SENATE
Regular Meeting
Monday, October 28, 2019
4:00 p.m. - 7:00 p.m.
Surrey, Cedar Board Room 2110

AGENDA

1. Call to Order .... Alan Davis   4:00
2. Approval of Agenda
3. Approval of Minutes, September 23, 2019
4. Chair's Report
   4.1. President's Report to Senate .... Alan Davis   4:05
   4.2. Provost's Report to Senate .... Sandy Vanderburgh   4:15
5. Senate Standing Committee on Curriculum .... David Burns   4:20
   5.1. Consent Agenda
   5.2. Program Changes
      5.2.1. Appliance Service Technician: Certificate
      5.2.2. Mechatronics and Advanced Manufacturing Technology Diploma
      5.2.3. Graduate Nurse Internationally Educated Re-Entry Certificate
6. Senate Executive Committee .... Alan Davis   4:30
7. Senate Governance and Nominating Committee .... David Florkowski   4:35
   7.1. Faculty Bylaw Revision: Faculty of Science and Horticulture
   7.2. Search Committee: Chancellor
   7.3. Senate Standing Committees Nominations and Appointments
8. Senate Standing Committee on Academic Planning and Priorities .... Natasha Campbell   4:45
   8.1. Academic Calendar 2020/21 and 2021/22
9. Senate Standing Committee on University Budget .... David Burns   5:00
   9.1. University Budget
10. Senate Standing Committee on the Library (no report) .... Chris Traynor
11. Senate Standing Committee on Policy (no report) .... David Burns
12. Senate Standing Committee on Program Review (no report) .... Chris Traynor
13. Senate Standing Committee on Research .... David Burns   5:10
14. Senate Standing Committee on Teaching and Learning (no report) .... Robert Ironside
15. Office of the Registrar .... Zena Mitchell   5:15
    15.1. Approval of Graduates to October 28, 2019
16. Items for Discussion .... Alan Davis   5:30
17. Adjournment

SENATE

MINUTES OF REGULAR MEETING
Monday, September 23, 2019
4:00 p.m. – 7:00 p.m.
Surrey Campus Boardroom, Cedar 2110

Voting Member Quorum 16 members		**Non-voting Ex Officio**
Marti Alger	Andre Iwanchuk	Zena Mitchell (Secretary)
Herbie Atwal	Amy Jeon	
Aimee Begalka	Mansi	
David Burns (Vice-Chair)	Brian Moukperian	
Carlos Calao	Todd Mundle	
Natasha Campbell	Diane Purvey	
Steve Cardwell	Waheed Taiwo	
Bob Davis	Randal Thiessen	
Robert Dearle	Chris Traynor	
Harleen Deol	Sandy Vanderburgh	
David Florkowski	Elizabeth Worobec	
Paola Gavilanez		
Andhra Goundrey		**Voting Ex Officio**
Rebecca Harbut		Alan Davis (Chair)
Stephanie Howes		George Melville (Chancellor)
Robert Ironside		
Regrets:	**Senate Office**	**Guests:**
Farhad Dastur	Meredith Laird	Lekeyten
Catherine Schwichtenberg	Stephen Yezerinac	Sherilyn Sweeney
Tahir Joseph		Harjit Dhesi
Tom Westgate		Josephine Chan
		Andrew Frank
		Lori McElroy

1. **Call to Order**

   The Chair called the meeting to order at 4:00 p.m. and welcomed KPU's Elder in Residence as is the Senate's tradition. The President welcomed the Chancellor, George Melville. The Chair recognized Steve Cardwell in his new role and Sandy Vanderburgh in his first meeting of Senate as Provost.

   George Melville expressed his pride at being the Chancellor and his gratitude at being involved in the Governance Retreat and thanked the panel members for their contributions at the Governance Retreat.

   1.1. **Welcome from Lekeyten**

   Lekeyten welcomed the members of the committee, and expressed his good wishes for the year ahead.

2. **Approval of Agenda**

   Waheed Taiwo moved the agenda be confirmed as circulated.

   The motion carried.

3. **Approval of Minutes, June 24, 2019**

   Changes: Correct the name of the Faculty of Academic and Career Advancement, the spelling of Melissa Swanink, and the title of the Associate Vice-President, Students.

   Todd Mundle moved the minutes be accepted as amended.

   The motion carried.

4. **Chair's Report**

   The Chair provided a brief verbal report and described the elements of the guard.me gift of $500,000.

   4.1. President's Report to Senate

   The President provided a written report.

   4.2. Provost's Report to Senate

   The Provost provided a written report and gave a verbal report of activities taken since he arrived at KPU in May and took office on July 1st, 2019.

5. **Senate Standing Committee on Curriculum**

   Change: remove ACCT 2293 from the Consent Agenda. Clarifications of the prerequisites are required before it is brought back for review and approval.

   David Burns moved THAT Senate approve the amended list of new, revised and discontinued courses.

   The motion carried.

   5.1. Program Changes

   5.1.1. Immunization Requirement Changes

   David Burns provided background about the changes to admission requirements concerning immunization being made to 6 programs in the Faculty of Health.

   David Burns moved THAT Senate approve the program admission requirements for the following programs, with an effective date of September 2020:

   - **Bachelor of Psychiatric Nursing (BPN),**
   - **Bachelor of Science in Nursing (BSN),**
   - **Bachelor of Science in Nursing, Advanced Entry (BSN-AE),**
   - **Certificate in Graduate Nurse, Internationally Educated Re-entry (GNIE),**
   - **Certificate in Health Care Assistant (HCA) and**
   - **Diploma in Traditional Chinese Medicine - Acupuncture (TCM)**

   The motion carried.

5.1.2. Health Foundations Certificate

David Burns informed the committee that the changes requested were to correct an imbalance between the number of students that could be accommodated in the Health Foundations program and those that could progress into the various Nursing programs into which the Health Foundations program ladders.

David Burns moved THAT Senate approve the changes to admission requirements in the Health Foundations Certificate, effective September 2020.

The motion carried.

5.1.3. Public Relations Diploma

David Burns provided background about the changes to the Diploma in Public Relations Program.

David Burns moved THAT Senate approve the revisions to the Diploma in Public Relations, with an effective date of September 2020.

The motion carried.

5.1.4. Human Resources Management Post Baccalaureate Diploma

David Burns provided background to the changes to admission requirements and informed the committee that a broader set of changes to this program are planned for submission at a later time.

David Burns moved THAT Senate approve the changes to the Human Resources Management Post Baccalaureate Diploma with an effective date of September 2020.

The motion carried.

6. Senate Executive Committee

Alan Davis advised the committee that the Senate Executive took no actions on behalf of Senate over the summer.

7. Senate Governance and Nominating Committee

David Florkowski, the Chair of the Senate Governance and Nominating Committee presented a brief verbal report.

7.1. Faculty Bylaw Revision: Faculty of Academic and Career Advancement

David Florkowski moved THAT Senate approve the revision to the Faculty of Academic and Career Advancement bylaws.

The motion carried.

7.2. AC13 Qualifications for Faculty Members: Faculty of Academic and Career Advancement, English Language Studies

Aimee Begalka informed the committee that English Language Studies Department underwent a review and clarified the expectations for qualifications of candidates. Only those who have completed their Master's degrees are being hired, and this change was thusly made to the formal qualifications to reflect this reality.

David Florkowski moved THAT Senate approve the revisions to the AC13 Minimum Qualifications Table for English Language Studies

The motion carried.

7.3.   Senate Standing Committees Nominations and Appointments

David Florkowski moved THAT Senate appoint the nominees listed on 2019 09 Nominations and Appointments.

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The motion carried.

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7.4.   Search Advisory Committees

7.4.1.   Dean, Faculty of Academic and Career Advancement

David Florkowski moved THAT Senate appoint Heidi Dosch, Student, to the Search Advisory Committee, Dean, Faculty of Academic and Career Advancement.

The President clarified for the committee that the process of nominating or appointing individuals to committees is public, while the deliberations of the committee are confidential.

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The motion carried.

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7.4.2.   Associate Dean, Faculty of Arts

David Florkowski moved THAT Senate appoint the following members to the Search Advisory Committee for the appointment of the Associate Dean, Faculty of Arts:

Regular faculty members

- **Asmad Sayed, English**
- **Ross Pink, Political Science**
- **Dan Lett, Criminology**
- **Ann-Marie McLellan, Ed Studies**
- **Paul Ohler, English**
- **Billeh Nickerson, Creative Writing**

Student member:

- **Michael Kennedy**

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The motion carried.

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8.   Senate Standing Committees on Academic Planning and Priorities and on University Budget

No report.

9.   Senate Standing Committee on the Library

No report.

10. Senate Standing Committee on Policy

10.1. ST11 *Attendance and Participation in Courses*

David Burns moved THAT Senate approve the ST11 Attendance and Participation in Courses policy and procedure effective January 1, 2020.

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The motion carried.

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11. Senate Standing Committee on Program Review

No report.

12. **Senate Standing Committee on Research**

    No report.

13. **Senate Standing Committee on Teaching and Learning**

    No report.

14. **Office of the Registrar**

    14.1. Approval of Graduates to September 23, 2019

    Diane Purvey moved that Senate approve the list of graduates to September 23, 2019.

    The motion carried.

    14.2. Declaration of Senate Vacancy: Student Senator

    Zena Mitchell informed the committee that there is one new vacancy for a student senator which will be filled during the fall by-election.

15. **Items for Discussion**

    The President thanked everyone who attended the Governance Retreat and the workshop sessions.

16. **Adjournment to Closed Meeting**

    The meeting adjourned at 4:37 p.m.

SENATE

Agenda Item:	**4.1**
Meeting Date:	**October 28, 2019**
Presenter:	**Alan Davis**

Report to Senate

Alan Davis, President and Vice Chancellor

October 28 2019

I attended the Council for Adult and Experiential Learning Advisory Council Meeting on September 24 and 25th, and on the 27th I chaired the regular meeting of the BC Association for Institutes and Universities Board.

On September 28, I participated in the Mayor of Surrey's Evening for Children for Youth dinner at Civic Plaza.

On September 30th I convened an *ad hoc* internal meeting of those involved in aspects of KPU's offerings in computing and in digital media and arts to consider opportunities for collaboration.

On October 1st, I was pleased to present to our Elder in Residence, Lekeyten our plans for the use of Indigenous signage at the Surrey, Cloverdale and Langley campuses. This is the culmination of much work and discussion with members of the Kwantlen First Nation and the good work of Joanne Saunders and Herman Ho. The signs are on order and we hope to start installation this Fall, which aligns with 2019 as the UN's year of Indigenous Languages (see the presentation attached).

The first meeting of the academic year of the KPU Board of Governors was held on October 2nd, and on October 5th I joined KPU colleagues at the annual 100 Year Journey celebration of achievement of members of the South Asian community.

The largest ever Fall Convocation was successfully held on October 8th and 9th, with honorary degrees awarded to Lucille Pacey, David Porter and Jane Watt. The student speakers were, as always, exemplary,

On October 16, I was exposed to the wonders of Pebble Pad, courtesy of the Teaching and Learning Commons, and I then welcomed over 100 high school counselors to KPU for a great day of tours and engagement.

I was pleased to offer a keynote presentation on Leadership and on Vision 2023 to the TALK AGM on October 19th, and then joined a table sponsored by KPU at the Big Sisters gala in Vancouver.

The Indigenous Advisory Committee met on October 22nd, and I was pleased to share with them the Indigenous signage we are installing.

The KPU Richmond Open House was on October 25th and I provided a welcome to the day.

On October 26th, I joined KPU colleagues at the Umoja Gala dinner. Umoja is a charitable organization formed in 2002 to work with newcomer immigrants and refugees living in Surrey.

SENATE

Agenda Item: 4.2
Meeting Date: October 28, 2019
Presenter: Sandy Vanderburgh

Provost's Report to Senate
October 28, 2019

Not too long ago the new academic year was upon us with masses of smiling students and warm sunny weather, and here we are more than half-way through the fall 2019 semester. Students look like they have been appropriately challenged in their courses and their expressions seem to suggest inspiration and personal growth.

The fall convocation was an exciting event that truly emphasizes the reasons why we take pride in the success of our students and help them attain their educational and life goals. Nearly 800 students crossed the stage over 4 ceremonies on October 8th and 9th. At the ceremonies three honorary degrees were conferred to individuals for their significant accomplishments and contributions. This year's recipients included Jane Watt, Dr. David Porter, and Lucille Pacey.

Students in the Faculty of Health are working with the Welcome Medical Clinic to provide initial medical services to "just arrived" refugees. The services they provide include initial medical screening, health literacy on the Canadian health care system, and collaborating with the Centre for Disease Control and other health agencies in referrals for urgent medical needs, infectious diseases, etc. Also, the Richmond Campus Traditional Chinese Medicine (TCM) Student Clinic, is the first publicly operated TCM student clinic in British Columbia that meets the Vancouver Health Authority's ambulatory care guidelines for clinical practice. The student clinic currently offers free services to KPU employees and students and is already looking at expanding services to other KPU campuses due to high demand after being open for less than a year.

Many of us on campus wore orange shirts on September 30th in the spirit of reconciliation and healing. This date was chosen to educate and promote awareness about the residential school system and the impact this has had on Indigenous communities. The orange shirt recalls when Phyllis Webstad, a young six-year old, first started at the St. Joseph Mission Residential School located outside of Williams Lake, BC. She was forced to remove her bright new orange shirt and wear the institutional uniform. Wearing an orange shirt on this day remembers the harsh treatment of Indigenous people and shows a collective commitment to ensuring that all children matter.

At the recent BC Craft Beer Awards KPU Brew won one gold, two silver and two bronze medals and was named BC Brewery of the Year out of 122 breweries that competed. In addition, Brewing Instructor Nancy More, one of the first female brew masters in North America, was acknowledged with a Legend Award for her many achievements and contributions over her more than 40 years in the beer industry. A KPU Brew scholarship in Nancy's name, funded by the BC Craft Brewers Guild and the BC Alliance of Beverage Licensees, was also announced.

KPU is becoming known at the provincial level as a strong supporter and leader of dual credit initiatives. Under the guidance of Dr. Steve Cardwell, we are working with an increasing number of local school

districts to identify their needs and interests to create more dual credit opportunities for high school students in the Greater Vancouver and Fraser Valley regions. In addition, a presentation on dual credit for international students was recently held via video conference with parents of high school students in China. Through a translator, opportunities for students to take dual credit through the KPU Maple Leaf School and the university were presented.

Offering high quality programming continues to be a key priority for KPU and our program quality review processes will undergo a review by the Ministry's Quality Assurance Process Audit (QAPA). The QAPA Committee, appointed by the Ministry, has identified three KPU programs that have recently undergone internal quality reviews and are representative of KPU's programming. The programs include:

- • Computer Aided Design & Drafting (CADD) Certificate

- • Environmental Protection Technology (EPT) Diploma

- • Journalism: Bachelor (Major, Minor, Honors) Degree

A site visit is planned for December 18-19th and during this time the QAPA assessment team will meet with members of senior administration responsible for implementing the quality assurance process and with the Deans and program review teams whose program reviews were selected for sampling.

Recently, Dr. McElroy, Office of Planning & Accountability (OPA) and the Provost and VP Academic were announced as joint leaders of the Sustainable Enrolment Planning Council (SEPC) with sustainable enrolment planning at the core of integrated planning. The SEPC will initially involve key stakeholders including Financial Services, KPU International, the Future Students Office and the Deans of the Faculties. The Council will ensure that the Deans are directly connected to enrolment planning and to their Faculties. The initial meeting of the Council will occur in late October and participation in enrolment management will be encouraged throughout the university.

In the AVP Research (AVPR) Office a number of legal templates for use by KPU researchers are nearing finalization. These include refreshed templates for a Mutual Confidentiality Agreement, Volunteer Services Agreement, Grants-in-Aid Agreement, inbound and outbound Material Transfer Agreements, Master Research Collaboration Agreement, a Term Sheet, Engage Grant Collaboration Agreement, and a Course Project Agreement. These agreements will be posted as fillable PDF forms with clear instructions for users on a refreshed ORS SharePoint site in coming weeks. In addition, the AVPR is forming a task force to help shape KPU's Strategic Research Plan. Thanks are due to members of Senate Standing Committee on Research (SSCR) who have already volunteered to contribute to the task force. An announcement went out on October 9, 2019 seeking additional and inclusive representation from across the KPU community. The task force will ultimately shape KPU's research enterprise and position the University to maximize the rewards and minimize risk in research.

Talent searches for the Vice President, Students; Dean, Academic and Career Advancement, and the Dean, Wilson School of Design are well underway and selection committee members should be commended for their effort.

SENATE

Agenda Item: 5.1
Meeting Date: October 28, 2019
Presenter: David Burns

Agenda Item:	Consent Agenda

Action Requested:	☒Motion to Approve ☐Discussion ☐Information

Recommended Resolution:	THAT Senate approve the attached list of new, revised and discontinued courses.

Senate Standing Committee Report:	On October 16, 2019, the Senate Standing Committee on Curriculum recommended that Senate approve the attached list of new, revised and discontinued courses.

Attachments:	2019 10 28 Course Submissions

Submitted by:	Meredith Laird, Administrative Assistant, University Senate
Date submitted:	October 17, 2019

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?
Accounting	ACCT	4455	Advanced Financial Accounting	1-Sep-20	Revised	No		Senate: Course Format (was blank and is now filled in).

SENATE

Agenda Item:	**5.2.1**
Meeting Date:	**October 28, 2019**
Presenter:	**David Burns**

Agenda Item:	**Program Change: Appliance Service Technician: Certificate**

Action Requested:	☒Motion to Approve ☐Discussion ☐Information

Recommended Resolution:	**THAT Senate approve the proposed program name change to Appliance Service Technician: Certificate.**

Senate Standing Committee Report	On October 16, 2019, the Senate Standing Committee on Curriculum recommended that Senate approve the proposed program name change to Appliance Service Technician: Certificate.
Context & Background:	This proposed name change aligns with the Industry Training Authority program title, and is a more current description of what we offer and what the technician does in the field.
Key Messages:	1. We are a technology-driven trade. 2. The current title is dated; we would like to align the program name with the credential received. 3. Industry (PAC members) supports this program title name change.
Consultations:	Office of the Registrar
Attachments:	D-7 Appliance Service Technician Certificate
Submitted by:	*David Burns, Chair, Senate Standing Committee on Curriculum*
Date submitted:	*October 17, 2019*

Faculty:	Faculty of Trades and Technology
Program Name:	Appliance Servicing
Department:	
Effective date:	September 1, 2020

Dean/Associate Dean:	Brian Moukperian/Laura McDonald
Chair/Coordinator:	David Fengstad
Submission Date:	September 20, 2019

Consultations	Person Consulted	Consultation Date
Office of the Provost:		
Vice Chair of Senate:		
Office of the Registrar:	Stephen Yezerinac	September 12, 2019
Other(s)* (if applicable):		

	Date on which this proposal was approved
Faculty Curriculum Committee:	September 12, 2019
Faculty Council (if required):	September 18, 2019
SSC on Curriculum:	October 16, 2019
SSC on University Budget (if required):	
SSC on Academic Planning and Priorities (if required):	
Senate:	

Proposed Change(s):	Change program name from "Appliance Servicing: Certificate" to "Appliance Service Technician: Certificate".
Rationale:	This proposed name change aligns with the Industry Training Authority program title, and is a more current description of what we offer and what the technician does in the field. We are a technology-driven trade; the current title is dated. Industry (PAC members) supports this program title name change.
URL(s):	*https://www.kpu.ca/calendar/2018-19/trades/applianceservicing/applianceservicing-cert.html*

Impact on Students:	**Check all that apply**: ☒ The changes alter the credential awarded *If yes, indicate the proposed credential:* **_Title only_** _____Appliance Service Technician: Certificate_____

Transition Plan

If the proposed change impacts students a transition plan must be provided that identifies how students will be notified about the change, and the way in which students currently in the given program will be able to complete their course of study.

