SENATE STANDING COMMITTEE ON CURRICULUM

Wednesday, October 10, 2018
4:15 p.m. - 7:15 p.m.
Surrey, Cedar Board Room 2110

AGENDA

1. Call to Order ....David Burns   4:15

2. Approval of Agenda

3. Approval of Minutes, September 12, 2018

4. Chair's Report

5. Program Changes:

    5.1. Bachelor of Science in Nursing..Harjit Dhesi, Deborah Dunn   4:20

    5.2. CPR Nomenclature for Faculty of Health Nursing Programs ....Harjit Dhesi, Deborah Dunn   4:25

6. Items for Discussion ....David Burns   4:30

    6.1. Review of Committee Mandate and Committee Composition

7. Adjournment

SENATE STANDING COMMITTEE ON CURRICULUM

MINUTES OF REGULAR MEETING
Wednesday, September 12, 2018
4:15 p.m. – 7:15 p.m.
Surrey Campus Boardroom, Cedar 2110

Present: Quorum 5 members		Non-voting Member
Herbie Atwal	Leanne MacKenzie	Jen Adams
Paola Gavilanez	Ron Murray	**Non-voting Ex officio Members**
Gregory Harris	Diane Purvey	David Burns (Chair)
Nadia Henwood	Christina Wilcox	Stephanie Chu
Anton Kietaibl	Elizabeth Worobec	**Voting Ex officio Member**
Parthiphan Krishnan		Jane Fee
Regrets:	**Senate Office**	**Guests:**
Alan Davis	Rita Zamluk,	Lori McElroy
Sal Ferreras	Administrative Assistant	Norwinda Binuya-Barros

1. **Call to Order**

   The Chair called the meeting to order at 4:16 p.m.

2. **Approval of Agenda**

   Herbie Atwal moved the agenda be confirmed as circulated.

   The motion carried.

3. **Approval of Minutes, June 6, 2018**

   Jane Fee moved the minutes be accepted as circulated.

   The motion carried.

4. **Chair's Report**

   The Chair reported resignations of Leeann Waddington and Denise Nielson. He introduced and welcomed new committee members. Committee members introduced themselves. Finally, the Chair reminded members to consult with others when revising or creating curriculum.

5. **Consent Agenda, September 12, 2018**

   Changes:

   Remove BUSI 1101 and CMNS 1101 from the Consent Agenda

   GDMA 2220 implementation date should be 2019, not 2018

   Leanne MacKenzie moved that the Senate Governance and Nominating Committee recommends that Senate approves the revised list of new, revised and discontinued courses.

   The motion carried.

6. **Items for discussion**

   6.1. **Pathways Audit**

The Chair introduced the topic. The University Registrar provided background of the Pathway model.

The committee clarified that the report was not an audit but an analysis of student performance on Pathways. Lori McElroy provided background and context for the discussion. The committee clarified the means to interpret the notes and data. The committee discussed

- steps to take to clarify if the DFW* rate of Pathway students is as high as it seems from the given data

  *Proportion of students who received a grade of D or F, or who withdrew from a course.

- the role of Senate and the role of Deans in addressing high DFW percentage,

- finding ways to work with Departments to address DFW rates for all students,

- clarifying reasons for international student success rates,

- additional support currently provided to Pathway students, retention rates of Pathway students,

- matching Pathways courses with a writing or English course,

- connecting a course to the Academic and Career Advancement courses,

Action items discussed:

- to include more analysis of failure rates during Program Reviews

- Ask the Teaching and Learning Committee to do more analysis of the student performance on Pathways.

- Share the data with the Faculty Curriculum Committees

- Institutional Analysis and Planning is producing another report on the retention and progression rates of Pathway students

- Defining the qualities or indicators of student success, and include these indicators in "*Guidelines for Pathway Approval".*

- Forming a task force to answer how to regulate failure or to ensure success.

Action items to be taken:

- The Chair will speak with the Faculty of Academic and Career Achievement about the connections between the Pathways courses and the undergraduate courses.

- Add the following item to the *Guidelines for Pathway Approval*,

  "*When a Pathways course is brought forward, consider the percentage of students who receive a D or F, or withdrew from a course (DFW rate)."*

- The Chair will communicate with Faculty Councils to ensure a conversation regarding Pathways courses takes place.

Elizabeth Worobec moved that the Senate Standing Committee on Curriculum ask the Teaching and Learning Committee to investigate the success of students in light of the data from Institutional Analysis and Planning.

