



AGENDA

1. Call to Order Alan Davis 4:00
 2. Approval of Agenda
 3. Approval of Minutes, January 28, 2018
 4. Chair's Report
 - 4.1. President's Report to Senate..... Alan Davis 4:10
 - 4.2. Provost's Report to Senate..... Salvador Ferreras 4:15
 5. Senate Standing Committee on Curriculum David Burns 4:20
 - 5.1. Consent Agenda, February 25, 2019
 - 5.2. Program Changes
 - 5.2.1. Bachelor of Design, Product Design
 - 5.2.2. Bachelor of Design, Graphic Design for Marketing
 6. Senate Executive Committee Alan Davis 4:30
 7. Senate Governance and Nominating Committee David Florkowski 4:35
 - 7.1. Senate Standing Committees: Appointments
 - 7.2. Senate Standing Committees: Nominations
 - 7.3. GV 9 Task Force: Nominations
 8. Senate Standing Committee on Academic Planning and Priorities..... Jane Fee 5:00
 9. Senate Standing Committee on University Budget David Burns 5:10
 - 9.1. Budget Endorsement Letter
 10. Senate Standing Committee on the Library Chris Traynor 5:25
 - 10.1. Classification of Policies
 11. Senate Standing Committee on Policy Review..... David Burns 5:45
 - 11.1. AC3: *Program Review*
 12. Senate Standing Committee on Program Review (no report) Chris Traynor
 13. Senate Standing Committee on Research (no report) David Burns
 14. Senate Standing Committee on Teaching and Learning David Burns 6:00
 - 14.1. Definitions for Quality Teaching and Learning Environments
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15. Office of the Registrar	Zena Mitchell	6:15
15.1. Approval of Graduates to February 25, 2019		
16. Items for Discussion	Alan Davis	6:20
17. Adjournment		



SENATE
MINUTES OF REGULAR MEETING
Monday, January 28, 2019
4:00 p.m. – 7:00 p.m.

Surrey Campus Boardroom, Cedar 2110

Present: Quorum 17 members		Non-voting Members
Marti Alger Aimee Begalka Herbie Atwal David Burns (Vice-Chair) Carlos Calao Natasha Campbell Alan Davis (Chair) Bob Davis Robert Dearle Harleen Deol Jane Fee Sal Ferreras David Florkowski Paola Gavilanez Rebecca Harbut	Stephanie Howes Andre Iwanchuk Amy Jeon Tahir Joseph Brian Moukperian Todd Mundle Diane Purvey Carolyn Robertson Lincoln Saugstad Waheed Taiwo Randal Thiessen Chris Traynor Tom Westgate Elizabeth Worobec	Zena Mitchell (Secretary)
Regrets:	Senate Office	Guests:
George Melville (Chancellor) Murdoch De Mooy Rawan Ali Christina Wilcox	Meredith Laird Stephen Yezerinac Rita Zamluk	Farhad Dastur Jennifer Duprey Nida Valiani Jessica Mahin Azam Nokhandan Tamara Aisake Steve Cardwell Lori McElroy

1. Call to Order

The Chair called the meeting to order at 4:00 p.m.

2. Approval of Agenda

Carolyn Robertson moved the agenda be confirmed as circulated.

The motion carried.

3. Approval of Minutes, December 17, 2018

Actions:

- The Chair requested that, on the topic of possession of valid BC teaching certificates, the word “preferred” be used in the minutes, rather than “required”.

- The Senate Governance and Nominating Committee (SGNC) review the wording around requirement/preference for BC teaching certificate.
- The Senate Governance and Nominating Committee (SGNC) review the recording of motions that fail in Senate minutes.
- The Chair requested that the minutes for the December 17, 2018 Senate meeting be amended to include the following motion referring to item 9.2 *Establishment of a New Department*:
Bob Davis moved to defer this to the January Senate meeting. The motion did not carry.

Tom Westgate moved the minutes be accepted as amended.

The motion carried.

4. Chair's Report

Alan Davis, Chair of Senate, gave a brief verbal report.

4.1. President's Report to Senate

Alan Davis, President and Vice-Chancellor, provided a report. He highlighted the music festival, the University's finances and budget.

4.2. Provost's Report to Senate

Sal Ferreras, Provost and Vice-President, provided a report. He acknowledged newly-appointed Dean of the School of Business, Stephanie Howes, strategies and progress in the Academic Plan, and development of draft Intellectual Property Policy for publication related to Tri-Council funding.

5. Senate Standing Committee on Curriculum

5.1. Consent Agenda, January 16, 2019

Carolyn Robertson requested the removal of the outdated notes section related to Design 3900.

David Burns moved that Senate approve the attached list of new, revised and discontinued courses.

The motion carried.

5.2. Program Changes:

5.2.1. Bachelor of Science in Physics for Modern Technology

David Burns moved that Senate approve the program change to the Bachelor of Science in Physics for Modern Technology, effective September 1, 2019.

The motion carried.

6. Senate Executive Committee

Alan Davis, Committee Chair, gave a brief report.

7. Senate Governance Committee.

7.1. Senate Standing Committees: Nominations

David Florkowski moved that Senate approve the following nominations:

Senate Standing Committee on Curriculum

- **Laurel Tien, faculty member, Faculty of Health
(January 29, 2019 – August 31, 2022)**

- Randal Thiessen, faculty member,
Faculty of Academic and Career Advancement
(January 29, 2019 – August 31, 2019)

Senate Standing Committee on Academic Planning and Priorities

- Natasha Campbell, faculty member, Wilson School of Design
(January 29, 2019 – August 31, 2021)
- Randal Thiessen, faculty member,
Faculty of Academic and Career Advancement
(January 29, 2019 – August 31, 2019)

The motion carried.

7.2. Senate Standing Committees: Appointments

David Florkowski informed the Senate of the following appointments:

Senate Standing Committee on Teaching and Learning

David Florkowski, Dean
(December 16, 2018 – no end date)
Provost Appointment

Senate Standing Committee on Appeals

Brian Moukperian, Dean
(December 16, 2018 – August 31, 2021)
Provost Appointment

8. Senate Standing Committee on University Budget

David Burns, Committee Chair, provided a report.

9. Senate Standing Committee on Academic Planning and Priorities

Jane Fee, Committee Chair, provided a report.

10. Senate Standing Committee on Library

No report

11. Senate Standing Committee on Policy Review

No report

12. Senate Standing Committee on Program Review

No report

13. Senate Standing Committee on Research

No report

14. Senate Standing Committee on Teaching and Learning

David Burns, Committee Chair, provided a report. He highlighted the terrific work of Christina Page and the Learning Centres.

15. Office of the Registrar

Zena Mitchell, University Registrar and Secretary of Senate, presented the list of graduates to January 28, 2019.

15.1. Approval of Graduates to January 28, 2019

Herbie Atwal moved that Senate approve the list of graduates to January 28, 2019.

The motion carried.

16. Items for discussion

No items for discussion.

17. Adjournment to Closed Meeting

The meeting adjourned at 4:20 p.m.



SENATE

Agenda Item: 4.1

Meeting Date: February 25th, 2019

Presenter: Alan Davis

Report to Senate

Alan Davis, President and Vice Chancellor

On January 29th, along with other members of the executive team, I spoke with the Deputy Minister at AEST about the university's current and future fiscal status, and about the lack of post-secondary seats south of the Fraser.

On late October and early November, KPU will co-host, with Capilano University the biannual meeting of the International Association of University Presidents. On February 5th we held a planning meeting with Dr. Dangerfield and his colleagues at Capilano to build a program of presentations and engagement for the attendees.