Current Requirements with Proposed Changes	New Requirements
Appliance ~~Servicing~~ Service Technician: Certificate	Appliance Service Technician: Certificate

Credential Awarded

Upon successful completion of this program, students are eligible to receive a **Certificate in Appliance ~~Servicing~~ Service Technician**.

KPU will report your in-school technical training completion information to the Industry Training Authority (ITA) in order for the ITA to determine credit towards your designated apprenticeship.

Credential Awarded

Upon successful completion of this program, students are eligible to receive a **Certificate in Appliance Service Technician**.

KPU will report your in-school technical training completion information to the Industry Training Authority (ITA) in order for the ITA to determine credit towards your designated apprenticeship.

The following courses will have their "required for credential" section updated to reflect the new name: APPL 1110, 1115, 1120, 1125, 1130, 1210, 1215, 1220, 1225, 1230 and 1235.

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

Agenda Item:	Mechatronics and Advanced Manufacturing Technology Diploma

Action Requested:	☒Motion to Approve ☐Discussion ☐Information

Recommended Resolution:	**THAT Senate approve the revisions to courses and prerequisites/co-requisites of the Mechatronics and Advanced Manufacturing Technology Diploma program, effective September 1, 2020.**

Senate Standing Committee Report:	On October 16, the Senate Standing Committee on Curriculum recommended that Senate approve the revision to courses and prerequisites/co-requisites of the Mechatronics and Advanced Manufacturing Technology Diploma program, effective September 1, 2020.
Context & Background:	It is proposed that two courses, MAMT 1210 and 1220, be replaced with the four smaller courses, MAMT 1211, 1212, 1221 and 1222. Curricular chunking of topics are the main reasons for the change. In addition, while keeping registration controls in place to ensure that first-year students are enrolled to take all of the courses together in each of the first two terms, it is proposed that the co-requisites be removed for the courses in both terms one and two. This change will be better for students who determine that they need to drop a particular course without affecting the status of their other courses in the same term. Furthermore, prerequisite changes for courses in the second term and one course in the fourth term are based solely on the progression of content and student outcomes. For the second year of the MAMT program, it is proposed to replace both ENGL 1100 and the discontinued course CMNS 1115 with "3 credits of ENGL or CMNS at the 1100 level or higher." Other items, such as changes to learning resources, minor assessments, and course scheduling are also included on the program change form only to provide a broader picture of the changes to the MAMT program, which is anticipated to be fairly stable moving forward.

Key Messages:	1. The Siemens-based courses (in terms one and two) are divided in the same way as this proposal, providing less confusion regarding curricular chunking.
	2. Registration controls should be in place to ensure first-year students take all of the courses together in each of the first two terms. Co-requisites should be removed and prerequisite changes be solely based on the progression of content and student outcomes.
	3. As an alternate to ENGL 1100, "3 credits of ENGL or CMNS at the 1100 level or higher" should replace the discontinued course CMNS 1115.
Implications / Risks:	Since there will be new and discontinued courses, there should be a retroactive change made in curricular requirements so that students will also be able to complete the program with the previous course numbers.

Consultations:	Consultations:	
	David Burns (Senate Vice Chair)	May 16, 2019
	Tanya Fuller (Advising)	July 11, 2019
	Travis Higo (School of Business Divisional Business Manager)	Sept. 24, 2019
	Entire proposal:	
	Terri Taylor (Office of the Registrar)	Sept. 10, 2019
	Faculty Curriculum Committee	Sept. 12, 2019
	Faculty Council	Sept. 18, 2019

Attachments:	D-7 Mechatronics and Advanced Manufacturing Technology Diploma

Submitted by:	David Burns, Chair, Senate Standing Committee on Curriculum
Date submitted:	October 22, 2019

Faculty:	Trades and Technology
Program Name:	Mechatronics and Advanced Manufacturing Technology Diploma
Department:	Electrical
Effective date:	September 1, 2020

Dean/Associate Dean:	Brian Moukperian /Laura McDonald
Chair/Coordinator:	Roger Cannon
Submission Date:	October 2, 2019

Consultations	Person Consulted	Consultation Date
Office of the Provost:		
Vice Chair of Senate:	David Burns	May 16, 2019
Office of the Registrar:	Terri Taylor	September 10, 2019
Other(s)* (if applicable):	Tanya Fuller (Advising)	July 11, 2019
	Travis Higo (School of Business Divisional Business Manager)	September 24, 2019

	Proposal Approval Date
Faculty Curriculum Committee:	September 12, 2019
Faculty Council (if required):	September 18, 2019
SSC on Curriculum:	October 16, 2019
SSC on University Budget (if required):	
SSC on Academic Planning and Priorities (if required):	
Senate:	

Proposed Change(s):	1. **Course outline changes:**
	MAMT 1100, 1110, 1120, 1130, 1200, 1230 and 1400 – changes to learning resources and minor assessments
	Rationale: Learning resources are updated and assessment plans better reflect the number of assessments and their respective weightings.
	2. **Scheduling changes:**
	Move WELD 1300 from term three to term four and move ELEC 1300 from term four to term three.
	Rationale: It is not expected that this change will have any effect on the curricular progression of the students. Moreover, in September 2020, in-progress students will not be affected because all the intakes start in September of each year.
	In addition, the calendar should be revised to list two sets of courses, each grouped into either year one or year two. The department website will be modified to include additional information of how each set of courses is broken down by term.

Should a course semester scheduling change occur in the future, the department website could be modified instead of the calendar.

3. **Replace MAMT 1210 Integrated Automation and Automation Systems with two courses as follows:**

   Current course: MAMT 1210 Integrated Automation and Automation Systems (6 CR)

   Proposed courses: MAMT 1211 Integrated Automation (2 CR), MAMT 1212 Automation Systems (4 CR)

   *Note: Neither MAMT 1211 nor 1212 is listed as a direct replacement course on the course outline.

4. **Replace MAMT 1220 Motor Control and Mechanical Systems with two courses as follows:**

   Current course: MAMT 1220 Motor Control and Mechanical Systems (5 CR)

   *Proposed courses: MAMT 1221 Motor Control (2 CR), MAMT 1222 Mechanical Systems (3 CR)

   *Note: Neither MAMT 1221 nor 1222 is listed as a direct replacement course on the course outline.

   Rationale for items three and four:

   curricular chunking of topics will be less confusing for students and instructors.

   the Siemens-based courses (in terms one and two) are divided in the same way as this proposal.

   better for students needing to retake a course - less time commitment and less tuition fees for retake.

   There should be a retroactive change made in curricular requirements. MAMT 1210 and 1220 will not be offered again, but can be used towards completion of the program. MAMT 1211 and 1212 will be offered in lieu of MAMT 1210 and MAMT 1221 and 1222 will be offered in lieu of MAMT 1220.

5. **Remove co-requisites**

   for existing courses in both terms one and two (MAMT 1100, 1110, 1120, 1130, 1200 and 1230.) The new courses MAMT 1211 and 1212 (to replace MAMT 1210) and MAMT 1221 and 1222 (to replace MAMT 1220) are proposed to not have co-requisites.

   Rationale: These changes are better for students needing to drop a course for various reasons without affecting the status of the other courses in the same term.

   * It is still very important, though, that registration controls be in place to ensure that first-year students are enrolled to take all the

courses together in each of the first two terms due to cross-over concepts and preparation for each of the two Siemens certification exams (one per term for the first two terms.)

6. **Modify second term course prerequisites as follows:**

Existing course MAMT 1200 – remove prerequisites MAMT 1100, 1110 and 1120, leaving only MAMT 1130 as a prerequisite.

Existing course MAMT 1230 – remove prerequisites MAMT 1100, 1110, 1120 and 1130, leaving no prerequisites.

New course MAMT 1211 (to split existing MAMT 1210) – prerequisite MAMT 1130.

New course MAMT 1212 (to split existing MAMT 1210) – prerequisite MAMT 1130.

New course MAMT 1221 (to split existing MAMT 1220) – prerequisites MAMT 1100 and 1110.

New course MAMT 1222 (to split existing MAMT 1220) – prerequisite MAMT 1110.

Rationale: The remaining prerequisites for each course are solely based on the progression of content and student outcomes. In some cases, perhaps if a student fails one of the first term courses, this change will allow for a student to take some of the courses in the second term without having completed all of the first term courses.

7. **Modify fourth term course prerequisites as follows:**

MAMT 1400 "Professional Skills and Work Practicum" – add prerequisites:

All of (a) MAMT 1120, 1200 and 1230, (b) MAMT 1210 or both MAMT 1211 and 1212, and (c) MAMT 1220 or both MAMT 1221 and 1222.

Rationale: Currently MAMT 1400 has no prerequisites. It makes sense that the students enrolled in this course should have completed year one of the MAMT program in order to participate in the work practicum placement. Completing the studies and training of year one of the MAMT program is important for the success of the student and significant for the needs of the employer.

8. **Replace ENGL 1100 and CMNS 1115 "Writing for the Specialized Workplace" (listed in year two as an alternate to ENGL 1100) with "3 credits of ENGL or CMNS at the 1100 level or higher."**

Rationale: CMNS 1115 has not been offered for several years. This change will allow more flexibility for students.

	Additionally, this would facilitate a retroactive change in curricular requirements. If a student had completed CMNS 1115 in the past, it may be used towards completion of the program.
Rationale:	Refer to the itemized rationale statements under "Proposed Change(s)." These proposed changes will ensure a better organized, more stable program moving forward.
URL(s):	*https://www.kpu.ca/trades/mechatronics* *https://www.kpu.ca/trades/mechatronics/diploma* *https://calendar.kpu.ca/programs-az/trades-technology/mechatronics-advanced-manufacturing-technology/mechatronics-advanced-manufacturing-technology-diploma/#requirementstext*

Impact on Students:	**Check all that apply**: ☒ The changes alter the curricular requirements If yes, provide both the current calendar entry and new calendar entry in full. (see below) ☒ The changes introduce new, revised or discontinued courses If yes, indicate the Faculty approval date and list the courses below. Faculty approval date: September 18, 2019
Transition Plan	"Upon approval of Senate, the changes in requirements for completion of the program will also apply retroactively, as needed, for students previously admitted to the program. Thus, students admitted prior to the 2020/21 University Calendar Year may complete (i) MAMT 1211 & 1212 in lieu of MAMT 1210, (ii) MAMT 1221 & 1222 in lieu of MAMT 1220, and (iii) "3 credits of ENGL or CMNS at the 1100 level or higher" in lieu of either CMNS 1115 or ENGL 1100."

Current Requirements with Proposed Changes			New Requirements		
https://calendar.kpu.ca/programs-az/trades-technology/mechatronics-advanced-manufacturing-technology/mechatronics-advanced-manufacturing-technology-diploma/#requirementstext			*https://calendar.kpu.ca/programs-az/trades-technology/mechatronics-advanced-manufacturing-technology/mechatronics-advanced-manufacturing-technology-diploma/#requirementstext*		

Current Requirements with Proposed Changes

Curricular Requirements

~~Term~~ Year 1		Credits
MAMT 1100	Electrical Components	4
MAMT 1110	Mechanical Components and Electrical Drives	3
MAMT 1120	Electro-pneumatic and Hydraulic Control Circuits	4
MAMT 1130	Digital Fundamentals and Programmable Logic Controllers (PLC)	4
	~~Credits~~	~~15~~
~~Term 2~~		
MAMT 1200	Process Control Technologies	2
~~MAMT 1210~~	~~Integrated Automation and Automation Systems~~	~~6~~
MAMT 1211	Integrated Automation	2
MAMT 1212	Automation Systems	4
~~MAMT 1220~~	~~Motor Control and Mechanical Systems~~	~~5~~
MAMT 1221	Motor Control	2
MAMT 1222	Mechanical Systems	3
MAMT 1230	Manufacturing Processes	2
	Credits	30

New Requirements

Curricular Requirements

Year 1		Credits
MAMT 1100	Electrical Components	4
MAMT 1110	Mechanical Components and Electrical Drives	3
MAMT 1120	Electro-pneumatic and Hydraulic Control Circuits	4
MAMT 1130	Digital Fundamentals and Programmable Logic Controllers (PLC)	4
MAMT 1200	Process Control Technologies	2
MAMT 1211	Integrated Automation	2
MAMT 1212	Automation Systems	4
MAMT 1221	Motor Control	2
MAMT 1222	Mechanical Systems	3
MAMT 1230	Manufacturing Processes	2
	Credits	30

Upon successful completion of ~~Semesters~~ Year 1 ~~and 2~~ (30 credits), students are eligible to exit the program and receive a Certificate.

	~~Credits~~	~~15~~
~~Term 3~~Year 2		
~~BUSI~~ 1210	~~Essentials of Management~~	~~3~~
CADM 1155	Manufacturing Design and Software	4
~~ELEC~~ 1300	~~Electrical Design & Renewable Energy~~	~~4~~
MAMT 1300	Manufacturing Trends and Technology	4
~~MAMT~~ 1400	~~Professional Skills and Work Practicum~~	~~4~~
~~MILL~~ 1300	~~Machining and Computer Numerical Control (CNC) Programming~~	~~4~~
WELD 1300	Welding and Metal Fabrication Essentials	4
Select ~~one of the following:~~3 credits of ENGL or CMNS at the 1100 level or higher		3
~~CMNS~~ ~~1115~~		
~~ENGL~~ ~~1100~~	~~Introduction to University Writing~~ [1]	
	~~Credits~~	~~15~~
~~Term 4~~		
~~BUSI~~ ~~1210~~	~~Essentials of Management~~	~~3~~
~~ELEC~~ ~~1300~~	~~Elec Design & Renewable Energy~~	~~4~~
~~MAMT~~ ~~1400~~	~~Professional Skills and Work Practicum~~	~~4~~
~~MILL~~ ~~1300~~	~~Machining and Computer Numerical Control (CNC) Programming~~	~~4~~
	Credits	~~15~~30
	Total Credits	**60**

[1] ~~Required for a KPU bachelor's degree.~~

Upon successful completion of Year 1 (30 credits), students are eligible to exit the program and receive a Certificate.

Year 2

BUSI 1210	Essentials of Management	3
CADM 1155	Manufacturing Design and Software	4
ELEC 1300	Electrical Design & Renewable Energy	4
MAMT 1300	Manufacturing Trends and Technology	4
MAMT 1400	Professional Skills and Work Practicum	4
MILL 1300	Machining and Computer Numerical Control (CNC) Programming	4
WELD 1300	Welding and Metal Fabrication Essentials	4
Select 3 credits of ENGL or CMNS at the 1100 level or higher		3
	Credits	30
	Total Credits	**60**

Course Subject Code	Course Number	Descriptive Title, hyperlinked to course outline	New, Revised, or Discontinued
MAMT	1100	Electrical Components	Revised
MAMT	1110	Mechanical Components and Electrical Drives	Revised
MAMT	1120	Electro-pneumatic and Hydraulic Control Circuits	Revised
MAMT	1130	Digital Fundamentals and Programmable Logic Controllers (PLC)	Revised
MAMT	1200	Process Control Technologies	Revised
MAMT	1210	Integrated Automation and Automation Systems	Discontinued
MAMT	1211	Integrated Automation	New
MAMT	1212	Automation Systems	New
MAMT	1220	Motor Control and Mechanical Systems	Discontinued
MAMT	1221	Motor Control	New
MAMT	1222	Mechanical Systems	New
MAMT	1230	Manufacturing Processes	Revised
MAMT	1400	Professional Skills and Work Practicum	Revised

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

SENATE

Agenda Item: 5.2.3
Meeting Date: October 28, 2019
Presenter: David Burns

Agenda Item:	**Program Change:** **Graduate Nurse Internationally Educated Re-Entry Certificate**

Action Requested:	☒Motion to Approve ☐Discussion ☐Information
Recommended Resolution:	**THAT Senate approve the changes to the Graduate Nurse, Internationally Educated program, effective September 1, 2020.**
Senate Standing Committee Report	On October 16, 2019, the Senate Standing Committee on Curriculum recommended that Senate approve the changes to the Graduate Nurse, Internationally Educated program, effective September 1, 2020.
Context & Background:	The Faculty of Health, Graduate Nurse, Internationally Educated program Admission Requirements currently provides one option for entry and may create hardship for applicants. Applicants may wait at least 6 months for NCAS Assessments results and are having to re-take their English exams and extend BCCNP files. Changes will ensure that applicants can choose what entry route is best for them.
Key Messages:	The addition of another entry option for applicants requires a National Nursing Assessment Service (NNAS) Assessment indicating the graduation date from a Nursing program and/or years of nursing practice. If the Applicants have not practiced or graduated within 5 years, they will be required to also successfully complete the KPU course PNUR 9030 – Nurse Ready, including the Evolve online portion. They will also be required to submit proof of employment.
Resource Requirements:	No additional resources are associated with the proposed changes.
Implications / Risks:	No implications or risks are associated with the proposed changes.
Consultations:	1. N. Henwood March 2, 2019; September 26, 2019 2. T. Taylor September 24, 2019

Attachments: D7 Program Change Form

Submitted by: Meredith Laird, Administrative Assistant, University Senate

Date submitted: October 17, 2019

Faculty:	Faculty of Health
Program Name:	Graduate Nurse Internationally Educated Re-entry Certificate
Department:	Nursing
Effective date:	September 1, 2020

Dean/Associate Dean:	Dr. David Florkowski, Dean
Chair/Coordinator:	Sherilyn Sweeney, Program Chair
Submission Date:	October 2, 2019

Consultations	Person Consulted	Consultation Date
Office of the Provost:	N/A	
Vice Chair of Senate:	N/A	
Office of the Registrar:	Nadia Henwood	March 2,2019;September 26, 2019
	Terri Taylor	September 24, 2019.
Other(s)* (if applicable):		

		Proposal Approval Date
Faculty Curriculum Committee:		April 2019
Faculty Council (if required):		September 26, 2019
SSC on Curriculum:		October 16, 2019
SSC on University Budget (if required):		
SSC on Academic Planning and Priorities (if required):		
Senate:		

Proposed Change(s):	Update existing Admission Requirements to reflect options for entry to GNIE.
Rationale:	Applicants will have the opportunity to consider more than one option when applying to GNIE. Currently, applicants have been waiting for NCAS Assessments and results which can take at least 6 months. Due to this waiting period, applicants are having to re-take English exams and extend BC College of Nursing Professionals files. This has created great hardship for applicants. The proposed admission requirements will allow applicants to choose what is best for them.
URL(s):	https://calendar.kpu.ca/programs-az/health/nursing/graduate-nurse-internationally-educated-re-entry-certificate/#requirementstext

Impact on Students:	Check all that apply:
	☒ The changes alter the admission, declaration or continuance requirements *If yes, provide both the current calendar entry and new calendar entry in full. (see below)* ☐ The changes alter the curricular requirements *If yes, provide both the current calendar entry and new calendar entry in full. (see below)* ☐ The changes change the total number of required credits *If yes, state the **current** number of total credits:_____* *and **proposed** number of total credits:_____* ☐ The changes introduce new, revised or discontinued courses *If yes, indicate the Faculty approval date and list the courses below.* ☐ The changes alter the credential awarded *If yes, indicate the proposed credential:* _____
Transition Plan	

Current Requirements with Proposed Changes	New Requirements

Admission Requirements
 	
In addition to the Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement, the following program admission requirements apply:
 	
~~An assessment from The British Columbia College of Nursing Professionals (BCCNP), indicating either:~~
 	
- ~~Supplementary education to either a RN Re-Entry To Practice Program or Bachelor of Science in Nursing program, or~~
 	
- ~~Eligibility to apply for provisional or practicing registration~~
 	
~~Either a Nursing Community Assessment Services (NCAS) Summary or a Substantially Equivalent Competence (SEC) Assessment Summary, completed within the last 5 years from the start of the program, with the following results:~~
 	
~~1.~~ ~~NCAS Summary:~~
 	
A Nursing Community Assessment Service (NCAS) Summary with the following minumim practice competencies:
 	
    o   Section 2 with 50%, or less, of undemonstrated competency themes, or
 	
~~2.~~ Section 2 with 51%, or ~~higher,~~more undemonstrated competency themes, and successful completion of the KPU course PNUR 9030 - *Nurse Ready* including the Evolve online portion.
         OR
A Substantially Equivalent Competency (SEC) Assessment Summary with the following minimum practice competencies:
 	
~~2.~~ ~~SEC Assessment Summary:~~
    o   50%, or less, unmet competencies overall, or
 	
    o   51%, or~~higher,~~, more unmet competencies overall, and successful completion of the KPU course PNUR 9030 - *Nurse Ready* including the Evolve online portion.
 	