The motion carried.

Diane Purvey moved that the Senate Standing Committee on Curriculum recommends that Senate amends the Guidelines for Pathway Approval guidelines to include the statement:

When a Pathways course is brought forward, consider the percentage of students who receive a D or F, or who withdrew from a course (DFW rate).

The motion carried.

7. **Items of Discussion**

    7.1. **Senate Fall by-election**

    The University Registrar announced the fall by-election.

8. **Adjournment**

    The meeting adjourned at 5:21 p.m.

SENATE STANDING COMMITTEE ON CURRICULUM

Agenda Item: 5.1
Meeting Date: October 10, 2018
Presenter: Harjit Dhesi, Deborah Dunn

Agenda Item:	**Program Change: Bachelor of Science in Nursing**

Action Requested:	☒Motion to Approve ☐Discussion ☐Information ☐Education

Recommended Resolution:	**THAT the Senate Standing Committee on Curriculum recommends Senate approves the change to the Bachelor of Science in Nursing, effective September 1, 2019.**

Senate Standing Committee Report:	For Senate Office Use Only

Context & Background:	Three seats in the BSN Program will be reserved for applicants who self-declare as Indigenous and meet the declaration criteria. If the seats are not filled, they will be offered to next qualified candidate(s).

Key Messages:	Increase accessibility for Indigenous students to pursue a nursing career.

Consultations:	1. Approved at Faculty of Health BSN Curriculum Committee September 17, 2018 2. Approved at Faculty of Health Curriculum Committee September 21, 2018 3. Sent to Mr. Len Pierre, Manager Indigenous Services for Students (October 1, 2018) on September 26, 2018 for information sharing purposes.

Attachments:	Program Change Form

Submitted by:	*Deborah Dunn, BSN Curriculum Coordinator* *Janice Webster, Faculty of Health Curriculum Support*
Date submitted:	*September 26, 2018*

Faculty:	Faculty of Health	
Program Name:	Bachelor of Science in Nursing	
Department:	Nursing	
Effective date:	September 1, 2019	
Dean/Associate Dean:	Dr. David Florkowski	
Chair/Coordinator:	Deborah Dunn, Bachelor of Science In Nursing Curriculum Coordinator	
Submission Date:	September 26, 2018	
Consultations	Person Consulted	Consultation Date
Office of the Provost:	N/A	
Vice Chair of Senate:	Dr. David Burns	September XX, 2018
Office of the Registrar:	Nadia Henwood	September 13, 2018 – initial consult September 17, 2018 – draft review
Other(s)* (if applicable):	Len Pierre, Manager Indigenous Services for Students	October 1, 2018 – information sharing only.
	Date on which this proposal was approved	
Faculty Curriculum Committee:	September 17, 2018 (BSN) and September 21, 2018 (FoH)	
Faculty Council (if required):	N/A	
SSC on Curriculum:		
SSC on University Budget (if required):	N/A	
SSC on Academic Planning and Priorities (if required):	N/A	
Senate:		

Proposed Change(s):	Three seats in the BSN Program will be reserved for applicants who self-declare as Indigenous and meet the declaration criteria. If the seats are not filled, they will be offered to next qualified candidate(s).
Rationale:	Increase accessibility for Indigenous students to pursue a nursing career.
URL(s):	*http://www.kpu.ca/calendar/2018-19/health/nursing/nursing-deg.html*

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:_____

Current Requirements with Proposed Changes	New Requirements
Admission Requirements The Certificate in Health Foundations fulfills the first-year requirements of the Bachelor of Science in Nursing. The Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement, apply to this program. ~~The Certificate in Health Foundations may be completed in two semesters by full-time students or over a longer period of time by part-time students. Upon completion of the Certificate in Health Foundations students may file a declaration of their eligibility and intention to enter the second year of the Bachelor of Science in Nursing. A limited number of students will be selected to commence Year 2 of the curriculum in January and September of each year as a full-time cohort. Selection for admittance to Year 2 will be based upon fulfillment of the declaration requirements and, if spaces are oversubscribed, GPA. The following additional program admission requirements apply:~~ • ~~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~~ ~~**Continuance Requirements**~~	**Admission Requirements** The Certificate in Health Foundations fulfills the first-year requirements of the Bachelor of Science in Nursing. The Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement, apply to this program. **Declaration Requirements** Students intending to pursue a Bachelor of Science in Nursing must declare the program. At the time of declaration, the student must satisfy all of the following requirements: • In good academic standing with the University • Completion of the Certificate in Health Foundations with a minimum GPA of 2.33 and no grade lower than C. • Completion of a minimum of 30 hours of volunteer work with adults or children, evidenced by a written reference reflecting the length and nature of the experience. If spaces are oversubscribed, declaration selection will be based on GPA from the Certificate in Health Foundations. Upon being offered admittance, students will be required to submit the following documentation: • Canadian CPR Health Care Provider (Note: CPR certification must remain current throughout the program.) • Current Standard First Aid Certificate