KDocs held its mini-festival on February 6th and I was pleased to see part of the first film. As usual, the event was well attended, with great speakers and well-organized by Janice Morris, Greg Chan and their team.

On February 7th I presented Vision 2023 to the RBC Foundation as part of a meeting organized by Advancement and including Student Service leaders.

I met with Minister of Labor Harry Bains on February 8th, and then with the new mayor of Surrey, Doug McCallum to discuss KPU's strategic direction, successes and challenges.

On February 13th I was pleased to attend the Trades and technology Scholarship dinner at KPU Tech, and on February 14th I met the CEO and president of Maple Leaf Education Systems, Dr. Sherman Jen.

The new president of Emily Carr University of Art and Design, Dr. Gillian Siddall, was installed and I was pleased to represent KPU at the ceremony.

February 19th saw the regular meeting of the KPU Foundation and I was able to provide an update on KPU's activities and priorities.

On February 22nd, the KPU Board of Governors held its annual planning session, and Dr. David Porter was there to lead a discussion on the theme of disruption in higher education.



SENATE

Agenda Item: 4.2
Meeting Date: February 25, 2019
Presenter: Sal Ferreras

Provost's Report to Senate

February, 2019

The Provost's office has been involved in steering a number of important activities regarding the KPU Academic Plan. The most important of these is that at the upcoming Academic Council meeting of February 21, the Provost will discuss and appoint individual administrators to act as leads and liaisons on the nine goals of the Academic Plan. These assignments will facilitate the implementation of the plan goals through smaller, strategy-related work groups.

There is much work and deep thinking underway to address the increasing rate of "Required to Withdraw" notices we are experiencing at KPU. We are focused on identifying the root causes and possible mitigation of these RTWs. We are confident that we will soon be in a position to propose solutions to further help students struggling with academic issues, study habits and specific subject needs. This initiative will bring together Deans, instructors, the Learning Centres, advisors and KPU International in a holistic approach to ensure program/course completions and student success.

In a related matter, the Deans and KPU International are embarking on a re-examination of the admission standards for international students. There has been a considerable amount of discussion across many subject areas that our current admission standards and, arguably, the IELTS scores, do not provide an accurate forecast of whether students will be able to manage the expectations of our educational programs. The ultimate goal will be to bring a proposal to Senate outlining appropriately high levels of admission requirements to ensure students have the necessary educational capacity to succeed and thrive in an undergraduate environment. The proposal will also put forth recommendations to secure the necessary support mechanisms will be in place to assist those in need of help. This re-examination of admission standards will involve consultations with all Faculties, many departments and stakeholders to propose changes to program and/or course requirements to address these issues.

On April 1, 2019 the Learning Centres will officially become housed within Student Affairs. With this reporting change from the University Library, the Learning Centres will become a central component of Student Services' "One Student" conception and organizational framework. The Learning Centres will have a direct link to Accessibility Services, Counselling, Co-op and Career Services, Indigenous Student Services and Sports/Recreation. We believe this enhanced student support model will better serve learners while maintaining an ongoing strong educational support/teaching link to the Teaching & Learning Commons and the University Libraries. I hereby thank Lyn Benn and Josh Mitchell for the constructive and creative discussions that have led to this shift. A huge thank you to University Librarian Todd Mundle for overseeing the Learning Centre within his portfolio. The various locations of the Learning Centres will remain unchanged as this shift is simply one of reporting relationship.

The AVP Research has been holding consultations with several faculty and non-faculty researchers, administration and external legal counsel to fine tune the latest draft version of the proposed KPU Intellectual Property Policy. This new draft policy will be shared with the KFA in mid-February and then with their corresponding consultation group. The draft goes a long way towards deepening our understanding of the range of intellectual property elements. It defines elements related to types of research, the relation of copyright to IP, licensing, commercialization, material transfers, assignment of IP and other such matters. The new draft policy represents a genuine attempt to bridge the language of our present Copyright and Intellectual Property article in the KPU/KFA Collective Agreement and contemporary university intellectual property language.

Finally, but most importantly, the Provost recently delivered a Preliminary Proposal to Discontinue the Faculty of Academic and Career Advancement to the Senate Standing Committee on Academic Planning and Priorities. SSCAPP approved proceeding to a Full Proposal as per Policy GV9. At the joint meeting of SSCAPP and SSCUB last Friday, February 8, it was decided that Senate will appoint a task force to investigate the question of ACA Discontinuance. At the suggestion of the Provost, SSCAPP requested that Senate Governance hold an extraordinary meeting to nominate individuals from the Faculty of ACA, Arts, Science and Horticulture, Administration and students to participate in the development of the Full Proposal. This meeting will take place on February 25, 2019. The Provost has appointed Dean Carolyn Robertson to chair the task force. The task force has been given a timeline of two months to assemble the Full Proposal that is expected to be presented to Senate on April 29, 2019.



SENATE

Agenda Item: 5.1

Meeting Date: February 25, 2019

Presenter: David Burns

Agenda Item: Consent Agenda: February 25, 2019

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

On February 13, 2019, the Senate Standing Committee on Curriculum voted to recommend that Senate approve the attached list of new, revised and discontinued courses.

Attachments: 2019 02 13 SSC Consent Agenda

Submitted by: *David Burns, Chair, Senate Standing Committee on Curriculum*

Date submitted: *February 20, 2019*

Senate Standing Committee on Curriculum

Consent Agenda
February 13, 2019

Department	Course Subject Code	Course Number	Course Title	Implementation Date (eg. 1-Sep-2019)	Category	Associated with a New or Changed Program?	If Yes, which program?	Which fields are changed?	Notes
English	ENGL	2300	Writing in the Digital Age	1-Sep-19	Revised	No		Course Format	
English	ENGL	3313	Studies in Major Writers	1-Sep-19	Revised	No		Course Format	
Criminology	CRIM	1207	Introduction to Criminal Law	1-Sep-19	Revised	No		Course Format	
Criminology	CRIM	1215	Interpersonal and Professional Development	1-Sep-19	Revised	No		Course Format	
Language and Cultures	FREN	1100	French For Beginners I	1-Sep-19	Revised	No		Course Format	
Language and Cultures	FREN	1101	French for Beginners II	1-Sep-19	Revised	No		Course Format	
Language and Cultures	FREN	2200	Intermediate French I	1-Sep-19	Revised	No		Course Format	
Language and Cultures	FREN	2201	Intermediate French II	1-Sep-19	Revised	No		Course Format	
Language and Cultures	FREN	3100	French Oral & Writing Skills	1-Sep-19	Revised	No		Course Format	
Language and Cultures	FREN	3305	French through the Media	1-Sep-19	Discontinued	No			
Language and Cultures	FREN	3600	French for Future and Current French Teachers	1-Sep-19	Revised	No		Course Format	
Language and Cultures	JAPN	1100	Basic Japanese I	1-Sep-19	Revised	No		Course Format	
Language and Cultures	JAPN	1101	Basic Japanese II	1-Sep-19	Revised	No		Course Format	
Language and Cultures	JAPN	2200	Intermediate Japanese I	1-Sep-19	Revised	No		Course Format	
Language and Cultures	JAPN	2201	Intermediate Japanese II	1-Sep-19	Revised	No		Course Format	
Language and Cultures	JAPN	3300	Upper Intermediate Japanese I	1-Sep-19	Revised	No		Course Format	
Language and Cultures	JAPN	3301	Upper Intermediate Japanese II	1-Sep-19	Revised	No		Course Format	
Language and Cultures	JAPN	4320	Understanding Japanese Culture through Literature	1-Sep-19	Revised	No		Course Format	
Language and Cultures	LANC	4320	Understanding Japanese Culture through Literature	1-Sep-19	Revised	No		Course Format	
Language and Cultures	JAPN	4400	Advanced Japanese I: Conversation	1-Sep-19	Revised	No		Course Format	
Language and Cultures	JAPN	4410	Advanced Japanese for Business	1-Sep-19	Revised	No		Course Format	
Language and Cultures	SPAN	1100	Basic Spanish I	1-Sep-19	Revised	No		Course Format	
Language and Cultures	SPAN	1101	Basic Spanish II	1-Sep-19	Revised	No		Course Format	
Language and Cultures	SPAN	2200	Intermediate Spanish I	1-Sep-19	Revised	No		Course Format	
Language and Cultures	SPAN	2201	Intermediate Spanish II	1-Sep-19	Revised	No		Course Format	