OR
 	
A National Nursing Assessment Service (NNAS) Assessment indicating the graduation date from a Nursing program and/or years of nursing practice. Applicants who have not practiced and/or graduated within 5 years will also be required to successfully complete the KPU course PNUR 9030 – Nurse Ready, including the Evolve online portion. Applicants may be required to submit proof of employment. For further information see kpu.ca/cps/health
	Admission Requirements
	
	In addition to the Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement, the following program admission requirements apply:
	
	A Nursing Community Assessment Service (NCAS) Summary with the following minumim practice competencies:
	
	    o Section 2 with 50%, or less, of undemonstrated competency themes, or
	
	    o Section 2 with 51%, or more undemonstrated competency themes, and successful completion of the KPU course PNUR 9030 - *Nurse Ready* including the Evolve online portion.
	OR
	
	A Substantially Equivalent Competency (SEC) Assessment Summary with the following minumim practice competencies:
	
	    o 50%, or less, unmet competencies overall, or
	
	    o 51%, or more unmet competencies overall, and successful completion of the KPU course PNUR 9030 - *Nurse Ready* including the Evolve online portion.
	
	OR
	
	A National Nursing Assessment Service (NNAS) Assessment indicating the graduation date from a Nursing program and/or years of nursing practice. Applicants who have not practiced as a Registered Nurse and/or graduated from an RN program within 5 years from the start of the program will also be required to successfully complete the KPU course PNUR 9030 – Nurse Ready, including the Evolve online portion. Applicants may be required to submit proof of employment. For further information see kpu.ca/cps/health
	
	Once students have received a conditional offer of admission and before final admission to program is granted, students must submit the following:
	
	- Valid Canadian CPR Basic Life Support (BLS) or CPR Health Care Provider (HCP) (Note: CPR certification must remain current throughout the program.)
	
	- An acceptable Criminal Record Check through the Ministry of Public Safety and Solicitor General's

~~Applicants with either a NCAS Summary or a SEC Assessment Summary over five years old, but less than ten years old, from the start of the program are required to successfully complete the KPU Continuing and Professional Studies course PNUR 9030 - Nurse Ready, . For further information see~~ ~~kpu.ca/cps/health~~

Once students have received a conditional offer of admission and before final admission to program is granted, students must submit the following:

- Valid Canadian CPR Basic Life Support (BLS) or CPR Health Care Provider (HCP) (Note: CPR certification must remain current throughout the program.)

- An acceptable Criminal Record Check through the Ministry of Public Safety and Solicitor General's Criminal Records Review Program within 6 months prior to the start of the program.

- Applicants who have lived outside of Canada as an adult are required to secure a Criminal Record Search with the Vulnerable Sector from their country of origin. Please contact the Office of Admissions for further direction on obtaining your criminal record check.

- Immunization Record Form reflecting required immunizations as per Practice Education Guidelines for BC

Note: Practice Education Guidelines (PEG) for BC outline immunizations for vaccine preventable communicable diseases required by students for participation in practice experiences. KPU Faculty of Health is required to comply with these requirements. Students that are unvaccinated may not be able to be accepted into the program. Students who are accepted into the program will also be required to maintain immunizations as per the PEG.

Criminal Records Review Program within 6 months prior to the start of the program.

- Applicants who have lived outside of Canada as an adult are required to secure a Criminal Record Search with the Vulnerable Sector from their country of origin. Please contact the Office of Admissions for further direction on obtaining your criminal record check.

- Immunization Record Form reflecting required immunizations as per Practice Education Guidelines for BC

Note: Practice Education Guidelines (PEG) for BC outline immunizations for vaccine preventable communicable diseases required by students for participation in practice experiences. KPU Faculty of Health is required to comply with these requirements. Students that are unvaccinated may not be able to be accepted into the program. Students who are accepted into the program will also be required to maintain immunizations as per the PEG.

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:	**7.1**
Meeting Date:	**October 28, 2019**
Presenter:	**David Florkowski**

Agenda Item:	**Faculty Bylaw Revisions: Faculty of Science and Horticulture**

Action Requested:	☒Motion to Approve ☐Discussion ☐Information

Recommended Resolution:	**THAT Senate approve the revisions to the Faculty of Science and Horticulture bylaws.**

Senate Standing Committee Report:	On October 18, 2019, the Senate Governance and Nominating Committee recommended that Senate approve the revisions to the Faculty of Science and Horticulture bylaws.
Context & Background:	The Faculty of Science and Horticulture is seeking Senate Governance Committee approval and recommendation to KPU Senate for the proposed updated Bylaws. Substantive changes include:
Key Messages:	1. FC Chair becomes Vice-Chair of FOW 2. Table of departmental reps on FC replaced with formula, retaining proportional representation 3. Faculty retain at least two-thirds of voting seats on FC 4. Clarification that student reps and lab staff are voting members of FC 5. Student elections replaced with departmental nominations for student reps on FC 6. Alternates permitted when voting members of FC cannot attend 7. Clarification that in camera sessions include voting members of FC unless others invited by majority vote 8. Committee of Chairs and Program Coordinators made independent of FC 9. Committee on Scholarships and Awards eliminated, with duties re-assigned to departments and Nom/Gov committee 10. Nom/Gov committee expanded to five voting members

11. Each department represented by one member of Academic Planning and Priorities (APP) and Curriculum committees, with no additional representation required from each program

12. Research and scholarship responsibilities removed from APP and re-assigned to Teaching/Learning and Research committees

13. Research Institute representation retained on FC and Research committee after transfer of Institutes out of FSH

Consultations: The proposed revisions were approved at FSH FOW on August 27, 2019.

Attachments:
1. FSH Bylaws Master Tracked Changes
2. FSH Bylaws Master Clean Copy
3. Table of Changes with Explanations

Submitted by: *David Florkowski*

Date submitted: *October 18, 2019*

Governance Bylaws

Faculty of Science and Horticulture
As approved by Senate ~~October 29, 2018~~ TBA

1. The Faculty of Science and Horticulture shall:

1.1 Oversee the development of academic curricula and programs, including but not limited to, establishing academic priorities, developing new programs and courses, program and course revisions, discontinuation of programs and courses, appeals of proceedings and decisions.

1.2 Make recommendations on academic matters to Senate and other University bodies.

1.3 Request and consider reports relating to the academic affairs of the Faculty and the University.

1.4 Serve as the forum for sharing information and the discussion of Faculty matters.

2. Powers and Duties of a Faculty:

2.1. To make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business.

2.2. To provide for student representation in the meetings and proceedings of the Faculty.

2.3. 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.

2.4. To determine, subject to the approval of the Senate, the courses of instruction in the Faculty (i.e., approve program proposals and revisions, course outlines…).

2.5. 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.

2.6. 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.

2.7. 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.

2.8. Generally, to deal with all matters assigned to it by the Board or the Senate.

2.9. To form committees, as it sees fit, for the conduct of its affairs and business, and to empower such committees, where advisable, to report directly to the appropriate committee(s) of Senate.

2.10. A general rule made by a Faculty is not effective or enforceable until a copy has been sent to the Senate and the Senate has given its approval.

2.11. The Faculty of Science and Horticulture will establish a Faculty Council to act on behalf of the Faculty as a whole.

3. Faculty Membership:

3.1. Membership of the Faculty of Science and Horticulture consists of:

3.1.1. All those employed within the Faculty as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the Senate (*University Act, Definitions*).

3.1.2. Dean of the Faculty, who is the Chair (*University Act, 39(2)*).

3.1.3. Associate Dean(s) of the Faculty.

3.1.4. President (*University Act, 63(d)*).

3.1.5. The Registrar, who is non-voting.

3.1.6. Instructional lab staff (lab instructors, lab supervisors, and instructional associates).

3.1.7. The Faculty membership may also include other members of the teaching staff of the Faculty or University as appointed by the Faculty in conformity with rules approved by Senate.

4. Conduct of Faculty Business:

4.1. ~~A~~ The Chair of Faculty Council shall be the Vice-Chair of the Faculty ~~shall be elected by the Faculty from among those employed within the Faculty as an instructor, lecturer, assistant professor, associate professor, or professor, or equivalent as designated by Senate, for a two-year term. Vice-Chairs may serve a maximum of three consecutive terms~~.

4.2. Robert's Rules of Order shall govern the conduct of all Faculty meetings except as otherwise provided.

4.3. The Faculty shall have at least one regular meeting per academic year.

4.4. The Faculty meetings will be set and called jointly by the Chair and Vice-Chair of the Faculty.

4.5. Notice of regular meetings shall be sent to members of the Faculty at least 30 days in advance of a meeting.

4.6. In circumstances of urgency or at the special request of Faculty Council, extraordinary meetings of the Faculty may be called by the Chair or Vice-Chair at least seven days in advance.

4.7. The normal process of business at regular meetings of the Faculty shall be set by the Chair in consultation with other members of the Faculty.

4.8. Faculty and staff may add meeting agenda items by talking to the Chair.

4.9. The quorum for meetings of the Faculty shall be 30% of the eligible voters.

4.10. 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.

4.11. The majority required to pass a resolution shall be at least 50% plus one of the members voting, except in the case of adoption of or amendments to these Bylaws, when the majority required shall be at least two thirds of the members voting.

4.12. In circumstances of urgency or at the special request of Faculty Council, electronic notice of motions and electronic votes may be called by the Chair

and/or Vice Chair. Electronic vote procedures will follow Senate policies for such.

4.13. Meetings of the Faculty shall normally be open to observers. The Faculty may decide, at any time, by a two thirds vote of those present and voting, that a whole meeting or any part of a meeting be held *in camera*.

4.14. The Chair may recognize non-members on any matters of business.

4.15. Minutes of open meetings of the Faculty shall be recorded and distributed to the University.

4.16. All documents presented to the Faculty shall normally be regarded as public. Nevertheless, the Chair may declare a document confidential, in which case the document shall be made available in advance only to members of the Faculty and, if appropriate, the Senate.

5. Powers and Duties of Faculty Council of the Faculty of Science and Horticulture:

5.1. Faculty Council shall oversee the development of academic curricula and programs of the Faculty of Science and Horticulture, including but not limited to, establishing academic priorities, developing new programs and courses, initiating program and course revisions, considering the discontinuation of programs and courses, and recommending and initiating appeals of proceedings and decisions.

5.2. Make recommendations on academic matters to Senate and other University bodies.

5.3. Request and consider reports relating to the academic affairs of the Faculty of Science and Horticulture, of Senate Standing Committees, of Senate, and of the University.

6. Membership of the Faculty Council of Science and Horticulture:

6.1. Membership for the Faculty Council of Science and Horticulture consists of:

6.1.1. Dean of the Faculty (non-voting member).

6.1.2. Associate Dean(s) of the Faculty (non-voting member).

6.1.3. Senators of the Faculty (2) (non-voting members).

6.1.4. One elected representative representing all Institutes associated with the Faculty of Science and Horticulture (voting member).

6.1.5. ~~Faculty representation will be determined by the number of Fulltime Equivalent (FTE) faculty in the department or stand-alone program. Smaller departments and stand-alone programs with fewer than five FTE faculty will share one representative. Current representation is shown below.~~

~~Department or Program~~	~~Number of representatives~~
~~Chemistry~~	~~2~~
~~Biology~~	~~2~~
~~Physics~~	~~2~~
~~Horticulture~~	~~2~~
~~Math~~	~~3~~
~~CADD~~	~~1~~
~~Small departments~~	~~1~~

6.1.5. One (1) elected faculty representative (voting member) for every 7.5 Full-Time Equivalent (FTE) faculty, or portion thereof, in each department.

6.1.5.1. Departments with fewer than 7.5, 7.5 to 15, 15 to 22.5, or 22.5 to 30 FTE faculty will have one (1), two (2), three (3), or four (4) elected faculty representatives, respectively.

6.1.5.2. In the event that elected faculty make up less than two-thirds (2/3) of the voting members on Faculty Council, one (1) additional faculty representative shall be elected from the department with the lowest representative:FTE ratio and the

process shall be repeated until elected faculty make up at least two-thirds (2/3) of the voting members on Faculty Council.

6.1.5.3. Any stand-alone program shall be considered a department for purposes of representation on Faculty Council.

6.1.6. Three (3) members of the Lab Staff of the Faculty (one from each campus: Langley, Surrey, and Richmond) (voting members).

6.1.7. Student representatives (2) at meetings and proceedings of the Faculty, in accordance with rules established by the Faculty (*University Act, 40(b)*) (voting members).

6.2. Members of Faculty Council must endeavour to serve the interests of the entire Faculty to the best of their ability.

7. Selection of members for the Faculty Council of Science and Horticulture:

7.1. Any faculty member within a department or program who has a University appointment sufficient to serve for the term of the appointment can be elected to the Faculty Council.

7.2. Associate Deans must have an appointment as a faculty member in the Faculty in order to serve on the Faculty Council.

7.3. Faculty representatives will be nominated from each department or program and will be elected by votes from only faculty members of that department or program.

7.4. Lab staff in the Faculty of Science and Horticulture on each campus will nominate and elect a representative for that campus.

7.5. Directors of the Research Institutes affiliated with the Faculty of Science and Horticulture will nominate and elect a representative.

8. Membership terms for the Faculty Council of Science and Horticulture:

8.1. Elections will normally be held in the spring semester of each year. The terms will normally run from September 1 to August 31. Elections will normally be conducted by secret ballot.

8.2. The faculty, lab staff, and Research Institute membership terms on the Faculty Council will normally be two years.

8.3. In order to establish staggered membership and continuity of membership, at the first Faculty Council election, one member from each group of two or more will be elected for an extraordinary term of three years. In no case may the term exceed three years.

8.4. ~~Students from the Faculty of Science and Horticulture will be elected by the student body of the Faculty of Science and Horticulture annually. Faculty Council will ensure that such elections occur.~~Each department may nominate one candidate for student representative from its roster of current students. Student nominations will go forward to the Nominations and Governance Committee, which shall recommend two student representatives to Council for endorsement.

8.5. Any member may resign from Faculty Council by giving the Chair notice in writing.

8.6. The seat of a member who leaves the constituency from which that member has been elected shall be declared vacant.

8.7. ~~The use of alternates for voting members is not permitted.~~Any voting member who will be absent from a meeting may provide the Chair with advance written notice of the absence and designate an alternate to attend that meeting as a voting member.

8.8. In the event that a seat of a member becomes vacant, a replacement shall be elected or appointed according to the usual process as outlined in these Bylaws at the earliest possible date. 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.

8.9. The seat of an elected or appointed member who fails to attend or designate an alternate for three meetings of Faculty Council between September 1 and August 31 may be declared vacant by the Chair.

9. **Faculty Council Conduct of Business:**

9.1. Faculty Council Chair and Vice Chair will be elected from the ~~Faculty members listed according to the Table in 6.1.5.~~voting members of Faculty Council.

9.1.1.	The election will normally occur on or about September 1, and the normal term will be two years, or a shorter term corresponding to the Chair or Vice Chair's Faculty Council term.

9.2.	The Chair is a voting member of Faculty Council.

9.3.	The Chair may be removed by a two thirds majority vote of councilors present and voting at any duly called meeting of Faculty Council.

9.4.	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.

9.5.	When necessary due to vacancy or absence of the Chair and Vice-Chair, the Dean shall serve as Chair *pro-tem*.

9.6.	Robert's Rules of Order shall govern the conduct of all Faculty Council meetings except as otherwise provided.

9.7.	Faculty Council meetings may be conducted by videoconference and/or teleconference.

9.8.	Faculty Council business conducted by email will follow Senate policies for such.

9.9.	Faculty Council shall meet as necessary, but at least once a semester.

9.10.	Council may, by a two-thirds majority vote, recommend to the Dean that an extraordinary meeting of the Faculty be called to address a matter forwarded by Council to the Faculty for decision or advice.

9.11.	Meeting times (weekday, time, campus location, & possible dates) will be set once a year by Faculty Council in April for the following year. This schedule will include times for possible additional extraordinary meetings.

9.12.	Notice of meetings shall be sent to members of the Faculty Council at least seven days in advance of a meeting.

9.13.	In circumstances of urgency, extraordinary meetings may be called by the Chair or a quorum of Faculty Council.

9.14.	The normal process of business at regular meetings of the Faculty Council shall be set by the Chair in consultation with members of the Faculty Council.

9.15.	Through their representative on Faculty Council or the Chair, faculty and staff may request items to be added to the meeting agenda.

9.16. The quorum for the meetings will be 50% plus 1 of the voting members with a further requirement that 50% plus 1 of the voting members present are representatives as outlined in 6.1.5.

9.17. 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.

9.18. The majority required to pass a resolution shall be at least 50% plus one of the members voting.

9.19. In the case of a tie, the two senators can vote. If still a tie, the motion is defeated as per 9.18 above.

9.20. Faculty Council may decide at any time, by majority vote of those present and eligible to vote, that a whole meeting or any part of a meeting be held *in camera*.

> 9.20.1. *In camera* sessions are restricted to voting members of Faculty Council unless a simple majority votes to invite a non-voting member or non-member to participate.

9.20. 9.21. The Chair may recognize non-members on any matters of business.

9.21. 9.22. Minutes of open meetings of Faculty Council shall be recorded and distributed to the University.

9.22. 9.23. All documents presented to Faculty Council shall normally be regarded as public. Nevertheless, the Chair may declare a document confidential, in which case the document shall be made available in advance only to members of Faculty Council and, if appropriate, the Senate.

9.23. 9.24. Senate Bylaw No. 3, Conflict of Interest, applies.

9.24. 9.25. From time to time Faculty Council may invite guests to make presentations to Council meetings and to answer questions related to their presentations.

9.25. 9.26. Administrative support for the committee shall be assigned through the Office of the Dean.

10. Committees of Faculty Council for the Faculty of Science and Horticulture:

10.1.   Faculty Council shall establish Standing Committees, and Special Purpose (or Ad-hoc) Committees as needed, consisting of members of faculty and/or non-members of faculty to conduct specified academic affairs of the Faculty.

10.2.   Faculty Council has the right to delegate business to Standing Committees and Special Purpose Committees, which, in turn, can make recommendations to Faculty Council for consideration.

10.3.   Committees of Faculty Council may establish subcommittees to deal with specific issues as they arise.

10.4.   Committees of Faculty Council are restricted to making recommendations or filing reports on matters assigned, and may not assume any powers of Faculty Council unless they are expressly delegated within the Bylaws.

10.5.   Standing Committees of Faculty Council will normally report directly to Faculty Council. Faculty Council may empower or delegate authority to Standing Committees to report or make recommendations of specified tasks directly to the appropriate committee(s) of Senate, or Senate itself. Only Standing Committees of Faculty Council can be delegated such authority.

10.6.   Standing Committees will meet at least once per semester, or as required.

10.7.   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 Governance, and make a recommendation to the Faculty for endorsement.

