful completion of Physics 11 (or equivalent).</u> • <u>OR</u> • <u>A Red Seal Endorsement (RSE) from the list of approved RSEs. The list of approved RSEs can be found on the department website at kpu.ca/trades/mechatronics.</u> <p>Advanced Standing</p> <p>Students admitted to the program may be eligible for advanced standing based on transfer credit and/or Prior Learning Assessment (PLA).</p>	<p>Admission Requirements</p> <p>In addition to the Faculty's Undergraduate Admission Requirement, which consists of KPU's Undergraduate English Proficiency Requirement, the following program admission requirements apply:</p> <ul style="list-style-type: none"> • Satisfy the Math requirement at Level E1 of the Mathematics Alternatives Table; and • Successful completion of Physics 11 (or equivalent), <p>OR</p> <ul style="list-style-type: none"> • A Red Seal Endorsement (RSE) from the list of approved RSEs. The list of approved RSEs can be found on the department website at kpu.ca/trades/mechatronics. <p>Advanced Standing</p> <p>Students admitted to the program may be eligible for advanced standing based on transfer credit and/or Prior Learning Assessment (PLA).</p>

List any new, revised or discontinued courses associated with this program change			
Course Subject Code	Course Number	Descriptive Title, hyperlinked to course outline	New, Revised, or Discontinued

Department Approved Red Seal Endorsements (RSE)

Mechatronics and Advanced Manufacturing Technology (MAMT)

<http://www.kpu.ca/trades/mechatronics>

The following is a list of approved Red Seal trades that can be used to satisfy the mathematics and physics admission requirements for the Mechatronics program.

Approved Red Seal endorsed trades:

- Appliance Service Technician
- Automotive Service Technician
- Construction Electrician
- Gasfitter (Class A or Class B)
- Industrial Electrician
- Industrial Mechanic (Millwright)
- Plumber
- Steam Fitter/Pipefitter



SENATE

Agenda Item: 5.3.3

Meeting Date: November 26, 2018

Presenter: David Burns

Agenda Item: Program Change: Welding Foundation Certificate

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT Senate approves the revision to the admission requirements for the Welding Foundation Certificate program, effective September 1, 2019.
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Senate Standing Committee Report:

On November 14, 2018, the Senate Standing Committee on Curriculum recommended that Senate approves the revision to the admission requirements for the Welding Foundation Certificate program, effective September 1, 2019.

Context & Background:

The Faculty of Trades and Technology is seeking approval to revise the admission requirements to better align with industry standards, and allowing for more effective recruitment and admission strategies.

Key Messages:

1. The proposed amendments to the admission requirements are in line with those recommended by the Industry Training Authority and Trades Training BC for the Welding Foundation program.
2. Many applicants do not meet the current admission requirements; ESL applicants have difficulty passing the English assessment, and there is very little math in the Welding program. The current testing has not been meeting the needs for adequately assessing admission. By addressing the trades reading and math testing to meet the needs of our programs for admission, we anticipate more applicants will be better able to access the program.
3. The current entrance requirements address the academic undergraduate provisions. We would like to change the entrance requirements to allow more students to access the trade and propose vocational program entrance needs be addressed.

Implications / Risks:

While the demand is high, the current admission requirements are a barrier to some. Many promising applicants are unable to access the program. This can have an impact on our utilization rates.

Consultations:

1. Faculty Curriculum Committee – September 25, 2018
2. Faculty Council – September 25, 2018
3. Vice Chair of Senate – October 17, 2018
4. Office of the Registrar – October 30, 2018

Attachments:

D-7 Program Change Form

Submitted by:

David Burns, Chair, SSC Curriculum

Date submitted:

November 15, 2018

This form is to be used for:

- changes to any Senate-approved degree and non-degree programs at KPU
- addition of Honours designation to a Major program currently offered at KPU
- creation of a Minor degree for which a cognate Major program is currently offered at KPU

For more information on how to complete this form, please contact the Chair of the Senate Standing Committee on Curriculum (SSCC).

This completed form should be submitted to Senate@kpu.ca at least 15 days before the Senate Standing Committee on Curriculum (SSCC) meeting along with any new, revised, or discontinued course outlines associated with the proposal; associated course outlines must have already been formally approved by the Faculty.

Faculty:	Faculty of Trades and Technology
Program Name:	Welding Foundation: Certificate
Department:	Welding
Effective date:	September 1, 2019

Dean/Associate Dean:	Brian Moukperian
Chair/Coordinator:	Al Sumal
Submission Date:	October 29, 2018

Consultations	Person Consulted	Consultation Date
Office of the Provost:	Senate VC waived	
Vice Chair of Senate:	David Burns	October 17, 2018
Office of the Registrar:	Nadia Henwood, Associate Registrar	October 30, 2018
Other(s)* (if applicable):		

* For more complex consultations, please attach the Curriculum Consultation Forms. If you have any inquiries regarding the completion of the above Consultations section or the Curriculum Consultation Forms, please contact the Chair of the Senate Standing Committee on Curriculum.

	Date on which this proposal was approved
Faculty Curriculum Committee:	September 25, 2018
Faculty Council (if required):	September 25, 2018
SSC on Curriculum:	
SSC on University Budget (if required):	
SSC on Academic Planning and Priorities (if required):	
Senate:	

Proposed Change(s):	We are requesting the admissions requirements be revised to meet the needs of our program, and be aligned with industry standards to allow for effective recruitment and admission strategies.
Rationale:	<ul style="list-style-type: none"> • The proposed amendments to the Admission Requirements are in line with those recommended by the Industry Training Authority and Trades Training BC for the Welding Program. • The demand for Welding grads is high. We have seen many promising applicants who have not been able to meet the existing admission requirements. • Many applicants do not meet the current admission requirements as they reflect academic undergraduate admission requirements; ESL applicants have difficulty passing the English assessment, and there is very little math in the Welding program.

	<ul style="list-style-type: none"> • The current entrance requirements address the academic undergraduate provisions. We would like to change the entrance requirements to allow more students to access the trade and propose vocational program entrance needs be addressed. • The current testing has not been meeting the needs for adequately assessing admission. By addressing the trades reading and math testing to meet the needs of our programs for admission, we anticipate more applicants will be better able to access the program.
URL(s):	http://www.kpu.ca/calendar/2018-19/trades/welding/weldingfoundation-cert.html

Impact on Students:	Check all that apply:
	<input checked="" type="checkbox"/> The changes alter the admission, declaration or continuance requirements <i>If yes, provide both the current calendar entry and new calendar entry in full (see below).</i>
	<input type="checkbox"/> The changes alter the curricular requirements <i>If yes, provide both the current calendar entry and new calendar entry in full (see below).</i>
	<input type="checkbox"/> The changes change the total number of required credits <i>If yes, state the current number of total credits: _____</i> <i>and proposed number of total credits: _____</i>
	<input type="checkbox"/> The changes introduce new, revised or discontinued courses <i>If yes, indicate the Faculty approval date and list the courses below _____</i>
	<input type="checkbox"/> The changes alter the credential awarded <i>If yes, indicate the proposed credential: _____</i>

<p>Current Requirements with Proposed Changes <i>(Cut and paste the relevant section(s) in full from the current Calendar website. Use <u>track changes</u> to show the proposed changes.</i> <i>(For a new Minor degree for which a cognate Major program is currently offered at KPU, insert the following text below "This is a new Minor degree program for which a cognate Major degree program already exists at KPU. There is no existing curriculum for the minor, and as per Policy AC11 there is no requirement for a Concept Paper or FPP.")</i></p>	<p>New Requirements <i>(Provide a <u>clean copy</u> to show how the new Calendar entry will appear. List courses in alpha/numeric order.)</i></p>
<p>Admission Requirements</p> <p>The following program admission requirements apply:</p> <ul style="list-style-type: none"> English: <ul style="list-style-type: none"> <u>English 10</u> with a minimum grade of C (or equivalent), or <u>Communications 11 with a minimum grade of C, or</u> <u>Completion of</u> KPU's <u>Vocational Trades English Reading Assessment Part II</u> test with a minimum score of <u>75% 50%</u> Mathematics: <ul style="list-style-type: none"> Apprenticeship and Workplace Mathematics <u>10</u> with a minimum grade of C (or equivalent), or Foundations of Mathematics <u>10</u> with a minimum grade of C (or equivalent), or Pre-calculus <u>10</u> with a minimum grade of 'C' (or equivalent), or KPU's Trades Mathematics test with a minimum threshold percentage of <u>50% 20%</u> Interview by an instructor <p>Note: International student Applications for Admission require approval of the Dean.</p>	<p>Admission Requirements</p> <p>The following admission requirements apply:</p> <ul style="list-style-type: none"> English: <ul style="list-style-type: none"> English 10 with a minimum grade of C (or equivalent), or Communications 11 with a minimum grade of C, or KPU's Vocational Trades English Reading Assessment Part II with a minimum score of 50% Mathematics: <ul style="list-style-type: none"> Apprenticeship and Workplace Mathematics 10 with a minimum grade of C (or equivalent), or Foundations of Mathematics 10 with a minimum grade of C (or equivalent), or Pre-calculus 10 with a minimum grade of C (or equivalent), or KPU's Trades Mathematics test with a minimum threshold percentage of 20% Interview by an instructor <p>Note: International student Applications for Admission require approval of the Dean.</p>

~~Recommend satisfactory physical health. Prior to applying, prospective students with mental or physical impairments, who may require program accommodations, should contact the Office of the Dean of Trades and Technology to discuss required skills and competencies, and a Disability Advisor at 604.599.3233 to ensure appropriate accommodations can be arranged.~~

List any new, revised or discontinued courses associated with this program change

Course Subject Code	Course Number	Descriptive Title, hyperlinked to course outline	New, Revised, or Discontinued



SENATE

Agenda Item: 5.3

Meeting Date: November 26, 2018

Presenter: David Burns

Agenda Item: AR2: Admission Procedure Variance

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
Recommended Resolution:	THAT Senate approves that participants in the Including all Citizens Project be permitted to complete up to a maximum of 24 credits of undergraduate coursework without first satisfying KPU's undergraduate admission requirements.

Senate Standing Committee Report:

On November 14, 2018, the Senate Standing Committee on Curriculum recommended that Senate approves that participants in the Including all Citizens Project be permitted to complete up to a maximum of 24 credits of undergraduate coursework without first satisfying KPU's undergraduate admission requirements.

Context & Background:

Including All Citizens Project (IACP) is the first for credit, post-secondary program to include students with intellectual disabilities on par with the general student population in North America. IACP is following five (5) pilot students with intellectual disabilities as they pursue their Faculty of Arts Certificate (30 credits). The students are taking one Arts course each term (fall and spring) and have completed five sociology courses with the principle researcher, Fiona Whittington-Walsh, and are currently taking CRWR 1100 with Cathleen With (For a full schedule of the IACP course rotations please see attached). The IACP pedagogical model is not just beneficial to students identified as having intellectual disabilities. As the research component of the IACP has already identified, *all* students benefit from transformational teaching strategies and the instructor/mentor format.

To date, the five pilot students are doing well in their courses. There has been very positive feedback from both the principal researcher and Cathleen With, their current instructor. For pedagogical reasons, it is favorable to have the students complete their ENGL requirements in succession starting Fall 2019 and Spring 2020. The pilot students will be entering the ENG courses with great confidence since they will have completed 21 out of the 30 credits required for the Arts Certificate as well as the fact that they will have been taught by three separate instructors. Further, the Arts 1100

course for Spring 2019 was recently announced and it will have the focus of Inclusion. This is an exceptional topic and one that the pilot students would enjoy enormously. The students would also offer a unique lived experience perspective which would enhance the learning environment for all students as well as instructors.

KPU's current Admission policy outlines:

Appendix F. Definitions

4. Other applicant Classifications

a. General Interest

i. The General Interest applicant category is for non-credential-seeking students. Students may complete up to a maximum of 12-credits before being required to satisfy admission requirements. Students must achieve a passing grade (as defined in Policy C.20) in every course in order to continue in their studies as a student in the General Interest category. Students who successfully complete 12 credits with a cumulative GPA of 2.0 and who satisfy the English proficiency requirement may re-apply to KPU under the Special Entry category. Students admitted under the General Interest category may not earn a credential.

ii. Special Entry:

a. Students in the General Interest category who have successfully completed 12 credits with a CGPA of 2.0 and who have demonstrated they satisfy KPU's English proficiency requirement are eligible for admission under KPU's Special Entry admission category.

Key Messages:

1. The 5 students participating in this pilot have been pursuing undergraduate courses as "General Interest" students under Policy AR2.
 2. To date all IACP students have successfully completed the SOCI courses selected for them – all have a GPA above 2.0 and are in good academic standing.
 3. Students have not yet satisfied KPU's English proficiency requirement for admission therefore an extension to the General Interest allowance is being requested.
 4. Arts faculty members have been consulted about having these students participate in their courses.
 5. An intended program progression plan has been developed for these students (attached).
 6. Upon successful completion of ENGL 1100 students will be eligible to apply for admission to the Faculty of Arts and continue toward the completion of their Certificate in Arts.
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Consultations:

1. Diane Purvey, Dean of Arts
2. Zena Mitchell, University Registrar
3. Teresa Swan, Access Program for Persons with Disabilities (APPD)
4. Cathleen With, Creative Writing
5. David Burns, Vice Chair, Senate

Attachments:

1. Including all Citizens Project: Program Progression Plan
2. [AR 2: Admission Procedures](#)

Submitted by:

David Burns, Chair, SSC Curriculum

Date submitted:

November 15, 2018

**Including All Citizens Project
Program Progression Plan**

Spring 2016: SOCI 1125: Introduction to Society (3 credits) – completed

Fall 2016: SOCI 2280: Health & Disability (3 credits) – completed

Spring 2017: SOCI 2275: Mass Media (3 credits) – completed

Fall 2017: SOCI 2225: Canadian Society (3 credits) – completed

Spring 2018: SOCI 2260: Introduction to Social Science Research (3 credits) – completed

Fall 2018: CRWR: Introduction to Creative Writing (3 credits) – in progress

Spring 2019: Arts 1100: Inclusion (3 credits)

Fall 2019: ENG 1100: First Year English (3 credits)

Spring 2020: ENG 1202: First Year English (3 credits)

Fall 2020: COMM: Foundations of Communication Studies (3 credits)

Total: 30 credits



SENATE

Agenda Item: 7.1

Meeting Date: November 26, 2018

Presenter: David Burns

Agenda Item: Faculty Bylaw Revision: Faculty of Health

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT Senate approves the revisions to the Faculty of Health bylaws.
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Senate Standing Committee Report:

On November 5, 2018, the Senate Governance and Nominating Committee recommended that Senate approve the attached revisions to the Faculty of Health bylaws.

Context & Background:

The Faculty of Health is seeking approval from KPU Senate for the proposed updated Bylaws and Terms of Reference.

Key Messages:

1. Updated Bylaws and Terms of Reference per Faculty of Health
2. Faculty Council and Faculty of a Whole vote in favor of the edits and additions.

Consultations:

The proposed revisions were approved at Faculty of Health faculty of a whole in Sept 2018.

Attachments:

1. FOH Bylaws TOR Master Tracked Changes
2. FOH Bylaws TOR Master Clean Copy

Submitted by:

Dr. David Florkowski, Dean, Faculty of Health
Dr. Harjit Dhesi, Associate Dean, Faculty of Health
Laurel Tien, Faculty of Health Faculty Council Chair

Date submitted:

November 9, 2018

FACULTY OF HEALTH BYLAWS

Approved by Senate, ~~November 27, 2017~~ TBD

Powers and Duties of the Faculty

Definitions:

As per the University Act [RSBC 1996] Chapter 468

"Faculty" means, in the case of a special purpose, teaching university, an educational administrative division of a university constituted by the board as a faculty under section 39, or the dean and faculty members of a faculty, as the context requires

"faculty member" means a person employed by a university as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the senate

"support staff" means employees of the special purpose, teaching university who are not

- (a) officers of the special purpose, teaching university, or
- (b) deans or faculty members

(KPU uses the term "Professional support staff" to reference this category to avoid confusion with BCGEU support staff.)

1. As per the University Act, the powers and duties of the Faculty of Health (FoH), hereafter called the "Faculty" are established in part by the University Act which currently describes the Faculty as having the power and duty:
 - a. "to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business,
 - b. to provide for student representation in the meetings and proceedings of the Faculty,
 - c. subject to this Act and to the approval of the Senate, to make rules for the government, direction and management of the Faculty and its affairs and business,
 - d. to determine, subject to the approval of the Senate, the courses of instruction in the Faculty,
 - e. subject to an order of the president to the contrary, to prohibit lecturing and teaching in the Faculty by persons other than appointed members of the teaching staff of the Faculty and persons authorized by the Faculty, and to prevent lecturing or teaching so prohibited,
 - f. subject to the approval of the Senate, to appoint for the examinations in each Faculty examiners, who, subject to an appeal to the Senate, must conduct examinations and determine the results,
 - g. to deal with, and subject to an appeal to the Senate, to decide on all applications and memorials by students and others in connection with their respective Faculties,
 - h. generally, to deal with all matters assigned to it by the Board or the Senate."

2. The Faculty will establish committees it considers necessary for the conduct of its affairs and business, and to empower such committees, to report directly to the appropriate committee(s) of Senate.
3. A general rule made by the Faculty is not effective or enforceable until a copy has been sent to the Senate and the Senate has given its approval.

Faculty Membership

4. Membership of the FoH consists of:
 - a. All those employed within the FoH as an instructor, lecturer, assistant professor, associate professor, professor, or an equivalent position designated by the Senate,
 - b. The Dean of the Faculty,
 - c. Associate Dean(s) of the Faculty,
 - d. Professional support staff (as per University Act, section 35.2(3)),
 - e. The President of the University,
 - f. And the Registrar, who is non-voting.
5. The FoH endorses the principle of student participation in Faculty decision-making and will reflect this in the constitution of its Faculty Council and Standing Committees.

Conduct of Faculty Business

6. The Dean is the Chair of the Faculty.
7. The Chair of Faculty Council shall be the Vice Chair of the Faculty.
8. The Faculty shall have at least 2 regular meetings per academic year, whereby all members of FoH attend. Faculty meetings will be conducted as follows:
 - a. Main motions for consideration during Faculty meetings may be put forth by the Faculty Council, 5% of the eligible voting faculty as defined by Senate or through their ~~program coordinators~~Program Chairs.
 - b. If further review and discussion of a main motion are needed prior to vote, a second Faculty meeting will be held 1 to 3 weeks following the first meeting. Determination of the need for a second meeting will be made by the Chair and Vice Chair of the Faculty.
 - c. Main motions may be withdrawn only by those persons or groups that presented the original motions.
 - d. Voting will be by a show of hands at the meeting or via on-line vote, in accordance with Senate electronic voting rules, as found in the Senate Bylaws.
 - e. A decision made by Faculty vote will override decisions made by individual programs.
 - f. Any business conducted at a meeting where there is no quorum present will be considered as unofficial and subject to ratification at the next meeting held where a quorum is present.