Senate Standing Committee on Curriculum

Consent Agenda

February 13, 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?	Notes
Operations and Supply Chain Management	OSCM	5150	Applied Operations & Supply Chain Management	2-Sep-19	Revised	No		prerequisites, Assessment Methods	Included prerequisites: OSCM 5100 and OSCM 5140. minor edits to the Assessment Methods.



SENATE

Agenda Item: 5.2.1.
Meeting Date: February 25, 2019
Presenter: David Burns

Agenda Item: Program Change: Bachelor of Design, Product Design

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information
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Recommended Resolution:	THAT Senate approve the wording change for Elective Requirements in Bachelor of Design, Product Design.
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Senate Standing Committee Report:

On February 13, 2019 the Senate Standing Committee on Curriculum recommended that Senate approve the wording change for Elective Requirements in Bachelor of Design, Product Design

Context & Background:

Rationale is to allow more flexibility for students in fulfilling their elective requirements.

Consultations:

1. David Burns, Vice Chair, University Senate
2. Stephen Yezerinac, Associate Registrar, Senate & Curriculum
3. Design Curriculum Committee

Attachment

D 7 Change Form

Submitted by:

David Burns, Chair, Senate Standing Committee on Curriculum

Date submitted:

February 20, 2019



Program Change Form

v. 2017-Aug-18

This form is to be used for:

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

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

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

Faculty:	Wilson School of Design
Program Name:	Bachelor of Design, Product Design
Department:	Product Design
Effective date:	September 1, 2019. Upon approval, these changes will also apply retroactively, as needed, for students whose designated University Calendar Year has them fulfilling the previous version of the program's curriculum.

Dean/Associate Dean:	Carolyn Robertson / Andhra Goundrey
Chair/Coordinator:	Lindsay Norris
Submission Date:	February 7, 2019

Consultations	Person Consulted	Consultation Date
Office of the Provost:		
Vice Chair of Senate:	David Burns	Between Nov 19, 2018 and Feb 7, 2019
Office of the Registrar:	Stephen Yezerinac	Between Nov 19, 2018 and Feb 7, 2019
Other(s)* (if applicable):		

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

	Date on which this proposal was approved
Faculty Curriculum Committee:	January 23, 2019
Faculty Council (if required):	(Not needed if the Faculty Curriculum Committee has delegated authority to approve program revisions on behalf of their Faculty Council.)
SSC on Curriculum:	February 13, 2019
SSC on University Budget (if required):	
SSC on Academic Planning and Priorities (if required):	
Senate:	

Proposed Change(s):	Wording change for Elective Requirements in DEPD
Rationale:	To allow more flexibility for students in fulfilling their elective requirements
URL(s):	https://www.kpu.ca/calendar/2018-19/design/productdesign/productdesign-deg.html

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

v. 2017-Aug-18

Current Requirements with Proposed Changes (Cut and paste the relevant section(s) in full from the current Calendar website. Use <u>track changes</u> to show the proposed changes. (For a new Minor degree for which a cognate Major program is currently offered at KPU, insert the following text below "This is a new Minor degree program for which a cognate Major degree program already exists at KPU. There is no existing curriculum for the minor, and as per Policy AC11 there is no requirement for a Concept Paper or FPP.")	New Requirements (Provide a <u>clean copy</u> to show how the new Calendar entry will appear. List courses in alpha/numeric order.)
DEPD (Product Design) Electives During their third and fourth years in the DEPD program, students are required to complete <u>12 credits of electives</u> . Electives must be KPU courses numbered 1100 or higher <u>from non-FIND, FASN, FMRK, GDMA, JDSN areas of study</u> . Students are encouraged to select a range of elective courses that both broaden their learning and also assist them in their design studios and technology workshops.	DEPD (Product Design) Electives During their third and fourth years in the DEPD program, students are required to complete 12 credits of electives. Electives must be KPU courses numbered 1100 or higher from non-FIND, FASN, FMRK, GDMA, IDSN areas of study. Students are encouraged to select a range of elective courses that both broaden their learning and also assist them in their design studios and technology workshops.

Deleted: four elective courses of 3 credits each

Deleted: except

Deleted: or

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



SENATE

Agenda Item: 5.2.2
Meeting Date: February 25, 2019
Presenter: David Burns

Agenda Item: Program Change: Bachelor of Design, Graphic Design for Marketing

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information
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Recommended Resolution:	THAT Senate approve the wording change for Elective Requirements in Bachelor of Design, Graphic Design for Marketing.
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Senate Standing Committee Report:

On February 13, 2019 the Senate Standing Committee on Curriculum recommended that Senate approve the wording change for Elective Requirements in Bachelor of Design, Graphic Design for Marketing.

Context & Background:

Rationale is to allow more flexibility for students in fulfilling their elective requirements.

Consultations:

1. David Burns, Vice Chair, University Senate
2. Stephen Yezerinac, Associate Registrar, Senate & Curriculum
3. Design Curriculum Committee

Attachment

D 7 Change Form

Submitted by:

David Burns, Chair, Senate Standing Committee on Curriculum

Date submitted:

February 20, 2019



Program Change Form

v. 2017-Aug-18

This form is to be used for:

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

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

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

Faculty:	Wilson School of Design
Program Name:	Bachelor of Design, Graphic Design for Marketing
Department:	Graphic Design for Marketing
Effective date:	September 1, 2019. Upon approval, these changes will also apply retroactively, as needed, for students whose designated University Calendar Year has them fulfilling the previous version of the program's curriculum.

Dean/Associate Dean:	Carolyn Robertson / Andhra Goundrey
Chair/Coordinator:	Lindsay Norris
Submission Date:	February 7, 2019

Consultations	Person Consulted	Consultation Date
Office of the Provost:		
Vice Chair of Senate:	David Burns	Between Nov 19, 2018 and Feb 7, 2019
Office of the Registrar:	Stephen Yezerinac	Between Nov 19, 2018 and Feb 7, 2019
Other(s)* (if applicable):		

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

	Date on which this proposal was approved
Faculty Curriculum Committee:	January 23, 2019
Faculty Council (if required):	(Not needed if the Faculty Curriculum Committee has delegated authority to approve program revisions on behalf of their Faculty Council.)
SSC on Curriculum:	February 13, 2019
SSC on University Budget (if required):	
SSC on Academic Planning and Priorities (if required):	
Senate:	

Proposed Change(s):	Wording change for Elective Requirements in GDMA
Rationale:	To allow more flexibility for students in fulfilling their elective requirements
URL(s):	https://www.kpu.ca/calendar/2018-19/design/graphicdesignmarketing/graphicdesignmarketing-deq.html

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

v. 2017-Aug-18

Current Requirements with Proposed Changes (Cut and paste the relevant section(s) in full from the current Calendar website. Use <u>track changes</u> to show the proposed changes. (For a new Minor degree for which a cognate Major program is currently offered at KPU, insert the following text below "This is a new Minor degree program for which a cognate Major degree program already exists at KPU. There is no existing curriculum for the minor, and as per Policy AC11 there is no requirement for a Concept Paper or FPP.")	New Requirements (Provide a <u>clean copy</u> to show how the new Calendar entry will appear. List courses in alpha/numeric order.)
GDMA (Graphic Design for Marketing) Electives The Graphic Design for Marketing (GDMA) program requires students to take <u>6 credits of electives</u> that are chosen from the list of approved GDMA Liberal Education Electives in order to fulfill the liberal education requirements for degree completion.	GDMA (Graphic Design for Marketing) Electives The Graphic Design for Marketing (GDMA) program requires students to take 6 credits of electives that are chosen from the list of approved GDMA Liberal Education Electives in order to fulfill the liberal education requirements for degree completion.