10.8.   The Chair of each Standing Committee or Special Purpose Committee shall be responsible for establishing meeting agendas for the respective committee and distributing it to the members at least two days before the meeting.

10.9.   Terms of Office for Standing Committee members shall normally be two years, unless specified otherwise elsewhere.

10.10. Members are eligible for re-election or reappointment.

10.11. Terms of office may be adjusted to ensure continuity of membership, and to correspond to terms of Faculty Council.

10.12. Quorum of any Committee shall be 50% plus one of the total voting members of that committee.

10.13. The use of alternates for voting committee members is not permitted.

10.14. The seat of an elected or appointed member who fails to attend three committee meetings between September 1 and August 31 may be declared vacant by the Chair.

10.15. Any committee member may resign from a committee by giving the Chair notice in writing. The committee seat of a member who leaves shall be declared vacant.

10.16. The committee seat of a member who leaves the constituency from which that member has been appointed shall be declared vacant.

10.17. The minutes of all Standing Committees and Special Purpose Committees shall be distributed to the University.

10.18. Robert's Rules of Order establishes overall terms of conducting meetings except as otherwise provided.

10.19. Meetings may be conducted by videoconference and/or teleconference.

10.20. Business conducted by email will follow Senate policies for such.

11. Standing Committees of Faculty Council for the Faculty of Science and Horticulture:

11.1. Notwithstanding 10.1 above, Faculty Council will seek recommendations and advice from the following:

11.1.1. Standing Committee on Nominating and Governance.

11.1.2. Standing Committee on Academic Planning and Priorities.

11.1.3. Standing Committee on Curriculum.

11.1.4. Standing Committee of Chairs and Program Coordinators.

11.1.5. Standing Committee on Scholarships and Awards.

11.1.6.11.1.4. Standing Committee on Teaching and Learning.

11.1.7.11.1.5. Standing Committee on Research.

12. Standing Committee on Nominations and Governance:

12.1. The members of the Standing Committee on Nominations and Governance are:

12.1.1. The Dean – ex-officio and non-voting.

12.1.2. The Associate Dean(s) – ex-officio and non-voting.

12.1.3. The Chair of Faculty Council – ex-officio and non-voting.

12.1.4. ~~Three elected faculty~~Five members of the Faculty of Science and Horticulture – voting. No more than two members from any one department~~, consisting of at least one member from Science and at least one from Horticulture~~.

12.1.5. ~~The three elected faculty are voting members.~~

12.2. A Chair is elected from within the ~~three~~ five voting ~~faculty~~ members. The Chair retains his or her voting privilege. The Vice Chair of the Standing Committee of Nominations and Governance is the Chair of Faculty Council.

12.3. The Standing Committee on Nominations and Governance shall:

12.3.1. Advise Faculty Council on matters related to elections, including timelines for nominations, elections, and appointments as required to meet the needs of the Faculty, Faculty Council, Standing Committees and Special Purpose Committees.

12.3.2. Ensure vacancies are filled on Faculty Council, committees of Faculty Council, and representative committees of the University requiring representation from the Faculty of Science and Horticulture by calling for nominations and overseeing the election process.

12.3.3. Advise Faculty Council and committees of Faculty Council on all matters related to the conduct of its business, its meetings, and its proceedings.

12.3.4. Advise Faculty Council on matters related to duties of members and conflict of interest.

12.3.5. Review regularly the Bylaws of the Faculty and provide advice to Faculty Council, which will make reference to the Faculty for approval.

12.3.6.   Perform other duties as assigned by Faculty Council.

12.3.7.   Review at least once every three years the composition and terms of reference of committees.

12.4.   Administrative support for the committee shall be assigned through the Office of the Dean.

13. Standing Committee on Academic Planning and Priorities:

13.1.   Members of the Standing Committee on Academic Planning and Priorities are:

13.1.1.   The Dean – voting member.

13.1.2.   The Associate Dean(s) – voting members.

13.1.3.   The Faculty Senators (2) – ex-officio and non-voting.

13.1.4.   ~~Two~~ One faculty member~~s~~ from ~~horticulture and one faculty member from~~ each ~~of all other~~academic department~~s and programs~~ – voting members.

13.2   A Chair and Vice-Chair are selected from within the voting members. Both retain their voting privilege.

13.3   The Standing Committee on Academic Planning and Priorities shall:

13.3.1.   Advise Faculty Council on its educational plan and priorities of the Faculty.

13.3.2.   Assume a leadership role in developing new programs and future academic directions of the Faculty of Science and Horticulture.

13.3.3.   Review program reviews and action plans.

13.3.4.   Advise Faculty Council on the establishment, revision or discontinuance of educational programs.

13.3.5.   Establish sub-committees as needed to fulfill the Committee's duties.

13.3.6.   Perform other duties as assigned by Faculty Council.

13.3.7.   ~~Advise Faculty Council on how research and scholarship fits with academic mission, planning and priorities of the Faculty, and make recommendations on how it might be facilitated.~~

13.4. Administrative support for the committee shall be assigned through the Office of the Dean.

14. Standing Committee on Curriculum:

14.1. The members of the Standing Committee on Curriculum are:

14.1.1. The Dean – non-voting.

14.1.2. The Associate Dean(s) – non-voting.

14.1.3. Faculty Senators (2) – ex-officio and non-voting.

14.1.4. One faculty member from each academic department ~~or program within the Faculty of Science and Horticulture~~ – voting members.

14.1.5. An educational advisor – non-voting member.

14.1.6. A representative from the Office of the Registrar – non-voting.

14.1.7. The Dean or designated Associate Dean shall serve as Chair.

14.2. The Standing Committee on Curriculum shall:

14.2.1. Review, on a term basis or otherwise as needed, all course outlines (new and existing) within its jurisdiction, and exercise any delegated authority to forward all revisions directly for articulation (minor revisions) or to the appropriate Senate Standing Committee for approval with articulation request (new courses and substantial revisions).

14.2.2. Within the above process, review all aspects of calendar revision, program fit, credit assignment, requisites, learning outcomes, assessment structure, articulation, prior learning assessment processes, and teaching modality.

14.2.3. Advise Faculty Council on decisions on course discontinuance, and exercise any delegated authority to so advise the appropriate Standing Committee of Senate.

14.2.4. Assess and recommend courses for designations such as, but not limited to, "science," "lab science," "quantitative," "writing intensive," and "breadth" credit, and exercise any delegated authority to forward recommendations directly to the appropriate Standing Committee of Senate.

14.2.5. Submit major course revisions and new program proposals to Faculty Council for approval.

14.2.6. Review and critique annually the Educational Plan and Budget Summary for the next year drafted by the Standing Committee of Chairs and Program Coordinators.

14.2.7. Review and approve program concept and full proposals for all new and revised citation, diploma, associate degree and degree programs within Faculty jurisdiction, and forward outcome and recommendations to Faculty Council.

14.2.8. The Standing Committee on Curriculum may delegate these authorities to the subcommittees.

14.2.9. Perform other related duties as assigned by Faculty Council.

14.3.   Administrative support for the committee shall be assigned through the Office of the Dean.

14.4.   Each department or program within the Faculty of Science and Horticulture will form either a Standing Subcommittee on Curriculum or a procedure for curriculum review. Submissions to the Standing Committee on Curriculum must first be reviewed by the department(s) or program (s) that is (are) responsible for the course or program curriculum.

14.4.1. In the event of cross-over of course/program content, the matter must be reviewed by all of the appropriate departments or programs to move forward.

15. Standing Committee of Chairs and Program Coordinators

15.1.   The members of the Standing Committee of Chairs and Program Coordinators are:

15.1.1. The Dean – non-voting.

15.1.2. The Associate Dean(s) – non-voting.

15.1.3. The Chairs and Program Coordinators for the Faculty of Science and Horticulture.

15.2.   The Dean or designated Associate Dean shall serve as Chair.

15.3. The Standing Committee of Chairs and Program Coordinators shall:

15.3.1. Draft the annual Educational Plan and budget requirements for the following academic year based on recommendations of the Standing Committee on Academic Planning and Priorities, factor in Standing Committee on Curriculum critique of the draft plan, and forward the plan to Faculty Council for approval, prior to the Dean's submission for institutional review and approval.

15.3.2. Establish and approve annual capital and minor capital submission for institutional review and approval.

15.3.3. Establish the course timetable package by semester, if requested by the Dean or Associate Dean.

15.3.4. Hear requests and make decisions on all non-academic matters impacting the Faculty of Science and Horticulture.

15.3.5. Perform other related duties as requested by Faculty Council (academic matters) or by the Dean.

15.4. Administrative support for the committee shall be assigned through the Office of the Dean.

15. Standing Committee on Scholarships and Awards:

15.1. The members of the Standing Committee on Scholarships and Awards are:

15.1.1. The Dean or Associate Dean – voting members.

15.1.2. Four faculty fairly representing the broad scope of the Faculty of Science and Horticulture – voting members.

15.1.3. An educational advisor – voting member.

15.2. The committee shall elect a Chair from the faculty members.

15.3. The School of Horticulture may establish its own special committee to allocate awards and scholarships exclusive to horticulture students, and to organize their own celebration event.

15.4. The Standing Committee on Scholarships and Awards shall:

15.4.1. Nominate and assign scholarships and awards to deserving students according to criteria established by the donors.

15.4.2. Nominate and receive nominations for awards, scholarships, and accolades for faculty and staff within the Faculty of Science and Horticulture.

15.4.3. Nominate past faculty, community individuals, and nationally/internationally recognized and deserving recipients for honourary degrees and professor emeritus status at convocation.

15.4.4. Perform other related duties as assigned by the Dean or Faculty Council.

16.15. Standing Committee on Teaching and Learning:

16.1.15.1. The members of the Standing Committee on Teaching and Learning are:

16.1.1.15.1.1. The Dean or Associate Dean(s) – ex-officio, non-voting.

16.1.2.15.1.2. Five representatives on behalf of the broad scope of the Faculty of Science and Horticulture – voting members.

16.2.15.2. The committee shall elect a Chair from the members.

16.3.15.3. The Standing Committee on Teaching and Learning shall:

16.3.1.15.3.1. Advise Faculty Council on how teaching and learning can be developed within the academic mission, planning and priorities of the Faculty, and make recommendations on potential funding allocations for Teaching & Learning.

16.3.2.15.3.2. Assess the application and results of emerging andragogy and technology to facilitate uptake within the faculty.

16.3.3.15.3.3. Create and curate a database of innovation in teaching practices relevant to the diverse needs of departments within the Faculty.

16.3.4.15.3.4. Encourage and help facilitate Faculty discourse on teaching and learning across the faculty, throughout the academy, and in the public realm.

17.16. Standing Committee on Research:

17.1.16.1. Definitions used by this committee

17.1.1.16.1.1. Research:

17.1.1.1.16.1.1.1. Is the collection, analysis, interpretation and synthesis of qualitative or quantitative information and data.

17.1.1.2.16.1.1.2. Involves results drawn from novel studies and/or existing bodies of knowledge.

17.1.2.16.1.2. A researcher:

17.1.2.1.16.1.2.1. Is actively involved in the design and execution of research.

17.1.2.2.16.1.2.2. Shares their results both with other researchers and the public through both peer-reviewed and non-peer reviewed publications and at conferences, workshops and other fora.

17.1.2.3.16.1.2.3. May contribute to the research community by reviewing and critiquing other's work, serving as peer reviewers, mentoring graduate and undergraduate students and serving on graduate committees at KPU and at other institutions, and attending and/or organizing conferences and workshops around research topics.

17.1.2.4.16.1.2.4. Seeks funding both internally and externally and administers grants.

17.2.16.2. The members of the Standing Committee on Research are:

17.2.1.16.2.1. The Dean or Associate Dean(s) – ex-officio, non-voting.

17.2.2.16.2.2. Five representatives on behalf of the broad scope of the Faculty of Science and Horticulture – voting members.

17.2.3.16.2.3. One representative from each Research Institute in affiliated with the Faculty of Science and Horticulture – voting members.

17.3.16.3. The committee shall elect a Chair from the voting members.

17.4.16.4. The Standing Committee on Research shall:

17.4.1.16.4.1. Advise Faculty Council on how research can be developed within the academic mission, planning and priorities of the Faculty.

17.4.2.16.4.2. Identify and recommend policies and funding allocations with potential to facilitate research within the Faculty.

17.4.3.16.4.3. Liaise with and support the work of administrative research services and collaborate with other Research Committees across KPU in order to foster a supportive and healthy University-wide research culture.

17.4.4.16.4.4. Facilitate Faculty collaboration and discourse on research through a communication hub for research within and across the faculty and the academy.

Governance Bylaws

Faculty of Science and Horticulture
As approved by Senate TBA

1. The Faculty of Science and Horticulture shall:

1.1   Oversee the development of academic curricula and programs, including but not limited to, establishing academic priorities, developing new programs and courses, program and course revisions, discontinuation of programs and courses, appeals of proceedings and decisions.

1.2   Make recommendations on academic matters to Senate and other University bodies.

1.3   Request and consider reports relating to the academic affairs of the Faculty and the University.

1.4   Serve as the forum for sharing information and the discussion of Faculty matters.

2. Powers and Duties of a Faculty:

2.1.   To make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business.

2.2.   To provide for student representation in the meetings and proceedings of the Faculty.

2.3.   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.

2.4.   To determine, subject to the approval of the Senate, the courses of instruction in the Faculty (i.e., approve program proposals and revisions, course outlines…).

2.5.   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.

2.6. 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.

2.7. 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.

2.8. Generally, to deal with all matters assigned to it by the Board or the Senate.

2.9. To form committees, as it sees fit, for the conduct of its affairs and business, and to empower such committees, where advisable, to report directly to the appropriate committee(s) of Senate.

2.10. A general rule made by a Faculty is not effective or enforceable until a copy has been sent to the Senate and the Senate has given its approval.

2.11. The Faculty of Science and Horticulture will establish a Faculty Council to act on behalf of the Faculty as a whole.

3. **Faculty Membership:**

3.1. Membership of the Faculty of Science and Horticulture consists of:

3.1.1. All those employed within the Faculty as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the Senate (*University Act, Definitions*).

3.1.2. Dean of the Faculty, who is the Chair (*University Act, 39(2)*).

3.1.3. Associate Dean(s) of the Faculty.

3.1.4. President (*University Act, 63(d)*).

3.1.5. The Registrar, who is non-voting.

3.1.6. Instructional lab staff (lab instructors, lab supervisors, and instructional associates).

3.1.7. The Faculty membership may also include other members of the teaching staff of the Faculty or University as appointed by the Faculty in conformity with rules approved by Senate.

4. Conduct of Faculty Business:

4.1. The Chair of Faculty Council shall be the Vice-Chair of the Faculty.

4.2. Robert's Rules of Order shall govern the conduct of all Faculty meetings except as otherwise provided.

4.3. The Faculty shall have at least one regular meeting per academic year.

4.4. The Faculty meetings will be set and called jointly by the Chair and Vice-Chair of the Faculty.

4.5. Notice of regular meetings shall be sent to members of the Faculty at least 30 days in advance of a meeting.

4.6. In circumstances of urgency or at the special request of Faculty Council, extraordinary meetings of the Faculty may be called by the Chair or Vice-Chair at least seven days in advance.

4.7. The normal process of business at regular meetings of the Faculty shall be set by the Chair in consultation with other members of the Faculty.

4.8. Faculty and staff may add meeting agenda items by talking to the Chair.

4.9. The quorum for meetings of the Faculty shall be 30% of the eligible voters.

4.10. 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.

4.11. The majority required to pass a resolution shall be at least 50% plus one of the members voting, except in the case of adoption of or amendments to these Bylaws, when the majority required shall be at least two thirds of the members voting.

4.12. In circumstances of urgency or at the special request of Faculty Council, electronic notice of motions and electronic votes may be called by the Chair and/or Vice Chair. Electronic vote procedures will follow Senate policies for such.

4.13. Meetings of the Faculty shall normally be open to observers. The Faculty may decide, at any time, by a two thirds vote of those present and voting, that a whole meeting or any part of a meeting be held *in camera*.

4.14. The Chair may recognize non-members on any matters of business.

4.15. Minutes of open meetings of the Faculty shall be recorded and distributed to the University.

4.16. All documents presented to the Faculty shall normally be regarded as public. Nevertheless, the Chair may declare a document confidential, in which case the document shall be made available in advance only to members of the Faculty and, if appropriate, the Senate.

5. Powers and Duties of Faculty Council of the Faculty of Science and Horticulture:

5.1. Faculty Council shall oversee the development of academic curricula and programs of the Faculty of Science and Horticulture, including but not limited to, establishing academic priorities, developing new programs and courses, initiating program and course revisions, considering the discontinuation of programs and courses, and recommending and initiating appeals of proceedings and decisions.

5.2. Make recommendations on academic matters to Senate and other University bodies.

5.3. Request and consider reports relating to the academic affairs of the Faculty of Science and Horticulture, of Senate Standing Committees, of Senate, and of the University.

6. Membership of the Faculty Council of Science and Horticulture:

6.1. Membership for the Faculty Council of Science and Horticulture consists of:

6.1.1. Dean of the Faculty (non-voting member).

6.1.2. Associate Dean(s) of the Faculty (non-voting member).

6.1.3. Senators of the Faculty (2) (non-voting members).

6.1.4. One elected representative representing all Institutes associated with the Faculty of Science and Horticulture (voting member).

6.1.5. One (1) elected faculty representative (voting member) for every 7.5 Full-Time Equivalent (FTE) faculty, or portion thereof, in each department.

6.1.5.1. Departments with fewer than 7.5, 7.5 to 15, 15 to 22.5, or 22.5 to 30 FTE faculty will have one (1), two (2), three (3), or four (4) elected faculty representatives, respectively.

6.1.5.2. In the event that elected faculty make up less than two-thirds (2/3) of the voting members on Faculty Council, one (1) additional faculty representative shall be elected from the department with the lowest representative:FTE ratio and the process shall be repeated until elected faculty make up at least two-thirds (2/3) of the voting members on Faculty Council.

6.1.5.3. Any stand-alone program shall be considered a department for purposes of representation on Faculty Council.

6.1.6. Three (3) members of the Lab Staff of the Faculty (one from each campus: Langley, Surrey, and Richmond) (voting members).

6.1.7. Student representatives (2) at meetings and proceedings of the Faculty, in accordance with rules established by the Faculty (*University Act, 40(b)*) (voting members).

6.2. Members of Faculty Council must endeavour to serve the interests of the entire Faculty to the best of their ability.

7. Selection of members for the Faculty Council of Science and Horticulture:

7.1. Any faculty member within a department or program who has a University appointment sufficient to serve for the term of the appointment can be elected to the Faculty Council.

7.2. Associate Deans must have an appointment as a faculty member in the Faculty in order to serve on the Faculty Council.

7.3. Faculty representatives will be nominated from each department or program and will be elected by votes from only faculty members of that department or program.

7.4.	Lab staff in the Faculty of Science and Horticulture on each campus will nominate and elect a representative for that campus.

7.5.	Directors of the Research Institutes affiliated with the Faculty of Science and Horticulture will nominate and elect a representative.

8.	**Membership terms for the Faculty Council of Science and Horticulture:**

8.1.	Elections will normally be held in the spring semester of each year. The terms will normally run from September 1 to August 31. Elections will normally be conducted by secret ballot.

8.2.	The faculty, lab staff, and Research Institute membership terms on the Faculty Council will normally be two years.

8.3.	In order to establish staggered membership and continuity of membership, at the first Faculty Council election, one member from each group of two or more will be elected for an extraordinary term of three years. In no case may the term exceed three years.

8.4.	Each department may nominate one candidate for student representative from its roster of current students. Student nominations will go forward to the Nominations and Governance Committee, which shall recommend two student representatives to Council for endorsement.