- g. Notice of a meeting of the Faculty with supporting information, shall be sent to the members of the Faculty at least 7 days in advance of a meeting.
- h. The normal process of business at meetings of the Faculty shall be set by the Faculty Chair.
- i. The quorum for meetings of the Faculty shall be 25 voting members with 80% of programs represented.
- j. Robert's Rules of Order shall govern the conduct of all Faculty meetings, subject to interpretation by the Chair, except as otherwise provided.
- k. The majority required to pass a resolution shall be a majority of the members present and voting, except in the case of adoption or amendment to these Bylaws, when the majority required shall be 2/3 of the members present and voting.
- l. Meetings of the Faculty will be open to observers unless an in-camera session has been called.
- m. The Chair may recognize non-members on any matter of business.
- n. The Faculty may decide at any time, by 2/3 of those present and voting, that a whole meeting or any part of a meeting be held in camera.
- o. Documents

Except for documents presented during or relating to a meeting or part of a meeting held in camera, all documents presented to the Faculty shall be made available to the University. Notwithstanding this Bylaw, the Chair may declare a document confidential, as per the following guidelines:

 - i. Items which are subject to solicitor/client privilege.
 - ii. Items where disclosure could reasonably be expected to harm a security or disciplinary matter.
 - iii. Items where disclosure could harm KPU's financial or economic interests.
 - iv. Items relating to management of personnel or the administration of KPU and that have not yet been implemented or made public.
 - v. Items concerning negotiations carried on, by or for KPU.
 - vi. Items where disclosure could be harmful to individual or public safety.
 - vii. Items where the disclosure of information could reasonably be expected to result in the premature disclosure of a proposal or project or in undue financial loss or gain to a third party.
 - viii. Items where protection of a third party's personal information and privacy is involved, and
 - ix. Any other item that in the opinion of the Chair is not appropriate to discuss in an open session.

In this case, the document shall only be presented and made available to members of the Faculty and, if appropriate, the Senate.

- p. Except for meetings, or part of a meeting, held in camera, minutes of meetings of the Faculty shall be made available to the University.
- q. All documents presented to the Faculty shall normally be regarded as public. The Chair may declare a document confidential, in which case the document shall be made available only to members of the Faculty and, if appropriate, the Senate.

- r. Upon recommendation from Faculty Council, the Faculty will vote on approved revisions of the Faculty Bylaws and Standing Committee Terms of Reference.
 - s. In person meetings are preferred. Faculty meetings may be conducted by video conference or teleconference as long as everyone can hear and/or see each other simultaneously.
9. In cases of urgency, extraordinary meetings of the Faculty may be called by the Chair or the Vice Chair of the Faculty. Extraordinary meetings may also be called into session by a petition to Faculty Council from 5% of the eligible faculty as defined by Senate, or a petition to Faculty Council from any combination of at least 3 program areas through their ~~program coordinators~~ Program Chairs. Conduct of Extraordinary meetings will follow the conduct of Regular Faculty meetings, with the following additions:
- a. Faculty meetings will be announced by the Chair of Faculty and will be held between 2 and 4 weeks after the request.
 - b. Distribution to the faculty of motions for consideration and appropriate information concerning the meeting's agenda will be the responsibility of the individual or group recommending the meeting and will be provided with the announcement of the meeting date.

Faculty Council

Rules Governing Faculty Council Proceedings

Powers and Duties of the Faculty Council

- 10. The academic scope of Faculty Council will include the following:
 - a. Academic programs
 - b. Development, delivery and evaluation of academic programs
 - c. Academic procedures
 - d. Academic awards to students
 - e. Calendar entries
 - f. Relations with professional organizations
 - g. Fiscally informed decision-making
 - h. Academic planning
- 11. The powers and duties of the Faculty Council are delegated by the FoH. Unless otherwise addressed in these Bylaws, the Faculty Council shall have all the powers and duties ascribed to the Faculty by the University Act, and by the Board of Governors and Senate of the University.
- 12. Any recommendation to delete a program shall be sent, with a recommendation from the Faculty Council, to the Faculty, which will provide advice to the Senate, the Board, or other bodies within the University as required.
- 13. Any proposed changes to these Bylaws by Faculty Council must be recommended to, and approved by the Faculty.

14. Electronic voting rules may be used in accordance with Senate Bylaws.
15. Faculty Council may, by a 2/3 vote of those present and voting, send any other matter to the Faculty for decision or advice.
16. Faculty Council may, by a 2/3 vote of those present and voting, recommend to the Chair of the Faculty that an extraordinary Faculty Meeting be called to address a matter forwarded by the Faculty Council to the Faculty for decision or advice. Without a recommendation from Faculty Council, the Chair of the Faculty will determine whether a matter warrants an extraordinary meeting, or whether it shall be added to the agenda of the next regular meeting of the Faculty.

Faculty Council Membership

17. Membership of the FoH Faculty Council consists of:

Voting Members

- a. One representative elected from each of the program areas in FoH. Each of these representatives shall be a faculty member as defined by the University Act ~~(Voting),~~
- b. Programs with less than 5 faculty members may combine membership ~~(Voting),~~
- c. ~~The Dean of the Faculty (Voting),~~ Dean or Designate
- d. One BCGEU representative from the FoH ~~(Voting),~~
- e. One student representative currently registered in a FoH program ~~(Voting),~~

Faculty Council Member Group Assignments

Group A:

- BSN – Sept 2018
- GNIE – Oct 2018
- BCGEU – June 2018

Group B:

- BPN – Dec 2018
- Senator – Aug 2019
- BSN-AE – Dec 2019
- TCM – Aug 2019

Group C

- HCAP – April 2020
- HUC – Aug 2020
- Senator – Aug 2020
- Student – 2021

Non-Voting Members

~~e.f. The Associate Dean(s) of the Faculty (Non-voting, unless representing the Dean), Associate Dean(s) or Designate~~

~~f.g. Two Faculty senator representatives (Non-voting), of which at least one is present at each Faculty Council meeting,~~

~~h. One Office of the Registrar representative (Non-voting).~~

~~17.18. Only Voting members are eligible for Chair and Vice Chair positions. Students are ineligible for Chair or Vice-Chair positions. The Dean will only hold the position of the Chair in an interim capacity when looking to fill the position of Faculty Council Chair.~~

~~18.19.~~ When the student seat is vacant, then this position will not count towards quorum.

~~19.20.~~ Members of Faculty Council in their function as members of this body must serve the interests of the entire Faculty.

~~20.21.~~ Senate Bylaw No. 3, *Conflict of Interest*, applies.

~~21.22.~~ Elections to Faculty Council will normally occur in the spring each year, unless a vacancy occurs prior to that time.

~~22.23.~~ In the event that no one comes forward, the Nominations Committee will recommend or appoint someone to Faculty Council.

~~23.24.~~ Members are eligible for re-election on Faculty Council.

~~24.25.~~ The term of each elected Councilor will commence on September 1, unless otherwise required.

~~26. Members of Faculty Council will serve a 3 year term unless otherwise required. In order to ensure continuity of department representation, this term may be modified as necessary prior to any election. In order to establish staggered membership and continuity of membership, Faculty Council members will be assigned to one of three groups. Each year, membership from one of these three groups will be elected to Faculty Council.~~

~~25.27.~~ It is an expectation that a member will fulfill their term of office, however, under extraordinary circumstances, their written resignation must be submitted to the Chair.

~~26.28.~~ When elected Faculty Council members leave their constituency position, the seat of that constituency shall be declared vacant.

~~27.29.~~ In order to ensure adequate representation at committees, retiring members are responsible to post their position and date of vacancy to the appropriate program area at least 4 months in advance of the intended completion of the term. As well, this information must be provided to the Chair, Nominations.

~~28-30.~~ Any member who will be absent from a meeting must provide the Chair with advance written notice of the absence and the use of a designated alternate.

~~29-31.~~ The seat of any constituency member who is absent from three regular meetings of Faculty Council, determined annually from the voting member's start date, may be declared vacant by a simple majority vote of Faculty Council.

~~30-32.~~ The use of proxy votes is permitted for up to two (2) meetings, determined annually from the voting member's start date. An alternate must be drawn from the same program or be acting in the same administrative capacity as the voting member being replaced.

~~31-33.~~ In the event that a seat of a member becomes vacant, a replacement shall be made according to the usual process as per Faculty Council Membership section, item 17. Members so elected or appointed shall serve the remaining term of office of the incumbent, at which point the normal election or appointment process will be followed.

~~32-34.~~ Chair and Vice Chair of Faculty Council

- a. Voting members of the Faculty Council will elect one Chair from within the Faculty Council's voting membership. ~~The election will normally occur on or about September 1,~~ and the normal term will be at least 2 years, or a shorter term corresponding to the Chair's Faculty Council term. ~~Ideally, Faculty Council Chair and Vice Chair positions will be staggered to allow for continuity and membership. It is an expectation that the Faculty Council Vice Chair will move into the Faculty Council Chair role, once the current Chair's term has ended. The Vice Chair will assume Chair responsibilities once the Chair position becomes vacant.~~
- b. Voting members of the Faculty Council will elect one Vice Chair from within the Faculty Council's voting membership. ~~The election will normally occur on or about September 1,~~ and the normal term will be at least 2 years.
- c. The Chair is a voting member of the Faculty Council. Normally, the Chair abstains from voting. In the event of a tie, the Chair casts the deciding vote.
- d. The Chair keeps the work of the Faculty Council directed toward its purpose and functions.
- e. The Chair conducts Faculty Council meetings and carries out such activities as voted upon by members of Faculty Council.
- f. The Chair calls special meetings when requested by the Senate or when requested by 40% of the members of Faculty Council.
- g. The Chair communicates with the faculty and professional support staff as appropriate.
- h. The Chair may be removed by a majority vote of councilors present and voting at any duly called meeting of Faculty Council.
- i. The Vice Chair will fulfill the duties of the Chair in the Chair's vacancy or absence and will assist in the performance of the Chair's duties.
- j. The Vice Chair will support the work of the Standing Committees.
- k. The Chair will be a member of the Standing Committee of Academic Planning and Priorities/Budget and the Vice Chair will be a member of the Standing Committee on Nominations.

- I. In the event of a vacancy or absence of the Chair and Vice Chair, the Chair will ask another Faculty Council member to serve as Chair pro-tem.

Conduct of Faculty Council Business

~~33-35.~~ Robert's Rules of Order shall normally govern the conduct of all Faculty Council meetings unless otherwise specified in these Bylaws.

~~34-36.~~ The Faculty Council shall normally have at least 6 regular meetings per academic year.

~~35-37.~~ In cases of urgency, extraordinary meetings of the Faculty Council may be called by the Chair of the Faculty Council.

~~36-38.~~ Notice of a meeting of the Faculty Council shall be sent to the members of the Faculty Council at least 5 working days in advance of a meeting, as per # 36.

~~37-39.~~ The normal process of business at meetings of the Faculty Council will be set by the Chair in collaboration with Faculty Council members.

~~38-40.~~ The quorum for meetings of the Faculty Council shall be a majority of the voting members.

~~39-41.~~ Unless specified otherwise in these Bylaws, a majority vote shall be required to pass resolutions.

~~40-42.~~ Meetings of the Faculty Council shall normally be open to observers.

~~41-43.~~ The Chair may recognize non-members on any matter of business.

~~42-44.~~ The Faculty Council may decide by a 2/3 vote of those present and voting, that a whole meeting or any part of the meeting be held in camera.

~~43-45.~~ Documents

Except for documents presented during or relating to a meeting or part of a meeting held in camera, all documents presented to the Faculty Council shall be made available to the University. Notwithstanding this Bylaw, the Chair may declare a document confidential, as per the following guidelines:

- a. Items which are subject to solicitor/client privilege.
- b. Items where disclosure could reasonably be expected to harm a security or disciplinary matter.
- c. Items where disclosure could harm KPU's financial or economic interests.
- d. Items relating to management of personnel or the administration of KPU and that have not yet been implemented or made public.
- e. Items concerning negotiations carried on, by or for KPU.

- f. Items where disclosure could be harmful to individual or public safety.
- g. Items where the disclosure of information could reasonably be expected to result in the premature disclosure of a proposal or project or in undue financial loss or gain to a third party.
- h. Items where protection of a third party's personal information and privacy is involved, and
- i. Any other item that in the opinion of the Chair is not appropriate to discuss in an open session.

In this case, the document shall only be presented and made available to members of the Faculty Council and, if appropriate, the Senate.

~~44-46.~~ Except for meetings, or part of a meeting held in camera, minutes of meetings of the Faculty Council shall be made available to the University.

~~45-47.~~ Any business conducted at a meeting where there is no quorum present will be considered as unofficial and subject to ratification at the next meeting held where a quorum is present. Any communication coming out of a meeting where no quorum was present shall be prefaced with a clear indication the communication is subject to ratification.

~~46-48.~~ The Faculty Council may invite guests to make presentations to Faculty Council meetings and to answer questions related to their presentations.

~~47-49.~~ Review of the Faculty Bylaws and Standing Committee Terms of Reference (ToRs) will occur annually at Faculty Council, for submission and approval at a Faculty of the Whole meeting.

~~48-50.~~ In person meetings are preferred. Faculty Council meetings may be conducted by video conference or teleconference as long as everyone can hear and/or see each other simultaneously.

Standing and Sub-Committees to Faculty Council Rules Governing Committee Proceedings

The following Standing Committees shall report to and be governed by Faculty Council:

- A. Academic Planning and Priorities/Budget
- B. Curriculum
- C. International and Global Education
- D. Learning and Innovation in Teaching Education
- E. Nominations
- F. Research and Scholarship

Conduct of Business for Standing and Sub-Committees of Faculty Council

~~49-51.~~ Faculty Council shall establish such committees as the Faculty Council from time to time may deem fit and may specify the duties to be performed by such committees.

~~50-52.~~ The Dean (or designated Associate Dean) is recognized as a voting member of committees.

~~51-53.~~ The Chair and Vice Chair of Council are recognized as voting members of committees, as designated by the committees.

~~52-54.~~ Committees of the Faculty Council are restricted to making recommendations to the Faculty Council, and may not assume any of the powers of the Council unless they are expressly delegated within these Bylaws. Only Standing Committees will be delegated Faculty Council authority.

~~53-55.~~ When recommending the establishment or elimination of a Standing Committee, or altering its membership or mandate, Faculty Council will seek the advice of the Standing Committee on Nominations, and make a recommendation to the Faculty for endorsement.

~~54-56.~~ Terms of office for Standing Committee members shall normally be 3 years.

~~55-57.~~ Terms of office for student representatives shall normally be 1 year.

~~56-58.~~ When the student seat is vacant, then this position on the committee will not count towards quorum.

59. Members shall be expected to serve on one of the following Senate, Senate Subcommittees, Administrative Committees, University Service, Faculty Council or a Faculty Council Standing or Subcommittee, with no more than a 3 year absence as a member of any ~~FoH~~ KPU committee.

~~57-60.~~ Terms of office may be set by Standing and Sub-Committees of Faculty Council to a maximum of three (3) years.

~~58-61.~~ Faculty members normally serve only ~~shall serve only~~ 1 term on a particular Standing or Subcommittee, after which they will leave that Committee. If exceptional circumstances arise, a member may serve 1 additional consecutive term. Third term extensions must be approved by Faculty Council.

~~59-62.~~ Programs with less than 5 faculty members may combine membership and retain their individual program voting rights.

~~60. Terms of office may be adjusted by the Standing Committee on Nominations to ensure continuity of membership, and to correspond to terms on Faculty Council.~~

~~61-63.~~ Quorum for each Committee shall be a majority of the voting members.

63. It is an expectation that a member will fulfill their term of office, however under extraordinary circumstances, their written resignation must be submitted to the Chair of the committee.
64. The committee seat of a member who leaves the constituency from which that member has been appointed shall be declared vacant.
65. The use of proxy votes is permitted for up to two (2) meetings, determined from the voting member's start date. An alternate must be drawn from the same constituency or be acting in the same administrative capacity as the voting member being replaced.
66. The seat of any constituency member who is absent from three regular meetings, determined annually from the voting member's start date, may be declared vacant by a simple majority vote of the committee.
67. The Chair of each Committee shall be responsible for establishing the agenda, and for distributing it at least 2 days prior to any meeting to the members of the Committee. They shall also provide a monthly report to Faculty Council on the activities of the Committee.
68. Committee Chairs and Vice Chairs (if applicable) will be selected as per individual Committee Terms of Reference.
69. Committee members shall ensure work of the committee will be continuous throughout the year and meet their responsibilities.
70. Annually review the mandate, composition, processes and approval criteria and make such recommendations to the Standing Committee on Nominations as may be appropriate.
71. Administrative support for each Committee shall be assigned by the Divisional Business Manager or designate, FoH.
72. Standing and Sub-Committee annual reports are due March 31st.



Faculty of Health
Bylaws and Terms of Reference
Standing Committee on Academic Planning and
Priorities/Budget

Mandate

The Standing Committee on Academic Planning and Priorities/Budget (AP&P/B) serves to support Faculty of Health (FoH) on matters relating to vision, support and development of FoH programs, fiscal policy, processes, allocations and implications.

Responsibilities

1. Advise Faculty Council (FC) on the mission statement and the educational goals, objectives, strategies and priorities of FoH
2. In consultation with the FoH Committee on Curriculum, advise FC on the establishment, suspension and/or discontinuance of educational programs.
3. Recommend priorities for implementation of new programs leading to certificates, diplomas, degrees, and post baccalaureate degrees
4. Provide information and evidence related to fiscal decision making to FC
5. Identify potential implications for various initiatives and budgetary decisions
6. Identify and suggest funding opportunities for new initiatives and community partnerships
7. Review and develop academic budget priorities, major capital plans, and recommend funding allocations to FC
8. Develop consultation and communication strategies related to budgetary matters
9. Suggest policies and processes for the development, review, implementation and communication of educational plans that support the priorities of FoH
10. Review internal and external recommendations and Action Plans pertaining to FoH program reviews
11. Establish such subcommittees as needed to fulfill the Committee's responsibilities
12. Provide an annual written report to FC due March 31st, on the work, operations and decisions of the committee

Membership

- The Chair and Vice Chair will be elected from within the existing membership
- The Chair and Vice Chair may serve ~~a maximum of 2~~ consecutive terms of 3 years each
- The terms of members are to be staggered to ensure continuity in the work of the Committee

Voting Members ~~(a minimum of 9 voting members)~~

- 2 degree program faculty members from different programs
- 2 non-degree program faculty members from different programs
- 2 additional faculty members
- 1 student representative, approved by the FoH Standing Committee on Nominations
- the representative from FoH to the Senate Standing Committee on University Budget
- the representative from FoH to the Senate Standing Committee on Academic Planning & Priorities
- Chair of FC
- ~~Dean or Associate Dean~~ Dean or Designate

Ex Officio Non-Voting Members

- One of the elected Senators representing FoH

- Divisional Business Manager

Terms of Office

- Faculty: 3 years
- Students: 1 year
- One term extension by majority vote, further extensions by vote at Faculty Council

Quorum

- A majority of current voting committee members

Meetings

- Minimum of 6 meetings per year, or at the call of the Chair



Faculty of Health Bylaws and Terms of Reference Standing Committee on Curriculum

Mandate

The Faculty of Health (FoH) Standing Committee on Curriculum serves to support, promote and coordinate the curricula of all FoH programs.