Field Code Changed

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~~Students must maintain a cumulative GPA of 2.67 with a minimum grade of C+ in all required courses, including electives. Nonadherence to these requirements will result in removal from the program.~~

Declaration Requirements

Students intending to ~~graduate with this Faculty of Health degree~~pursue a Bachelor of Science in Nursing must declare the ~~credential~~program. At the time of declaration, the student must satisfy all of the following requirements:

- In good academic standing with the University
- Completion of the Certificate in Health Foundations with a minimum GPA of 2.33 and no grade lower than C.
- Completion of a minimum of 30 hours of volunteer work with adults or children, evidenced by a written reference reflecting the length and nature of the experience.

If spaces are oversubscribed, ~~admittance to Year 2~~declaration selection will be based on GPA from the Certificate in Health Foundations. Upon being offered admittance, ~~to Year 2~~ students will be required to submit ~~documentation of~~ the following documentation: ~~before their declaration is granted:~~

- Canadian CPR Health Care Provider (Note: CPR certification must remain current throughout the program.)
- Current Standard First Aid Certificate
- 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

- 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

To ensure a pathway is available for specific student populations in the Bachelor of Science in Nursing, 3 seats will be reserved for self-declared Indigenous students for each intake. Any reserved seats that are not offered to the above noted specific student population will be offered to the general pool of qualified BSN applicants.

Continuance Requirements

Students must maintain a cumulative GPA of 2.67 with a minimum grade of C+ in all required courses, including electives. Non-adherence to these requirements will result in removal from the program.

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Admissions for further direction on obtaining your criminal record check To ensure a pathway is available for specific student populations in the Bachelor of Science in Nursing, 3 seats will be reserved for self-declared Indigenous students for each intake. Any reserved seats that are not offered to the above noted specific student population will be offered to the general pool of qualified BSN applicants. **Continuance Requirements** • Students must maintain a cumulative GPA of 2.67 with a minimum grade of C+ in all required courses, including electives. Non-adherence to these requirements will result in removal from the program.		

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
		Not Applicable	

Agenda Item:	Program Change: CPR Nomenclature for Faculty of Health Nursing Programs

Action Requested:	☒Motion to Approve ☐Discussion ☐Information ☐Education

Recommended Resolution:	**THAT the Senate Standing Committee on Curriculum recommends approval of the changes to the CPR Nomenclature made to the 2018/2019 KPU Academic Calendar effective September 1, 2019.**

Senate Standing Committee Report:	For Senate Office Use Only
Context & Background:	To document the June 14, 2018 revisions made to the 2018/2019 KPU Academic Calendar Faculty of Health nursing programs to update the CPR nomenclature to align with current industry standards.
Key Messages:	1. The industry course recently underwent a name change from CPR Health Care Provider 'Level C' to Canadian CPR Health Care Provider. 2. Advice received from the Office of the Senate and the Office of the Registrar, indicated this was not an academic change and therefore did not require Senate approval.
Consultations:	Approved at Faculty of Health Curriculum Committee June 15, 2018
Attachments:	Program Change Memorandum
Submitted by:	*Janice Webster, Faculty of Health Curriculum Support*
Date submitted:	*September 26, 2018*

TO:	KPU Senate Standing Committee on Curriculum
FROM:	Leeann Waddington, Faculty of Health Curriculum Coordinator
DATE:	August 28, 2018
SUBJECT:	KPU 2018/19 Academic Calendar: Updated CPR Requirements for Faculty of Health Programs completed June 2018 (nomenclature update to align with industry standards)

The purpose of this memo is to officially document the June 14, 2018 revisions to the 2018/2019 KPU Academic Calendar Faculty of Health programs. In particular, the Faculty of Health requested the Calendar Editor update the CPR nomenclature to ensure alignment with current industry terminology.