8.5.	Any member may resign from Faculty Council by giving the Chair notice in writing.

8.6.	The seat of a member who leaves the constituency from which that member has been elected shall be declared vacant.

8.7.	Any voting member who will be absent from a meeting may provide the Chair with advance written notice of the absence and designate an alternate to attend that meeting as a voting member.

8.8.	In the event that a seat of a member becomes vacant, a replacement shall be elected or appointed according to the usual process as outlined in these Bylaws at the earliest possible date. 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.

8.9.   The seat of an elected or appointed member who fails to attend or designate an alternate for three meetings of Faculty Council between September 1 and August 31 may be declared vacant by the Chair.

9. **Faculty Council Conduct of Business:**

9.1.   Faculty Council Chair and Vice Chair will be elected from the voting members of Faculty Council.

   9.1.1.   The election will normally occur on or about September 1, and the normal term will be two years, or a shorter term corresponding to the Chair or Vice Chair's Faculty Council term.

9.2.   The Chair is a voting member of Faculty Council.

9.3.   The Chair may be removed by a two thirds majority vote of councilors present and voting at any duly called meeting of Faculty Council.

9.4.   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.

9.5.   When necessary due to vacancy or absence of the Chair and Vice-Chair, the Dean shall serve as Chair *pro-tem*.

9.6.   Robert's Rules of Order shall govern the conduct of all Faculty Council meetings except as otherwise provided.

9.7.   Faculty Council meetings may be conducted by videoconference and/or teleconference.

9.8.   Faculty Council business conducted by email will follow Senate policies for such.

9.9.   Faculty Council shall meet as necessary, but at least once a semester.

9.10.   Council may, by a two-thirds majority vote, recommend to the Dean that an extraordinary meeting of the Faculty be called to address a matter forwarded by Council to the Faculty for decision or advice.

9.11.   Meeting times (weekday, time, campus location, & possible dates) will be set once a year by Faculty Council in April for the following year. This schedule will include times for possible additional extraordinary meetings.

9.12. Notice of meetings shall be sent to members of the Faculty Council at least seven days in advance of a meeting.

9.13. In circumstances of urgency, extraordinary meetings may be called by the Chair or a quorum of Faculty Council.

9.14. The normal process of business at regular meetings of the Faculty Council shall be set by the Chair in consultation with members of the Faculty Council.

9.15. Through their representative on Faculty Council or the Chair, faculty and staff may request items to be added to the meeting agenda.

9.16. The quorum for the meetings will be 50% plus 1 of the voting members.

9.17. 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.

9.18. The majority required to pass a resolution shall be at least 50% plus one of the members voting.

9.19. In the case of a tie, the two senators can vote. If still a tie, the motion is defeated as per 9.18 above.

9.20. Faculty Council may decide at any time, by majority vote of those present and eligible to vote, that a whole meeting or any part of a meeting be held *in camera*.

   9.20.1. *In camera* sessions are restricted to voting members of Faculty Council unless a simple majority votes to invite a non-voting member or non-member to participate.

9.21. The Chair may recognize non-members on any matters of business.

9.22. Minutes of open meetings of Faculty Council shall be recorded and distributed to the University.

9.23. All documents presented to Faculty Council shall normally be regarded as public. Nevertheless, the Chair may declare a document confidential, in which case the document shall be made available in advance only to members of Faculty Council and, if appropriate, the Senate.

9.24. Senate Bylaw No. 3, Conflict of Interest, applies.

9.25. From time to time Faculty Council may invite guests to make presentations to Council meetings and to answer questions related to their presentations.

9.26. Administrative support for the committee shall be assigned through the Office of the Dean.

10. Committees of Faculty Council for the Faculty of Science and Horticulture:

10.1. Faculty Council shall establish Standing Committees, and Special Purpose (or Ad-hoc) Committees as needed, consisting of members of faculty and/or non-members of faculty to conduct specified academic affairs of the Faculty.

10.2. Faculty Council has the right to delegate business to Standing Committees and Special Purpose Committees, which, in turn, can make recommendations to Faculty Council for consideration.

10.3. Committees of Faculty Council may establish subcommittees to deal with specific issues as they arise.

10.4. Committees of Faculty Council are restricted to making recommendations or filing reports on matters assigned, and may not assume any powers of Faculty Council unless they are expressly delegated within the Bylaws.

10.5. Standing Committees of Faculty Council will normally report directly to Faculty Council. Faculty Council may empower or delegate authority to Standing Committees to report or make recommendations of specified tasks directly to the appropriate committee(s) of Senate, or Senate itself. Only Standing Committees of Faculty Council can be delegated such authority.

10.6. Standing Committees will meet at least once per semester, or as required.

10.7. 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 Governance, and make a recommendation to the Faculty for endorsement.

10.8. The Chair of each Standing Committee or Special Purpose Committee shall be responsible for establishing meeting agendas for the respective

committee and distributing it to the members at least two days before the meeting.

10.9. Terms of Office for Standing Committee members shall normally be two years, unless specified otherwise elsewhere.

10.10. Members are eligible for re-election or reappointment.

10.11. Terms of office may be adjusted to ensure continuity of membership, and to correspond to terms of Faculty Council.

10.12. Quorum of any Committee shall be 50% plus one of the total voting members of that committee.

10.13. The use of alternates for voting committee members is not permitted.

10.14. The seat of an elected or appointed member who fails to attend three committee meetings between September 1 and August 31 may be declared vacant by the Chair.

10.15. Any committee member may resign from a committee by giving the Chair notice in writing. The committee seat of a member who leaves shall be declared vacant.

10.16. The committee seat of a member who leaves the constituency from which that member has been appointed shall be declared vacant.

10.17. The minutes of all Standing Committees and Special Purpose Committees shall be distributed to the University.

10.18. Robert's Rules of Order establishes overall terms of conducting meetings except as otherwise provided.

10.19. Meetings may be conducted by videoconference and/or teleconference.

10.20. Business conducted by email will follow Senate policies for such.

11. **Standing Committees of Faculty Council for the Faculty of Science and Horticulture:**

11.1. Notwithstanding 10.1 above, Faculty Council will seek recommendations and advice from the following:

11.1.1. Standing Committee on Nominating and Governance.

11.1.2. Standing Committee on Academic Planning and Priorities.

11.1.3. Standing Committee on Curriculum.

11.1.4. Standing Committee on Teaching and Learning.

11.1.5. Standing Committee on Research.

12. Standing Committee on Nominations and Governance:

12.1.   The members of the Standing Committee on Nominations and Governance are:

12.1.1. The Dean – ex-officio and non-voting.

12.1.2. The Associate Dean(s) – ex-officio and non-voting.

12.1.3. The Chair of Faculty Council – ex-officio and non-voting.

12.1.4. Five members of the Faculty of Science and Horticulture – voting. No more than two members from any one department.

12.2.   A Chair is elected from within the five voting members. The Chair retains his or her voting privilege. The Vice Chair of the Standing Committee of Nominations and Governance is the Chair of Faculty Council.

12.3.   The Standing Committee on Nominations and Governance shall:

12.3.1.   Advise Faculty Council on matters related to elections, including timelines for nominations, elections, and appointments as required to meet the needs of the Faculty, Faculty Council, Standing Committees and Special Purpose Committees.

12.3.2.   Ensure vacancies are filled on Faculty Council, committees of Faculty Council, and representative committees of the University requiring representation from the Faculty of Science and Horticulture by calling for nominations and overseeing the election process.

12.3.3.   Advise Faculty Council and committees of Faculty Council on all matters related to the conduct of its business, its meetings, and its proceedings.

12.3.4.   Advise Faculty Council on matters related to duties of members and conflict of interest.

12.3.5. Review regularly the Bylaws of the Faculty and provide advice to Faculty Council, which will make reference to the Faculty for approval.

12.3.6. Perform other duties as assigned by Faculty Council.

12.3.7. Review at least once every three years the composition and terms of reference of committees.

12.4. Administrative support for the committee shall be assigned through the Office of the Dean.

13. Standing Committee on Academic Planning and Priorities:

13.1. Members of the Standing Committee on Academic Planning and Priorities are:

13.1.1. The Dean – voting member.

13.1.2. The Associate Dean(s) – voting members.

13.1.3. The Faculty Senators (2) – ex-officio and non-voting.

13.1.4. One faculty member from each academic department – voting members.

13.2 A Chair and Vice-Chair are selected from within the voting members. Both retain their voting privilege.

13.3 The Standing Committee on Academic Planning and Priorities shall:

13.3.1. Advise Faculty Council on its educational plan and priorities of the Faculty.

13.3.2. Assume a leadership role in developing new programs and future academic directions of the Faculty of Science and Horticulture.

13.3.3. Review program reviews and action plans.

13.3.4. Advise Faculty Council on the establishment, revision or discontinuance of educational programs.

13.3.5. Establish sub-committees as needed to fulfill the Committee's duties.

13.3.6. Perform other duties as assigned by Faculty Council.

13.4. Administrative support for the committee shall be assigned through the Office of the Dean.

14. Standing Committee on Curriculum:

14.1. The members of the Standing Committee on Curriculum are:

14.1.1. The Dean – non-voting.

14.1.2. The Associate Dean(s) – non-voting.

14.1.3. Faculty Senators (2) – ex-officio and non-voting.

14.1.4. One faculty member from each academic department – voting members.

14.1.5. An educational advisor – non-voting member.

14.1.6. A representative from the Office of the Registrar – non-voting.

14.1.7. The Dean or designated Associate Dean shall serve as Chair.

14.2. The Standing Committee on Curriculum shall:

14.2.1. Review, on a term basis or otherwise as needed, all course outlines (new and existing) within its jurisdiction, and exercise any delegated authority to forward all revisions directly for articulation (minor revisions) or to the appropriate Senate Standing Committee for approval with articulation request (new courses and substantial revisions).

14.2.2. Within the above process, review all aspects of calendar revision, program fit, credit assignment, requisites, learning outcomes, assessment structure, articulation, prior learning assessment processes, and teaching modality.

14.2.3. Advise Faculty Council on decisions on course discontinuance, and exercise any delegated authority to so advise the appropriate Standing Committee of Senate.

14.2.4. Assess and recommend courses for designations such as, but not limited to, "science," "lab science," "quantitative," "writing intensive," and "breadth" credit, and exercise any delegated authority to forward recommendations directly to the appropriate Standing Committee of Senate.

14.2.5. Submit major course revisions and new program proposals to Faculty Council for approval.

14.2.6. Review and critique annually the Educational Plan and Budget Summary for the next year drafted by the Standing Committee of Chairs and Program Coordinators.

14.2.7. Review and approve program concept and full proposals for all new and revised citation, diploma, associate degree and degree programs within Faculty jurisdiction, and forward outcome and recommendations to Faculty Council.

14.2.8. The Standing Committee on Curriculum may delegate these authorities to the subcommittees.

14.2.9. Perform other related duties as assigned by Faculty Council.

14.3. Administrative support for the committee shall be assigned through the Office of the Dean.

14.4. Each department or program within the Faculty of Science and Horticulture will form either a Standing Subcommittee on Curriculum or a procedure for curriculum review. Submissions to the Standing Committee on Curriculum must first be reviewed by the department(s) or program (s) that is (are) responsible for the course or program curriculum.

14.4.1. In the event of cross-over of course/program content, the matter must be reviewed by all of the appropriate departments or programs to move forward.

15. Standing Committee on Teaching and Learning:

15.1. The members of the Standing Committee on Teaching and Learning are:

15.1.1. The Dean or Associate Dean(s) – ex-officio, non-voting.

15.1.2. Five representatives on behalf of the broad scope of the Faculty of Science and Horticulture – voting members.

15.2. The committee shall elect a Chair from the members.

15.3. The Standing Committee on Teaching and Learning shall:

15.3.1. Advise Faculty Council on how teaching and learning can be developed within the academic mission, planning and priorities of the Faculty, and make recommendations on potential funding allocations for Teaching & Learning.

15.3.2. Assess the application and results of emerging andragogy and technology to facilitate uptake within the faculty.

15.3.3. Create and curate a database of innovation in teaching practices relevant to the diverse needs of departments within the Faculty.

15.3.4. Encourage and help facilitate Faculty discourse on teaching and learning across the faculty, throughout the academy, and in the public realm.

16. Standing Committee on Research:

16.1. Definitions used by this committee

16.1.1. Research:

16.1.1.1. Is the collection, analysis, interpretation and synthesis of qualitative or quantitative information and data.

16.1.1.2. Involves results drawn from novel studies and/or existing bodies of knowledge.

16.1.2. A researcher:

16.1.2.1. Is actively involved in the design and execution of research.

16.1.2.2. Shares their results both with other researchers and the public through both peer-reviewed and non-peer reviewed publications and at conferences, workshops and other fora.

16.1.2.3. May contribute to the research community by reviewing and critiquing other's work, serving as peer reviewers, mentoring graduate and undergraduate students and serving on graduate committees at KPU and at other institutions, and attending and/or organizing conferences and workshops around research topics.

16.1.2.4. Seeks funding both internally and externally and administers grants.

16.2. The members of the Standing Committee on Research are:

16.2.1. The Dean or Associate Dean(s) – ex-officio, non-voting.

16.2.2. Five representatives on behalf of the broad scope of the Faculty of Science and Horticulture – voting members.

16.2.3. One representative from each Research Institute affiliated with the Faculty of Science and Horticulture – voting members.

16.3. The committee shall elect a Chair from the voting members.

16.4. The Standing Committee on Research shall:

16.4.1. Advise Faculty Council on how research can be developed within the academic mission, planning and priorities of the Faculty.

16.4.2. Identify and recommend policies and funding allocations with potential to facilitate research within the Faculty.

16.4.3. Liaise with and support the work of administrative research services and collaborate with other Research Committees across KPU in order to foster a supportive and healthy University-wide research culture.

16.4.4. Facilitate Faculty collaboration and discourse on research through a communication hub for research within and across the faculty and the academy.

Original Article	Original wording (Deletions in **bold**)	Proposed wording (Additions in **bold**)	Intent	Defense
4.1	**A Vice-Chair of the Faculty shall be elected by the Faculty from among those employed within the Faculty as an instructor, lecturer, assistant professor, associate professor, or professor, or equivalent as designated by Senate, for a two-year term. Vice-Chairs may serve a maximum of three consecutive terms.**	**The Chair of Faculty Council shall be the Vice-Chair of the Faculty.**	Chair of Faculty Council becomes Vice-Chair of Faculty. Dean remains Faculty Chair.	Sole responsibility of Faculty Vice-Chair is to run annual Faculty of the Whole meetings when Dean is absent. Election process is unnecessarily cumbersome.

Original Article	Original wording (Deletions in **bold**)	Proposed wording (Additions in **bold**)	Intent	Defense
6.1.5	**Faculty representation will be determined by the number of Fulltime Equivalent (FTE) faculty in the department or stand-alone program. Smaller departments and stand-alone programs with fewer than five FTE faculty will share one representative.** **Current representation is shown below.** <table><tr><th>Department or Program</th><th>Number of representatives</th></tr><tr><td>Chemistry</td><td>2</td></tr><tr><td>Biology</td><td>2</td></tr><tr><td>Physics</td><td>2</td></tr><tr><td>Horticulture</td><td>2</td></tr><tr><td>Math</td><td>3</td></tr><tr><td>CADD</td><td>1</td></tr><tr><td>Small departments</td><td>1</td></tr></table>	**One (1) elected faculty representative (voting member) for every 7.5 Full-Time Equivalent (FTE) faculty, or portion thereof, in each department.** **6.1.5.1** **Departments with fewer than 7.5, 7.5 to 15, 15 to 22.5, or 22.5 to 30 FTE faculty will have one (1), two (2), three (3), or four (4) elected faculty representatives, respectively.** **6.1.5.2** **In the event that elected faculty make up less than two-thirds (2/3) of the voting members on Faculty Council, one (1) additional faculty representative shall be elected from the department with the lowest representative:FTE ratio and the process shall be repeated until elected faculty make up at least two-thirds (2/3) of the voting members on Faculty Council.** **6.1.5.3** **Any stand-alone program shall be considered a department for purposes of representation on Faculty Council.**	Replace table of faculty reps by department with formula. Maintain proportional representation of faculty on Faculty Council. Ensure that faculty retain two-thirds majority of Faculty Council votes. Balance principal of faculty self-governance with intent to include broad representation of non-faculty on Faculty Council.	Bylaw revision should not be required each time departmental makeup changes. Faculty Council should include representation from non-faculty (students, staff, administration) but academic faculty should retain clear voting control.

Original Article	Original wording (Deletions in **bold**)	Proposed wording (Additions in **bold**)	Intent	Defense
6.1.6	Three members of the Lab Staff of the Faculty (one from each campus: Langley, Surrey, and Richmond).	Three **(3)** members of the Lab Staff of the Faculty (one from each campus: Langley, Surrey, and Richmond) **(voting members)**.	Clarify that lab staff representatives are recognized as voting members of Faculty Council.	
6.1.7	Student representatives (2) at meetings and proceedings of the Faculty, in accordance with rules established by the Faculty (University Act, 40(b)).	Student representatives (2) at meetings and proceedings of the Faculty, in accordance with rules established by the Faculty (University Act, 40(b)) **(voting members)**.	Clarify that student representatives are recognized as voting members of Faculty Council.	
8.4	**Students from the Faculty of Science and Horticulture will be elected by the student body of the Faculty of Science and Horticulture annually. Faculty Council will ensure that such elections occur.**	**Each department may nominate one candidate for student representative from its roster of current students. Student nominations will go forward to the Nominations and Governance Committee, which shall recommend two student representatives to Council for endorsement.**	Remove requirement for student election of student reps on Faculty Council. Replace with nominations by departments, followed by recommendation to council by Nom/Gov.	Faculty Council does not have the capacity to coordinate student body elections. In the absence of such elections, KFA reps have been invited to serve on Faculty Council, but seldom attend meetings. A survey of other Faculty Councils found that Science and Horticulture stands alone in requiring student body elections.

Original Article	Original wording (Deletions in **bold**)	Proposed wording (Additions in **bold**)	Intent	Defense
8.7	**The use of alternates for voting members is not permitted.**	**Any voting member who will be absent from a meeting may provide the Chair with advance written notice of the absence and designate an alternate to attend that meeting as a voting member.** **8.7.1** **A voting member may designate an alternate for no more than three (3) meetings between September 1 and August 31.** **8.7.2** **An alternate must be draws from the same program or constituency as the voting member replaced.**	Allow designation of voting alternates by absent members of Faculty Council.	Update bylaws to reflect current practice.
8.9	The seat of an elected or appointed member who fails to attend three meetings of Faculty Council between September 1 and August 31 may be declared vacant by the Chair.	The seat of an elected or appointed member who fails to attend **or designate an alternate for** three meetings of Faculty Council between September 1 and August 31 may be declared vacant by the Chair.	Avoid declaration of vacancy in cases where designated alternates attend in place of absent elected or appointed members.	

