SENATE STANDING COMMITTEE ON POLICY REVIEW

MINUTES OF REGULAR MEETING
Wednesday, November 7, 2018
2:00 p.m. – 4:00 p.m.
Surrey, Cedar Board Room 2110

Present: Quorum 5 members		Non-voting Ex Officio Members
Stefanie Broad (Chair) Carlos Calao	Ann Marie Davison Murdoch de Mooy Laurie Detwiler Jennifer Reddington	David Burns Josephine Chan Jane Fee Jennifer Jordan Zena Mitchell
		Voting Ex Officio Member
Regrets:	**Senate Office**	**Guests:**
Alan Davis Bob Davis Harleen Deol Sal Ferreras	Rita Zamluk, Administrative Assistant	Sunita Wiebe

1. **Call to Order**

   The Chair called the meeting to order at 2:03 p.m.

2. **Approval of Agenda**

   Jennifer Reddington moved the agenda be confirmed as circulated.

   The motion carried.

3. **Approval of Minutes, September 5, 2018**

   Amendment:

   Chairs Report: change AC 17 should be AR 17.

   Laurie Detwiler moved the minutes be accepted as amended.

   The motion carried.

4. **Chair's Report**

   No report.

5. **Policies for Review**

   The Chair opened the discussion.

   5.1.   AC 3: *Program Review*

   Sunita Wiebe attended to answer questions. The Committee reviewed the summary of changes.

   Items discussed:

   - The ability of the committee to motivate programs to undertake reviews.

- Adding mechanisms to audit actions taken to follow up on program recommendations
- Linking program reviews with curriculum changes and development
- Add a statement under Context and Purpose:"*This is the process by which we look at progress and continuous improvement.*"
- Context and Purpose #4: add a statement that states what Program Review should expect from Senate
- Senate could take more ownership of Program Review. The institutional response about a Program Review should go forward to Senate.
- Senate could take a more substantive role in Program Review. Add a comment about using results from Program Review to inform decisions about budget priorities and curricular revision.
- Key Messages: eliminate "units of study" – use "field of study" or "discipline" rather than "program" in place of "units of study".
- B. Procedures 1.c. the term "related programs" needs more clarity
- Procedures: definition of SSCPR: revise to include students being on the Committee
- Procedures #4: The meaning of the word "vet" is unclear.
- Scope and Limits #2: change "is not intended" to "does not evaluate"

5.2. AR 17: *Academic Schedule and Course Timetables*

The Chair requested that the committee focus on providing feedback beyond the themes of comments already on the policy blog:

- Research about young people and early mornings
- 60% rule
- 7:00 a.m. classroom slots regarding faculty availability and potential lack of enrolment
- Lack of consultation with faculty and students

Zena Mitchell provided background and context for the discussion. The policy outlines many processes KPU already follows. The new changes in the policy are:

1. Proposed 7:00 a.m. start time
2. Courses that are not used to their capacity may be moved to a smaller room
3. No more than 60% of a Faculty's instructional activities should be scheduled in prime time so students can build conflict-free schedules
4. Time blocks are now standardized across all Faculties

Zena Mitchell also provided additional points:

- The policy is not intended to dictate faculty workload or schedule.
- The policy's provisions also aid in alleviating space challenges across KPU.
- The 7:00 a.m. start time for classes is an attempt to create more offerings. In a student satisfaction report from Institutional Analysis and Planning, a greater percentage of students prefer early morning classes than late evening classes. 7:00 a.m. is intended as an option.

Individual Committee Members provided additional comments to the Committee:

- The intention of the policy is to provide students more options and conflict free schedules
- The early start time may provide class times for students with other time commitments such as working, caretaking, or parenting.
- The demographics of KPU students is changing. Over 30% of students are over 30 years of age. The purpose of the policy is to create more scheduling options.
- The intention is to continue thoughtful scheduling practices that already exist in Faculties

Individual Committee members provided suggestions and raised concerns to the Committee:
- Procedure 3d: clarify the procedure applies when the exam is rescheduled by KPU to a later date. Changed to "iv"
- Procedure 9: change "verified accommodation" to "with a verified need for accommodation."
- Consideration should be given to additional services being available at 7:00 a.m. e.g. Transit, doors being unlocked
- Increasing the transparency of the process for scheduling and evidence used to develop this policy is desired
- Standard Meeting Times: Faculty of Science and Horticulture has classes 2X2 matrix – has classes outside the standard meeting times.

Action:

Zena Mitchell will prepare and forward a summary that identifies some of the themes, the existing procedures, and student consultation data to Josephine Chan for posting.

Murdoch de Mooy will also post a summary to the policy blog.

6. **Items for Discussion**

   6.1. **Committee Mandate and Membership Review**

   The Chair introduced the topic. The Committee reviewed and approved the mandate and membership composition.

7. **Adjournment**

   The meeting adjourned at 3:43 p.m.