



SENATE STANDING COMMITTEES ON ACADEMIC PLANNING AND PRIORITIES AND ON UNIVERSITY BUDGET

MINUTES OF REGULAR MEETING

Friday, September 28, 2018

9:00 a.m. – 12:00 p.m.

Surrey Campus Boardroom, Cedar 2110

SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES		
Present: (Quorum: 7 voting members)		Ex-Officio / Non-voting
Richelle Hughes Xing Liu Carolyn Robertson Sharon Leitch Ann-Marie McLellan	Allyson Rozell Lincoln Saugstad Peter Warren Lindsay Wood	David Burns Stephanie Chu Jane Fee (Chair) Zena Mitchell Lori McElroy
		Ex-Officio / Voting
		Alan Davis
Regrets:		
David Florkowski Sholto Scruton	Tom Westgate Sal Ferreras Steve Cardwell	
SENATE STANDING COMMITTEE ON UNIVERSITY BUDGET		
Present: (Quorum: 7 voting members)		Ex-Officio / Non-voting
Kristan Ash Barnabe Assogba Faith Auton-Cuff Sonu Bratch Stefanie Broad Caroline Daniels	Stephanie Howes Stephanie Phillips Diane Purvey Christina Wilcox Elizabeth Worobec	David Burns (Chair) Jane Fee Joe Sass
		Ex-Officio / Voting
		Alan Davis
Regrets:	Senate Office	Guests:
Jon Harding Sukey Samra Sal Ferreras Seanna Takacs Tom Westgate	Rita Zamluk, Administrative Assistant University Senate	Wendy Ip Josephine Chan Elena Franco

1. Call to Order

The Chair, Jane Fee, called the meeting to order at 9:00 p.m. The members of the committees introduced themselves. She welcomed new members.

2. Approval of Agenda

The Chair moved item 6. *Budget Endorsement* to be earlier in the agenda before the discussion of item 5. *Concept Paper: Bachelor of General Studies*.

Stephanie Howes moved the agenda be confirmed as amended.

The motion carried.

3. Approval of Minutes

3.1. SSCAPP Minutes, May 11, 2018

Carolyn Robertson moved the minutes be accepted as circulated.

The motion carried.

3.2. SSCUB_SSCAPP Minutes, June 6, 2018

Diane Purvey moved the minutes be accepted as circulated.

The motion carried.

4. Chairs' Report

The Chairs did not provide reports.

5. Budget Endorsement

5.1. Preparation for University Budget Presentations

The Vice-Chair of Senate provided an overview of the roles of the Committees in the assessment of the budget.

In his introduction, Joe Sass, Executive Director, Financial Services, defined and discussed centralized budgets, economies of scales, assisting Faculties to prepare for the budget presentations, and the developing process to plan for multi-year projects. In his presentation, Joe Sass discussed the need to align divisional objectives with KPU priorities, taking a multi-year approach to budgeting to allocate resources to maximum benefit, key initiatives, risks and opportunities, the need to understand cost drivers to allocate funds effectively, and producing a budget that includes capital requests and alignment with KPU priorities to produce a budget that contains both an operating and capital budget. In response to questions Joe Sass discussed the long-term planning for budgeting new programs based on the start dates of the programs. He thanked Lori McElroy and Institutional Analysis and Support for their information and support.

The Committees asked questions regarding ways to manage the "hoarding mentality," the information that will be provided to the committees to prepare for the budget, metrics for assessing service areas, base sections that don't translate into course offerings, balancing the budget for services through the year across all semesters, adding the approved projects to the KPU Finance SharePoint site, finding ways to making better use of what is already available, distributing the budget information to the committees earlier next year, clarity regarding the budgeting for new

programming, adding the role of the sustainability committee and strategic enrollment management plan to the preamble of the budget presentations, adding more rigorous costing in the program approval process to be sure the costing is in line with KPU priorities, and ensuring integrated decision-making.

The President, Alan Davis, clarified the role of the President is to present the budget to the Board of Governors for its review. Before presenting the budget, he requests advice from the “Group of 4”, a group made of the President, the Vice-President of Finance and Administration, Vice-President External Affairs, and the Vice-President, Academic, the Polytechnic University Executive (PUE), the President’s Council, the Senate, and the Board of Governors.