Responsibilities

1. Exercise the delegated authority of FoH Faculty Council to receive, review, and approve all course curriculum offered for credit by departments and programs within the Faculty, and to recommend course curriculum to Senate and/or its appropriate Standing Committees for approval
2. Review periodically curricular and program components, (including, but not limited to, prerequisite structures, class format, credit assignment, learning outcomes, learning activities, assessment models, and prior learning assessment processes), admission and declaration requirements, and make such recommendations to FC as may be appropriate
3. Ensure that all curricula developed within the FoH conforms to University policies and procedures
4. Ensure appropriate consultation for courses that will be seeking articulation
5. Receive and review Program Concepts and Full Program Proposals (or such equivalent submissions) for degree and non-degree programs (such as post-baccalaureate credentials, associate degrees, diplomas, certificates, and citations), in consult with the FoH Standing Committee on Academic Planning and Priorities/Budget (AP&P/B), and report with recommendations to FC
6. Review the implementation of new degree and non-degree programs as required by Senate or its appropriate Standing Committee(s), and report with recommendations to Faculty Council
7. Receive and review program revisions for degree and non-degree programs, and report with recommendations to Faculty Council
8. Receive and review FoH course and/or program discontinuances, and report with recommendations to Faculty Council
9. Review external recommendations for licensing, recognition and accreditation
10. Review and recommend changes to curricular materials for the approval process
11. Track curricular changes
12. Review external programs going through the degree quality assessment boards as appropriate.
- ~~13. Select one member of the Curriculum Committee to represent FoH at KPU Senate Subcommittee on Course Curriculum (SCC)~~
- ~~14.~~13. Consult with KPU Committees and Standing Committees of FoH
- ~~15.~~14. Provide an annual written report to FC, due March 31st, on the work, operations and decisions of the committee

Membership

- Faculty members for this Committee are generated through program release positions for curricular work
- The Chair of the Committee will be the FoH Curriculum Coordinator. This is a posted time release faculty position and is a non-voting member except in the case of a tie

Voting Members ~~(9 voting members)~~

- ~~Program~~/Curriculum Coordinators from each FoH program

- ~~Dean or Associate Dean~~ Dean or Designate
- 1 student representative, approved by FoH Standing Committee on Nominations

Ex Officio Non-Voting Members

- Registrar (or designate)
- ~~Academic Advisor~~ Educational Advisor
- FoH Senate faculty member representative for Senate Standing Committee on Curriculum (S2C2) (if applicable)

Terms of Office

- Faculty: 3 years
- Students: 1 year
- One term extension by majority vote, further extensions by vote at Faculty Council

Quorum

- A majority of current voting committee members

Meetings

- Minimum of 6 meetings per year, or at the call of the Chair



Faculty of Health Bylaws and Terms of Reference Standing Committee on International and Global Education

Mandate

The Faculty of Health (FoH) Standing Committee on International and Global Education (IGEC) serves to support, promote and coordinate opportunities for international and global education by:

1. Facilitating mobility of faculty and students
2. Promoting globalization of the curriculum by integrating international knowledge and scholarship
3. Assessing suitability of international placements and making recommendations to program curricula
4. Aligning FoH international activities with the overall KPU direction

Responsibilities

1. Promote reciprocal learning opportunities that foster the growth of the global community
2. Facilitate international and global learning opportunities
3. Support, promote and guide the globalization (international knowledge and scholarship integration) of curriculum
4. Foster and develop international partnerships in conjunction with KPU International
5. Review guidelines for international travel and placement requests
6. Promote experiences to share expertise and knowledge
7. Develop expertise in relation to global health
8. Explore funding opportunities
9. Create a database for past, current, and future international activities
10. Consult and engage with community stakeholders as needed
11. Consult with Kwantlen Polytechnic University (KPU) Committees and Standing Committees of FoH
12. Provide an annual written report to FC due March 31st, on the work, operations and decisions of the committee

Membership

- The Chair of IGEC will be elected from existing voting Faculty representatives. Chairs may serve a maximum of two consecutive terms (maximum 4 years)
- The Vice Chair of IGEC will be elected from existing voting Faculty representatives. Vice Chairs may serve a maximum of two consecutive terms (maximum 4 years)

Voting Members ~~(10 including Chair and Vice Chair)~~

~~5 faculty members from different programs (1 each from BSN, BPN, BSN-PB, GNIE), (1 from HAUC and HCAP)~~

- 1 faculty member from each program
- 2 additional faculty members
- ~~Dean or Associate Dean~~ Dean or Designate
- 2 student representatives from different programs.
- Representatives approved by the FoH Standing Committee on Nominations

Ex Officio Non-Voting Members

- Member, KPU International

Terms of Office

- Faculty: 3 years
- Students: 1 year
- One term extension by majority vote, further extensions by vote at Faculty Council

Quorum

- A majority of the current voting committee members

Meetings

- Minimum of 6 meetings per year, or at the call of the Chair



Faculty of Health
Bylaws and Terms of Reference
Standing Committee on Learning Innovation in
Teaching Education

Mandate

The Faculty of Health (FoH) Standing Committee on Learning Innovation in Teaching Education (LITE) serves to support, promote and coordinate opportunities for innovation in teaching through the use of technology and innovative resources by:

1. Facilitating innovation discussions, planning and resource development
2. Spearheading trials of new innovations
3. Providing consultations related to technology and innovation of teaching to FoH committees as requested.
4. Promoting professional development opportunities related to technology and innovation in teaching.

Responsibilities

1. Promote best use of current innovative and technological resources
2. Develop and sustain innovative trials and orientations
3. Foster and develop partnerships in conjunction with ~~HE-IT~~ and other departments using innovative resources and technologies
4. Promote experiences to share expertise and knowledge
5. Develop expertise in relation to teaching innovation and technologies
6. Explore funding opportunities
7. Consult and engage with community stakeholders as needed
8. Consult with KPU Committees and Standing Committees of FoH
9. Provide an annual written report to Faculty Council (FC), due March 31st, on the work, operations and decisions of the committee
10. Make recommendations related to FoH innovative teaching expenditures

Membership

- The Chair and Vice Chair will be elected from within the existing membership
- The Chair and Vice Chair may serve a maximum of 2 consecutive terms of 3 years each
- The terms of members are to be staggered to ensure continuity in the work of the Committee

Voting Members (~~7 voting members~~)

- ~~5 voting faculty members from different programs~~ 1 faculty representative from each program
- ~~Dean or Associate Dean~~
- Dean or Designate
- 1 student representative, approved by the FoH Standing Committee on Nominations

Ex Officio Non-Voting Members

- Vice Provost, Teaching and Learning or designate
- Learning Technologies Manager or designate

Terms of Office

- Faculty: 3 years

- Students: 1 year
- One term extension by majority vote, further extensions by vote at Faculty Council

Quorum

- A majority of the current voting committee members

Meetings

- Minimum of ~~6~~5 meetings per year, or at the call of the Chair



Faculty of Health Bylaws and Terms of Reference Standing Committee on Nominations

Mandate

The Faculty of Health (FoH) Standing Committee on Nominations serves to support, promote and coordinate the population of FoH standing, subcommittees and governance committees.

Responsibilities

1. Advise Faculty Council (FC) regularly on matters related to elections, including timelines for nominations, elections and appointments as required to meet the needs of the Faculty, FC and standing and sub-committees
2. Ensure nominations are made for all elections for FC
3. Conduct and oversee elections for vacancies on FC and standing and sub-committees
4. Appoint or recommend members to serve on FC, standing and sub-committees as needed
5. Advise FC on procedures for the recommendation and selection of Faculty representatives for university committees, and oversee processes as requested by FC
6. Establish such sub-committees as required to meet the FC committee's requirements
7. Maintain database of membership
8. Consult with KPU Committees and Standing Committees of FoH
9. Provide an annual written report to FC, due March 31st on the work, operations and decisions of the Committee
10. Nominate candidates for honorary degrees and or awards
11. Assist with completing the nomination package for award candidates

Membership

- The Chair will be elected from within the existing membership

Voting Members ~~(8-voting members)~~

- 4 faculty members
- The representative from FoH to the Senate Nominating Committee (if applicable)
- ~~Dean or Associate Dean or Divisional Business Manager~~
- Dean or Designate
- Vice Chair, FC
- 1 student representative, approved by FoH Standing Committee on Nominations

Terms of Office

- Faculty: 3 years
- Students: 1 year
- One term extension by majority committee vote, further extensions by vote at Faculty Council.

Quorum

- A majority of the current voting committee members

Meetings

Minimum of 6 meetings per year (on-site/electronic/teleconference), or at the call of the Chair



Faculty of Health Bylaws and Terms of Reference Standing Committee on Research & Scholarship

Mandate

The Faculty of Health (FoH) Standing Committee on Research and Scholarship (R&S) serves to support, promote and coordinate research and scholarship* in all FoH programs.

Responsibilities

1. Encourage the establishment of a culture within the Faculty of Health that supports scholarly activities
 - 1.1. Provide opportunities for faculty members, staff and students to develop a Research and Scholarship career plan
 - 1.2. Provide notification of conferences, research opportunities and funding possibilities to faculty
 - 1.3. Support development of Aboriginal and International research and scholarship at the institution
 - 1.4. Develop and maintain a database of FoH research activities/involvement (past, present and future)
2. Support the development of internal and external research and scholarship networks
 - 2.1. Facilitate opportunities for faculty to meet with external researchers to encourage collaborative research and scholarly projects
 - 2.2. Support faculty sponsors for visiting scholars
 - 2.3. Contribute to FoH newsletter to share activities with community
 - 2.4. Encourage dissemination of research and scholarship, including the use of K.O.R.A., Kwantlen's Open Resource Access repository.
 - 2.5. Foster interdisciplinary research and scholarship throughout the institution
 - 2.6. Promote evidence-based teaching and learning
 - 2.7. Promote student engagement in research and scholarship
 - 2.8. Ensure alignment between institutional and FoH research and scholarship goals
 - 2.9. Review and provide strategic direction on research programming
 - 2.10. Provide support for Office of Research and Scholarship (ORS) applications, .6 PD, faculty education leaves, Research Ethics Board (REB) applications, external funding and FoH funding grant applications
 - 2.11. Advocate for access to professional grant writers
 - 2.12. Facilitate the provision of educational sessions
 - 2.13. Provide internal peer review to support application development
3. Provide an annual written report to Faculty Council (FC), due March 31st, on the work, operations and decisions of the committee
4. Celebrate research and scholarship

5. Provide opportunities for faculty and students to present their research and scholarship
6. As necessary, consult with KPU Committees (ORS) and Standing Committees of FoH

Membership

- The Chair and Vice Chair will be elected from within the existing membership
- The Chair will serve as a member of the KPU Research and Scholarship Committee (when applicable) and as liaison between the two Committees
- The Chair and Vice Chair may serve a maximum of 2 consecutive terms of 3 years each
- The terms of members are to be staggered to ensure continuity in the work of the Committee

Voting Members ~~(9 voting members)~~

- 3 degree program faculty members
- 3 non-degree program faculty members
- 1 additional faculty member
- 1 student representative, approved by the FoH Standing Committee on Nominations
- ~~Dean or Associate Dean~~
- Dean or Designate

Ex Officio Non-Voting Members

- 1 representative from the Office of Research & Scholarship (ORS)

Term of Office

- Faculty: 3 years
- Students: 1 year
- One term extension by majority vote, further extensions by vote at Faculty Council

Quorum

- A majority of current voting committee members

Meetings

- Minimum of 6 meetings per year, or at the call of the Chair

* KPU Model of Scholarship: discovery, integration, application, creative artistry and teaching *

FACULTY OF HEALTH BYLAWS

Approved by Senate, TBD

Powers and Duties of the Faculty

Definitions:

As per the University Act [RSBC 1996] Chapter 468

"Faculty" means, in the case of a special purpose, teaching university, an educational administrative division of a university constituted by the board as a faculty under section 39, or the dean and faculty members of a faculty, as the context requires

"faculty member" means a person employed by a university as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the senate

"support staff" means employees of the special purpose, teaching university who are not

- (a) officers of the special purpose, teaching university, or
- (b) deans or faculty members

(KPU uses the term "Professional support staff" to reference this category to avoid confusion with BCGEU support staff.)

1. As per the University Act, the powers and duties of the Faculty of Health (FoH), hereafter called the "Faculty" are established in part by the University Act which currently describes the Faculty as having the power and duty:
 - a. "to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business,
 - b. to provide for student representation in the meetings and proceedings of the Faculty,
 - c. subject to this Act and to the approval of the Senate, to make rules for the government, direction and management of the Faculty and its affairs and business,
 - d. to determine, subject to the approval of the Senate, the courses of instruction in the Faculty,
 - e. subject to an order of the president to the contrary, to prohibit lecturing and teaching in the Faculty by persons other than appointed members of the teaching staff of the Faculty and persons authorized by the Faculty, and to prevent lecturing or teaching so prohibited,
 - f. subject to the approval of the Senate, to appoint for the examinations in each Faculty examiners, who, subject to an appeal to the Senate, must conduct examinations and determine the results,
 - g. to deal with, and subject to an appeal to the Senate, to decide on all applications and memorials by students and others in connection with their respective Faculties,
 - h. generally, to deal with all matters assigned to it by the Board or the Senate."

2. The Faculty will establish committees it considers necessary for the conduct of its affairs and business, and to empower such committees, to report directly to the appropriate committee(s) of Senate.
3. A general rule made by the Faculty is not effective or enforceable until a copy has been sent to the Senate and the Senate has given its approval.

Faculty Membership

4. Membership of the FoH consists of:
 - a. All those employed within the FoH as an instructor, lecturer, assistant professor, associate professor, professor, or an equivalent position designated by the Senate,
 - b. The Dean of the Faculty,
 - c. Associate Dean(s) of the Faculty,
 - d. Professional support staff (as per University Act, section 35.2(3)),
 - e. The President of the University,
 - f. And the Registrar, who is non-voting.
5. The FoH endorses the principle of student participation in Faculty decision-making and will reflect this in the constitution of its Faculty Council and Standing Committees.

Conduct of Faculty Business

6. The Dean is the Chair of the Faculty.
7. The Chair of Faculty Council shall be the Vice Chair of the Faculty.
8. The Faculty shall have at least 2 regular meetings per academic year, whereby all members of FoH attend. Faculty meetings will be conducted as follows:
 - a. Main motions for consideration during Faculty meetings may be put forth by the Faculty Council, 5% of the eligible voting faculty as defined by Senate or through their Program Chairs.
 - b. If further review and discussion of a main motion are needed prior to vote, a second Faculty meeting will be held 1 to 3 weeks following the first meeting. Determination of the need for a second meeting will be made by the Chair and Vice Chair of the Faculty.
 - c. Main motions may be withdrawn only by those persons or groups that presented the original motions.
 - d. Voting will be by a show of hands at the meeting or via on-line vote, in accordance with Senate electronic voting rules, as found in the Senate Bylaws.
 - e. A decision made by Faculty vote will override decisions made by individual programs.
 - f. Any business conducted at a meeting where there is no quorum present will be considered as unofficial and subject to ratification at the next meeting held where a quorum is present.
 - g. Notice of a meeting of the Faculty with supporting information, shall be sent to the members of the Faculty at least 7 days in advance of a meeting.

- h. The normal process of business at meetings of the Faculty shall be set by the Faculty Chair.
- i. The quorum for meetings of the Faculty shall be 25 voting members with 80% of programs represented.
- j. Robert's Rules of Order shall govern the conduct of all Faculty meetings, subject to interpretation by the Chair, except as otherwise provided.
- k. The majority required to pass a resolution shall be a majority of the members present and voting, except in the case of adoption or amendment to these Bylaws, when the majority required shall be 2/3 of the members present and voting.
- l. Meetings of the Faculty will be open to observers unless an in-camera session has been called.
- m. The Chair may recognize non-members on any matter of business.
- n. The Faculty may decide at any time, by 2/3 of those present and voting, that a whole meeting or any part of a meeting be held in camera.
- o. Documents

Except for documents presented during or relating to a meeting or part of a meeting held in camera, all documents presented to the Faculty shall be made available to the University. Notwithstanding this Bylaw, the Chair may declare a document confidential, as per the following guidelines:

 - i. Items which are subject to solicitor/client privilege.
 - ii. Items where disclosure could reasonably be expected to harm a security or disciplinary matter.
 - iii. Items where disclosure could harm KPU's financial or economic interests.
 - iv. Items relating to management of personnel or the administration of KPU and that have not yet been implemented or made public.
 - v. Items concerning negotiations carried on, by or for KPU.
 - vi. Items where disclosure could be harmful to individual or public safety.
 - vii. Items where the disclosure of information could reasonably be expected to result in the premature disclosure of a proposal or project or in undue financial loss or gain to a third party.
 - viii. Items where protection of a third party's personal information and privacy is involved, and
 - ix. Any other item that in the opinion of the Chair is not appropriate to discuss in an open session.

In this case, the document shall only be presented and made available to members of the Faculty and, if appropriate, the Senate.

- p. Except for meetings, or part of a meeting, held in camera, minutes of meetings of the Faculty shall be made available to the University.
- q. All documents presented to the Faculty shall normally be regarded as public. The Chair may declare a document confidential, in which case the document shall be made available only to members of the Faculty and, if appropriate, the Senate.
- r. Upon recommendation from Faculty Council, the Faculty will vote on approved revisions of the Faculty Bylaws and Standing Committee Terms of Reference.

- s. In person meetings are preferred. Faculty meetings may be conducted by video conference or teleconference as long as everyone can hear and/or see each other simultaneously.
9. In cases of urgency, extraordinary meetings of the Faculty may be called by the Chair or the Vice Chair of the Faculty. Extraordinary meetings may also be called into session by a petition to Faculty Council from 5% of the eligible faculty as defined by Senate, or a petition to Faculty Council from any combination of at least 3 program areas through their Program Chairs. Conduct of Extraordinary meetings will follow the conduct of Regular Faculty meetings, with the following additions:
- a. Faculty meetings will be announced by the Chair of Faculty and will be held between 2 and 4 weeks after the request.
 - b. Distribution to the faculty of motions for consideration and appropriate information concerning the meeting's agenda will be the responsibility of the individual or group recommending the meeting and will be provided with the announcement of the meeting date.

Faculty Council

Rules Governing Faculty Council Proceedings

Powers and Duties of the Faculty Council

10. The academic scope of Faculty Council will include the following:
- a. Academic programs
 - b. Development, delivery and evaluation of academic programs
 - c. Academic procedures
 - d. Academic awards to students
 - e. Calendar entries
 - f. Relations with professional organizations
 - g. Fiscally informed decision-making
 - h. Academic planning
11. The powers and duties of the Faculty Council are delegated by the FoH. Unless otherwise addressed in these Bylaws, the Faculty Council shall have all the powers and duties ascribed to the Faculty by the University Act, and by the Board of Governors and Senate of the University.
12. Any recommendation to delete a program shall be sent, with a recommendation from the Faculty Council, to the Faculty, which will provide advice to the Senate, the Board, or other bodies within the University as required.
13. Any proposed changes to these Bylaws by Faculty Council must be recommended to, and approved by the Faculty.
14. Electronic voting rules may be used in accordance with Senate Bylaws.

15. Faculty Council may, by a 2/3 vote of those present and voting, send any other matter to the Faculty for decision or advice.
16. Faculty Council may, by a 2/3 vote of those present and voting, recommend to the Chair of the Faculty that an extraordinary Faculty Meeting be called to address a matter forwarded by the Faculty Council to the Faculty for decision or advice. Without a recommendation from Faculty Council, the Chair of the Faculty will determine whether a matter warrants an extraordinary meeting, or whether it shall be added to the agenda of the next regular meeting of the Faculty.