Original Article	Original wording (Deletions in **bold**)	Proposed wording (Additions in **bold**)	Intent	Defense
9.1	Faculty Council Chair and Vice Chair will be elected from the **Faculty members listed in according to the Table in 6.1.5.** The election will normally occur on or about September 1, and the normal term will be two years, or a shorter term corresponding to the Chair or Vice Chair's Faculty Council term.	Faculty Council Chair and Vice Chair will be elected from **the voting members of Faculty Council.** **9.1.1** The election will normally occur on or about September 1, and the normal term will be two years, or a shorter term corresponding to the Chair or Vice Chair's Faculty Council term.	Allow all voting members of Faculty Council to run for Chair and Vice Chair positions. Remove current requirement that Chair and Vice Chair be faculty.	Broaden selection pool for Chair and Vice Chair positions.
9.16	The quorum for the meetings be 50% plus 1 of the voting members **with a further requirement that 50% plus 1 of the voting members present are representatives as outlined in 6.1.5.**	The quorum for the meetings **will** be 50% plus 1 of the voting members.	Allow all voting members of Faculty Council to contribute to quorum.	Determining quorum before conducting Council business was unnecessarily complicated by the majority faculty status requirement.
9.20	Faculty Council may decide at any time, by majority vote of those present and eligible to vote, that a whole meeting or any part of a meeting be held *in camera*.	Faculty Council may decide at any time, by majority vote of those present and eligible to vote, that a whole meeting or any part of a meeting be held *in camera*. **9.20.1** *In camera* **sessions are restricted to voting members of Faculty Council unless a simple majority votes to invite a non-voting member or non-member to participate.**	Restrict *in camera* sessions to voting members of Faculty Council.	Current bylaws do not stipulate who participates when council goes *in camera.*

Original Article	Original wording (Deletions in **bold**)	Proposed wording (Additions in **bold**)	Intent	Defense
10.19	Meetings may conducted by videoconference and/or teleconference.	Meetings may **be** conducted by videoconference and/or teleconference.		Grammatical error
11.1	Notwithstanding 10.1 above, Faculty Council will seek recommendations and advice from the following: 11.1.1. Standing Committee on Nominat**ing** and Governance. 11.1.2. Standing Committee on Academic Planning and Priorities. 11.1.3. Standing Committee on Curriculum. **11.1.4.** **Standing Committee of Chairs and Program Coordinators.** **11.1.5.** **Standing Committee on Scholarships and Awards.** 11.1.6. Standing Committee on Teaching and Learning. 11.1.7. Standing Committee on Research.	Notwithstanding 10.1 above, Faculty Council will seek recommendations and advice from the following: 11.1.1. Standing Committee on Nominat**ions** and Governance. 11.1.2. Standing Committee on Academic Planning and Priorities. 11.1.3. Standing Committee on Curriculum. **11.1.4.** Standing Committee on Teaching and Learning. **11.1.5.** Standing Committee on Research.	Remove two standing committees from Faculty Council	Committee of Program Coordinators does not report to Faculty Council. Departmental award recommendations are made by departments, and faculty-wide award recommendations will be made by the Nominations and Governance committee.

Original Article	Original wording (Deletions in **bold**)	Proposed wording (Additions in **bold**)	Intent	Defense

12.1	The members of the Standing Committee on Nominations and Governance are:
	
	12.1.1.
	    The Dean – ex-officio and non-voting.
	12.1.2.
	    The Associate Dean(s) – ex-officio and non-voting.
	12.1.3.
	    The Chair of Faculty Council – ex-officio and non-voting.
	12.1.4.
	    Three elected faculty members of the Faculty, consisting of at least one member from Science and at least one from Horticulture.
	12.1.5.
	    The three elected faculty are voting members.
		The members of the Standing Committee on Nominations and Governance are:
		
		12.1.1.
		    The Dean – ex-officio and non-voting.
		12.1.2.
		    The Associate Dean(s) – ex-officio and non-voting.
		12.1.3.
		    The Chair of Faculty Council – ex-officio and non-voting.
		12.1.4.
		    Five members of the Faculty of Science and Horticulture – voting. No more than two members from any one department.
			Expand Nominations and Governance committee and broaden eligibility criteria.	Create a more robust and broadly representative committee.

12.2	A Chair is elected from within the **three** voting **faculty** members. The Chair retains his or her voting privilege. The Vice Chair of the Standing Committee of Nominations and Governance is the Chair of Faculty Council.	A Chair is elected from within the **five** voting members. The Chair retains his or her voting privilege. The Vice Chair of the Standing Committee of Nominations and Governance is the Chair of Faculty Council.		Reflect expanded committee size.

Original Article	Original wording (Deletions in **bold**)	Proposed wording (Additions in **bold**)	Intent	Defense

12.3	The Standing Committee on Nominations and Governance shall:
	
	[…]
	
	12.3.6.
	    Perform other duties as assigned by Faculty Council.
	12.3.7.
	    Review at least once every three years the composition and terms of reference of committees.
		The Standing Committee on Nominations and Governance shall: […]
		
		12.3.6.
		    Nominate and assign scholarships and awards for deserving students in the Faculty of Science, according to criteria established by the donors.
		    12.3.6.1.
		        The Standing Committee on Nominations and Governance shall not nominate students or faculty for awards or recognitions that are exclusive to a department.
		    12.3.6.2.
		        Any department may establish a committee to allocate student awards and scholarships, or to organize special events and recognitions, exclusive to that department.
		12.3.7.
		    Nominate and receive nominations for awards, scholarships, and accolades for faculty and staff within the Faculty of Science.
		    12.3.7.1.
		        The Standing Committee on Nominations and Governance shall not nominate faculty for awards or recognitions that are exclusive to a department.
		    12.3.7.2.
		        Any department may establish a committee to allocate faculty awards and scholarships, or to organize special events and recognitions, exclusive to that department.
		12.3.8.
		    Nominate past faculty, community individuals, and nationally/internationally recognized and deserving recipients for honourary degrees and professor emeritus status at convocation.
		12.3.9.
		    Review at least once every three years the composition and terms of reference of committees.
			Assign duties of former Scholarships and Awards Committee to Nominations and Governance Committee	

Original Article	Original wording (Deletions in **bold**)	Proposed wording (Additions in **bold**)	Intent	Defense
13.1	Members of the Standing Committee on Academic Planning and Priorities are: […] 13.1.4. **Two faculty members from horticulture and one faculty member from each of all other departments and programs** – voting members.	Members of the Standing Committee on Academic Planning and Priorities are: […] 13.1.4. **One faculty member from each academic department** – voting members.	Include one faculty member from each department on APP. Remove requirements for extra representation from Horticulture and representation from programs.	Faculty has eight departments and 17 programs, making for a potentially unwieldy committee. In practice, APP has consisted of departmental representatives only.
13.3	The Standing Committee on Academic Planning and Priorities shall: […] 13.3.6 Perform other duties as assigned by Faculty Council. **13.3.7.** **Advise Faculty Council on how research and scholarship fits with academic mission, planning and priorities of the Faculty, and make recommendations on how it might be facilitated.**	The Standing Committee on Academic Planning and Priorities shall: […] 13.3.6 Perform other duties as assigned by Faculty Council.	Remove research and scholarship duties from APP	These duties are now accomplished by standing committees on Research and Teaching and Learning

Original Article	Original wording (Deletions in **bold**)	Proposed wording (Additions in **bold**)	Intent	Defense
14.1	The members of the Standing Committee on Curriculum are: […] 14.1.3. Faculty Senators – ex-officio and non-voting. 14.1.4. One faculty member from each department **or program within the Faculty of Science and Horticulture**– voting members.	The members of the Standing Committee on Curriculum are: […] 14.1.3. Faculty Senators **(2)** – ex-officio and non-voting. 14.1.4. One faculty member from each **academic** department – voting members.	Include one faculty member from each department on SCC. Remove requirements for extra representation from programs.	
15	**Standing Committee of Chairs and Program Coordinators** **15.1. The members of the Standing Committee of Chairs and Program Coordinators are:** **[…]** **15.4. Administrative support for the committee shall be assigned through the Office of the Dean.**		Remove Standing Committee of Chairs and Program Coordinators from Faculty Council	Committee operates independently from Faculty Council.

Original Article	Original wording (Deletions in **bold**)	Proposed wording (Additions in **bold**)	Intent	Defense
16	**Standing Committee on Scholarships and Awards:** **16.1. The members of the Standing Committee on Scholarships and Awards are:** **[…]** **16.4.4. Perform other related duties as assigned by the Dean or Faculty Council.**		Remove Standing Committee on Scholarships and Awards from Faculty Council	Committee duties reassigned to Committee on Nominations and Governance

18.2	The members of the Standing Committee on Research are:
	
	18.2.1.
	    The Dean or Associate Dean(s) – ex-officio, non-voting.
	18.2.2.
	    Five representatives on behalf of the broad scope of the Faculty of Science and Horticulture – voting members.
	18.2.3.
	    One representative from each Research Institute **in** the Faculty of Science and Horticulture – voting members.
		16.2. The members of the Standing Committee on Research are:
		
		16.2.1.
		    The Dean or Associate Dean(s) – ex-officio, non-voting.
		16.2.2.
		    Five representatives on behalf of the broad scope of the Faculty of Science and Horticulture – voting members.
		16.2.3.
		    One representative from each Research Institute **affiliated with** the Faculty of Science and Horticulture – voting members.
			Retain Research Institute representation on Faculty Council	Research Institutes are no longer administered by Science and Horticulture but retain a "dotted line relationship" to the Faculty. Institute Directors and the Office of Research Services have asked that they continue to be represented on Faculty Council in the Faculty of Science and Horticulture.

SENATE

Agenda Item: 7.2
Meeting Date: October 28, 2019
Presenter: David Florkowski

Agenda Item:	Search Committee: Chancellor

Action Requested:	☒Motion to Approve ☐Discussion ☐Information

Recommended Resolution:	**THAT Senate nominate the following members of Senate for the Search Committee, Chancellor:** • **Rebecca Harbut** • **Andre Iwanchuk**

Senate Standing Committee Report:	On October 16, 2018 the Senate Governance and Nominating Committee recommended that Senate nominate the following members of Senate for the Search Committee, Chancellor: • Rebecca Harbut • Andre Iwanchuk
Context & Background:	The *University Act* states: Chancellor 11 (1) There must be a chancellor of each university, who is to be appointed by the board on nomination by the alumni association and after consultation with the senate or, in the case of the University of British Columbia, after consultation with the council. (1.1)The chancellor holds office for 3 years and after that until a successor is appointed. (2)A retiring chancellor is eligible for reappointment. (3)A person may not hold the office of chancellor for more than 6 consecutive years in addition to the period of office held by the person as a result of having been appointed for the unexpired term of the person's predecessor. (4)The chancellor must not be employed by a university.
Key Messages:	Current Chancellor Dr. George Melville will complete his second three-year term on Oct. 5, 2020. Accordingly, the university must now undertake the process to select and appoint a new chancellor.

On September 23, 2019, Alan Davis, President advised Senate that the process to select a new Chancellor will begin following the Board of Governors' review of the attached role description and criteria for selection at its Oct. 2 meeting.

Attachments:

1. Chancellor Selection and Appointment Proposed Timeline 2019-20
2. Procedures for the Selection of the Chancellor

Submitted by: *David Florkowski*

Date submitted: *October 18, 2019*

Procedures for Selection of the Chancellor

PURPOSE

The following procedures define the method by which the appointment or reappointment of the Chancellor of Kwantlen Polytechnic University will be conducted.

CONTEXT AND JURISDICTION

As prescribed by section 11 of the University Act, the Board of Governors will appoint the Chancellor on nomination by the Alumni Association and after consultation with the Senate. The Chancellor holds office for three years and after that until a successor is appointed, and is eligible for reappointment but must not hold office for more than six consecutive years. The Chancellor must not be employed by a university.

PROCEDURES

1. **Notification of Vacancy**
    1.1. Approximately eighteen (18) months before the expiry of a Chancellor's term, the President will notify the Board of Governors, the Senate, and the Alumni Association of the impending vacancy.

    1.2. At the same time, the Board of Governors will develop or review and update, as appropriate, the role description of the Chancellor and criteria for selection (the "Criteria").

2. **Composition of the Search Committee**
    2.1. A joint committee of the Board of Governors, the Senate and the Alumni Association will be struck to seek and consider nominations for the position of Chancellor.

    2.2. The committee shall be comprised of the following members:

    a) Chair of the Alumni Association, who will chair the committee
    b) KPU President & Vice-Chancellor
    c) Executive Director of Alumni Association
    d) Two members of the Board of Governors
    e) Two members of the Board of Directors of the Alumni Association
    f) Two members of the Senate
    g) One student representative
    h) The Chancellor (if term is not eligible for renewal)

    2.3. All members of the selection committee will be required to sign a code of conduct.

3. **Reappointment Procedures**

    3.1. If the current Chancellor is eligible for and agreeable to reappointment, the Search Committee will consider his or her reappointment.

    3.2. If the recommendation is for reappointment, the Alumni Association Board of Directors will nominate him or her for reappointment. In the event of a negative recommendation for reappointment, the Chancellor would be informed and a search process commenced.

4. **Selection Process**

    4.1. In the event of an upcoming vacancy, the Search Committee will issue a call for nominations to alumni, Senate, Board of Governors and the University community at large.

    4.2. The Search Committee shall, in consideration of the Criteria:

    a) Consider nominations in confidence, recognizing the need for due diligence;

    b) Develop a shortlist of candidates and consult the Alumni Association Board of Directors in strict confidence;

    c) Identify a preferred candidate from amongst those candidates acceptable to the Alumni Association Board of Directors and approach the candidate to ascertain his or her willingness to serve.

    4.3. Should the candidate decline the opportunity to serve as Chancellor, the next highest ranked candidate would be approached.

5. **Recommendation for Appointment**

    5.1. The Alumni Association Board of Directors shall recommend the Search Committee's chosen candidate for appointment or reappointment to the Board of Governors.

    5.2. Following consultation with Senate, the Board of Governors may appoint the nominee.

    5.3. If the nominee selected by the Search Committee is not appointed it will be the sole responsibility of the Alumni Association Board to bring forward a nominee of their choosing

RELATED LEGISLATION

- University Act
- Freedom of Information and protection of Privacy Act

Revised: June 2013

ooa/alumni/…

KPU Chancellor Selection and Appointment Timeline

Date	Action	Meeting	Responsibility of
Fall 2019	Alumni Association given notice of the expiry of the Chancellor's term and reviews and approves the Search process and draft role description	September 17, 2019	President
	Senate is given notice of the expiry of the Chancellor's term and reviews the Search Process and draft role description	September 23, 2019	President
	Board of Governors is given notice of the expiry of the Chancellor's term and reviews the Search Process and draft role description	October 2, 2019	President
	Senate nominating committee recommends two members to serve on the Chancellor search committee	October 16, 2019	Senate
	Senate selects two members to serve on the Chancellor search committee and reviews final role description	October 28, 2019	Senate
	Board reviews the selection criteria and role description for the Chancellor	December 4, 2019	Board
	Board selects two Board members to serve on the Chancellor search committee	December 4, 2019	Board
	Alumni Association to select two members and 1 student to serve on the Chancellor search committee. Chair of Alumni Board chairs the committee. Approves final role description		Executive Director, Alumni Association
December, 2019	Call for nominations sent to Alumni, Senate, Board and University Community: December - January 30, 2020		
January - March, 2020	Committee Meetings 1. Introductory meeting: role of committee, process and signing of code of conduct	January – March, 2020	Executive Director, Alumni Association

	2. Consider nominations and develop short list of candidates and consult with Alumni Board 3. Identify a preferred candidate from amongst those candidates acceptable to the Alumni Association Board of Directors and approach the candidate to ascertain his or her willingness to serve.		
April 2020	Alumni Association recommends the appointment of a Chancellor to the Board of Governors		Executive Director, Alumni Association
April 2020	Board consults Senate on the appointment of the Chancellor		Board
May 27, 2020	Board receives response from Senate and approves the appointment of Chancellor		Board

Agenda Item:	**Senate Standing Committees Nominations and Appointments**

Action Requested:	☒Motion to Approve ☐Discussion ☐Information

Recommended Resolution:	**THAT Senate appoint the nominees named on the attached list, *2019 10 Nominations and Appointments*.**

Senate Standing Committee Report:	On October 16, 2019, the Senate Governance and Nominating Committee recommended that Senate appoint the nominees named on *2019 10 Nominations and Appointments*.
Context & Background:	The Senate Governance and Nominating Committee has the mandate to nominate members to serve on Senate committees. The nominations are recommended to Senate for review and appointment. The appointments are for information.
Consultations:	• Elected senators – for nominations to serve on a minimum of two Senate committees per Senate Bylaw 1.10 • Faculty Councils – for faculty member nominations • Provost and Vice President, Academic – for appointments of Deans and Associate Deans • Students – for nominations involving students • Professional support staff – for nominations involving Professional support staff.
Attachments:	*2019 10 Nominations and Appointments*
Submitted by:	*David Florkowski*
Date submitted:	*October 18, 2019*

Oct-19	First Name	Last Name	Committee Role (listed in membership composition)	KPU Faculty	Cttee_Senate Start Date	Cttee_Senate End Date	Nominated by
Nominations							
Senate Standing Committee on Program Review	Allison	Richardson	Faculty member-at-large		1-Nov-19	31-Aug-22	David Burns, Vice-Chair of Senate
Senate Standing Committee on University Budget	Dossou	Assogba	Faculty member	ACA	1-Nov-19	31-Aug-22	ACA Faculty Council, Sept 20, 2019
Senate Standing Committee on Academic Planning and Priorities	Michelle	Molnar	Support Staff		1-Nov-19	31-Aug-22	Senate Governance and Nominating Committee
Senate Standing Committee on Appeals	Candace	Gartry	Support Staff		1-Nov-19	31-Aug-22	Senate Governance and Nominating Committee
Senate Standing Committee on Appeals	Sherry	Wilson	Faculty-at-large		1-Nov-19	31-Aug-22	Senate Governance and Nominating Committee
Senate Standing Committee on Appeals	Vasile	Zamfirescu	Faculty-at-large		1-Nov-19	31-Aug-22	Senate Governance and Nominating Committee
Senate Standing Committee on Research	Paul	Ohler	Faculty-at-large		1-Nov-19	31-Aug-22	Senate Governance and Nominating Committee
Senate Standing Committee on Research	Wei	Li	Faculty-at-large		1-Nov-19	31-Aug-22	Senate Governance and Nominating Committee
Senate Standing Committee on Tributes	Takashi	Sato	Faculty-at-large		1-Nov-19	31-Aug-22	Senate Governance and Nominating Committee
Appointments for information							**Appointed by**
Senate Standing Committee on Research	Steve	Lewarne	Professional support staff		1-Oct-19	31-Aug-22	Deepak Gupta, Associate Vice-President, Research
Senate Standing Committee on Teaching and Learning	Natalie	Shearer	Associate Vice-President, Research or designate		4-Oct-19	31-Aug-22	Deepak Gupta, Associate Vice-President, Research

Agenda Item:	Academic Schedules: 2020/2021 and 2021/2022

Action Requested:	☒Motion to Approve ☐Discussion ☐Information

Recommended Resolution:	**THAT Senate approve the 2020/2021 and 2021/2022 Academic Schedules.**

Standing Committee Report:	On September 27, 2019, the Senate Standing Committee on Academic Planning and Priorities confirmed that the 2020/2021 and 2021/2022 Academic Schedules are compliant with Policy AR17: *Academic Schedule and Course Timetables* and recommended Senate approve Option B to Senate.
Context & Background:	University Act Sec 35.2 (6) states: *"The senate of a special purpose, teaching university must advise the board, and the board must seek advice from the senate, on the development of educational policy for the following matters:* (h) the setting of the academic schedule." **Policy AR 17: *Academic Schedule and Course Timetables*** The Academic Schedule and Course Timetables Procedures state, *"The Academic Schedule will be presented each September to the Senate Standing Committee on Academic Planning and Priorities and subsequently reported to Senate and the Board of Governors."* In accordance with the Procedures associated with Policy AR 17, the following guidelines are used when establishing the Academic Schedule: • The number of instructional days of the week are maximized at 13. • The potential for a December closure is factored in. • A non-instructional day is included in the first week of January to allow for the spring term's new student orientation. • Withdrawal dates each semester have been set at 66% of the way into the semester / instructional cycle. • Each exam period has been set at 8 days as outlined in policy.