Deleted: two, three-credit elective courses

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
Meeting Date: February 25, 2019
Presenter: Dr. David Florkowski

Chair's Report to Senate

Senate Governance and Nominations Committee

February 4, 2019

Senate requested on January 28, 2019 for SGNC to look into standards for recording minutes. The following is our recommendations:

1. Motions
 - a. All primary motions will be minuted.
 - b. Subsidiary or secondary motions that are seconded, and hence discussed and voted upon, will be minuted.
 - c. A motion that is made, but does not secure a seconder is not debated and not voted upon. As such, it is one individual's remark, not the work of the committee, and will not be minuted.
2. Recording of votes, abstentions, and names
 - a. Votes will be by count only and no names recorded.
 - b. If a member requests to add their name and vote in the minutes, this will be denied by the Chair.
3. Audio Recordings
 - a. Currently audio recordings are currently deleted after 6 months and are made available to the public via the Senate external website.
 - i. Upon further interpretation of the Senate By-Laws, the Senate audio recordings will be moved to the Senate Internal SharePoint site and will be deleted after 6 months.



SENATE

Agenda Item: 7.1

Meeting Date: February 25, 2019

Presenter: David Florkowski

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

Action Requested:	<input type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information <input type="checkbox"/> Education
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Senate Standing Committee Report: On February 4, 2019, the Senate Governance and Nominating Committee were informed of the appointments below.

The following appointments are provided for information only:

Senate Standing Committee on Academic Planning and Priorities

Zena Mitchell, University Registrar or designate
(September 1, 2018 – ongoing)
University Registrar Appointment

Senate Standing Committee on Curriculum

Nadia Henwood, University Registrar or designate
(September 1, 2019 – August 31, 2022)
University Registrar Appointment

Appointments Senate Standing Committee on Program Review
Stephen Yezerinac, University Registrar or designate
(September 1, 2019 – August 31, 2022)
University Registrar Appointment

Aimee Begalka, (Acting) Dean
(January 29, 2019 – ongoing)
Provost Appointment

Senate Standing Committee on Tributes

Stephen Yezerinac, University Registrar or designate
(September 1, 2019 – August 31, 2022)
University Registrar Appointment

Context &
Background:

1. Senate Standing Committees have representatives from different units or sectors within KPU.
2. The representatives are a distinct class of committee members and are appointed.

Consultations:

1. Provost appoints Deans and Associate Deans
2. University Registrar appoints the representatives for the Office of the Registrar
3. Executive Director, Advancement appoints the representative for the Office of Advancement
4. Vice-Provost, Students appoints the representative for Student Services
5. Executive Director, Institutional Analysis and Planning appoints the representative for Institutional Analysis and Planning
6. Chief Information Officer appoints the representative for Information Technology
7. Counsellors choose their own representatives
8. Chair of the Librarians appoints librarians
9. University Librarian appoints a library staff member

Submitted by: *Meredith Laird, Administrative Assistant to University Senate*

Date submitted: *February 7, 2019*



SENATE

Agenda Item: 7.2

Meeting Date: February 25, 2019

Presenter: David Florkowski

Agenda Item: Senate Standing Committees: Nominations

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	<p>THAT Senate approve the following appointments:</p> <p><u>Senate Standing Committee on Academic Planning and Priorities</u></p> <ul style="list-style-type: none">• Andre Iwanchuk, faculty member, Faculty of Educational Support and Development (March 1, 2019 – August 31, 2021) <p><u>Senate Standing Committee on Curriculum</u></p> <ul style="list-style-type: none">• Jen Adams, faculty member, Faculty of Educational Support and Development (March 1, 2019 – August 31, 2021) <p><u>Senate Standing Committee on the Library</u></p> <ul style="list-style-type: none">• Marti Alger, faculty member, Faculty of Educational Support and Development (March 1, 2019 – August 31, 2021)
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**Context &
Background:**

On February 5, 2019, the Faculty of Educational Support and Development Faculty Council nominated the faculty members above to membership on senate standing committees.

Key Messages:

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

Consultations:

- Elected senators – for nominations to serve on a minimum of two Senate committees per Senate Bylaw 1.10
- Librarians and Counsellors – Chair of the Librarians and the Council of Counsellors, respectively
- Faculty Councils – for all other faculty nominations
- Provost and Vice President, Academic – for appointments of Deans and Associate Deans
- Students – for nominations involving students
- Professional support staff (PSS) – for nominations involving PSS

Submitted by:

Rita Zamluk, Administrative Assistant to the University Senate

Date submitted:

February 7, 2019



SENATE

Agenda Item: 8
Meeting Date: February 25, 2019
Presenter: Dr. Jane Fee

Chair's Report to Senate

SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES

February 8, 2019

The Committee, jointly with SSCUB, discussed the proposal for the merger of SSCAPP and SSCUB. After listening to the issues, SSCAPP recommended that this issue be discussed separately by both SSCAPP and SSCUB.

SSCAPP reviewed the preliminary proposal for the discontinuance of the Faculty of ACA. The committee heard some history about Policy GV9, heard from the Provost (the author of the proposal) and heard from Randal Thiessen, Faculty Senator for ACA. The committee spent considerable time discussing the membership and chair for a Task Force that would draft the full proposal. The committee passed a motion to proceed with the formation of a Task Force.



SENATE

Agenda Item: 9.1

Meeting Date: February 25, 2019

Presenter: David Burns

Agenda Item: Draft 2019 / 20 Budget Endorsement Letter

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT Senate forward the attached Budget Endorsement letter to the Board of Governors.
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Senate Standing Committee Report:

On January 18, 2019 the Senate Standing Committees on Academic Planning and Priorities and on University Budget formed a working group of the following members to draft a budget endorsement letter for Senate to forward to the Board of Governors:

- David Burns
- Carolyn Robertson
- Allyson Rozell
- Peter Warren

On February 8, 2019 the working group gathered input from the two committees to draft the budget endorsement letter.

On February 15, 2019, the Senate Standing Committees on Academic Planning and Priorities and on University Budget endorsed the budget endorsement letter and asked Senate on February 25, 2019 to forward the letter to the Board of Governors.

Attachment: Draft 2019_2020 Budget Endorsement Letter

Submitted by: Rita Zamluk, Administrative Assistant, University Senate

Date submitted: February 15, 2019

DRAFT 2019 / 2020 BUDGET ENDORSEMENT LETTER

Final draft by the Senate Standing Committees on Academic Planning and Priorities and on University Budget
February 15, 2019

The proposed budget for the fiscal year 2019/2020 [f19/20] is the product of an improved and more rigorous budget approval process. It is also the beginning of an institutional commitment to integrated planning, an approach the Senate Standing Committee on Academic Planning and Priorities (SSCAPP) and the Senate Standing Committee on University Budget (SSCUB) wholly endorses. The Committees thank all those members of the KPU community who contributed to the development both of this year's budget and in the University's broader efforts to become financially sustainable.