Faculty Council Membership

17. Membership of the FoH Faculty Council consists of:

Voting Members

- a. One representative elected from each of the program areas in FoH. Each of these representatives shall be a faculty member as defined by the University Act
- b. Programs with less than 5 faculty members may combine membership
- c. Dean or Designate
- d. One BCGEU representative from the FoH
- e. One student representative currently registered in a FoH program

Faculty Council Member Group Assignments

Group A:

- BSN – Sept 2018
- GNIE – Oct 2018
- BCGEU – June 2018

Group B:

- BPN – Dec 2018
- Senator – Aug 2019
- BSN-AE – Dec 2019
- TCM – Aug 2019

Group C

- HCAP – April 2020
- HUC – Aug 2020
- Senator – Aug 2020
- Student – 2021

Non-Voting Members

- f. Associate Dean(s) or Designate
 - g. Two Faculty senator representatives of which at least one is present at each Faculty Council meeting,
 - h. One Office of the Registrar representative
-
- 18. Only Voting members are eligible for Chair and Vice Chair positions. Students are ineligible for Chair or Vice-Chair positions. The Dean will only hold the position of the Chair in an interim capacity when looking to fill the position of Faculty Council Chair.
 - 19. When the student seat is vacant, then this position will not count towards quorum.
 - 20. Members of Faculty Council in their function as members of this body must serve the interests of the entire Faculty.
 - 21. Senate Bylaw No. 3, *Conflict of Interest*, applies.
 - 22. Elections to Faculty Council will normally occur in the spring each year, unless a vacancy occurs prior to that time.
 - 23. In the event that no one comes forward, the Nominations Committee will recommend or appoint someone to Faculty Council.
 - 24. Members are eligible for re-election on Faculty Council.
 - 25. The term of each elected Councilor will commence on September 1, unless otherwise required.
 - 26. In order to establish staggered membership and continuity of membership, Faculty Council members will be assigned to one of three groups. Each year, membership from one of these three groups will be elected to Faculty Council.
 - 27. It is an expectation that a member will fulfill their term of office, however, under extraordinary circumstances, their written resignation must be submitted to the Chair.
 - 28. When elected Faculty Council members leave their constituency position, the seat of that constituency shall be declared vacant.
 - 29. In order to ensure adequate representation at committees, retiring members are responsible to post their position and date of vacancy to the appropriate program area at least 4 months in advance of the intended completion of the term. As well, this information must be provided to the Chair, Nominations.
 - 30. Any member who will be absent from a meeting must provide the Chair with advance written notice of the absence and the use of a designated alternate.

31. The seat of any constituency member who is absent from three regular meetings of Faculty Council, determined annually from the voting member's start date, may be declared vacant by a simple majority vote of Faculty Council.
32. The use of proxy votes is permitted for up to two (2) meetings, determined annually from the voting member's start date. An alternate must be drawn from the same program or be acting in the same administrative capacity as the voting member being replaced.
33. In the event that a seat of a member becomes vacant, a replacement shall be made according to the usual process as per Faculty Council Membership section, item 17. Members so elected or appointed shall serve the remaining term of office of the incumbent, at which point the normal election or appointment process will be followed.
34. Chair and Vice Chair of Faculty Council
 - a. Voting members of the Faculty Council will elect one Chair from within the Faculty Council's voting membership, and the normal term will be at least 2 years, or a shorter term corresponding to the Chair's Faculty Council term. It is an expectation that the Faculty Council Vice Chair will move into the Faculty Council Chair role, once the current Chair's term has ended. The Vice Chair will assume Chair responsibilities once the Chair position becomes vacant.
 - b. Voting members of the Faculty Council will elect one Vice Chair from within the Faculty Council's voting membership, and the normal term will be at least 2 years.
 - c. The Chair is a voting member of the Faculty Council. Normally, the Chair abstains from voting. In the event of a tie, the Chair casts the deciding vote.
 - d. The Chair keeps the work of the Faculty Council directed toward its purpose and functions.
 - e. The Chair conducts Faculty Council meetings and carries out such activities as voted upon by members of Faculty Council.
 - f. The Chair calls special meetings when requested by the Senate or when requested by 40% of the members of Faculty Council.
 - g. The Chair communicates with the faculty and professional support staff as appropriate.
 - h. The Chair may be removed by a majority vote of councilors present and voting at any duly called meeting of Faculty Council.
 - i. The Vice Chair will fulfill the duties of the Chair in the Chair's vacancy or absence and will assist in the performance of the Chair's duties.
 - j. The Vice Chair will support the work of the Standing Committees.
 - k. The Chair will be a member of the Standing Committee of Academic Planning and Priorities/Budget and the Vice Chair will be a member of the Standing Committee on Nominations.
 - l. In the event of a vacancy or absence of the Chair and Vice Chair, the Chair will ask another Faculty Council member to serve as Chair pro-tem.

Conduct of Faculty Council Business

35. Robert's Rules of Order shall normally govern the conduct of all Faculty Council meetings unless otherwise specified in these Bylaws.
36. The Faculty Council shall normally have at least 6 regular meetings per academic year.
37. In cases of urgency, extraordinary meetings of the Faculty Council may be called by the Chair of the Faculty Council.
38. Notice of a meeting of the Faculty Council shall be sent to the members of the Faculty Council at least 5 working days in advance of a meeting, as per # 36.
39. The normal process of business at meetings of the Faculty Council will be set by the Chair in collaboration with Faculty Council members.
40. The quorum for meetings of the Faculty Council shall be a majority of the voting members.
41. Unless specified otherwise in these Bylaws, a majority vote shall be required to pass resolutions.
42. Meetings of the Faculty Council shall normally be open to observers.
43. The Chair may recognize non-members on any matter of business.
44. The Faculty Council may decide by a 2/3 vote of those present and voting, that a whole meeting or any part of the meeting be held in camera.
45. Documents

Except for documents presented during or relating to a meeting or part of a meeting held in camera, all documents presented to the Faculty Council shall be made available to the University. Notwithstanding this Bylaw, the Chair may declare a document confidential, as per the following guidelines:

 - a. Items which are subject to solicitor/client privilege.
 - b. Items where disclosure could reasonably be expected to harm a security or disciplinary matter.
 - c. Items where disclosure could harm KPU's financial or economic interests.
 - d. Items relating to management of personnel or the administration of KPU and that have not yet been implemented or made public.
 - e. Items concerning negotiations carried on, by or for KPU.
 - f. Items where disclosure could be harmful to individual or public safety.
 - g. Items where the disclosure of information could reasonably be expected to result in the premature disclosure of a proposal or project or in undue financial loss or gain to a third party.

- h. Items where protection of a third party's personal information and privacy is involved, and
- i. Any other item that in the opinion of the Chair is not appropriate to discuss in an open session.

In this case, the document shall only be presented and made available to members of the Faculty Council and, if appropriate, the Senate.

- 46. Except for meetings, or part of a meeting held in camera, minutes of meetings of the Faculty Council shall be made available to the University.
- 47. Any business conducted at a meeting where there is no quorum present will be considered as unofficial and subject to ratification at the next meeting held where a quorum is present. Any communication coming out of a meeting where no quorum was present shall be prefaced with a clear indication the communication is subject to ratification.
- 48. The Faculty Council may invite guests to make presentations to Faculty Council meetings and to answer questions related to their presentations.
- 49. Review of the Faculty Bylaws and Standing Committee Terms of Reference (ToRs) will occur annually at Faculty Council, for submission and approval at a Faculty of the Whole meeting.
- 50. In person meetings are preferred. Faculty Council meetings may be conducted by video conference or teleconference as long as everyone can hear and/or see each other simultaneously.

Standing and Sub-Committees to Faculty Council Rules Governing Committee Proceedings

The following Standing Committees shall report to and be governed by Faculty Council:

- A. Academic Planning and Priorities/Budget
- B. Curriculum
- C. International and Global Education
- D. Learning and Innovation in Teaching Education
- E. Nominations
- F. Research and Scholarship

Conduct of Business for Standing and Sub-Committees of Faculty Council

- 51. Faculty Council shall establish such committees as the Faculty Council from time to time may deem fit and may specify the duties to be performed by such committees.
- 52. The Dean (or designated Associate Dean) is recognized as a voting member of committees.

53. The Chair and Vice Chair of Council are recognized as voting members of committees, as designated by the committees.
54. Committees of the Faculty Council are restricted to making recommendations to the Faculty Council, and may not assume any of the powers of the Council unless they are expressly delegated within these Bylaws. Only Standing Committees will be delegated Faculty Council authority.
55. When recommending the establishment or elimination of a Standing Committee, or altering its membership or mandate, Faculty Council will seek the advice of the Standing Committee on Nominations, and make a recommendation to the Faculty for endorsement.
56. Terms of office for Standing Committee members shall normally be 3 years.
57. Terms of office for student representatives shall normally be 1 year.
58. When the student seat is vacant, then this position on the committee will not count towards quorum.
59. Members shall be expected to serve on one of the following Senate, Senate Subcommittees, Administrative Committees, University Service, Faculty Council or a Faculty Council Standing or Subcommittee, with no more than a 3 year absence as a member of any KPU committee.
60. Terms of office may be set by Standing and Sub-Committees of Faculty Council to a maximum of three (3) years.
61. Faculty members normally serve only 1 term on a particular Standing or Subcommittee, after which they will leave that Committee. If exceptional circumstances arise, a member may serve 1 additional consecutive term. Third term extensions must be approved by Faculty Council.
62. Programs with less than 5 faculty members may combine membership and retain their individual program voting rights.
63. Quorum for each Committee shall be a majority of the voting members.
63. It is an expectation that a member will fulfill their term of office, however under extraordinary circumstances, their written resignation must be submitted to the Chair of the committee.
64. The committee seat of a member who leaves the constituency from which that member has been appointed shall be declared vacant.

65. The use of proxy votes is permitted for up to two (2) meetings, determined from the voting member's start date. An alternate must be drawn from the same constituency or be acting in the same administrative capacity as the voting member being replaced.
66. The seat of any constituency member who is absent from three regular meetings, determined annually from the voting member's start date, may be declared vacant by a simple majority vote of the committee.
67. The Chair of each Committee shall be responsible for establishing the agenda, and for distributing it at least 2 days prior to any meeting to the members of the Committee. They shall also provide a monthly report to Faculty Council on the activities of the Committee.
68. Committee Chairs and Vice Chairs (if applicable) will be selected as per individual Committee Terms of Reference.
69. Committee members shall ensure work of the committee will be continuous throughout the year and meet their responsibilities.
70. Annually review the mandate, composition, processes and approval criteria and make such recommendations to the Standing Committee on Nominations as may be appropriate.
71. Administrative support for each Committee shall be assigned by the Divisional Business Manager or designate, FoH.
72. Standing and Sub-Committee annual reports are due March 31st.



Faculty of Health
Bylaws and Terms of Reference
Standing Committee on Academic Planning and
Priorities/Budget

Mandate

The Standing Committee on Academic Planning and Priorities/Budget (AP&P/B) serves to support Faculty of Health (FoH) on matters relating to vision, support and development of FoH programs, fiscal policy, processes, allocations and implications.

Responsibilities

1. Advise Faculty Council (FC) on the mission statement and the educational goals, objectives, strategies and priorities of FoH
2. In consultation with the FoH Committee on Curriculum, advise FC on the establishment, suspension and/or discontinuance of educational programs.
3. Recommend priorities for implementation of new programs leading to certificates, diplomas, degrees, and post baccalaureate degrees
4. Provide information and evidence related to fiscal decision making to FC
5. Identify potential implications for various initiatives and budgetary decisions
6. Identify and suggest funding opportunities for new initiatives and community partnerships
7. Review and develop academic budget priorities, major capital plans, and recommend funding allocations to FC
8. Develop consultation and communication strategies related to budgetary matters
9. Suggest policies and processes for the development, review, implementation and communication of educational plans that support the priorities of FoH
10. Review internal and external recommendations and Action Plans pertaining to FoH program reviews
11. Establish such subcommittees as needed to fulfill the Committee's responsibilities
12. Provide an annual written report to FC due March 31st, on the work, operations and decisions of the committee

Membership

- The Chair and Vice Chair will be elected from within the existing membership
- The Chair and Vice Chair may serve 2 consecutive terms of 3 years each
- The terms of members are to be staggered to ensure continuity in the work of the Committee

Voting Members

- 2 degree program faculty members from different programs
- 2 non-degree program faculty members from different programs
- 2 additional faculty members
- 1 student representative, approved by the FoH Standing Committee on Nominations
- the representative from FoH to the Senate Standing Committee on University Budget
- the representative from FoH to the Senate Standing Committee on Academic Planning & Priorities
- Chair of FC
- Dean or Designate

Ex Officio Non-Voting Members

- One of the elected Senators representing FoH
- Divisional Business Manager

Terms of Office

- Faculty: 3 years
- Students: 1 year
- One term extension by majority vote, further extensions by vote at Faculty Council

Quorum

- A majority of current voting committee members

Meetings

- Minimum of 6 meetings per year, or at the call of the Chair



Faculty of Health Bylaws and Terms of Reference Standing Committee on Curriculum

Mandate

The Faculty of Health (FoH) Standing Committee on Curriculum serves to support, promote and coordinate the curricula of all FoH programs.

Responsibilities

1. Exercise the delegated authority of FoH Faculty Council to receive, review, and approve all course curriculum offered for credit by departments and programs within the Faculty, and to recommend course curriculum to Senate and/or its appropriate Standing Committees for approval
2. Review periodically curricular and program components, (including, but not limited to, prerequisite structures, class format, credit assignment, learning outcomes, learning activities, assessment models, and prior learning assessment processes), admission and declaration requirements, and make such recommendations to FC as may be appropriate
3. Ensure that all curricula developed within the FoH conforms to University policies and procedures
4. Ensure appropriate consultation for courses that will be seeking articulation
5. Receive and review Program Concepts and Full Program Proposals (or such equivalent submissions) for degree and non-degree programs (such as post-baccalaureate credentials, associate degrees, diplomas, certificates, and citations), in consult with the FoH Standing Committee on Academic Planning and Priorities/Budget (AP&P/B), and report with recommendations to FC
6. Review the implementation of new degree and non-degree programs as required by Senate or its appropriate Standing Committee(s), and report with recommendations to Faculty Council
7. Receive and review program revisions for degree and non-degree programs, and report with recommendations to Faculty Council
8. Receive and review FoH course and/or program discontinuances, and report with recommendations to Faculty Council
9. Review external recommendations for licensing, recognition and accreditation
10. Review and recommend changes to curricular materials for the approval process
11. Track curricular changes
12. Review external programs going through the degree quality assessment boards as appropriate.
13. Consult with KPU Committees and Standing Committees of FoH
14. Provide an annual written report to FC, due March 31st, on the work, operations and decisions of the committee

Membership

- Faculty members for this Committee are generated through program release positions for curricular work
- The Chair of the Committee will be the FoH Curriculum Coordinator. This is a posted time release faculty position and is a non-voting member except in the case of a tie

Voting Members

- Curriculum Coordinator from each FoH program
- Dean or Designate
- 1 student representative, approved by FoH Standing Committee on Nominations

Ex Officio Non-Voting Members

- Registrar (or designate)
- Academic Advisor
- FoH Senate faculty member representative for Senate Standing Committee on Curriculum (S2C2) (if applicable)

Terms of Office

- Faculty: 3 years
- Students: 1 year
- One term extension by majority vote, further extensions by vote at Faculty Council

Quorum

- A majority of current voting committee members

Meetings

- Minimum of 6 meetings per year, or at the call of the Chair



Faculty of Health
Bylaws and Terms of Reference
Standing Committee on International and Global
Education

Mandate

The Faculty of Health (FoH) Standing Committee on International and Global Education (IGEC) serves to support, promote and coordinate opportunities for international and global education by:

1. Facilitating mobility of faculty and students
2. Promoting globalization of the curriculum by integrating international knowledge and scholarship
3. Assessing suitability of international placements and making recommendations to program curricula
4. Aligning FoH international activities with the overall KPU direction

Responsibilities

1. Promote reciprocal learning opportunities that foster the growth of the global community
2. Facilitate international and global learning opportunities
3. Support, promote and guide the globalization (international knowledge and scholarship integration) of curriculum
4. Foster and develop international partnerships in conjunction with KPU International
5. Review guidelines for international travel and placement requests
6. Promote experiences to share expertise and knowledge
7. Develop expertise in relation to global health
8. Explore funding opportunities
9. Create a database for past, current, and future international activities
10. Consult and engage with community stakeholders as needed
11. Consult with Kwantlen Polytechnic University (KPU) Committees and Standing Committees of FoH
12. Provide an annual written report to FC due March 31st, on the work, operations and decisions of the committee

Membership

- The Chair of IGEC will be elected from existing voting Faculty representatives. Chairs may serve a maximum of two consecutive terms (maximum 4 years)
- The Vice Chair of IGEC will be elected from existing voting Faculty representatives. Vice Chairs may serve a maximum of two consecutive terms (maximum 4 years)

Voting Members

- 1 faculty member from each program
- 2 additional faculty members
- Dean or Designate
- 2 student representatives from different programs. Representatives approved by the FoH Standing Committee on Nominations

Ex Officio Non-Voting Members

- Member, KPU International

Terms of Office

- Faculty: 3 years
- Students: 1 year
- One term extension by majority vote, further extensions by vote at Faculty Council

Quorum

- A majority of the current voting committee members

Meetings

- Minimum of 6 meetings per year, or at the call of the Chair



Faculty of Health
Bylaws and Terms of Reference
Standing Committee on Learning Innovation in
Teaching Education

Mandate

The Faculty of Health (FoH) Standing Committee on Learning Innovation in Teaching Education (LITE) serves to support, promote and coordinate opportunities for innovation in teaching through the use of technology and innovative resources by:

1. Facilitating innovation discussions, planning and resource development
2. Spearheading trials of new innovations
3. Providing consultations related to technology and innovation of teaching to FoH committees as requested.
4. Promoting professional development opportunities related to technology and innovation in teaching.

Responsibilities

1. Promote best use of current innovative and technological resources
2. Develop and sustain innovative trials and orientations
3. Foster and develop partnerships in conjunction with IT and other departments using innovative resources and technologies
4. Promote experiences to share expertise and knowledge
5. Develop expertise in relation to teaching innovation and technologies
6. Explore funding opportunities
7. Consult and engage with community stakeholders as needed
8. Consult with KPU Committees and Standing Committees of FoH
9. Provide an annual written report to Faculty Council (FC), due March 31st, on the work, operations and decisions of the committee
10. Make recommendations related to FoH innovative teaching expenditures

Membership

- The Chair and Vice Chair will be elected from within the existing membership
- The Chair and Vice Chair may serve a maximum of 2 consecutive terms of 3 years each
- The terms of members are to be staggered to ensure continuity in the work of the Committee

Voting Members

- 1 faculty representative from each program
- Dean or Designate
- 1 student representative, approved by the FoH Standing Committee on Nominations

Ex Officio Non-Voting Members

- Vice Provost, Teaching and Learning or designate
- Learning Technologies Manager or designate

Terms of Office

- Faculty: 3 years
- Students: 1 year

- One term extension by majority vote, further extensions by vote at Faculty Council

Quorum

- A majority of the current voting committee members

Meetings

- Minimum of 5 meetings per year, or at the call of the Chair



Faculty of Health Bylaws and Terms of Reference Standing Committee on Nominations

Mandate

The Faculty of Health (FoH) Standing Committee on Nominations serves to support, promote and coordinate the population of FoH standing, subcommittees and governance committees.

Responsibilities

1. Advise Faculty Council (FC) regularly on matters related to elections, including timelines for nominations, elections and appointments as required to meet the needs of the Faculty, FC and standing and sub-committees
2. Ensure nominations are made for all elections for FC
3. Conduct and oversee elections for vacancies on FC and standing and sub-committees
4. Appoint or recommend members to serve on FC, standing and sub-committees as needed
5. Advise FC on procedures for the recommendation and selection of Faculty representatives for university committees, and oversee processes as requested by FC
6. Establish such sub-committees as required to meet the FC committee's requirements
7. Maintain database of membership
8. Consult with KPU Committees and Standing Committees of FoH
9. Provide an annual written report to FC, due March 31st on the work, operations and decisions of the Committee
10. Nominate candidates for honorary degrees and or awards
11. Assist with completing the nomination package for award candidates

Membership

- The Chair will be elected from within the existing membership

Voting Members

- 4 faculty members
- The representative from FoH to the Senate Nominating Committee (if applicable)
- Dean or Designate
- Vice Chair, FC
- 1 student representative, approved by FoH Standing Committee on Nominations

Terms of Office

- Faculty: 3 years
- Students: 1 year
- One term extension by majority committee vote, further extensions by vote at Faculty Council.