	• The reading break each spring has been aligned with Family Day so two consecutive instructional Mondays are not lost.
Key Messages:	1. Both Academic Schedules adhere to Policy AR 17.
	2. Approving two Academic Year Schedules allows for better institutional planning.
	3. The Office of the Registrar has used a consistent set of guidelines as outlined above in the development of both Academic Year Schedules.
	4. The 2020/21 Academic Year Schedule has been adjusted to allow the required time in fall term for end of term processing.
	5. The 2021/22 Academic Year schedule has two options presented for consideration:
	5.1. **Option A:** Requires that we run final exams over the Easter long weekend (Saturday) however, it allows for 13 instructional Mondays.
	5.2. **Option B:** Allows for an uninterrupted Easter long weekend, however it results in 12 instructional Mondays.
	NOTE: Neither Option A nor B changes the end date of the Spring term.
Attachments:	1. 2020/21 and 2021/22 Academic Schedule_Standard Terms
	2. AR17 Academic Schedule and Course Timetable Policy
	3. AR17 Academic Schedule and Course Timetable Procedures
Submitted by:	*Natasha Campbell, Chair,* *Senate Standing Committee on Academic Planning and Priorities*
Date submitted:	*October 18, 2019*

2020-21 Academic Schedule for Standard Terms

KPU HOLIDAYS/CLOSURES

Labour Day	Mon, Sep 07, 2020	Good Friday	Fri, Apr 02, 2021
Thanksgiving	Mon, Oct 12, 2020	Easter Monday	Mon, Apr 05, 2021
Remembrance Day	Wed, Nov 11, 2020	Victoria Day	Mon, May 24, 2021
Holiday Closure (TBD)	Dec 24, 2020 –Jan 1, 2021	Canada Day	Thu, Jul 01, 2021
Family Day	Mon, Feb 15, 2021	BC Day	Mon, Aug 02, 2021

SUMMARY

Term Duration *(first day of classes until final grade submission deadline)*	
Fall 2020	Sep 08 – ~~Dec 22~~Dec 21
Spring 2021	Jan 05 – Apr 28
Summer 2021	May 10 – Aug 25

FULL TERM DATES

Term	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 08	Tue, Jan 05	Mon, May 10
Reading break		Mon Feb 15-Sat Feb 20	
Last day to withdraw	Fri, Nov 06	Thurs, Mar 11	Fri, July 09
Last day of classes	Mon, Dec 07	Mon, Apr 12	Mon, Aug 09
Final Exam/Assessment Period			
Start date	Wed, Dec 09	Wed, Apr 14	Wed, Aug 11
End date	Thurs, Dec 17	Thurs, Apr 22	Thurs, Aug 19
Grade Submission Deadline	~~Tue, Dec 22~~Mon Dec 21	Wed, Apr 28	Wed, Aug 25

Days of instruction (holidays /closures removed):

Term	Fall	Spring	Summer
Mondays	12	12	12
Tuesdays	13	13	13
Wednesdays	12	13	13
Thursdays	13	13	12
Fridays	13	12	13
Saturdays	13	13	13
TOTAL	**76**	**76**	**76**
Number of final exam/assessment days	8	8	8

INTERSESSION DATES

Session One	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 08	Tue, Jan 05	Mon, May 10
Last day to withdraw	Mon, Oct 05	Mon, Feb 01	Mon, June 07
Last day of classes	Mon, Oct 19	Mon, Feb 22	Mon, Jun 21
Final Exam/Assessment Period			
Start date	Wed, Oct 21	Wed, Feb 24	Wed, Jun 23
End date	Fri, Oct 23	Fri, Feb 26	Fri, Jun 25

Session Two	Fall	Spring	Summer
Instructional Days			
First day of classes	Mon, Nov 02	Mon, Mar 08	Mon, Jul 05
Last day to withdraw	Mon, Nov 30	Tue, Apr 06	Fri, Jul 31
Last day of classes	Sat, Dec 12	Mon, Apr 19	Mon, Aug 16
Final Exam/Assessment Period			
Start date	Tue, Dec 15	Wed, Apr 21	Wed, Aug 18
End date	Thurs, Dec 17	Fri, Apr 23	Fri, Aug 20

Days of instruction:

Term	Fall		Spring		Summer	
Session	**One**	**Two**	**One**	**Two**	**One**	**Two**
Mondays	5	6	6	6	6	6
Tuesday	6	6	6	6	6	6
Wednesdays	6	5	6	6	6	6
Thursdays	6	6	6	6	6	6
Fridays	6	6	6	5	6	6
Saturdays	6	6	6	6	6	6
TOTAL	**35**	**35**	**36**	**35**	**36**	**36**
Number of final exam/assessment days	3	3	3	3	3	3

2021-22 Academic Schedule for Standard Terms *(Option A)*

KPU HOLIDAYS/CLOSURES

Labour Day	Mon, Sep 06, 2021	Good Friday	Fri, Apr 15, 2022
Thanksgiving	Mon, Oct 11, 2021	Easter Monday	Mon, Apr 18, 2022
Remembrance Day	Thu, Nov 11, 2021	Victoria Day	Mon, May 23, 2022
Holiday Closure (TBD)	Dec 24, 2021 –Jan 3, 2022	Canada Day	Fri, Jul 01, 2022
Family Day	Mon, Feb 21, 2022	BC Day	Mon, Aug 01, 2022

SUMMARY

Term Duration *(first day of classes until final grade submission deadline)*	
Fall 2021	Sep 07 - Dec 20
Spring 2022	Jan 05 – Apr 27
Summer 2022	May 09 – Aug 24

FULL TERM DATES

Term	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 07	Wed, Jan 05	Mon, May 09
Reading break		Mon Feb 21-Sat Feb 26	
Last day to withdraw	Fri, Nov 05	Fri, Mar 11	Fri, Jul 08
Last day of classes	Mon, Dec 06	Mon, Apr 11	Mon, Aug 08
Final Exam/Assessment Period			
Start Date	Wed, Dec 08	Wed, Apr 13	Wed, Aug 10
End Date	Thurs, Dec 16	Sat, Apr 23	Thurs, Aug 18
Grade Submission Deadline	Mon, Dec 20	Wed, Apr 27	Wed, Aug 24

Days of instruction (holidays /closures removed):

Term	Fall	Spring	Summer
Mondays	12	13	12
Tuesdays	13	12	13
Wednesdays	13	13	13
Thursdays	12	13	13
Fridays	13	13	12
Saturdays	13	13	13
TOTAL	**76**	**77**	**76**
Number of final exam/assessment days	8	8	8

INTERSESSION DATES

Session One	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 07	Wed, Jan 05	Mon, May 09
Last day to withdraw	Mon, Oct 04	Tue, Feb 01	Mon, June 06
Last day of classes	Mon, Oct 18	Mon, Feb 14	Mon, Jun 20
Final Exam/Assessment Period			
Start Date	Wed, Oct 20	Wed, Feb 16	Wed, Jun 22
End Date	Fri, Oct 22	Fri, Feb 18	Fri, Jun 24

Session Two	Fall	Spring	Summer
Instructional Days			
First day of classes	Mon, Nov 01	Mon, Feb 28	Mon, Jul 04
Last day to withdraw	Mon, Nov 29	Sat, Mar 26	Sat, Jul 30
Last day of classes	Sat, Dec 11	Sat Apr 9	Mon, Aug 15
Final Exam/Assessment Period			
Start Date	Tue, Dec 14	Tue, Apr 12	Wed, Aug 17
End Date	Thurs, Dec 16	Thu, Apr 14	Fri, Aug 19

Days of instruction:

Term	Fall		Spring		Summer	
Session	**One**	**Two**	**One**	**Two**	**One**	**Two**
Mondays	5	6	6	6	6	6
Tuesday	6	6	5	6	6	6
Wednesdays	6	6	6	6	6	6
Thursdays	6	5	6	6	6	6
Fridays	6	6	6	6	6	6
Saturdays	6	6	6	6	6	6
TOTAL	**35**	**35**	**35**	**36**	**36**	**36**
Number of final exam/assessment days	3	3	3	3	3	3

2021-22 Academic Schedule for Standard Terms *(Option B)*

KPU HOLIDAYS/CLOSURES

Labour Day	Mon, Sep 06, 2021	Good Friday	Fri, Apr 15, 2022
Thanksgiving	Mon, Oct 11, 2021	Easter Monday	Mon, Apr 18, 2022
Remembrance Day	Thu, Nov 11, 2021	Victoria Day	Mon, May 23, 2022
Holiday Closure (TBD)	Dec 24, 2021 –Jan 3, 2022	Canada Day	Fri, Jul 01, 2022
Family Day	Mon, Feb 21, 2022	BC Day	Mon, Aug 01, 2022

SUMMARY

Term Duration *(first day of classes until final grade submission deadline)*	
Fall 2021	Sep 07 - Dec 20
Spring 2022	Jan 05 – Apr 27
Summer 2022	May 09 – Aug 24

FULL TERM DATES

Term	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 07	Wed, Jan 05	Mon, May 09
Reading break		Mon Feb 21-Sat Feb 26	
Last day to withdraw	Fri, Nov 05	Fri, Mar 11	Fri, Jul 08
Last day of classes	Mon, Dec 06	~~Mon, Apr 11~~ Sat Apr 9	Mon, Aug 08
Final Exam/Assessment Period			
Start Date	Wed, Dec 08	~~Wed, Apr 13~~ Tue Apr 12	Wed, Aug 10
End Date	Thurs, Dec 16	Sat, Apr 23	Thurs, Aug 18
Grade Submission Deadline	Mon, Dec 20	Wed, Apr 27	Wed, Aug 24

Days of instruction (holidays /closures removed):

Term	Fall	Spring	Summer
Mondays	12	~~13~~12	12
Tuesdays	13	12	13
Wednesdays	13	13	13
Thursdays	12	13	13
Fridays	13	13	12
Saturdays	13	13	13
TOTAL	**76**	**~~77~~76**	**76**
Number of final exam/assessment days	8	8	8

INTERSESSION DATES

Session One	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 07	Wed, Jan 05	Mon, May 09
Last day to withdraw	Mon, Oct 04	Tue, Feb 01	Mon, June 06
Last day of classes	Mon, Oct 18	Mon, Feb 14	Mon, Jun 20
Final Exam/Assessment Period			
Start Date	Wed, Oct 20	Wed, Feb 16	Wed, Jun 22
End Date	Fri, Oct 22	Fri, Feb 18	Fri, Jun 24

Session Two	Fall	Spring	Summer
Instructional Days			
First day of classes	Mon, Nov 01	Mon, Feb 28	Mon, Jul 04
Last day to withdraw	Mon, Nov 29	Sat, Mar 26	Sat, Jul 30
Last day of classes	Sat, Dec 11	Sat Apr 9	Mon, Aug 15
Final Exam/Assessment Period			
Start Date	Tue, Dec 14	Tue, Apr 12	Wed, Aug 17
End Date	Thurs, Dec 16	Thu, Apr 14	Fri, Aug 19

Days of instruction:

Term	Fall		Spring		Summer	
Session	**One**	**Two**	**One**	**Two**	**One**	**Two**
Mondays	5	6	6	6	6	6
Tuesday	6	6	5	6	6	6
Wednesdays	6	6	6	6	6	6
Thursdays	6	5	6	6	6	6
Fridays	6	6	6	6	6	6
Saturdays	6	6	6	6	6	6
TOTAL	**35**	**35**	**35**	**36**	**36**	**36**
Number of final exam/assessment days	3	3	3	3	3	3

Policy History	
Policy No. AR17	
Approving Jurisdiction: Board of Governors, with Senate advice	
Administrative Responsibility: Provost and Vice President Academic	
Effective Date: June 27, 2019	

Academic Schedule and Course Timetables
Policy

A. CONTEXT AND PURPOSE

The purpose of this Policy is to assist in the establishment of an Academic Schedule that meets the educational programming priorities of Kwantlen Polytechnic University (KPU). The Academic Schedule serves as the framework for course timetabling and scheduling of Senate-approved instructional activities. Both the Academic Schedule and the Course Timetable will maximize the utilization of campus space and provide students with the ability to complete their studies in a timely fashion.

The *University Act* Section 35.2(6)(h) states that '*The senate of a special purpose teaching university must advise the board, and the board must seek advice from the senate, on the development of educational Policy for the setting of the academic schedule*.'

B. SCOPE AND LIMITS

1. KPU has three distinct instructional cycles:
   a. standard terms,
   b. fixed-terms, and
   c. continuous intake.

2. This Policy sets standards for the creation of the Academic Schedule and the associated Course Timetables for all three instructional cycles, instructional activities and space.

3. University instructional activities include KPU's Senate-approved course offerings at all academic levels.

4. Scheduling of space for Continuing / Professional Studies, Apprenticeship offerings, non-instructional activities and campus events is outside the scope of this Policy.

C. STATEMENT OF POLICY PRINCIPLES

1. Classes will be scheduled to optimize student access to courses so they are able to complete their studies in a timely fashion.

2. Classes will be scheduled to maximize student choice while minimizing individual schedule conflicts.

3. Classes will be scheduled to make the best possible use of teaching facilities and resources, which reflect student demand. Spaces utilized for instructional activities will therefore be assigned on the basis of room capacity, resource requirements and room characteristics.

4. The University will establish multiple standard meeting patterns in recognition of appropriate pedagogy.

5. When establishing Course Timetables, the University will endeavor to provide all instructional faculty the ability to engage in teaching, scholarly activity and service.

6. Decisions about Course Timetables are based on ongoing assessment and evaluation of space utilization.

D. DEFINITIONS

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

E. RELATED POLICIES & LEGISLATION

University Act Section 35.2(6)(h)
BP7 *University Space*

F. RELATED PROCEDURES

Refer to Procedure AR17 *Academic Schedule and Course Timetables.*

Policy History	
Policy No.	
AR17	
Approving Jurisdiction:	
Board of Governors, with Senate advice	
Administrative Responsibility:	
Provost and Vice President Academic	
Effective Date:	
June 27, 2019	

Academic Schedule and Course Timetables
Procedure

A. DEFINITIONS

1. **Academic Schedule:** The major dates and deadlines of each of the standard terms within the academic year.

2. **Course Timetables:** The lists of Senate-approved courses and the times they are offered in a particular instructional cycle.

3. **Department:** An educational administrative sub-unit of a Faculty and/or School within the university dealing with a particular field of knowledge.

4. **Instructional Activities:** Classes, lectures, laboratories, tutorials, seminars, studios, examinations, clinicals, simulation labs, theory, mentorship, supervised practice, and praxis.

5. **Instructional Days:** Monday to Saturday inclusive.

6. **Instructional Cycles:** The period during which instructional activities occur. There are three instructional cycles at KPU:

    a. *Standard Term:*
       At KPU, standard terms are defined as Fall (September-December), Spring (January - April) and Summer (May - August). Standard terms also include intersessions. Each intersession is half the length of the full standard term.

    b. *Fixed Term:*
       Fixed term instructional activities have a fixed start date and end date that are typically different from standard term-based dates.

  c. *Continuous Intake:*
  Studies that utilize rolling admission/registration whereby each student starts and ends courses on an individual basis. Continuous intake offerings have a limited number of seats that are filled as space becomes available.

7. **Instructional Hours:** Monday through Friday 7:00am to 10:00pm and Saturday 8:30am to 7:00pm.
  a. **Daytime Hours:** 7:00am to 4:00pm.
  b. **Evening Hours:** 4:00pm to 10:00pm.
  c. **Peak Hours**: 10:00am to 2:30pm.

8. **Instructional Space:** Space used for Senate-approved instructional activities.

9. **Reading Break:** KPU schedules a Reading Break during each spring term, immediately following the BC Family Day statutory holiday. The Reading Break will not result in the lengthening of the term. No lectures, tutorials, labs or other regularly scheduled course-related academic activities may be held during the Reading Break. In addition, no academic evaluations may be scheduled or have a deadline during the Reading Break. This includes essays, quizzes, tests, examinations, lab reports, or evaluations of any other kind.

10. **Room Regions:** Rooms that may be assigned to a particular Faculty for the purpose of establishing Course Timetables.

11. **Sections:** The dates, times and location within a particular instructional cycle specific to when a course is offered.

12. **Standard Meeting Pattern:** The weekly pattern for the scheduling of a course. This will include the time blocks along with the frequency of meeting times in a given week.

13. **Student:** An individual who is registered in credit courses or has commenced studies in non-credit courses and has maintained his/her eligibility to register.

14. **Service Course:** A course required for programs that doesn't reside in the program's Department and/or Faculty.

B. PROCEDURES

1. **Academic Schedule**

   a. The Academic Schedule is produced by the Office of the Registrar.

   b. Standard terms are established as 13 instructional weeks in duration, plus the formal final examination period. The number of instructional days of the week (Monday to Saturday, inclusive) will be maximized at 13 per term where possible.

   c. A non-instructional day each January will precede the start of the Spring term for Student Orientation activities.

   d. The impact of statutory holidays will be considered when establishing the length of the term.

   e. When a statutory holiday falls on a weekend, the following work day is observed as the statutory holiday. As such, observing Labour Day, Thanksgiving and Remembrance Day on a Monday will result in a fall term with 11 instructional Mondays. Observing Victoria Day, Canada Day and BC Day on a Monday will result in a summer term with 11 instructional Mondays.

   f. Voluntary withdrawal dates will be consistently established at 66% of the way into the instructional cycle.

   g. A reading break does not reduce the number of weeks within a term. The Spring reading break will align with BC Family Day to minimize the loss of instructional Mondays.

   h. The Academic Schedule will be published for the upcoming and subsequent academic year.

   i. The Academic Schedule will be presented each September to the Senate Standing Committee on Academic Planning and Priorities and subsequently reported to Senate and the Board of Governors.

2. **Allocation and Assignment of Space**

   a. Allocation of University Space

      i. The Office of University Space Administration, operating under the authority of the Vice President Finance and Administration, is responsible for strategic space planning related to the allocation and reallocation of university space in consultation with the Provost and Vice President Academic.

   b. Assignment of Instructional Space

      i. The assignment of instructional space is centrally managed by the Scheduling unit within the Office of the Registrar, based upon the allocation of space as determined by the Office of University Space Administration.

      ii. A course that is not using its assigned room to its capacity may be reassigned to a smaller room by the Scheduling unit.

      iii. A Faculty's allocated room region(s) are given first priority to the Faculty to schedule their instructional activities.

    iv.   Unassigned instructional space for the term reverts to the Scheduling unit in order to maximize its use for instructional activities.

    v.   Any unassigned instructional space that remains available after publishing of the timetable for the term reverts to Facilities Services to allow for room bookings of non-instructional activities.

3. Course Timetable

a. Courses that have not received Senate approval will not be scheduled as part of Course Timetables.

b. Course Timetables will be established and published by the Office of the Registrar based on the University's standard meeting patterns.

c. Courses and Final examinations will be held at times and locations noted in the Course Timetable.

d. The Course Timetable will be published prior to the start of registration for each instructional cycle.

e. The Office of the Registrar will produce an annual Timetable Production Schedule to aid academic units in the timely establishment of the Course Timetable.

f. Every effort will be made to equally distribute classes across all days of the week.

g. No more than 60% of a Faculty's instructional activities should be scheduled during peak times.

h. The Office of the Registrar may require that departments change the times of classes as room scheduling complexities warrant.

i. Changes to the Course Timetable after the publication must be kept to a minimum to provide certainty to students. After the schedule is published, all schedule changes, including section cancellations, must be approved by the appropriate Dean or designate.

4. Section Reserves and Restrictions

a. Section Reserves
Section reserves are temporary registration limitations placed on designated sections. Reserved capacities are approved by both the department and Office of the Registrar. Reserves are used to manage enrolment to ensure specific registration access for a defined period of time during the registration cycle for the term.

    i.   Reserves are used to assist with enrolment management and can be removed throughout the registration period.

    ii.   Reserves must be established prior to the publication of the Course Timetable.

    iii.   Reserve information must be provided to the Scheduling unit no later than three weeks in advance of the formal registration period.

    iv.   Reserve removal dates are chosen from a list of predetermined dates established by the Scheduling unit and must be selected no later than three weeks in advance to the formal registration period. A request for a removal date not on the list would need to be approved by the Scheduling unit.