The budget process was divided into two phases. The *preliminary* phase, comprised of the budget presentations to the university executive and SSCAPP and SSCUB, as well as the identification of priorities and feedback from the two committees. The *preliminary* phase featured substantial detail, and provided the opportunity for SSCAPP and SSCUB to both endorse the executive budget priorities and author distinct Senate budget priorities (as per the List of Budget Priorities, November 16th, 2018, approved by Senate on November 26, 2019).

The *final draft* phase, comprised of a presentation of a brief overview of a proposed budget to SSCAPP and SSCUB by Finance on February 8th, 2019 and the sharing of a document, 2019/20 Budget Key Themes, which aligned the draft budget with the Executive Budget Priorities. While an earlier timeline for the budget is desirable, the committee appreciates the extraordinary work undertaken by Finance in this year's budget process.

1. The 2019/20 Budget Key Themes provided an overview of a number of priorities that aligned with Senate's List of Budget Priorities:
 - The Senate strongly supports the proposed funding for Strategic Enrolment Management.
 - The proposed budgetary increases for Teaching and Learning, Information Technology, and the Library align strongly with the academic priorities identified by the Senate.
 - The support for preventative intervention for at-risk students through additional resources for enhancing support for students with disabilities and student mental health and wellness strongly aligns with Senate's priorities.
2. Other details provided warrant further discussion:
 - The Senate would like to review the strategic plan for open education.
 - The Senate would like to review the existing information on the costs and structure of administration at KPU for the purpose of fostering greater understanding of resource allocation.
 - Given the pivotal importance of Strategic Enrolment Management to the long-term sustainability of the University, the Senate would like to receive further information about this initiative.



SENATE

Agenda Item: 10
Meeting Date: February 25, 2019
Presenter: Chris Traynor

Chair's Report to Senate

Senate Standing Committee on the Library

6 February 2019

At SSCL's February 6 meeting, Todd Mundle provided his University Librarian's Report. He highlighted the wellness collection at the Surrey campus, the digitization of the Canadian Documentary Heritage collection, which combines material from Canadiana and the Canadian Research Knowledge Network. In subsequent discussion he described efforts being made to review the Canadian Documentary Heritage collection in order to decolonize language and material and a broader initiative to do the same within Canadian university libraries. Such initiatives align with KPU's commitment in the Academic Plan 2023 to decolonize and indigenize educational delivery.

SSCL also discussed the approval of IM1: Copyright Compliance Policy. (See attached discussion item.)

In addition, SSCL continued its discussion of the value of strategic planning and the potential for a KPU Library Strategic Plan. The Library has not had a separate strategic plan since 2012. Todd Mundle reported on preliminary discussions with the University Library Administrative Committee. He listed which other regional did and did not have a specific Library strategic plans, and highlighted some key differences of existing strategic plans for those regional universities. He emphasized a potential future KPU Library strategic plan should align with Vision 2023 and Academic Plan 2023. Further work on this initiative is expected.

Lastly, SSCL discussed the idea of instituting library fines for employees. Vicki Effertz, KPU Library Technician, described the current process of tracking overdue materials and issuing penalties for students. In the interests of equity, SSCL passed a motion that "the Library review the Circulation of Materials Guidelines for library fines to include employees."



SENATE

Agenda Item: 10.1

Meeting Date: February 25, 2019

Presenter: Chris Traynor

Agenda Item: Classification of Policies

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT Senate request that the Senate Standing Committee on Policy Review clarify the standards by which policies are classified as “Senate” policies or “Office of the President (Administration)” policies.
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Senate Standing Committee Report:

On February 6, 2019, the Senate Standing Committee on the Library asked the Chair of SSCL to ask Senate how policies are determined as academic or administrative policies.

Context & Background:

KPU recently updated IM1: Copyright Compliance Policy. The previous copyright policy at KPU was more limited in its focus and built around alignment with Access Copyright, the licensing organization that pays content creators for use of materials. When the Canadian Copyright Act was substantially updated in 2012, the definition of fair dealing for educational purposes was expanded. Subsequently, many Canadian post-secondaries—including KPU—withdraw from Access Copyright. The revision to KPU’s policy IM1: Copyright Compliance therefore modernizes the policy to align with the new Canadian Copyright Act and focus more on general copyright compliance for educational purposes.

As the purpose of policy IM1 shifted from more of a financial administrative policy to an academic policy, the “Administrative Responsibility” listed in the policy shifted from the Vice-President Finance and Administration to the Provost and Vice-President Academic.

This change in responsibility spurred a question at the Senate Standing Committee on the Library as to what should be the proper protocol for revision. According to KPU Policy GV2: Protocol for the Development of University Policies, policies not related to matters of the Board are divided into two separate categories based on jurisdiction: “Senate” and “Office of the President (Administration).” A policy sorted into either category follows a different procedure for review and approval. (See excerpted flowchart from page 7 of the Procedures for GV2.)

A discussion took place at SSCL on November 7, 2018 as to the appropriate workflow for the revision of policy IM1. SSCL passed a motion that “the Vice-Chair of Senate request that the IM1: Copyright Compliance policy revisions follow normal approval procedures for academic policies as per GV2: Protocol for the Development of University Policies.” As the Senate Standing Committee on Policy Review did not meet at the end of the year, this request was overlooked and policy IM1 instead followed the approval process for administrative policies and was approved by the Office of the President on January 16, 2019.

The larger question this sequence of events raises is by what standard are policies classified as “Senate” policies or “Office of the President (Administration)” policies. Policy GV2 lacks a degree of clarity on this issue.

Key Messages:

1. Policy IM1: Copyright Compliance Policy was revised according to administrative policy protocol, and approved January 16, 2019.
2. SSCL would like to bring policy IM1 to Senate for information, given the outlined shift in administrative responsibility.
3. Senate may consider requesting the Senate Standing Committee on Policy Review investigate how policies are designated as “Senate” policies or “Office of the President (Administration)” policies in order to articulate a clear standard by which policies should be sorted.

Implications / Risks:

A summary of any health, environmental, legal, reputational or other implications of this proposal.

Attachments:

1. Excerpt: Page 7 GV2 Procedures Flowchart
2. [IM1: Copyright Compliance Policy](#)
3. [IM1: Copyright Compliance Procedures](#)
4. [GV2: Protocol for the Development of University Policies Policy](#)
5. [GV2: Protocol for the Development of University Policies Procedures](#)