Quorum

- A majority of the current voting committee members

Meetings

- Minimum of 6 meetings per year (on-site/electronic/teleconference), or at the call of the Chair



Faculty of Health
Bylaws and Terms of Reference
Standing Committee on Research & Scholarship

Mandate

The Faculty of Health (FoH) Standing Committee on Research and Scholarship (R&S) serves to support, promote and coordinate research and scholarship* in all FoH programs.

Responsibilities

1. Encourage the establishment of a culture within the Faculty of Health that supports scholarly activities
 - 1.1. Provide opportunities for faculty members, staff and students to develop a Research and Scholarship career plan
 - 1.2. Provide notification of conferences, research opportunities and funding possibilities to faculty
 - 1.3. Support development of Aboriginal and International research and scholarship at the institution
 - 1.4. Develop and maintain a database of FoH research activities/involvement (past, present and future)
2. Support the development of internal and external research and scholarship networks
 - 2.1. Facilitate opportunities for faculty to meet with external researchers to encourage collaborative research and scholarly projects
 - 2.2. Support faculty sponsors for visiting scholars
 - 2.3. Contribute to FoH newsletter to share activities with community
 - 2.4. Encourage dissemination of research and scholarship, including the use of K.O.R.A., Kwantlen's Open Resource Access repository.
 - 2.5. Foster interdisciplinary research and scholarship throughout the institution
 - 2.6. Promote evidence-based teaching and learning
 - 2.7. Promote student engagement in research and scholarship
 - 2.8. Ensure alignment between institutional and FoH research and scholarship goals
 - 2.9. Review and provide strategic direction on research programming
 - 2.10. Provide support for Office of Research and Scholarship (ORS) applications, .6 PD, faculty education leaves, Research Ethics Board (REB) applications, external funding and FoH funding grant applications
 - 2.11. Advocate for access to professional grant writers
 - 2.12. Facilitate the provision of educational sessions
 - 2.13. Provide internal peer review to support application development
3. Provide an annual written report to Faculty Council (FC), due March 31st, on the work, operations and decisions of the committee
4. Celebrate research and scholarship
5. Provide opportunities for faculty and students to present their research and scholarship
6. As necessary, consult with KPU Committees (ORS) and Standing Committees of FoH

Membership

- The Chair and Vice Chair will be elected from within the existing membership
- The Chair will serve as a member of the KPU Research and Scholarship Committee (when applicable) and as liaison between the two Committees
- The Chair and Vice Chair may serve a maximum of 2 consecutive terms of 3 years each
- The terms of members are to be staggered to ensure continuity in the work of the Committee

Voting Members

- 3 degree program faculty members
- 3 non-degree program faculty members
- 1 additional faculty member
- 1 student representative, approved by the FoH Standing Committee on Nominations
- Dean or Designate

Ex Officio Non-Voting Members

- 1 representative from the Office of Research & Scholarship (ORS)

Term of Office

- Faculty: 3 years
- Students: 1 year
- One term extension by majority vote, further extensions by vote at Faculty Council

Quorum

- A majority of current voting committee members

Meetings

- Minimum of 6 meetings per year, or at the call of the Chair

* KPU Model of Scholarship: discovery, integration, application, creative artistry and teaching *



SENATE

Agenda Item: 7.2

Meeting Date: November 26, 2018

Presenter: David Burns

Agenda Item: **Committee Membership Revision:
Senate Standing Committee on Curriculum**

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT Senate approves the revision to the membership composition of the Senate Standing Committee on Curriculum.
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Senate Standing Committee Report: On November 5, 2018 the Senate Governance and Nominating Committee recommended that Senate approve the attached revision to the membership composition of the Senate Standing Committee on Curriculum.

On October 10, 2018 the Senate Standing Committee on Curriculum recommended that the listing of the terms in the Committee membership composition show a three-year term for an Academic Advisor. The Committee also requested that the listing for professional support staff be removed as the Committee does not have a professional support staff position.

Key Messages: This change clarifies a three-year term for the Academic Advisor.

Attachments: 2018 11 01 SSCC Membership Revision

Submitted by: *Rita Zamluk, Administrative Assistant, University Senate*

Date submitted: *November 6, 2018*



MEMBERSHIP COMPOSITION REVISION

Senate Standing Committee on Curriculum

CURRENT, October 10, 2018

Terms of Office

- Faculty members: three-year term with one-third of these members to be selected each year
- ~~Professional support staff member~~ Academic Advisor: three-year term
- Deans and associate deans: reviewed regularly in conjunction with the Provost
- Student or student senator: one-year term
- Senators: three-year term

REVISED, October 10, 2018

Terms of Office

- Faculty members: three-year term with one-third of these members to be selected each year
- Academic Advisor: three-year term
- Deans and associate deans: reviewed regularly in conjunction with the Provost
- Student or student senator: one-year term
- Senators: three-year term



SENATE

Agenda Item: 7.3

Meeting Date: November 26, 2018

Presenter: David Burns

Agenda Item: Senate Standing Committees: Nominations

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT Senate approves the following appointments: <u>Senate Governance and Nominating Committee</u> <ul style="list-style-type: none">• Natasha Campbell, Senator, (December 1, 2018 – August 31, 2019) <u>Senate Standing Committee on University Budget</u> <ul style="list-style-type: none">• Rebecca Harbut, faculty Member, Faculty of Science and Horticulture (December 1, 2018 – August 31, 2019)
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Senate Standing Committee Report: On November 5, 2018 the Senate Governance and Nominating Committee recommended that Senate approve the appointments listed in the motion.

Context & Background: The Senate Nominating Committee has the mandate to nominate members to serve on Senate committees.

Key Messages:

1. The term of office for faculty members, students, and professional support staff is three years, one year, and three years, respectively. They begin on September 1st and end on August 31st. When vacancies occur in the middle of a term, the new Senate appointments will be effective immediately and will end on August 31st of the remaining term of office. The renewal of appointments are recommended to Senate for approval.
2. While faculty, student and professional support staff senators have a three-year, one-year, and three-year term of office on Senate standing committees, their term of office on these committees will be the lesser of these terms and their elected term on Senate.

Consultations:

- Elected senators – for nominations to serve on a minimum of two Senate committees per Senate Bylaw 1.10

-
-
- Librarians and Counsellors – Chair of the Librarians and the Council of Counsellors, respectively
 - Faculty Councils – for all other faculty nominations
 - Provost and Vice President, Academic – for nominations involving Deans
 - Students – for nominations involving students
 - Professional support staff (PSS) – for nominations involving PSS

Submitted by: *Rita Zamluk, Administrative Assistant to the University Senate*

Date submitted: *November 6, 2018*



SENATE

Agenda Item: 8.1

Meeting Date: November 26, 2018

Presenter: Jon Harding

Agenda Item: FY19 Financial Context

Action Requested:	<input type="checkbox"/> Motion to Approve <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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**Senate Standing
Committee Report:**

On November 16, 2018, Jon Harding, Vice-President, Finance and Administration, presented the slide show, *Draft Financial Context FY19 on Nov 14 2018 v9_JH (adjusted)*, to the Senate Standing Committees on Academic Planning and Priorities and on the University Budget. The Committees requested Mr. Harding present the information to Senate.

Attachments: *Draft Financial Context FY19 on Nov 14 2018 v9_JH (adjusted)*

Submitted by: *Rita Zamluk, Administrative Assistant, University Senate*

Date submitted: *November 20, 2018*

FY19 Financial Context

Prepared by:

Jon Harding, Vice President, Finance & Administration



Where thought meets action

Overview:

1. Background and Context
2. Growth at KPU – Pros and Cons
3. Summary of our Current Financial Climate
4. Opportunities
5. Implementing Vision 2023 and the Academic Plan
6. Conclusion



1. KPU Background Information

- KPU is a diverse, interconnected ecosystem where actions in one area impact all other areas.
- KPU is required by legislation to have a balanced budget:
 - Historically KPU's budget development has been expense rather than revenue driven.
- The complex socio-economic landscape creates a very challenging environment to manage from a financial perspective.
- Financial planning must be made on the basis of both academic priorities and organizational sustainability.
- Some key financial factors to consider include:

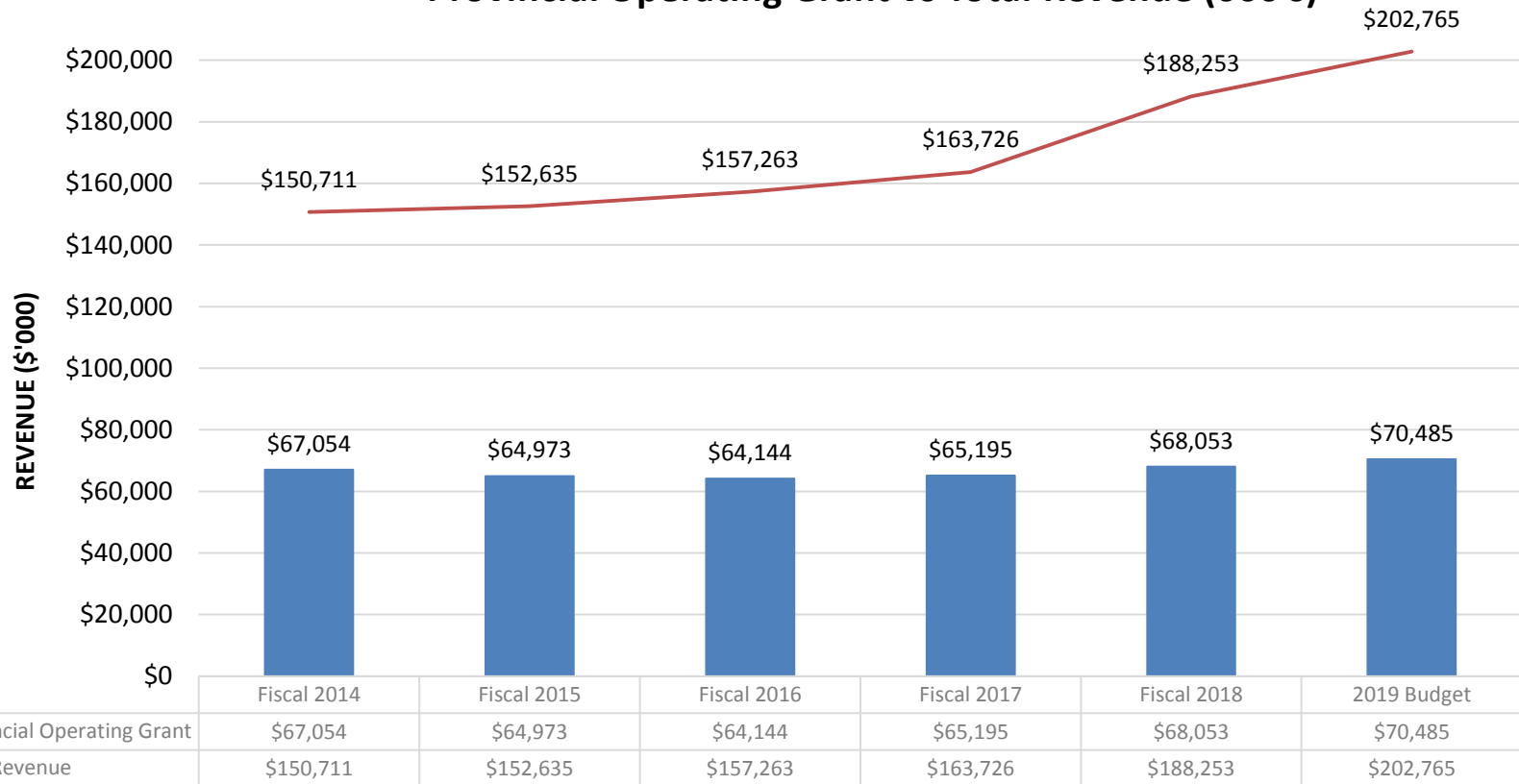


Where thought meets action



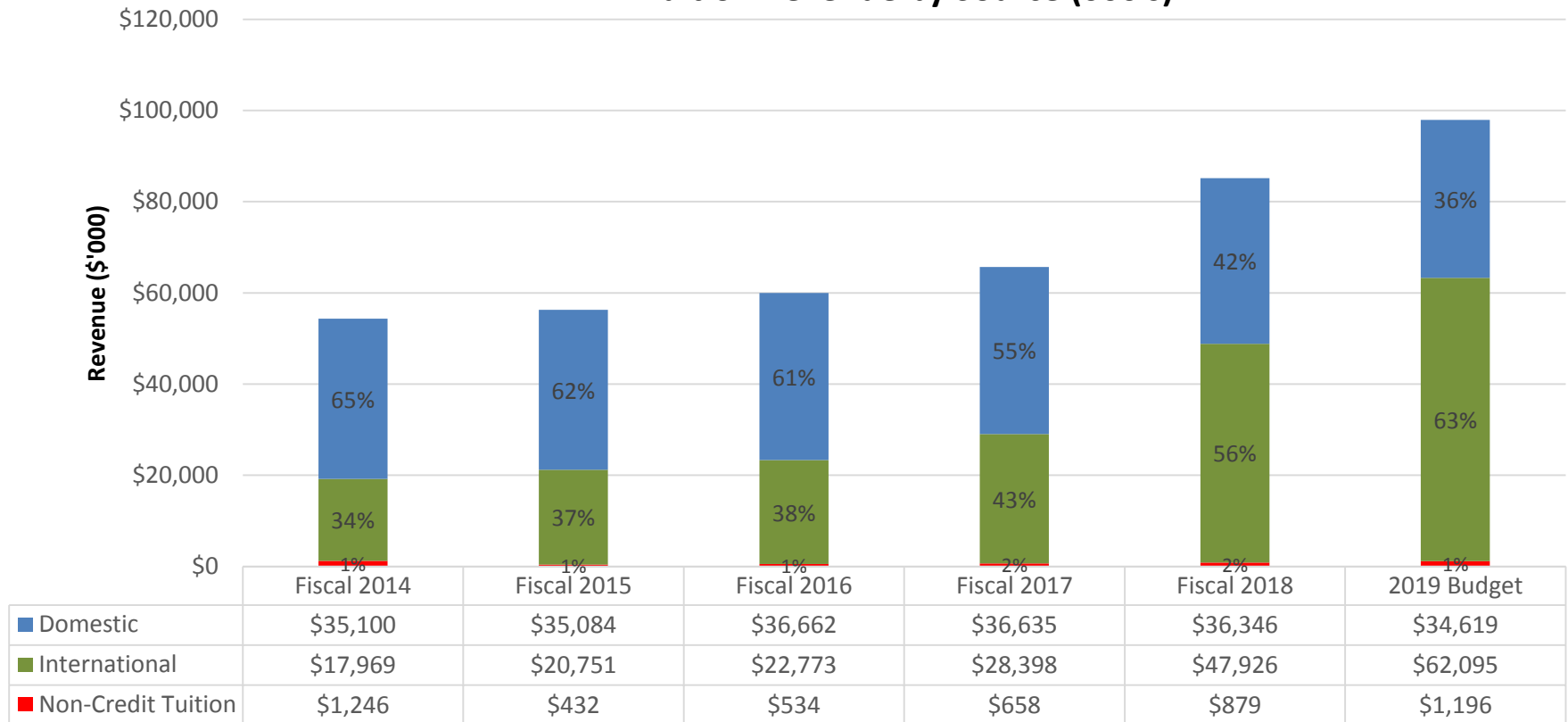
1. KPU Background Information – Cont.

Provincial Operating Grant vs Total Revenue (000's)



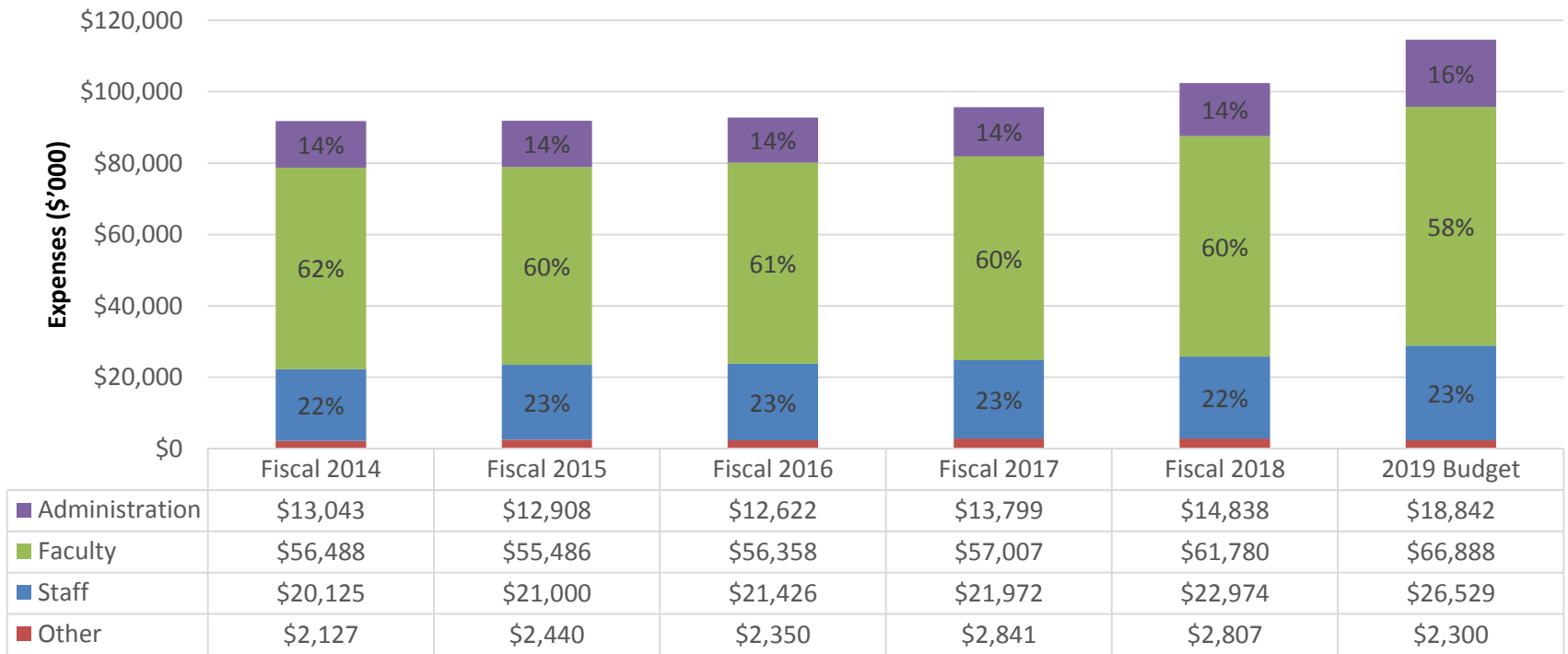
1. KPU Background Information – Cont.