Regarding the sustainability of KPU, Alan Davis discussed the capacity of KPU to serve a large number of international students, the need to have a balanced budget, the additional information now available that suggests that current resources can be used to serve more students, adding caps to the number of international students, ways to distribute international students across KPU, and the budget required to meet domestic enrollment targets.

5.2. Role of Senate in Budget Assessment Process and 2019 / 2020 Key Dates

Jane Fee, and David Burns, the Chairs, provided an overview of the roles of SSCAPP and SSCUB in the budget endorsement process. They highlighted the initial priorities prepared in June, the governance framework of the *University Act* and the committee mandates, the value of committee members to inform other members of the constituency about the budget, the timeline and key dates for the process.

The Committees discussed ensuring that people are prepared for the budget presentations, replacing the phrase, “*budget development process*” with the phrase “*budget assessment process*”, and the possibility of combining the two committees.

Jane Fee, requested that people attend both budget presentations. The responsibility of members is to represent Senate, and to consider the purpose is to provide advice to the President.

The President encouraged members to ask hard questions, especially if a presentation is unclear, to help presenters clarify. The Vice-Chair of Senate supported this emphasis, and noted that public transparency and accountability are only served when difficult questions are asked.

The committee members said meaningful questions do come from SSCAPP and SSCUB. The committee requested discussions occur after the budget presentations to provide feedback to presenters. The Committee discussed replacing the phrase “*budget ask*” and with “*annual budget planning*” to reflect the strategic planning aspect of budget development.

Carolyn Robertson moved that the Senate Standing Committees on Academic Planning and Priorities and on University Budget recommend that Senate approves the revised *Role of Senate in Budget Assessment and 2019 / 2020 Key Dates* document and forward to KPU Finance for inclusion in their planning documents.

The motion carried.

6. Concept Paper: Bachelor of General Studies

Faith Auton-Cuff introduced the concept paper. She discussed the market need for the program and the target student, the structure and financing of the program, and the integration of the program with other institutions.

The Committees discussed the cost neutrality of the program, costs associated with projected increases in the assessment and awarding of transfer credit, ways to ensure that the program will generate outcomes without a heavy reliance on academic advising, the requirement for English 1100, including suggested pathways in the design of the curriculum, domestic students being attracted to the program, and streamlining the process for mature learners. KPU policies related to prior learning assessment and recognition (PLAR), transfer credit and advanced standing, graduation and residency requirements as well as allowable sharing of credits from previously awarded credentials were also discussed.

In response to questions, Faith Auton-Cuff and Diane Purvey discussed the framework for credits in every Bachelor's Degree, the potential budget request for a full-time academic advisor, collaboration with Thompson Rivers University (TRU) through a Memorandum of Understanding, distinguishing between competency-based PLAR through TRU, and course-based PLAR through KPU, retaining the flexibility of the Bachelor of General Studies (BGS), and continuing to review current policies to support the success of the BGS

The notion of upper level prerequisites as barriers in this program was discussed, with support to review our current prerequisite structure to see where prerequisites are necessary, if they should be specific courses versus general credit requirements (e.g. 60 credits) and whether in all cases prerequisites are in fact necessary for student success.

Issue of coherence in program: a collection of courses needs to have coherence, at some point a student needs to put forward their intentions. Need to define how the program coheres, perhaps through a degree plan to show external readers that the program was designed intentionally. There is also a need to ensure the outcomes we promise are achieved. Ensure the budget is available to the Learning Centre to teach skills such as Excel to assist students to prepare for courses.

Changes:

- last page typo (from 15 credits to 30 credits)
- Pg. 48 Remove "fairly" from "fairly unique"
- Pg. 60 – domestic tuition at \$136 / credit. Tuition has increased. Leave the rate out. Change to "KPU's current base rate of tuition"

Carolyn Robertson moved that the Senate Standing Committees on Academic Planning and Priorities and on University Budget recommend that Senate endorses the concept paper for the Bachelor of General Studies and recommends approval to the Board of Governors to proceed with development of the full program proposal.

The motion carried.

7. Items for discussion

David Burns introduced the topic. The Committees will postpone the discussions of the mandates and memberships to the time when the Committees discuss combining the two committees.

The Vice-Chair of Senate put forward a timeline for the discussion of the merging of the committee.

8. Adjournment

The meeting adjourned at 11:06 a.m.