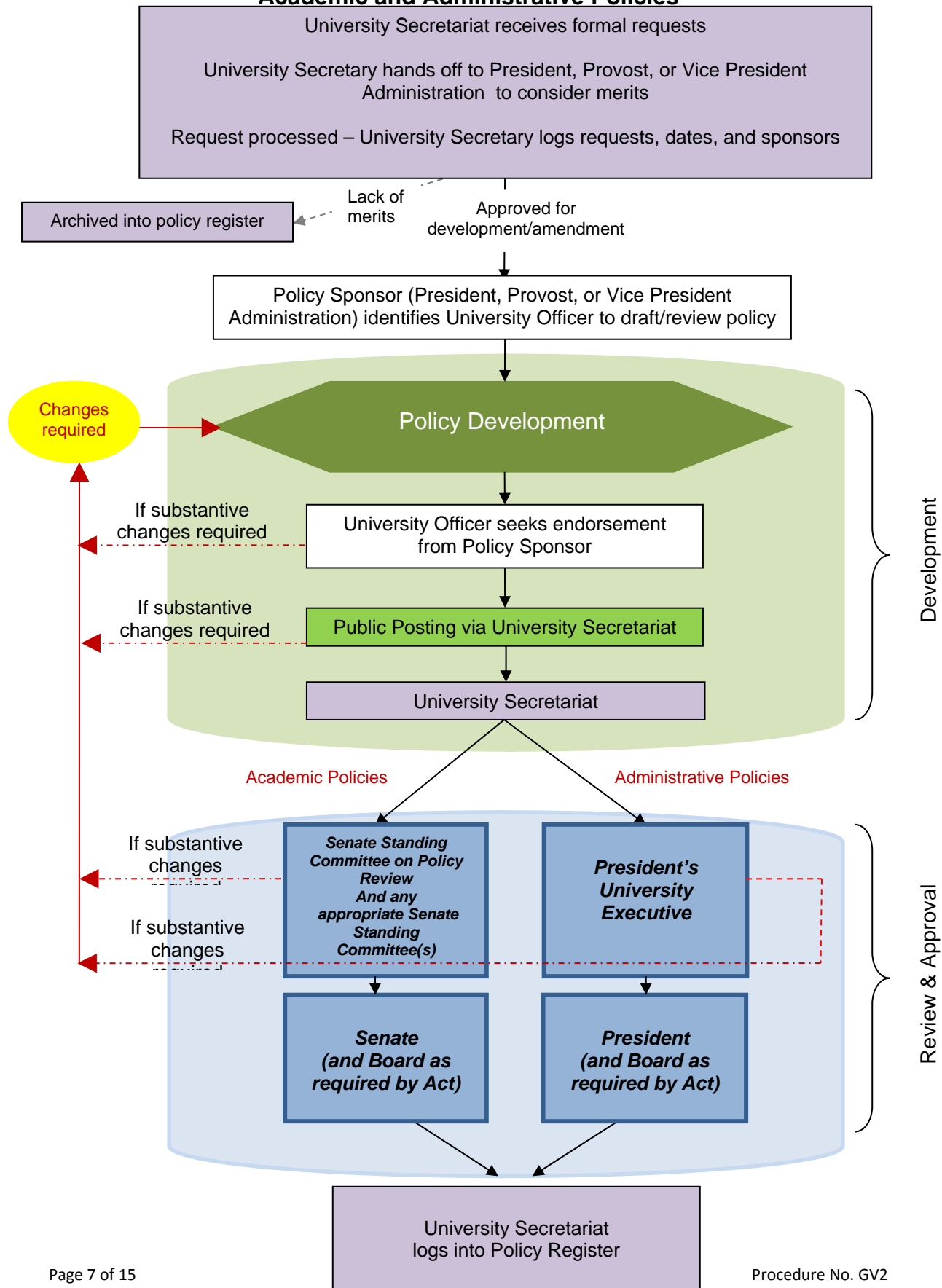
Submitted by:

Chris Traynor, Chair, Senate Standing Committee on the Library

Date submitted:

February 15, 2019

Protocol for Policy Development or Amendment of Academic and Administrative Policies





SENATE

Agenda Item: 11.1
Meeting Date: February 25, 2019
Presenter: David Burns

Agenda Item: AC3: *Program Review*

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT Senate recommend that the Board of Governors approve the draft AC3 <i>Program Review</i> policy and procedure
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Senate Standing Committee Report:

For Senate Office Use Only

Context & Background:

Current Policy AC3 is outdated. In preparation of the Degree Quality Assessment Board (DQAB) audit of KPU's quality assurance processes that will be conducted in 2019, KPU requires an updated and clear policy on program review.

Upon completion of a review, the Policy was revised along with a new procedural document developed. The 6-week public posting period on the KPU Policy Blog (October 18 – November 29, 2018) for the draft Policy and Procedure AC3 Program Review is completed.

A number of comments were received on the blog. The Senate Standing Committee on Program Review reviewed the drafts at its October meeting and provided feedback to Dr. Wiebe. The Senate Standing Committee on Policy Review also reviewed the drafts at its November 7th meeting and provided their collective feedback to Dr. Wiebe at the meeting.

Based on the feedback received, minor edits were made to the documents, as identified in the attached document.

Key Messages:

1. A document with responses to the comments has been posted on the [comment section for Draft Policy and Procedure AC3](#) on the KPU Policy Blog. For ease of reference, this document is also included in this submission.
2. The revised draft Policy and Procedure AC3 *Program Review* (attached) have received endorsement from the Provost (policy sponsor) to proceed.

3. As per Section 35.2(6)(f) of the *University Act*, this proposed policy and procedures requires approval from the Board, with Senate's advice.

Implications / Risks: A clear, comprehensive policy is one of the requirements for the Quality Assurance Audit. Without this we could be found in non-compliance with the quality assurance standards set by the Degree Quality Assessment Board (DQAB).

Lack of clarity can also lead to confusion within KPU and leave the policy open to interpretation.

Consultations: During the development of the draft Policy and Procedures, feedback was gathered from various stakeholders and incorporated into the documents. The following stakeholder groups have been consulted as part of the policy development and revision process:

- Polytechnic University Executive (PUE)
- Provost & Vice President Academic
- Executive Director, Institutional Analysis and Planning
- Manager, Strategic Planning and Quality, Institutional Analysis and Planning
- Senate Standing Committee on Program Review, which include students, faculty and administrator
- Senate Standing Committee on Policy Review

Attachments:

1. Draft Policy AC3 *Program Review*
2. Draft Procedure AC3 *Program Review*
3. Revised Policy AC3 *Program Review* – Response to Comments
4. Policy Timeline AC3 *Program Review*

Submitted by: *David Burns, Chair, Senate Standing Committee on Policy Review*

Date submitted: *February 13, 2019*

Policy History
Policy No. AC3
Approving Jurisdiction: Board of Governors, with Senate advice
Administrative Responsibility: Provost and Vice President Academic
Effective Date:

Program Review Policy

A. CONTEXT AND PURPOSE

1. Program Review at Kwantlen Polytechnic University is a faculty-led, collaborative, systematic and evidence-based examination of a program's quality. Program Review allows for a detailed analysis of a program's strengths and areas for improvement that result in enhancements to the program. Students, faculty and alumni are all given an opportunity to provide their perspectives during the review.
2. As a public institution, KPU has a duty to ensure and report on the quality of its programs. Program Review is the mechanism by which we practice this accountability, and communicate it to our community. KPU's Senate Standing Committee on Program Review (SSCPR) oversees this process.
3. Program Review is the process that drives continual progress and improvement at the program level. Program Review findings should inform Senate deliberations on curricula changes, and curriculum development. For this reason, Quality Assurance Plans will be submitted to Senate, following approval by the SSCPR, as part of the SSCPR Chair's Report.

B. SCOPE AND LIMITS

1. This policy applies to educational programs under the governance of Senate.
2. Program Review does not evaluate performance of individual faculty, staff, or administrators.
3. This policy does not apply to programs which are not under the governance of Senate (e.g. Continuing/Professional Studies and Apprenticeship).

C. STATEMENT OF POLICY PRINCIPLES

1. All programs will be scheduled for review on a regular basis. Degree programs will undergo review at least once every five (5) years and all non-degree programs will undergo review at least once every seven (7) years.
2. All programs under the governance of Senate must meet the requirements of Policy AC3, including programs that undergo extensive review by external accrediting bodies. As appropriate,

the review of programs that undergo external review may occur concurrently with the external accreditation so as not to duplicate processes.