Tuition Revenue by Source (000's)



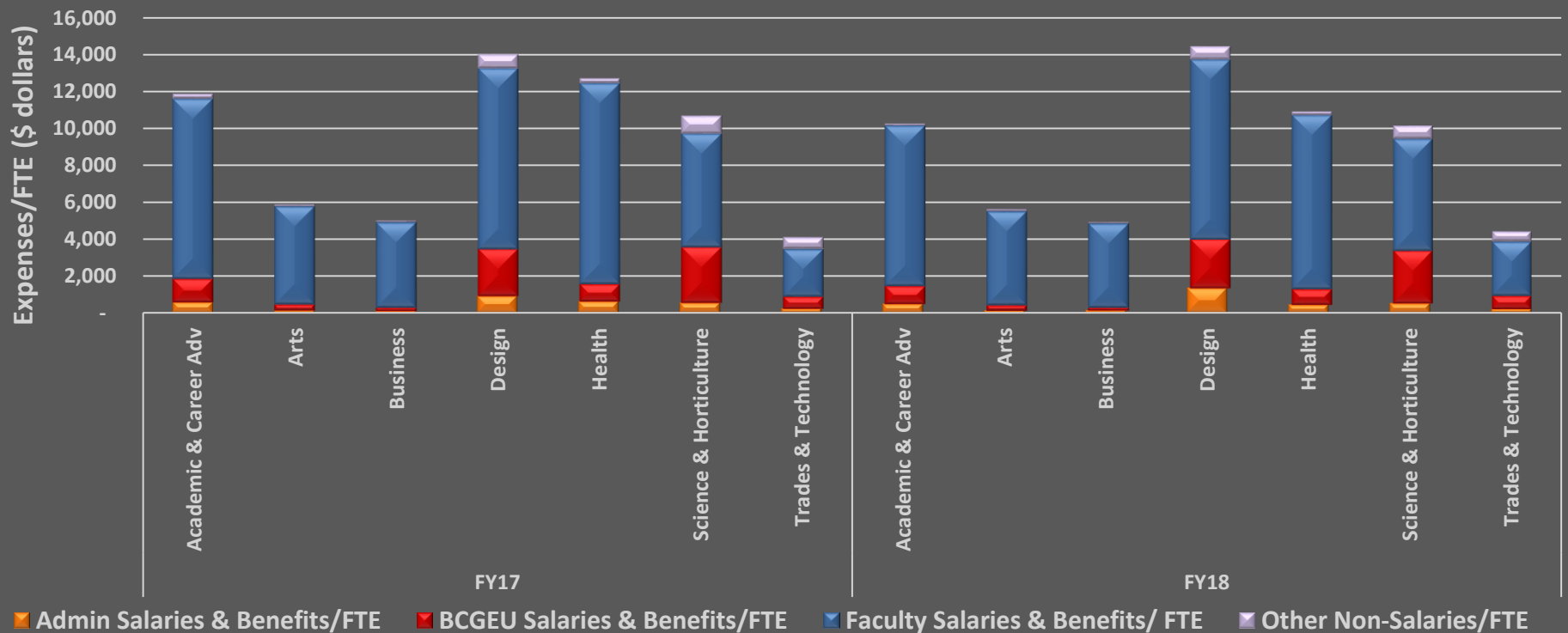
1. KPU Background Information – Cont.

Salary Expenses by Group

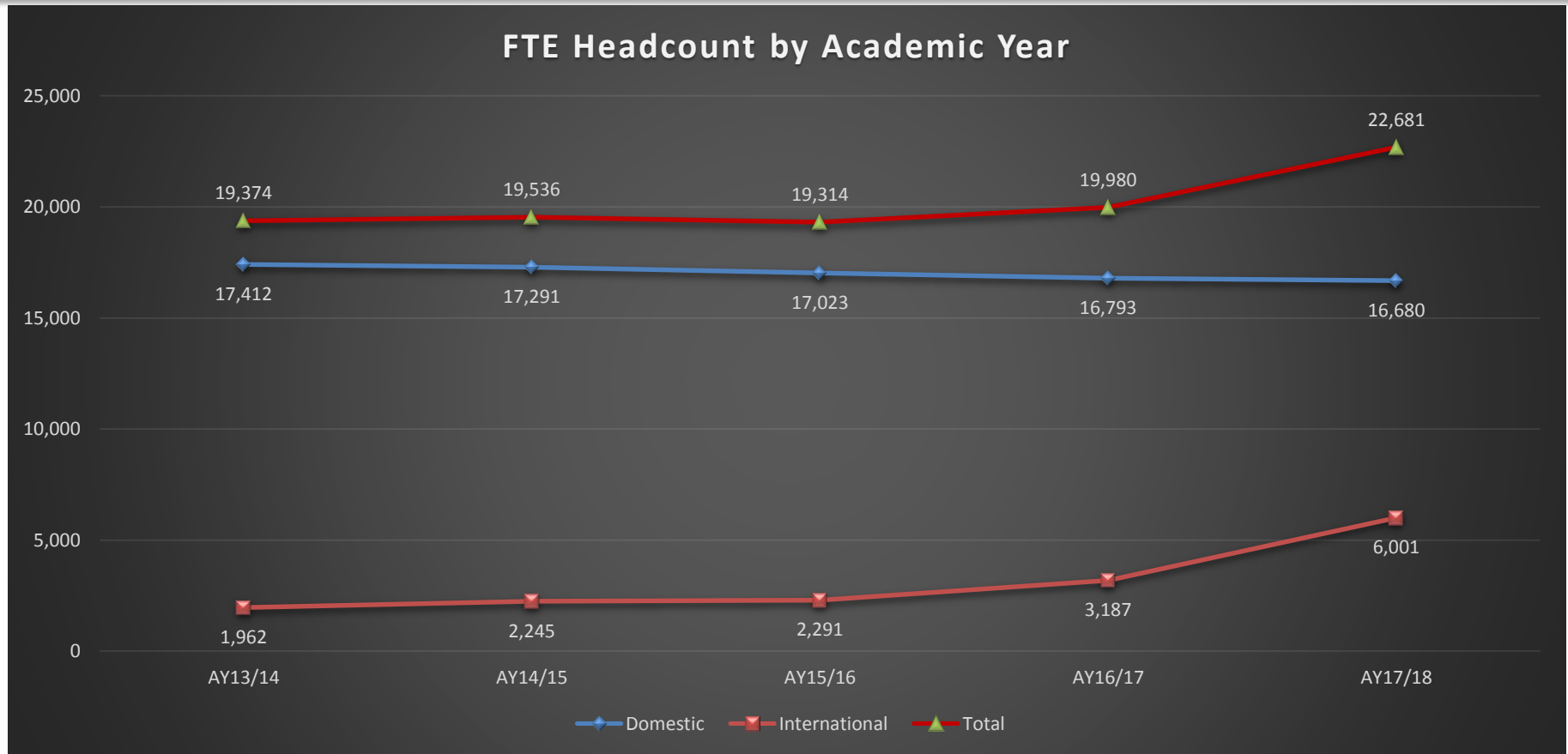


1. KPU Background Information – Cont.

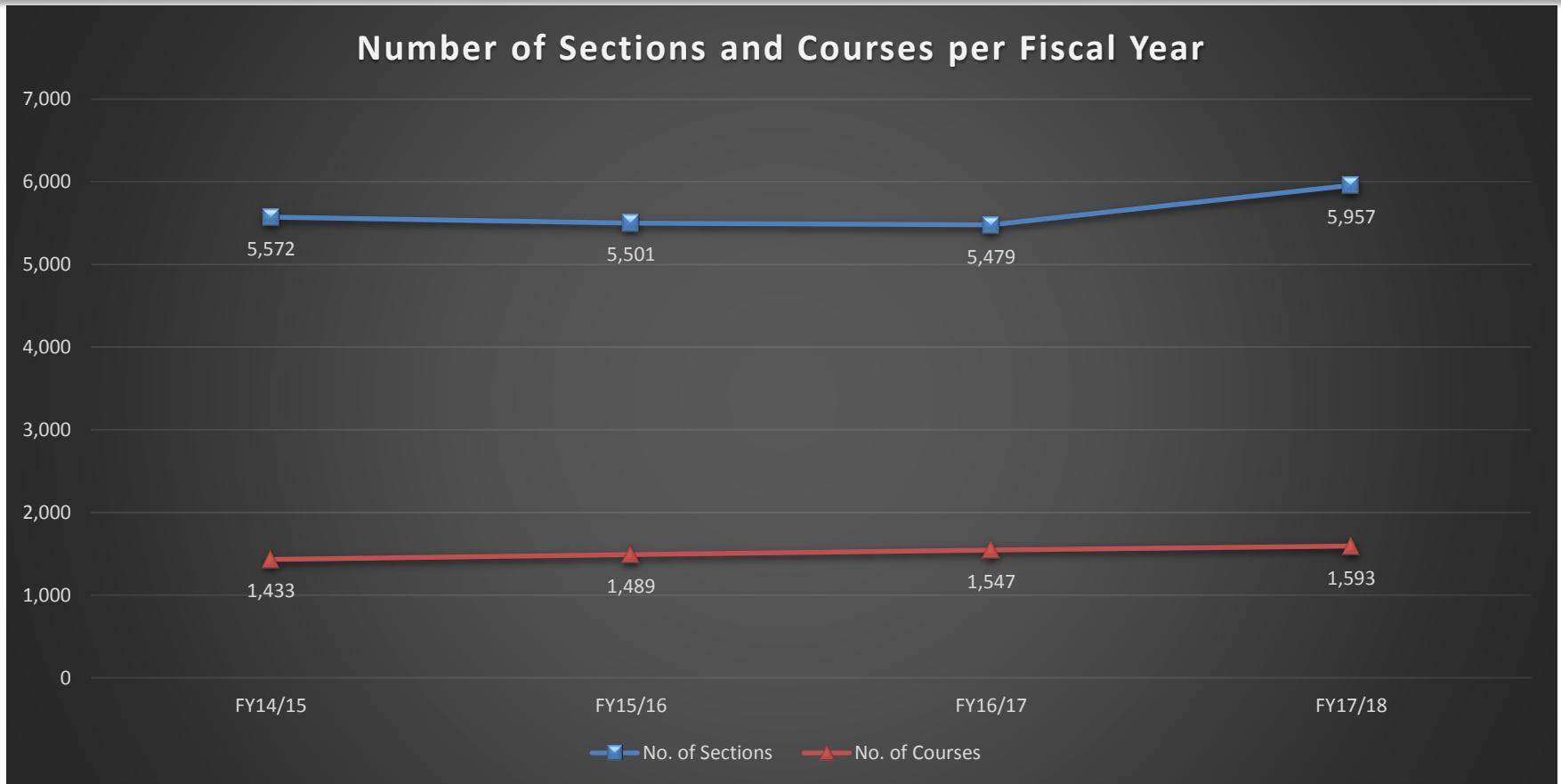
Expenses/Total Student FTE Per Course Faculty



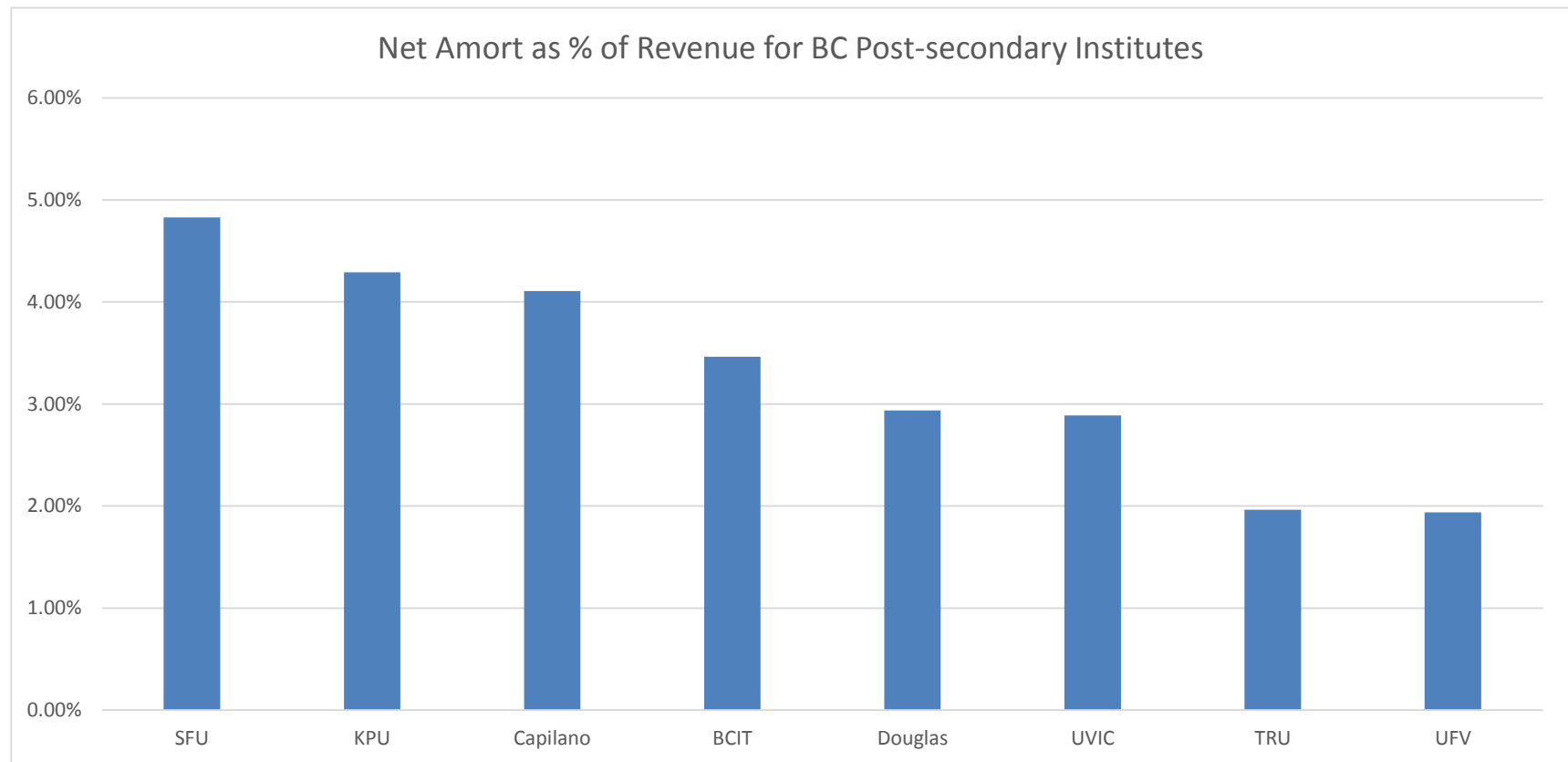
2. Growth at KPU – Pros and Cons – cont.



