



SENATE STANDING COMMITTEE ON POLICY REVIEW

Wednesday, September 5, 2018

2:00 p.m. - 4:00 p.m.

Surrey, Cedar Board Room 2110

AGENDA

1. Call to Order Stefanie Broad 2:00
2. Approval of Agenda
3. Approval of Minutes, June 11, 2018
4. Chair's Report
5. Academic Schedules: 2019/20 and 2020/21 Zena Mitchell 2:15
6. Items for Discussion
7. Adjournment



SENATE STANDING COMMITTEE ON POLICY REVIEW

MINUTES OF REGULAR MEETING

Monday, June 16, 2018

4:00 p.m. - 6:00 p.m.

Surrey Campus Boardroom, 1140

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

1. Call to Order

The Chair called the meeting to order at 4:06 p.m.

2. Approval of Agenda

Stefanie Broad moved the agenda be confirmed as circulated.

The motion carried.

3. Approval of Minutes, May 14, 2018

Murdoch de Mooy moved the minutes be approved as circulated.

The motion carried.

4. Chair's Report

The Chair flagged two policies, AC 10 and AC 13 for conversation during future meetings.

5. Election of Committee Chair

The term of office is from September 1, 2018 to August 31, 2020.

David Burns, Vice-Chair of Senate, conducted the election and called for nominations:

First call: Ann-Marie Davison nominated Bob Davis. Bob Davis accepted the nomination.

Second call: Harleen Deol nominated Stefanie Broad. Stefanie Broad accepted the nomination.

Third call: Murdoch de Mooy nominated himself.



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First round of voting results:

Stefanie Broad - 2

Murdoch de Mooy – 1

Bob Davis – 2

Murdoch de Mooy withdrew his nomination.

David Burns, Vice-Chair of Senate, conducted a second vote.

Second round of voting results:

Stefanie Broad – 3

Bob Davis - 2

Stefanie Broad will be Committee Chair for a two-year term starting September 1, 2018 and ending August 31, 2020.

6. Items for Discussion

No items for discussion.

7. Adjournment

The meeting adjourned at 4:31



SENATE STANDING COMMITTEE ON POLICY REVIEW

Agenda Item: 5
Meeting Date: September 5, 2018
Presenter: Zena Mitchell

Agenda Item: Academic Schedules: 2019/20 and 2020/21

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
Recommended Resolution:	THAT the Senate Standing Committee on Policy Review confirms that the 2019/2020 and 2020/2021 Academic Year Schedules are compliant with AR17: <i>Academic Schedule Policy</i> and recommends that Senate approves the schedules.

**Context &
Background:**

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 future December closures is factored in.
- A non-instructional day is included in the first week of January for Spring'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.

On September 25, 2017 Senate reviewed the 2019/20 Academic Schedule and suggested the first day of the Spring term shift to Monday, January 6, 2020. The impact of such a move was explored at the October 2017 meeting. Senate proceeded to approve the schedule as originally submitted.

Key Messages:

1. Both Academic Schedules adhere to Policy AR 17.
2. The Office of the Registrar has used a consistent set of guidelines in the development of both Academic Year Schedules.
3. Approving two Academic Year Schedules allows for better institutional planning.

Attachments:

1. 2019/20 and 2020/21 Academic Year Schedules
2. [AR17: Academic Schedule Policy](#)

Submitted by: *Zena Mitchell*

Date submitted: *August 29, 2018*

2019-20 Academic Year Schedule

KPU HOLIDAYS/CLOSURES

Labour Day	Mon, Sep 02, 2019	Good Friday	Fri, Apr 10, 2020
Thanksgiving	Mon, Oct 14, 2019	Easter Monday	Mon, Apr 13, 2020
Remembrance Day	Mon, Nov 11, 2019	Victoria Day	Mon, May 18, 2020
Potential KPU closure (TBA)	Dec 24, 2019 – Jan 1, 2020	Canada Day	Wed, Jul 01, 2020
Family Day	Mon, Feb 17, 2020	BC Day	Mon, Aug 03, 2020

SUMMARY

Term Duration <i>(first day of classes until final grade submission deadline)</i>	
Fall 2019	Sep 03 – Dec 18
Spring 2020	Jan 03 – Apr 30
Summer 2020	May 11 – Aug 26

FULL TERM DATES

Term	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 03	Fri, Jan 03	Mon, May 11
Reading break		Mon Feb 17-Feb 23	
Last day to withdraw	Fri, Nov 01	Tues, Mar 10	Fri, July 10
Last day of classes	Mon, Dec 02	Thurs, Apr 09	Mon, Aug 10
Exam Period			
Final exams start	Wed, Dec 04	Wed, Apr 15	Wed, Aug 12
Final exams end	Thurs, Dec 12	Thurs, Apr 23	Thurs, Aug 20
Grade Submission Deadline	Wed, Dec 18	Thurs, Apr 30	Wed, Aug 26

Days of instruction (holidays /closures removed):

Term	Fall	Spring	Summer
Mondays	11	13	12
Tuesdays	13	13	13
Wednesdays	13	13	12
Thursdays	13	13	13
Fridays	13	13	13
Saturdays	13	13	13
TOTAL	76	78	76
Exam days	8	8	8

INTERSESSION DATES

Session One	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 03	Fri, Jan 03	Mon, May 11
Last day to withdraw	Mon, Sep 30	Thurs, Jan 30	Mon, Jun 08
Last day of classes	Tue, Oct 15	Thurs, Feb 13	Mon, Jun 22
Exam Period			
Final exams start	Thurs, Oct 17	Mon, Feb 24	Wed, Jun 24
Final exams end	Sat, Oct 19	Wed, Feb 26	Fri, Jun 26

Session Two	Fall	Spring	Summer
Instructional Days			
First day of classes	Mon, Oct 28	Mon, Mar 09	Mon, Jul 06
Last day to withdraw	Mon, Nov 25	Sat, Apr 04	Sat, Aug 01
Last day of classes	Mon, Dec 09	Mon, Apr 20	Mon, Aug 17
Exam Period			
Final exams start	Wed, Dec 11	Wed, Apr 22	Wed, Aug 19
Final exams end	Fri, Dec 13	Fri, Apr 24	Fri, Aug 21

Days of instruction:

Term	Fall		Spring		Summer	
Session	One	Two	One	Two	One	Two
Mondays	6	6	6	6	6	5
Tuesday	6	6	6	6	6	6
Wednesdays	6	6	6	6	6	6
Thursdays	6	6	6	6	6	6
Fridays	6	6	6	6	6	6
Saturdays	6	6	6	6	6	6
TOTAL	36	36	36	36	36	36
Exam Days	3	3	3	3	3	3

2020-21 Academic Year Schedule

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
Potential KPU closure (TBA)	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 <i>(first day of classes until final grade submission deadline)</i>	
Fall 2020	Sep 08 – Dec 22
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
Exam Period			
Final exams start	Wed, Dec 09	Wed, Apr 14	Wed, Aug 11
Final exams end	Thurs, Dec 17	Thurs, Apr 22	Thurs, Aug 19
Grade Submission Deadline	Wed, Dec 22	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
Exam 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
Exam Period			
Final exams start	Wed, Oct 21	Wed, Feb 24	Wed, Jun 23
Final exams end	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
Exam Period			
Final exams start	Tue, Dec 15	Wed, Apr 21	Wed, Aug 18
Final exams end	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
Exam Days	3	3	3	3	3	3