3. Successful completion of a program review requires the SSCPR's approval of the following reports: Self-Study Report, External Review, and Quality Assurance Plan.
4. Implementation of the Quality Assurance Plan is not deemed completed until a program can demonstrate, through Annual Follow-Up Reports to the satisfaction of the SSCPR, its substantial completion.
5. The SSCPR Chair will include approved Quality Assurance Plans in the SSCPR Report to Senate.

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 35.2 (6)(f)

AC9 Essential Skills Policy

AC13 Qualifications for Faculty Members Policy

F. RELATED PROCEDURES

Refer to Procedure AC3 *Program Review*.

Policy History
Policy No. AC3
Approving Jurisdiction: Board of Governors, with Senate advice
Administrative Responsibility: Provost and Vice President Academic
Effective Date:

Program Review Procedure

A. DEFINITIONS

1. **Program:** A field of study, under the governance of Senate, that constitutes the designation of a major or minor, or that results in the granting of a credential (e.g., citation, certificate, diploma, associate of arts, associate of science, degree).
2. **SSCPR:** The Senate Standing Committee on Program Review is responsible for: developing procedures and standards to ensure program reviews are conducted in accordance with the principles of the Program Review Policy; and reviewing reports to ensure they meet KPU's program review standards. The Committee includes faculty, dean, staff and student representation.

B. PROCEDURES

1. The schedule for program reviews is updated on a yearly basis by the Manager of Strategic Planning and Quality, in consultation with the Deans and Associate Deans, and provided to Senate to ensure programs are reviewed as required by the policy, as follows:
 - a. Degree programs are reviewed at least once every five years.
 - b. Non-degree programs are reviewed at least once every seven years.
 - c. If a department offers different credentials, all credentials are reviewed together.
2. The review consists of four phases, each of which requires a report to be submitted to the SSCPR:
 - a. Phase 1: Self-Study;
 - b. Phase 2: External Review;
 - c. Phase 3: Quality Assurance Plan;
 - d. Phase 4: Annual Follow-Up Reporting.

3. Faculty are responsible for writing and submitting all program review reports and appendices (with the exception of the External Review) and ensuring that each report is in compliance with SSCPR-approved standards and templates. Deans are expected to provide input as well to all reports (with the exception of the External Review). The Provost is expected to provide direct input to the Quality Assurance Plan.
4. Templates and guidelines that lay out expectations for each section of each reports are available on the [Program Review Webpage](#) under [Resources](#). These documents include, but are not limited to, the following:
 - *Program Review Steps and Roles* – provides detailed information on each phase of the review.
 - *Self-Study Guide* – provides the scope for the review and the standards that the program review is required to address. (Note: The faculty leading the review may choose to address additional issues as well.)
 - *External Review Guide* – provides faculty information on how to plan the site visit. (Note: Faculty are responsible for planning and leading the site visit, as well as hosting external reviewers.)
 - *External Review Team Template* – details the scope of the external review and the standards the external review team are required to address.
 - *Quality Assurance Plan Template* – provides the framework for programs to put together their strategic plan.
5. Sample reports are also available on the [Program Review Webpage](#) under [Completed Reviews](#).
6. To ensure quality standards, the SSCPR must approve each report before the review can proceed to the next phase of the process.
7. The SSCPR also approves the individuals the program nominates to serve as external reviewers.
8. A program with an external accreditation body will only require ONE external review site visit (to be conducted by the accreditation external review team) if the following conditions are met:
 - The composition of the accreditation external review panel is equivalent to that of a KPU external review team (i.e. the team consists of a combination of academics and discipline/sector professionals).
 - The accreditation review site visit is similar in scope to that of a KPU external review site visit and will involve talking to similar groups of stakeholders (e.g. students, faculty, staff, alumni, advisory board members).
 - The accreditation external review report can be made public on KPU's Program Review website.
9. A program review is completed once the SSCPR has approved the Quality Assurance Plan. The approved Quality Assurance Plan should then go forward to Senate.
10. A review typically takes 18 months from commencement to submission of the Quality Assurance Plan, unless the program has provided the SSCPR with an appropriate rationale for an extension.
11. Institutional Analysis and Planning (IAP) provides planning support and guidance throughout the review process; provides administrative data; oversees survey data collection (which includes gathering views from students, faculty and alumni), including guidance on survey design, survey administration, and data analysis and reporting. IAP also provides administrative support to the

SSCPR. The IAP staff who are on-hand to provide support are:

- a. Manager, Strategic Planning and Quality;
- b. Research Analyst, Quality Assurance.

C. RELATED POLICY

Refer to Policy AC3 *Program Review*.

DRAFT

Revised Policy AC3: Program Review

Response to Comments

Responses to the Policy Draft

Comment:

- Link program reviews with curriculum changes and development
- Add a statement under “context and purpose” that this is the process by which we look at progress and continuous improvement.
- Add a statement that states what Program Review should expect from Senate
- Senate could take a more substantive role in Program Review. Add a comment that using results from Program Review to inform decisions about budget allocations.

Response: Policy Section A.4 has been revised to reflect these comments.

Comment:

- Student participation is not referenced.

Response: Policy Section A.1 now includes the following sentence: “Students, faculty and alumni are all given an opportunity to provide their perspectives during the review.”

Comment:

- Policy Section B.2: Change “is not intended” to “does not evaluate”

Response: This change has been made.

Comment:

- Policy Section C.1: Does the policy apply to graduate-level degree and non-degree programs?

Response: Yes. It applies to all Senate approved programs, regardless of level. See Policy Section B3.

Comment:

- Workload implications for faculty and chairs should be considered, particularly involving annual reporting on Quality Assurance Plans.

Response: Faculty workload is not addressed because it falls beyond the jurisdiction of program review. Annual Reporting is included in the draft Policy to address the Degree Quality Assessment Board’s Quality Assurance Process Audit requirements that all B.C. public institutions have: a) appropriate program review accountability mechanisms; and, b) a follow-up process for internal program reviews. Please refer to the [QAPA Handbook](#) for further information.

Comment:

- Are annual follow-up reports understood to be formal components of the 18-month program review process?

Response: No. Annual follow-up reporting will take place outside of the 18-month program review cycle. Procedures Section B.9 now contains the following sentences: "A review typically takes 18 months from commencement to submission of the Quality Assurance Plan, unless the program has provided the SSCPR with an appropriate rationale for an extension."

Responses to the Procedures Draft

Comment:

- Procedures Definition 1: Eliminate "units of study. " Use field of study or discipline.

Response: The phrase "unit of study" has been replaced with "field of study."

Comment:

- Procedures Definition 2: There is no mention of students being on the SSCPR.

Response: This omission has been rectified.

Comment:

- Procedures Section B.1: The phrase "related programs" needs more clarity.

Response: The phrase "related programs" has been removed and replaced with the following: "If a department offers different credentials, all credentials are reviewed together."

Comment:

- Provide a rationale for the removal of a specific role for the administration in the Self-Study process.

Response: The role of administration was omitted in error. The roles of the Dean and Provost has been clarified in Procedure Section B.3.

Comment:

- Do you want to name a specific document as guidance, or do you want a procedure that specifies that guidance documents will be maintained, on a Sharepoint site, containing xyz kinds of information?

Response: Procedures Section B.4 has been added to explain what resources are available on Sharepoint and where on Sharepoint they can be found.

Comment:

- Procedures Section B.4: The meaning of the word "vet" in *Procedures* is unclear.