2. Growth at KPU – Pros and Cons – cont.

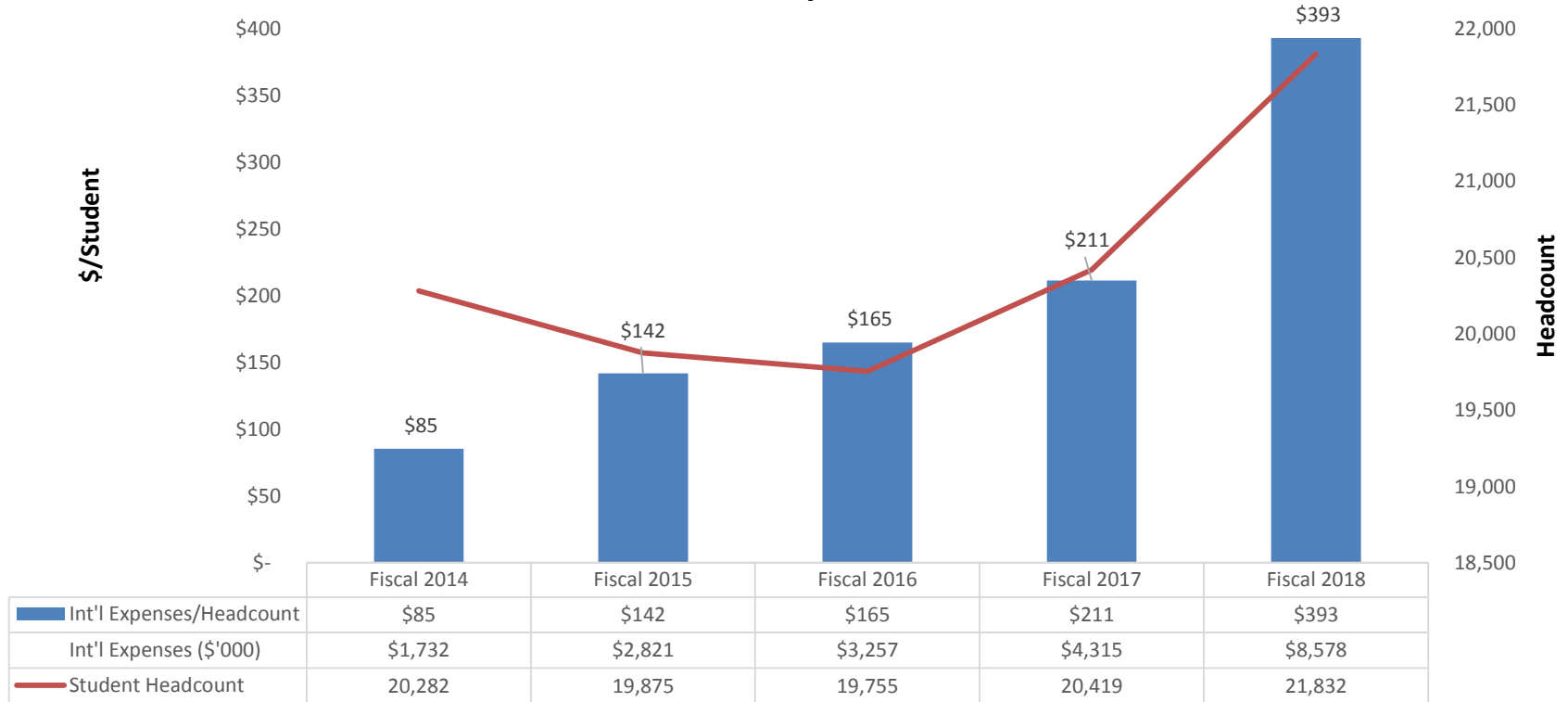


2. Growth at KPU – Pros and Cons



2. Growth at KPU – Pros and Cons – cont.

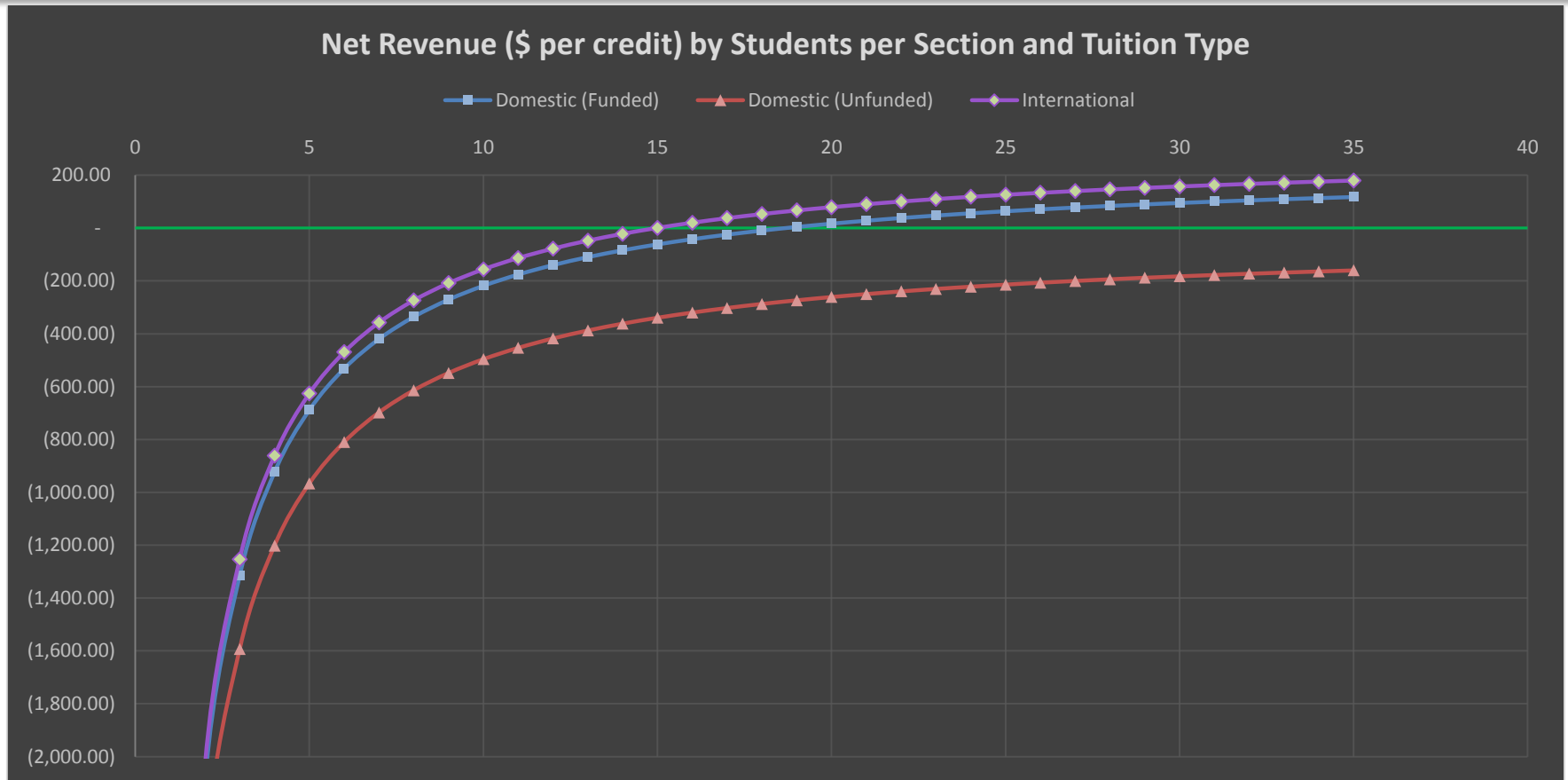
International Expenses Per Student



2. Growth at KPU – Pros and Cons – cont.

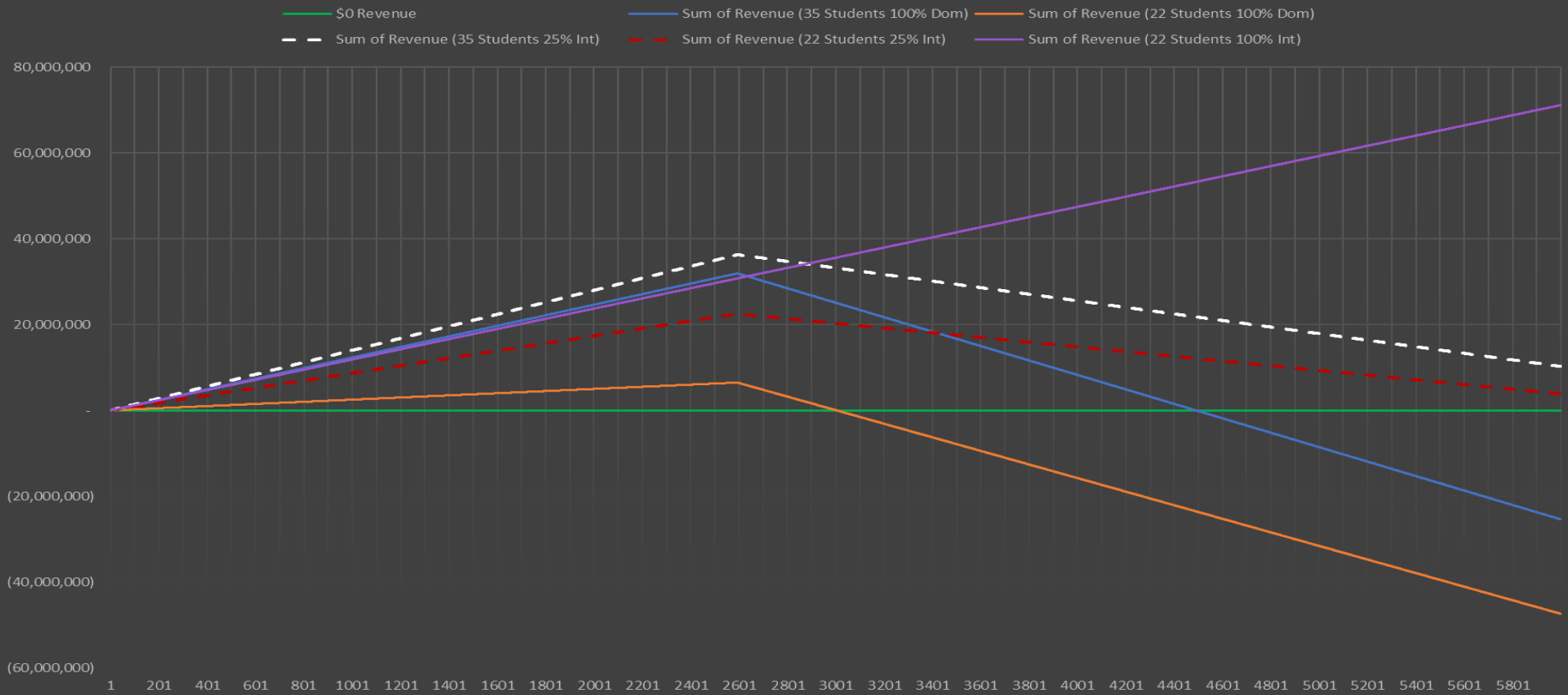
NET REVENUE PER CREDIT BY STUDENT TUITION TYPE CLASS SIZE OF 22 STUDENTS	Domestic (Funded)	Domestic (Unfunded)	International
Government Grant (per FTE)	8,328.74	-	-
Government Grant (per credit)	277.62	-	-
Tuition (per credit)	141.78	141.78	615.12
Gross Revenue (per credit)	419.40	141.78	615.00
KPU Overhead	(167.76)	(167.76)	(167.76)
Acad. Delivery Cost (per credit)	(213.78)	(213.78)	(213.78)
Int. Agent Commission fee			(92.25)
Int. Division Overhead (per credit)			(40.91)
Expenses (per credit)	(381.54)	(381.54)	(514.70)
Net Revenue (per credit)	37.86	(239.76)	100.30

2. Growth at KPU – Pros and Cons – cont.



2. Growth at KPU – Pros and Cons – cont.

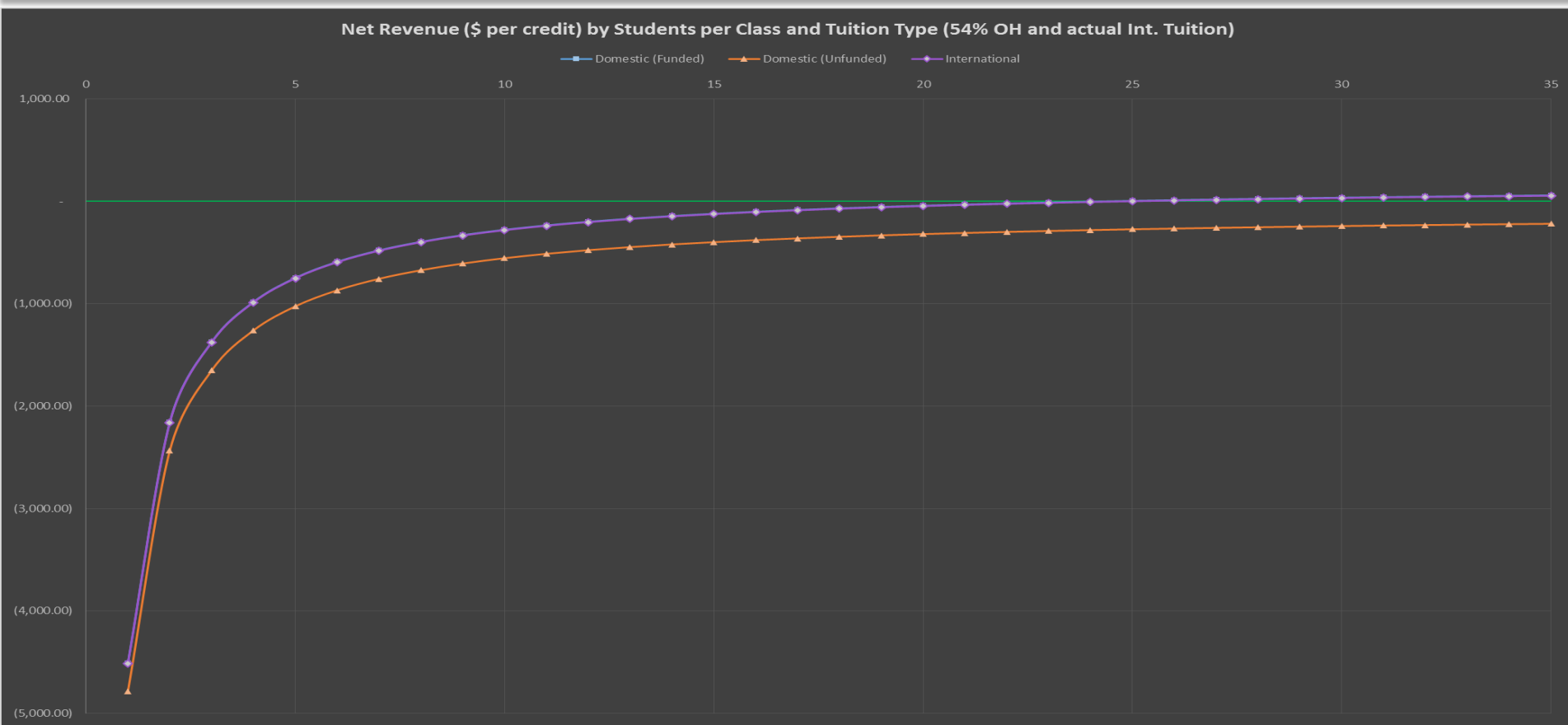
Cumulative Net Revenues (\$) based on Number of Sessions, Student Class Size and Composition



2. Growth at KPU – Pros and Cons – cont.

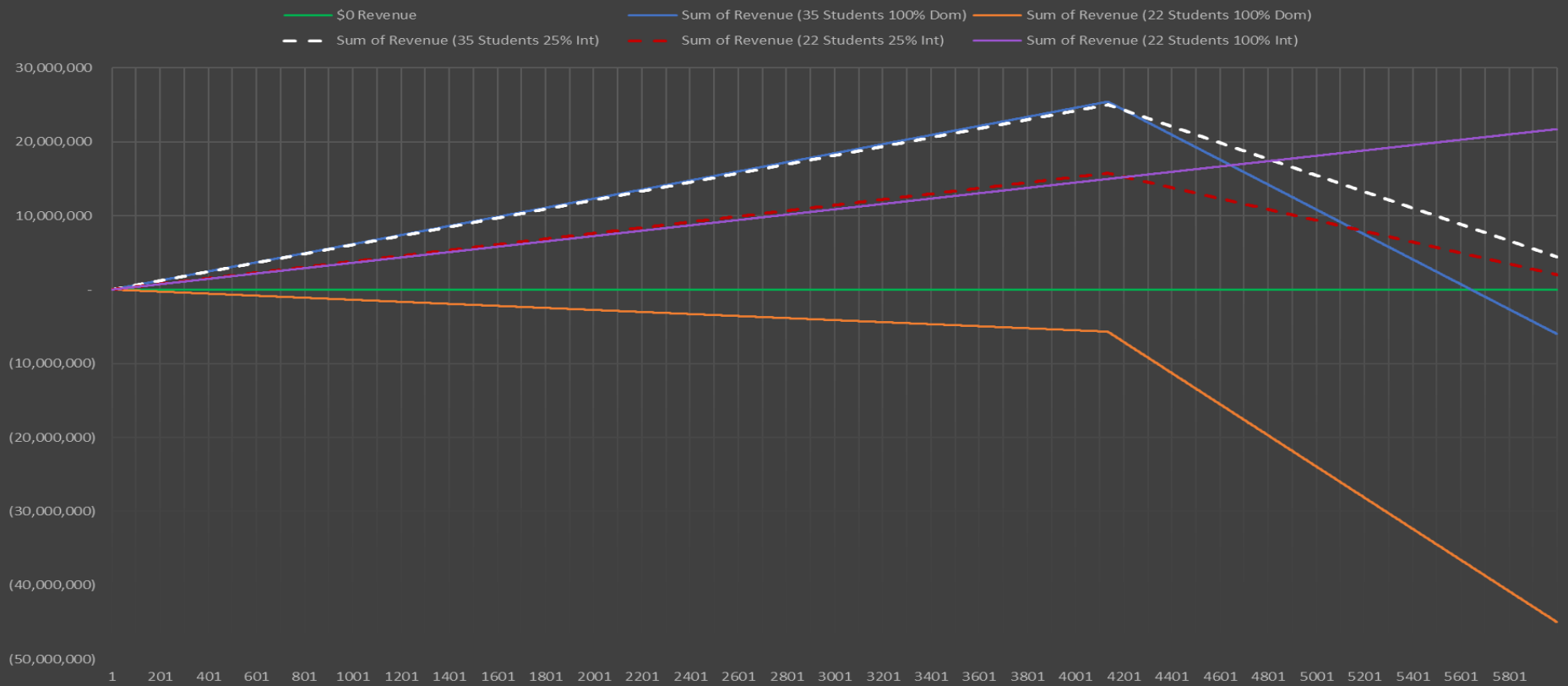
	Domestic (Funded)	Domestic (Unfunded)	International
Government Grant (per FTE)	8,328.74	-	-
Government Grant (per credit)	277.62	-	-
Tuition (per credit)	141.78	141.78	537.18
Gross Revenue (per credit)	419.40	141.78	537.18
KPU Overhead	(226.48)	(226.48)	(226.48)
Acad. Delivery Cost (per credit)	(213.78)	(213.78)	(213.78)
Int. Agent Commission fee			(80.58)
Int. Division Overhead (per credit)			(40.91)
Expenses (per credit)	(440.26)	(440.26)	(561.75)
Net Revenue (per credit)	(20.85)	(298.48)	(24.57)

2. Growth at KPU – Pros and Cons – cont.



2. Growth at KPU – Pros and Cons – cont.

Cumulative Net Revenues (\$) based on Number of Sessions, Student Class Size and Composition - "Actual" State



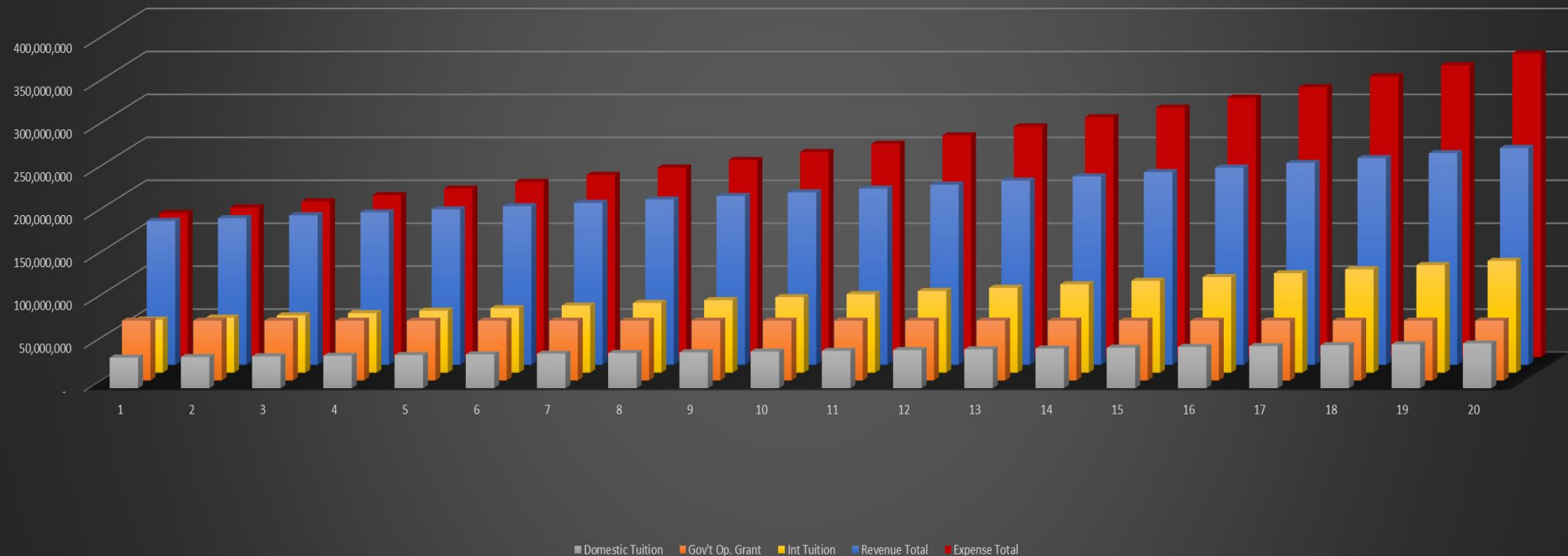
3. Summary of the Current Financial Climate

- An unsustainable financial environment has the potential to impact quality, experience and the ability to innovate and improve.
- Increased revenues are not sufficient to offset growing organizational costs:
 - Diminishing returns on increased enrollment.
 - Government funding for only a limited number of FTE's.
 - Operating budget restricted by capital investment amortization.
 - Limited reduction
 - in cost-ineffective programming.



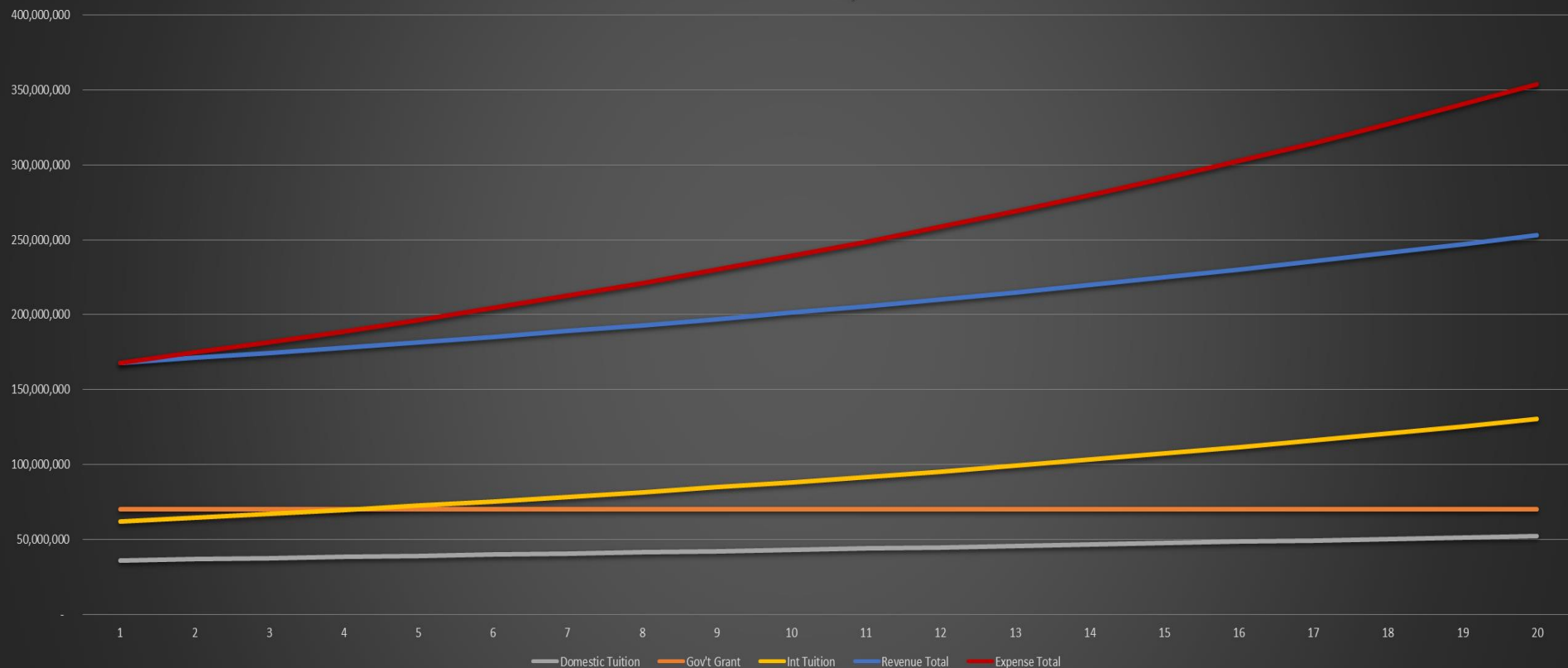
3. Summary of the Current Financial Climate – cont.