> v. If there are multiple reserves on a section, only one removal date is allowed for the group of reserves.
> vi. Reserves cannot be overridden for students who do not meet the reserve criteria.
> vii. A waitlist can be set up for students who do not meet the reserve criteria; those students on the waitlist will get first priority for open seats once the reserves are removed.

b. Section Restrictions
Section restrictions are limitations placed on designated sections for the duration of the registration cycle for the term. Examples include restrictions for students in particular programs, students who have declared, students in a particular field of study (e.g. majors or minors).

> i. Restrictions are pedagogical and cannot be removed for enrolment purposes.
> ii. Restriction information must be provided to the Scheduling unit no later than three weeks in advance to the formal registration period.
> iii. Restrictions can be overridden on a student by student basis.

5. **Standard Meeting Patterns**

a. Standard meeting patterns are established through this Policy. KPU's standard meeting patterns are as follows:

> i. <u>Full-term Patterns:</u>
>
>   - One-and-a-half hour time blocks, offered as:
>   a) 1.5 hours, twice per week as follows: Mon/Wed, or Tues/Thurs, or Wed/Fri
>   b) 1.5 hour duration classes will start at 8:30, 10:00, 11:30, 13:00, 14:30, 16:00, 17:30, 19:00 or 20:30
>
>   - Two hour time blocks, offered as:
>   a) 2 hours, twice per week as follows: Mon/Wed, or Tues/Thurs, or Wed/Fri
>   b) 2 hour duration classes will start at 8:00, 10:00, 12:00, 14:00, 16:00,18:00 or 20:00
>
>   - Three hour time blocks:
>   a) 3 hour duration classes will start at 10:00, 13:00, 16:00 or 19:00
>   b) Three hour classes on Mondays will be minimized, due to the frequent occurrence of statutory holidays.
>
>   - Four hour time blocks:
>   a) 4 hour duration classes will start at 8:00, 10:00, 12:00, 14:00, 16:00 or 18:00
>   b) Four hour classes on Mondays will be minimized, due to the frequent occurrence of statutory holidays.

- Six hour time blocks:
  - a) 6 hour duration classes will start at 10:00, 13:00 or 16:00
  - b) Six hour classes on Mondays will be minimized, due to the frequent occurrence of statutory holidays.

  ii. Intersession Patterns:
  - One-and-a-half hour time blocks, offered as:
    - a) 1.5 hours, four times per week as follows: Tues/Wed/Thurs/Fri
    - b) 1.5 hour duration classes will start at 8:30, 10:00, 11:30, 13:00, 14:30, 16:00, 17:30, 19:00 or 20:30

  - Two hour time blocks, offered as:
    - a) 2 hours, four times per week as follows: : Tues/Wed/Thurs/Fri
    - b) 2 hour duration classes will start at 8:00, 10:00, 12:00, 14:00, 16:00, 18:00, 20:00

  - Three hour time blocks, offered as:
    - a) 3 hours, twice per week as follows: Mon/Wed, or Tues/Thurs, or Wed/Fri
    - b) 3 hour duration classes will start at 10:00, 13:00, 16:00 or 19:00
    - c) Three hour classes on Mondays will be minimized, due to the frequent occurrence of statutory holidays.

  iii. Fixed-term Patterns:
  - Trades instructional activities scheduled on a fixed term instructional cycle are established on a program-by-program basis, based on the length and delivery requirements of the program.

  iv. Meeting patterns for purpose-built spaces:
  - Instructional activities scheduled in purpose-built spaces (such as labs, studios, trades workshops, etc.) may establish meeting times outside of the patterns listed above, in accordance with pedagogical needs. Such purpose-built spaces must be identified within KPU's scheduling software rooming inventory.

  b. Exceptions to the use of standard meeting patterns will only be made upon approval of the Provost and Vice President Academic or designate. The Scheduling unit will provide guidance as to where exceptions could best be accommodated in the Course Timetable.

6. **Final Exams / Assessments**

   a. A formal final examination / assessment period will be scheduled at the end of each instructional cycle and is the only time at which final examinations / assessments may be scheduled.

   b. The scheduling of final examinations / assessments is centrally managed by the Scheduling unit within the Office of the Registrar. Faculties and/or instructors may not schedule their own final examinations / assessments or change the days / time / rooms of their examinations / assessments as posted.

c. Meeting patterns for final examination / assessments are established by the Office of the Registrar to best facilitate conflict-free exam schedules for students.

d. Faculty requests for final examinations / assessments will accompany the submission of the Course Timetable for that instructional cycle.

e. Final examination / assessment dates will be published in the online Course Timetable.

f. The final examination / assessment period for academic term-based courses will be scheduled to start after a one instructional day break between the last scheduled day of classes and the start of the final examination / assessment period and will run for eight instructional days. The final examination / assessment period for non-term-based programs or courses will be scheduled according to program requirements.

g. Final examinations / assessments for classes offered in the daytime will normally be scheduled during the day from Monday to Saturday and evenings from Monday to Friday.

h. Final examinations / assessments for evening classes will, where possible, be scheduled on the same night that the class is held.

7. **Rescheduling of Final Exams / Assessments**

If there is a campus-wide cancellation of final examinations / assessments, the cancellation will be communicated to affected students and faculty via KPU-issued email. Notices will be placed on the KPU website homepage and through official KPU social media channels.

a. The Provost and Vice President Academic will confirm any rescheduling with the University Registrar and notify the Deans' offices. The Office of the Registrar will notify affected students and faculty.

b. The University Registrar will delay the end-of-term and academic standing process if necessary.

c. Final examinations / assessments will be rescheduled as follows:

    i. If an entire day of final examinations / assessments is to be rescheduled, that day will be moved to the end of the examination / assessment period. If necessary, the examination / assessment period will be extended by one day.

    ii. If a 3 hour block of final examinations / assessments is to be rescheduled, the portion of the day to be rescheduled will be added to the last day of the examination / assessment period, or if space does not permit, the examination / assessment period will be extended by one day.

    iii. If two or more days of final examinations / assessments are to be rescheduled, they will be moved to the end of the examination / assessment period in the same sequence as originally scheduled.

    iv. In the event the University reschedules a final exam/assessment, students with pre-scheduled travel plans should contact their course instructor for approval to make alternate examination / assessment arrangements. Proof of travel will be required. All other students are expected to attend their rescheduled examination(s) / assessment(s) on the rescheduled date. Students, who received approval to not attend the rescheduled examination / assessment will

be assigned an Incomplete (I) grade for the course until the final grade can be submitted.

8. **Responsibility of Academic Units**

   a. Academic units have the responsibility to:

      i. Provide a term of course offerings to the Office of the Registrar in accordance with the published Timetable Production Schedule.

      ii. Initiate service course requests with relevant department two weeks prior to the deadline for submission of the term's course offerings to the Office of the Registrar.

9. **Accommodations and/or Modifications to Instructional Spaces**

   a. Instructional employees with a verified need for an accommodation who require modification or reallocation of space may liaise with the Dean's office to work with Human Resources to identify an appropriate room to modify within a Faculty's assigned region of rooms. Human Resources will:

      i. Engage Facilities and Information Technology regarding requirements for accommodation modifications. Facilities and IT will implement the required modifications to the room.

      ii. Inform the Scheduling unit to ensure the scheduling software maintains an inventory of temporary and/or permanent instructional space modifications. The Dean's office may request that Scheduling create a rule within the software that pairs the instructional employee with the modified room on an ongoing basis.

   b. In cases where courses are moved to accommodate classroom maintenance or upgrades, every effort will be made to find a suitable replacement space.

   c. Class scheduling will not accommodate requests submitted in order to allow external teaching opportunities for instructional employees. This will apply to all NR1, NR2 or full time and part time regularized faculty.

C. RELATED POLICY

Refer to Policy AR17 *Academic Schedule and Course Timetables Policy.*

SENATE

Agenda Item: **9.1**
Meeting Date: **October 28, 2019**
Presenter: **David Burns**

Agenda Item:	2020 / 21 Draft University Budget

Action Requested:	☒Motion to Approve ☐Discussion ☐Information

Recommended Resolution:	**THAT Senate endorse the 2020 / 21 Draft University Budget with, in addition to the priorities established in Vision 2023, an emphasis on enhancing the student experience through innovation in teaching and learning, and in research and scholarship.**

Senate Standing Committee Report:	On October 18, 2019, the Senate Standing Committees on Academic Planning and Priorities and on University Budget recommended that Senate endorse the 2020 / 21 Draft University Budget with, in addition to the priorities established in Vision 2023, an emphasis on enhancing the student experience through innovation in teaching and learning, and in research and scholarship
Context & Background:	**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.* **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 September 27, 2019, KPU Finance presented a preliminary draft 5-year budget to SSCAPP and SSCUB and answered questions of the committees. Committee members were asked to elicit feedback from the KPU community on the preliminary budget by October 18, 2019.

Attachments: <u>Preliminary Five-Year Draft University Budget</u>

Submitted by: Meredith Laird, Administrative Assistant, University Senate

Date submitted: October 22, 2019

Chair's Report to Senate

Senate Standing Committee on Research

October 17, 2019

Reports from the Senate Standing Committee on Research will be delivered by the Vice-Chair, Senate, on behalf of the Chair, Karen Meijer-Kline.

In addition to providing a forum for discussion of KPU's priorities and activities in research, the Committee is also tasked with celebrating KPU's success in these areas. To this end, the committee would like to highlight two recent successes from KPU's research community:

New Engage Grant for Machine Learning

KPU Psychology Faculty Member, Dr. Levente Orban will be working with local teach startup BuildMapper in a new NSERC Engage project to develop their core infrastructure through the implementation of machine learning algorithms into their platform. This extends a current Mitacs project which has enabled a student internship to help build BuildMapper's product line.

Funding to Train New Small-Scale Organic farmers

Vancity has provided $30,000 to the Institute for Sustainable Food Systems to fund a new training program for organic farmers which will inform development of curricular materials for organic agriculture extension education programs focused on training new, small-scale organic farmers. KPU Foundation helped facilitate this grant.

SENATE

Agenda Item: 15.1
Meeting Date: October 28, 2019
Presenter: Zena Mitchell

Agenda Item:	**Approval of Graduates to October 28, 2019**

Action Requested:	☒Motion to Approve ☐Discussion ☐Information

Recommended Resolution:	**THAT Senate approve the list of graduates to October 28, 2019.**

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 – 20191028
Submitted by:	*Zena Mitchell, University Registrar*
Date submitted:	*October 28, 2019*

Graduates for Senate

SENATE MEETING: Monday, 28-Oct-2019

Graduates from the Chip and Shannon Wilson School of Design

Diploma

Diploma in Fashion Marketing

Alexis Maria Chisholm
Gursimran Kaur Johal
Emma Odenwald
Shuieh-han Claudia Sung

Graduates from the Faculty of Academic & Career Advancement

Diploma

Diploma in English Language Proficiency

Khadar Mustefa

Graduates from the Faculty of Arts

Baccalaureate Degree

Bachelor of Arts, Double Minor

Ho Lien Ngoc Hoang
Minor in Asian Studies
Minor in History

Bachelor of Arts, Major in Applied Geography

Lince Amora

Bachelor of Arts, Major in Criminology

Andrew Chornohus
Gregory Dick Ellis
(With Distinction)
Hermundeep Singh Khallar
Minor in Psychology
Tejvir Kaur Malhi
Beatrice Mangiola
Sunvir Sahota

Bachelor of Arts, Major in English

Jasmin Jyoti Narayan
Margaux Louise Sheridan

Bachelor of Arts, Major in General Studies
Tarot Ashley Walker

Bachelor of Arts, Major in History
Stephen Tyler Alexander
Gaganpreet Singh Purewal

Bachelor of Arts, Major in Psychology
Qi Cui
Patricia Mirth Naguiat
Minor in Counselling

Bachelor of Journalism
Braden Alistair Klassen
Minor in Philosophy

Associate Degree

Associate of Arts in Psychology
Harshpreet Deol
Toshiko Kai
(With Distinction)
Gagandeep Kaur

Associate of Arts in Sociology
Mahnoor Mahendi Khan

Diploma

Diploma in Arts
Yunong Bian

Diploma in Criminology
Harpreet Singh Bhullar
Abhishek Jain
Sydney Sila

Diploma in Fine Arts
Alaric Paley
(With Distinction)

Diploma in General Studies
Mandeep Singh
Vivek
Amanpreet Kaur

Rachelle Lynn Barker
  (With Distinction)
Deepak Bhandari
  (With Distinction)
Fangjia Bi
Virdevinder Singh Chahal
Alissa Mae Clemens
Jin Dai
Dheeraj Kumar Dharni
Sukhjinder Singh Gill
Tanveer Singh Gill
Hao Guo
Jeff Hao Chun Hung
Navreet Kaur Jakhu
Li Jin
Amanpreet Singh Kalia
Karanveer Singh
Jashanpreet Kaur
Jaspreet Kaur
Laveenbir Kaur
Rupinder Kaur
Satvir Kaur
Tajinder Kaur
Kirandeep Kaur
Songhao Luo
Eknoor Singh Nijjar
Nishu Nishu
Oghenekaro John Ogigbah
Rajwinder Kaur
Husanpreet Kaur Sidhu
Daler Singh
Gurwinder Singh
Jasanpreet Singh
Paramveer Singh
Prabhjot Singh
Gurdeep Singh Sivia
Sukhvir Kaur
Tanisha
Varinderpal Singh
Wenzhao Wang

Ruici Xiang

Certificate

Certificate in Arts
Nicole Catherine Gacic

Certificate in Criminology
Daniel Howard Hurt

Certificate in Education Assistant
Megan Bricco
(With Distinction)
Sillah O. Drammeh
Chantelle Nicole Murray
(With Distinction)

Certificate in Non-Governmental Organizations and Nonprofit Studies
Alice Santos Roden

Graduates from the Faculty of Health

Baccalaureate Degree

Bachelor of Science in Nursing
Chelsey Rae Hankin

Diploma

Diploma in Traditional Chinese Medicine - Acupuncture
Tyson Popoff
Judy Ya-Ling Wang

Certificate

Certificate in Health Care Assistant
Hayley Ann Raven Dankwerth
(With Distinction)

Certificate in Health Foundations
Shelly Renee Floris
(With Distinction)
Nimrat Grewal
Claire Marie Groulx
(With Distinction)
Arjun Singh Sandhu

Certificate in Health Unit Coordinator
Kate Maria Bennato
(With Distinction)
Inderjit Kaur Chuhan
(With Distinction)
Gurjot Kaur Dhaliwal
Alexandra Dione Samantha Frede
(With Distinction)
Manleen Kaur Ganda
Jenelle Anne Giesbrecht
(With Distinction)
Manju Maya Hoonjan
Selia Shromani Klecker
Landa Lumase
Arshjot Kaur Mangat
Isabella Taylor Sounthavong
(With Distinction)
Jenny Huyen Vu
(With Distinction)

Graduates from the Faculty of Science and Horticulture

Baccalaureate Degree

Bachelor of Science, Major in Physics for Modern Technology
Jesse Daniel Geddert
(With Distinction)

Associate Degree

Associate of Science in General Science
Amrit Brar
Harpinder K. Grewal
Jaspreet Kaur Toor
Kyra Alana Ingram Wild
Xiaoying Wu

Diploma

Diploma in Computer Aided Design and Drafting
Jessica Faith Clow
(With Distinction)
Harjot Singh Gill
Chase Christian Testini
(With Distinction)

Diploma in Horticulture Technology

Sion Haydn Davies
> Concentration in Landscape Horticulture Systems

Ching Wah Richard Wong

Diploma in Science

Ary Azez

Varsha Mannar

Muskaan Pannu

Vanessa Siemens

Harshita Verma

Certificate

Certificate in Computer Aided Design and Drafting

Michaela May Ross Barrie
> Concentration in Mechanical Drafting

Deepak Bhandari
> (With Distinction)
> Concentration in Mechanical Drafting

Pardeep Singh Chahal
> (With Distinction)
> Concentration in Mechanical Drafting

Adeshpal Singh Dhillon
> (With Distinction)
> Concentration in Mechanical Drafting

Miranda Audrey Durrell
> (With Distinction)
> Concentration in Mechanical Drafting

Cheuk Sang Ho
> Concentration in Mechanical Drafting

Teddy Molsen
> Concentration in Mechanical Drafting

Kevin James Paed
> (With Distinction)
> Concentration in Mechanical Drafting

Matthew Watkins
> Concentration in Mechanical Drafting

HeeSu Kim Wolna
> Concentration in Mechanical Drafting

Catherine Chui Fun Yu
> (With Distinction)
> Concentration in Mechanical Drafting

Certificate in Engineering

Vanessa Siemens

Citation

Citation in Computer Aided Design and Drafting

Janriel Banting
(With Distinction)

Jaydan Daniel Cawdry
(With Distinction)

Adeshpal Singh Dhillon
(With Distinction)

Dylan Bryce Moryski
(With Distinction)

Monica Nam
(With Distinction)

Kevin James Paed
(With Distinction)

Jonathan Mark Pattison
(With Distinction)

Manbir Kaur Tatla

Obidullah Wafa
(With Distinction)

Citation in Horticulture Technology

Patricia Erin Allan
(With Distinction)
Concentration in Horticultural Science

Santiago Rueda Bernal
Concentration in Horticultural Science

Graduates from the Faculty of Trades and Technology

Certificate

Certificate in Advanced Farrier Training

Katelynn Marie Sabourin
(With Distinction)

Citation

Citation in Construction Electrician

John Charles Calbick
(With Distinction)

Citation in Welding Level B
Tristan Lawrie

Graduates from the School of Business

Post-Baccalaureate Diploma

Post-Baccalaureate Diploma in Accounting
Nicholas Abram Willms

Post-Baccalaureate Diploma in Human Resources Management
Ankita Zakhmee

Post-Baccalaureate Diploma in Technical Management and Services
Manpreet Singh Dhalla
Kamal Preet Singh
Narmadha Kanagasabay

Baccalaureate Degree

Bachelor of Business Administration in Accounting
Jing Yuan Bai
Farhana Aisha Dean
Paramdeep Kaur Dusanjh
Mariam El-Sakka
Jingzhi Fang
Kirandeep Mann
Co-operative Education Option

Bachelor of Business Administration in Human Resources Management
Sukhsimran Kaur Gill
Vikrant Khurana
Sagar Sehra

Bachelor of Business Administration in Marketing Management
Ryan Mikall Godard
Pearce Jericho Hannah
Rajan Singh Atma Joginder Manhas

Diploma

Diploma in Accounting
Hardip Kaur Virdi
(With Distinction)
Christine Joanne Watkins

Diploma in Business Administration
Muhammad Mohsan Nawaz

Diploma in Business Management
Bowen Chuck Fhen Kong
Derek Evan Wheater
Kyle Adrian Williams
Oscar Yau

Diploma in Computer Information Systems
Matthew Henry Finlayson
Niharica Goyal
Co-operative Education Option
Gurvir Singh
Hira Singh Matharoo
(With Distinction)
Navneet Kaur
Johnson Nguyen
Jasmeet Kaur Randhawa

Diploma in General Business Studies
Michael Kenny Hoffmann
Rajan Singh Atma Joginder Manhas

Certificate

Certificate in Accounting
Angela Josephine Lavoie
(With Distinction)
Jimmy Li
Christine Joanne Watkins

Certificate in General Business Studies
Marcelo Kenzo Zen Nakashima
(With Distinction)

Certificate in Legal Administrative Studies
Anoop Kaur Gahir