Response: The word "vet" has been replaced with "approve."

Comment:

- Senate could take more ownership of Program Review. The institutional response about a Program Review should go forward to Senate.

Response: There is no longer an institutional response. However, the Chair of the Senate Standing Committee on Program Review will include approved Quality Assurance Plans in the SSC on Program Review Report to Senate.

Comment:

- Procedures Section B.10: IAP is described as serving “as a liaison with” the SSCPR. This sentence is unclear.

Response: This sentence has been amended to read follows: “IAP also provides administrative support to the SSCPR.”

Comment:

- Student participation is not referenced.

Response: Procedures B.10 now notes that survey data collection includes gathering students’ perspectives on program quality.

Comment:

- My program has external reviews every 6 years and the KPU policy clearly states that degree programs must have a Program review every 5 years. It would be very onerous for the faculty to have to prepare for 2 program reviews, when the intent clearly states that external and internal reviews can occur concurrently

Response: Procedures B.8 now notes that programs with an external accreditation body will only require one external review site visit (to be conducted by the accreditation external review team) provided certain conditions are met.

Comment:

- The Program Review policy and procedure seems like a great opportunity to make a commitment to including Accessibility standards and UDL principles/practices in the curriculum review and improvement process – in support of Academic Plan and Vision goals.

Response: Standards and curriculum review principles/practices are typically not articulated in policy or procedure documents but are included in report guidelines. The SSCPR updates these guidelines on a regular basis.

Policy Sponsor: Provost & Vice President Academic

Approving Jurisdiction: Board of Governors, with Senate advice

Policy Developers: Lori McElroy/Sunita Wiebe

Step(s)		Action(s)	Date(s)	Submission Deadline
1	Provost (Policy Sponsor)	Seek endorsement from the Provost to proceed to 6-week public posting.	October 2018	
		<ul style="list-style-type: none"> PUE 	October 17, 2018	<i>October 11, 2018</i>
2	6-week public posting period	Post finalized draft policy and procedures on the KPU Policy Blog for a 6-week public commenting period.	October 18 – November 29, 2018	
		<ul style="list-style-type: none"> To SSC on Program Review for feedback. To SSC on Policy Review for discussion/feedback. 	<i>October 24, 2018</i> <i>November 7, 2018</i>	<i>October 3, 2018</i> <i>October 31, 2018</i>
3	Review feedback and finalize drafts	Review and respond to all posted public comments (if any), finalize draft policy and procedures.	November 30 – December 10, 2018	
4	Provost (Policy Sponsor)	Seek endorsement from the Provost to proceed to approval process.	December 10, 2018 – December 17, 2019	
		<ul style="list-style-type: none"> PUE 	January 16, 2019	<i>January 9, 2019</i>
5	Senate Standing Committee on Policy Review	For endorsement and recommendation to Senate. <ul style="list-style-type: none"> To SSC on Program Review for information 	February 6, 2019 <i>February 20, 2019</i>	<i>January 30, 2019</i> <i>January 30, 2019</i>
6	Senate	For endorsement and recommendation to the Board.	February 25, 2019	<i>February 15, 2019</i>
7	Board Governance Committee	For recommendation to the Board.	May 1, 2019	<i>April 18, 2019</i>
8	Board of Governors	For final approval.	May 22, 2019	<i>May 10, 2019</i>



SENATE

Agenda Item: 14.1

Meeting Date: February 25, 2019

Presenter: David Burns

Agenda Item: Definitions for Quality Teaching and Learning Environments

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT Senate endorse the working definitions of quality teaching and quality learning environments listed below.
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Senate Standing Committee Report:

On February 7, 2019 the Senate Standing Committee on Teaching and Learning recommended that Senate endorse the working definitions of quality teaching, and quality learning environments.

Context & Background:

In the Fall of 2018 and the early Spring of 2019, the SSC Teaching and Learning discussed working definitions for two concepts: teaching; and learning environments. It is hoped that these definitions will form the core of the SSC TL's ongoing living document and will serve as a point of reference for the University in discussions of teaching and learning.

Key Messages:

1. Quality learning environments are accessible and flexible for learners and educators. They are both physically and intellectually safe. Engaging and diverse experiences should be accessible to a wide range of learners, and learners of all kinds should learn about their identity in relation to their various communities. At their best, quality learning environments are inspiring and transformational.
2. Quality teaching includes the practical and realistic preparation of learners for open futures by ensuring that they have knowledge, skills and attitudes for success, resiliency, and creativity. Quality teaching includes the provision and recognition of unplanned and incidental learning opportunities, as well as encouraging learner independence to engage themselves (and others) inside the classroom, outside the classroom, and beyond KPU.

Submitted by: David Burns, Chair, Senate Standing Committee on Teaching and Learning

Date submitted: February 19, 2019



SENATE

Agenda Item: 15.1
Meeting Date: February 25 2019
Presenter: Zena Mitchell

Agenda Item: Approval of Graduates to February 25, 2019

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT Senate approves the list of graduates to February 25, 2019.
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**Context &
Background:**

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

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

Attachments: Grads for Senate Approval – 20190225

Submitted by: Zena Mitchell, University Registrar

Date submitted: February 13, 2019

Graduates for Senate Approval

SENATE MEETING: Monday, 25-Feb-2019

Graduates from the Chip and Shannon Wilson School of Design

Post Baccalaureate Diploma

Post Baccalaureate Diploma in Technical Apparel Design

Michael Lopaka Foley
With Distinction

Graduates from the Faculty of Arts

Baccalaureate Degree

Bachelor of Arts in Criminology

Danielle Bayloun
Bandna Tiwana

Bachelor of Arts in General Studies, Minor in Counselling

Erika Noella Maria Reddy

Bachelor of Arts in General Studies, Minor in Language and Culture

Hilary Marie Whenham

Diploma

Diploma in General Studies

Jacqueline T. Cox
Simrit Kaur Gill
Tanveer Kaur Gondara
Mankirat Kaur

Graduates from the Faculty of Health

Baccalaureate Degree

Bachelor of Science in Nursing

Larissa Mae Pals
With Distinction
Alison Brianna Zhang
With Distinction

Certificate

Certificate in Graduate Nurse, Internationally Educated Re-entry

Luchelle Marie B. Baclayon
With Distinction
Ann Margaret Mortel
Mark Pauig Pilien
Angeline Theebha Sam Manohar
With Distinction
Annalie Espenilla Vinoya
With Distinction

Graduates from the Faculty of Science and Horticulture

Associate Degree

Associate of Science in General Science

Brooke Leanne Reid

Diploma

Diploma in Horticulture Technology, Landscape Horticulture Systems

Alicia Jill Lena Robbins

Diploma in Horticulture Technology, Sustainable Production Hort.

Shaye Paul Donald

Graduates from the School of Business

Baccalaureate Degree

Bachelor of Business Administration in Accounting

Arvind Singh Dhanda

Daljit Singh Lubana

Jaskirat Singh Sahota

Bachelor of Business Administration in Entrepreneurial Leadership

Bradley Douglas Goddard

Kathryn Jane Landrigan

Bachelor of Business Administration in Human Resources Management

Awais Ahmad Khan

Bachelor of Technology in Information Technology, Co-operative Education Option

Alistair Sobrinho

Diploma

Diploma in Accounting

Hardeep Kaur Dhatt

Ming Hui Meng

Diploma in Business Administration

Lorraine Gayle Thomas

Diploma in Business Management

Mohit Goyal

Diploma in Computer Information Systems

Danielle Legault

Diploma in Marketing Management

Chao Han