Grant and Tuition Revenue Increases vs. Expenditure Inflation Over 20 Years

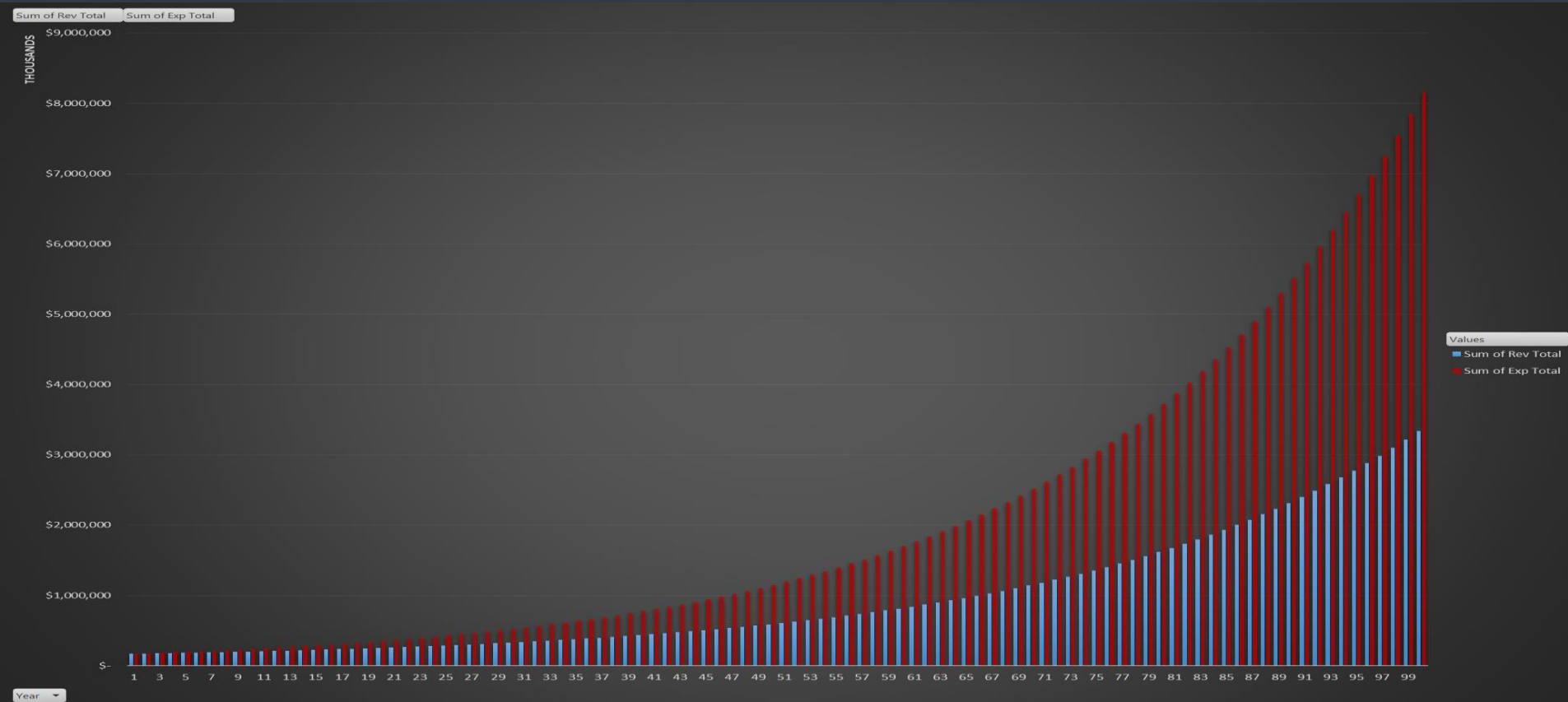


3. Summary of the Current Financial Climate – cont.

Grant and Tuition Revenue Increases vs. Expenditure Inflation Over 20 Years



3. Summary of the Current Financial Climate – cont.



4. Opportunities for Improvement

- Understanding these challenges is the first step in resolving them and a plan for action is already underway.
- Vision 2023 and the Academic Plan highlights the way, with a focus on improving:
 - Experience
 - Sustainability
 - Creativity
 - Quality



5. Implementing Vision 2023 and the Academic Plan

a) Organizational Well-being:

- Continue the work of fostering organizational well-being through a people-first culture with a commitment to clear and transparent communication, demonstrated accountability, empowerment, and a willingness to work collaboratively and creatively to solve problems and implement solutions.
- Strategic Alignment:
 - Vision 2023: **Experience & Creativity**
 - Academic Plan: **Student Success**



5. Implementing Vision 2023 and the Academic Plan – cont.

b) Strategic Enrollment Management (SEM):

- Implement an Institutional Sustainability Initiative (ISI) to understand and establish a benchmark for organizational capacity through an integrated SEM process. From this benchmark, strategic sustainable growth can be accomplished that ensures quality academic delivery and student, faculty and staff experience.
- Strategic Alignment:
 - Vision 2023: **Experience & Sustainability**
 - Academic Plan: **Student Success**



5. Implementing Vision 2023 and the Academic Plan – cont.

c) Budget Process Enhancement:

- Integration of SEM into the budget process will allow for revenue forecasting and sustainable expense allocation.
 - Through this process we will collaboratively set appropriate targets for organizational success, measured by KPI's integrated into budget allocation, and empower employees through increased and transparent responsibility (and accountability) and performance incentives.
 - The first phase of the ISI is already underway to develop a framework for an optimized allocation of AEST targeted FTEs.
- Strategic Alignment:
 - Vision 2023: Experience, Sustainability, Creativity, and Quality
 - Academic Plan: Student Success, Next Generation KPU International



5. Implementing Vision 2023 and the Academic Plan – cont.

d) Capital Asset Alignment:

- A capital budget process is being developed to coincide with the operating budget approval process which will increase transparency of capital asset project decision making and allow for strategic and sustainable acquisition of capital assets.
- Strategic Alignment:
 - Vision 2023: Experience, Sustainability, and Quality
 - Academic Plan: Student Success, Advance Teaching Practices



5. Implementing Vision 2023 and the Academic Plan – cont.

e) Academic Program and Administrative Function Realignment:

- Due to capacity constraints we can only realize future change and innovation through prudent academic and financial choices.
- Academic programing and administrative functions will be assessed and optimized to enhance organizational experience and financial stability.
 - Strategic Alignment:
 - Vision 2023: Experience, Sustainability, and Quality
 - Academic Plan: Student Success, Advance Teaching Practices, Next Generation KPU International



6. Conclusion

- We view this as a great opportunity to create long-term financial sustainability and resource alignment to enhance and enrich academic and organizational creativity, experience, innovation and strategic growth.
- We will achieve our polytechnic university mandate to deliver high quality scholarship, teaching, and research, through strategic, data-driven decision making.
- With this multi-year strategy, we invest in not only KPU's but also BC's future, creating a foundation for educational excellence and student success and workforce development for years to come.





SENATE

Agenda Item: 8.2

Meeting Date: November 26, 2018

Presenter: Jane Fee

Agenda Item: Senate Priorities for 2019 / 2020 Budget

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
Recommended Resolution:	<p>THAT Senate requests that when developing the 2019 / 20 budget, KPU Finance considers the following prioritized list as the most important Executive Budget Priorities in supporting long-term student success:</p> <ul style="list-style-type: none">▫ Seeking out cost saving initiatives and efficiencies to safeguard the financial stability of the University at large.▫ Creating an open and integrated planning culture to ensure KPU operations are aligned with our resources, thus allowing for institutional sustainability. A focus on strategic enrolment management (SEM) planning while aligning recruitment, admission and retention processes with KPU's capacity to meet demand and support student success.

University Act, Section 62 (2): *The president must prepare and submit to the board an annual budget in consultation with the appropriate standing committee of the senate.*

SSC Academic Planning and Priorities Mandate: *Advise the Senate Standing Committee on the University Budget on the academic priorities for the allocation of funds.*

**Context &
Background:**

SSC University Budget Mandate: *On behalf of Senate, and in consultation with the Senate Standing Committee on Academic Planning and Priorities, advise the President and Vice-Presidents on the review and development of academic budgetary priorities, major capital plans, and the allocation of funds.*

On June 25, 2018 Senate reviewed and agreed with the Executive Budget Priorities listed in the attached memo dated May 24, 2018.

On October 12, and October 26, 2018 the members of the Senate Standing Committees on Academic Planning and Priorities and on the University

Budget listened to budget requests made by the KPU community to KPU Finance.

On November 5, 2018 the President, Alan Davis, confirmed the priorities in the attached memo are still valid.

On November 16, 2018, the Senate Standing Committees on Academic Planning and Priorities and on the University Budget recommended that Senate, when developing the 2019 / 20 budget, KPU Finance considers the above prioritized list as the most important Executive Budget Priorities from the memo dated May 24, 2018.

Key Messages:

The Committees requested that, “open” be added to the third bullet point in, *KPU Memo_Executive Priorities_JH 05302018*, to read as “Creating an **open** integrated planning culture...”.

Attachments:

KPU Memo_Executive Priorities_JH 05302018

Submitted by:

Rita Zamluk, Administrative Assistant, University Senate

Date submitted:

November 20, 2018

MEMORANDUM

TO: Senate Standing Committees on Academic Planning and Priorities, and University Budget

FROM: Jon Harding, Vice President, Finance and Administration

DATE: May 24, 2018

SUBJECT: Executive Budget Priorities

Dear Colleagues,

For development of the 2019/20 budget, the University executive will utilize the following organizational priorities set out in Vision 2023 and Academic Plan 2023:

- Enhancing the experience of our students by ensuring they have access to courses, experiential learning opportunities, as well as campus resources and facilities to support student learning, development and well-being.
- Enriching the experience of employees by providing access to professional development, internal advancement opportunities, and an inclusive workplace where all people are treated with dignity and respect.
- Creating an integrated planning culture to ensure KPU operations are aligned with our resources, thus allowing for institutional sustainability. A focus on strategic enrolment management (SEM) planning while aligning recruitment, admission and retention processes with KPU's capacity to meet demand and support student success.
- Seeking out cost saving initiatives and efficiencies to safeguard the financial stability of the University at large.
- Investing in teaching and learning by ensuring students receive quality instruction and a meaningful learning experience, while also ensuring that educators have the support to provide these experiences.
- Increasing the amount, intensity and impact of research at KPU by increasing support and funding.
- Building a welcoming and supportive place to increase enrolment and participation of indigenous students at KPU while enhancing services and support for indigenous learners and programming as outlined in and over the tenure of Academic Plan 2023.

Recognizing that revenue increases are expected to be modest on a go-forward basis, the executive will strive to ensure a financially prudent budget that is reflective of both executive and Senate priorities, while continuing to be transparent and accountable to the University community.



SENATE

Agenda Item: 8.3

Meeting Date: November 26, 2018

Presenter: David Burns

Agenda Item: Budget Requests and University Priorities

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT the Senate requests that the budget items on the attached list be emphasized in preparing the 2019 / 20 University Budget.
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Senate Standing Committee Report:

On November 16, 2018, the Senate Standing Committees on Academic Planning and Priorities and on the University Budget reviewed the budget requests made on October 19, and 26, 2018, and recommended that Senate request that the budget items on the attached list be emphasized.

Attachments: 2018 11 16 List of Budget Priorities

Submitted by: David Burns, Chair, SSC University Budget

Date submitted: November 26, 2018

LIST OF BUDGET PRIORITIES

NOVEMBER 16, 2018

On November 16, 2018, a joint meeting was held of the Senate Standing Committees on Academic Planning and Priorities and the University Budget. Following two days of budget presentations, and a financial context update from Jon Harding, VP Finance, the committees considered the alignment of this year's budget presentations with the University's budgetary priorities. The following observations were passed through a unanimous vote.

It was concluded that several proposals were, in their current form, not evidently high priority proposals. Several observations about these proposals were made:

- Without concrete evidence of future return on investment, the budget requests put forward by Business Development and Innovation [BDI] are not supported. The ongoing financial sustainability of BDI should be reviewed by management.
- The request for a KPU Civic Campus Director would only be in alignment with University priorities were it part of a business plan for the Civic Plaza campus.
- Prior to further investment in Open Education (such as the proposed AVP Open), a strategic plan should be considered by Senate.
- Prior to further investment in International Education, a strategic plan should be considered by Senate.
- Prior to further investment in Human Resources, a clearer understanding of KPU's HR needs is required.

The committees also found that several proposals were especially supportive of the University's priorities. These proposals were:

- Investment in strategic enrolment management. This priority was, notably, understood by the committees as supportive of other important operational needs (such as increased support for the Deans and Associate Deans)
- IT infrastructure and functional support (including the automating of currently manual processes)
- Increased investment in the Teaching and Learning Commons
- Preventative intervention for at-risk students
- Support for investment in the Library, particularly with respect to its role as a physical gathering place for students. The Langley campus was identified as in particular need of support in this regard.



SENATE

Agenda Item: 10
Meeting Date: November 26, 2018
Presenter: Stefanie Broad

Chair's Report to Senate Senate Standing Committee on Policy Review November 7, 2018

The SSC Policy Review met on November 7th. Two draft policies (AC3 and AR17) were discussed as a part of the consultation process required in Policy GV2 – *Protocol for the Development of University Policies*.

Policy AC3 – Program Review

Dr. Sunita Weibe assisted in answering questions and providing context for the discussion about AC3.

Policy AR17 – Academic Schedule and Course Timetables (proposed name change)

Zena Mitchell was present to provide context and background, and answer questions on behalf of the committee who put together the draft policy. This policy draft has received a significant amount of feedback on the Policy Blog, and Zena was helpful in explaining the provisions and purpose behind the proposed changes to this policy. After the SSC Policy Review meeting, Zena put together a document to summarize the discussion about Draft AR17. It is now posted on the Policy Blog.

AC3 and AR17 will be posted on the Policy Blog until **November 29, and November 30, 2018, respectively**. It is highly encouraged that Senators and Members of Senate review the draft policies and related documents, provide feedback, and encourage broader participation from the KPU community through the blog.



SENATE

Agenda Item: 14.1

Meeting Date: November 26, 2018

Presenter: Zena Mitchell

Agenda Item: Approval of Graduates to November 26, 2018

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT Senate approves the list of graduates to November 26, 2018
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**Context &
Background:**

University Act, Section 7: The roll of the convocation must be continued and kept up to date by the registrar.

University Act, Section 9.2: The senate may add names to the roll of the convocation under section 5, (Composition of convocation)

Attachments:

Grads for Senate Approval – 20181126

Submitted by:

Zena Mitchell, University Registrar

Date submitted:

November 19, 2018

Graduates for Senate

SENATE MEETING: Monday, 26-Nov-2018

Graduates from the Chip and Shannon Wilson School of Design

Baccalaureate Degree

Bachelor of Design in Fashion and Technology

Ji Won Kim

Diploma

Diploma in Fashion Marketing

Jessica Tai

Graduates from the Faculty of Arts

Baccalaureate Degree

Bachelor of Arts in Psychology

Sarah Holly Lane

Bachelor of Journalism

Max Leonard Hirtz

Diploma

Diploma in General Studies

Simranjeet Kaur Gill

Akiko Tanaka

Xianchao Zheng

Certificate

Certificate in Non-Governmental Organizations & Nonprofit Studies

Amanda Grey

Kayla June Smith

Graduates from the Faculty of Health

Certificate

Certificate in Health Care Assistant

Jaspreet Hans

Graduates from the Faculty of Science & Horticulture

Certificate

Certificate in Engineering

Benjamin Wegert

Graduates from the Faculty of Trades and Technology

Certificate

Certificate in Welding Foundation

Daniel Cameron Bell

Steve Carriere-Power

Jade Robert Colten Fraser

With Distinction

Mandeep Kumar Gaider

Carson Alexander Gray

With Distinction
David Eugen Halmaghi
With Distinction
Darryl LaRocque
With Distinction
James Moyen
With Distinction

John-Taylor Ivan Naso
With Distinction
Danis Anne Nicholson
With Distinction
Melissa Marie Olsen
With Distinction
Samuel David Ramsay
Kenneth Gordon Roberts
With Distinction
Patrick Tyler Trinh
With Distinction
Tyler Joseph van Tunen

Graduates from the School of Business

Diploma

Diploma in Computer Information Systems

Alex Tran

Certificate

Certificate in Legal Administrative Studies

Shannon Potts



SENATE

Agenda Item: 14.2

Meeting Date: November 26, 2018

Presenter: Zena Mitchell

Agenda Item: Declaration of Senate Vacancy: Professional Support Staff

Action Requested:	<input type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information <input type="checkbox"/> Education
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Key Messages:

1. Stefanie Broad, professional support staff senator, will resign from Senate, effective November 30, 2018.

University Act

For Information:

Sec 36 (6) states: *"The secretary of the senate must enter a declaration of the vacancy in the minutes of the senate."*

Sec 36(7) states: *"A declaration under subsection (6) is conclusive evidence of the vacancy."*

Submitted by:

Zena Mitchell, University Registrar and Chief Returning Officer

Date submitted:

November 26, 2018



SENATE

Agenda Item: 14.3

Meeting Date: November 26, 2018

Presenter: Zena Mitchell

Agenda Item: Announcement of New Senators

Action Requested:

- ☐ Motion to Approve
- ☐ Discussion
- ☒ Information
- ☐ Education

Key Messages:

1. Waheed Taiwo, Professional Support Staff (December 1, 2018 – August 31, 2021).
2. Randal Thiessen, Faculty Senator, Faculty of Academic and Career Advancement (November 26, 2018 – August 31, 2019)

On August 31, 2018, Denise Nielson, faculty senator, Faculty of Academic and Career Advancement resigned from Senate. Effective November 26, 2018, Randal Thiessen will complete the term which ends August 31, 2019.

Effective November 30, 2018, Stefanie Broad, professional support staff senator, will resign from Senate. Effective December 1, 2018, Waheed Taiwo will complete the term which ends August 31, 2021.

University Act

Sec 36 (4) states: *"If a vacancy arises on the senate, the vacancy must be filled, in the case of an elected member, in the manner specified by the senate."*

For Information:

University Board of Governors & Senate Rules and Regulations

If a vacancy occurs on senate, in the case of an elected member it shall be filled by the candidate who received the most votes among those who were nominated but not elected in the most recent election.

The Spring 2016 election was the most recent election for the applicable Academic and Career Advancement Senate seat and term. Randal Thiessen ran as a candidate and received the most votes among those who were nominated but not elected.

The Spring 2018 election was the most recent election for the applicable Professional Support staff Senate seat and term. Waheed Taiwo ran as a

candidate and received the most votes among those who were nominated but not elected.

Submitted by: *Zena Mitchell, University Registrar and Chief Returning Officer*

Date submitted: *November 26, 2018*