The industry course has recently undergone a name change from CPR Health Care Provider 'Level C' to CPR Health Care Provider (CPR-HCP). Advice received from the Office of the Senate and the Office of the Registrar indicated this was not an academic change and therefore did not require Senate approval.

2017/2018 Academic Calendar:

Declaration Requirements:

If spaces are oversubscribed, admittance to Year 2 will be based on GPA from the Certificate in Health Foundations. Upon being offered admittance to Year 2 students will be required to submit documentation of the following before their declaration is granted:

- *CPR level C certificate (Healthcare Provider level C certificate)*

2018/2019 Academic Calendar (Revised):

Declaration Requirements:

If spaces are oversubscribed, admittance to Year 2 will be based on GPA from the Certificate in Health Foundations. Upon being offered admittance to Year 2 students will be required to submit documentation of the following before their declaration is granted:

- *Canadian CPR Health Care Provider (Note: CPR certification must remain current throughout the program.)*

Faculty of Health programs with updated CPR nomenclature:

- Bachelor of Psychiatric Nursing
- Bachelor of Psychiatric Nursing, RPN Degree Completion
- Bachelor of Science in Nursing
- Bachelor of Science in Nursing, Advanced Entry
- Graduate Nurse, Internationally Educated Re-entry Certificate
- Graduate Nurse Qualifying: Certificate of Completion

These programs were not revised as CPR requirement is Level C only:

- Health Care Assistant Certificate
- Health Unit Coordinator Certificate
- Traditional Chinese Medicine – Acupuncture Diploma

This program was not revised as CPR is not a requirement of the program:

- Health Foundations Certificate

SENATE STANDING COMMITTEE ON CURRICULUM

Agenda Item: 6.1
Meeting Date: October 10, 2018
Presenter: David Burns

Agenda Item:	**Committee Mandate and Membership Annual Review**

Action Requested:	☐Motion to Approve ☐Discussion ☒Information ☐Education

Senate Standing Committee Report:	For Senate Office Use Only
Key Messages:	Each October, the Senate committees review their mandates and membership composition for relevance and completeness.
Attachments:	1. Current Mandate 2. Current Membership Composition
Submitted by:	*Rita Zamluk, Administrative Assistant, University Senate*
Date submitted:	*October 2, 2018*

CURRENT

Mandate

1. Review full program proposals for all programs seeking Senate approval.
2. Review general curricular guidelines or requirements for programs.
3. Review program revisions for all programs seeking Senate approval.
4. Report with recommendations to Senate on the status of full program proposals, program implementations, and program revisions in such a manner and at such times as the program approval/implementation process and Senate may require.
5. Receive and review all new and revised course outlines whose revisions require approval by the Senate and recommend approval to Senate, in accordance with the criteria defined in the Course Outline Manual.
6. Oversee the Course Outline Manual and recommend approval of any non-operational revisions to the Senate.
7. Establish such subcommittees as needed to fulfill the committee's responsibilities.
8. Other duties as assigned by Senate.

CURRENT, October 10, 2018

Common Features for all Senate Committees

- The Chancellor, President and Vice-Chancellor are recognized as voting members of all committees.
  However, it is understood that they are unlikely to be able to attend most meetings and their presence or absence shall not count towards quorum.
- Each Senate committee is comprised of some number of Senators, as appropriate for that committee.
- Each Senate committee is chaired by a Senator
- Chair of a committee should not be the administrator whose portfolio mirrors that of the committee
- Committee membership will be reviewed annually. Members are eligible for reappointment.

Chair: Elected by the committee

Normally the chair will be elected in April from among the current membership for a two year term to commence the following September. This information will be included in the report to Senate.

Voting Members

- Chancellor
- President
- One faculty member from each Faculty
- Deputy Provost
- One student
- Two deans/associate deans (to be selected by the Senate Nominating Committee in conjunction with the Provost and Vice-President, Academic)
- Representative from the Office of the Registrar
- Academic Advisor

Ex Officio Non-Voting Members

- One faculty member from each of the Library and Co-operative Education
- Vice-Chair of Senate
- Provost and Vice-President, Academic
- Vice-Provost, Teaching and Learning
- University Registrar or designate

Terms of Office

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

The chair will inform the committee if a member's absences exceed three meetings. The committee will discuss the situation and the position may be declared vacant by the chair in conjunction with the committee.

The committee has determined that it requires a minimum of three (3) senators as members. This number does not include the deans.