



## **AGENDA**

1. Call to Order ..... Alan Davis 4:00
  2. Approval of Agenda
  3. Approval of Minutes, March 25, 2019
  4. Chair's Report
    - 4.1. President's Report to Senate..... Alan Davis 4:05
    - 4.2. Provost's Report to Senate..... Salvador Ferreras 4:15
      - 4.2.1. GV 9 Task Force Extension
  5. Senate Standing Committee on Curriculum .....David Burns 4:25
    - 5.1. Consent Agenda
      - 5.1.1. Courses for Inactivation for Fall 2019
    - 5.2. Program Changes
      - 5.2.1. Horticulture Technology Diploma in Landscape Horticulture Systems
      - 5.2.2. Horticulture Technology Diploma in Sustainable Production
      - 5.2.3. Horticulture Technology Diploma in Turf Management
      - 5.2.4. Traditional Chinese Medicine, Diploma in Acupuncture
      - 5.2.5. Health Unit Coordinator Certificate
      - 5.2.6. Bachelor of Music in Musical Arts
        - 5.2.6.1. MUSI D-7 Courses
      - 5.2.7. Bachelor of Applied Arts in Psychology
      - 5.2.8. Bachelor of Science in Applied Psychology
        - 5.2.8.1. PYSC D-7 Courses
    - 5.3. Full Program Proposal: Graduate Certificate in Sustainable Food Systems and Security
  6. Senate Executive Committee ..... Alan Davis 5:00
  7. Senate Governance and Nominating Committee (no report).....David Florkowski
  8. Senate Standing Committee on University Budget (no report) .....David Burns
  9. Senate Standing Committee on Academic Planning and Priorities (no report)..... Jane Fee
  10. Senate Standing Committee on the Library (no report) .....Chris Traynor
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11. Senate Standing Committee on Policy Review.....	David Burns	5:05
11.1. AR17: <i>Academic Schedule and Course Timetables</i> Draft Policy and Procedure		
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 (no report).....	David Burns	
15. Senate Standing Committee on Tributes .....	Alan Davis	5:15
16. Office of the Registrar .....	Zena Mitchell	5:20
16.1. Approval of Graduates to April 29, 2019		
16.2. Election of Vice-Chair		
16.3. Senate and Board of Governors Election Report		
17. Items for Discussion .....	Alan Davis	5:30
18. Adjournment to Closed Meeting		



**SENATE**  
**MINUTES OF REGULAR MEETING**  
**Monday, March 25, 2019**  
**4:00 p.m. – 7:00 p.m.**  
**Surrey Campus Boardroom, Cedar 2110**

<b>Present: Quorum 17 members</b>		<b>Non-voting Members</b>
Marti Alger Rawan Ali Herbie Atwal Aimee Begalka 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 Christina Wilcox Elizabeth Worobec	Zena Mitchell (Secretary)
<b>Regrets:</b>	<b>Senate Office</b>	<b>Guests:</b>
Tom Westgate George Melville (Chancellor) Murdoch De Mooy	Meredith Laird Rita Zamluk	Jon Harding Jennifer Duprey Farhad Dastur

**1. Call to Order**

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

**2. Approval of Agenda**

**Todd Mundle moved the agenda be confirmed as circulated.**

**The motion carried.**

**3. Approval of Minutes, February 25, 2019**

**Robert Dearle moved the minutes be accepted as circulated.**

**The motion carried.**

**4. Chair's Report**

The Chair submitted his report.

**4.1. President's Report to Senate**

The President provided his report and shared highlights from the Board of Governors report.

#### **4.2. Provost's Report to Senate**

The Provost provided his report. He acknowledged the difficulties of the 2019/20 budget process.

### **5. Senate Standing Committee on Curriculum**

#### **5.1. Consent Agenda, March 13, 2019**

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

The motion carried.

#### **5.2. Program Change: Bachelor of Science in Nursing, Advanced Entry**

David Burns moved that Senate approve the hybrid curriculum for 2016/17 the Bachelor of Science in Nursing, Advanced Entry program.

The motion carried.

### **6. Senate Executive Committee**

Alan Davis, Committee Chair, gave a brief verbal report.

### **7. Senate Governance Committee**

David Florkowski gave a brief verbal report.

#### **7.1. Search Advisory Committee: Associate Dean, School of Business**

David Florkowski moved that Senate appoint the following members to the Search Advisory Committee for the appointment of an Associate Dean, Business.

Regular faculty members:

- Marc Kampschuur, ACCT
- Debbie Musil, ACCT
- Lyndsay Passmore, BUSI
- Robert Ironside, ACCT

Student representative:

- Rawan Ali (Ramini), ENTR BBA Student.

The motion carried.

#### **7.2. Faculty Bylaw Revision: Faculty of Academic and Career Advancement**

*Action:* The Chair of Senate Governance and Nominating Committee will update the document to ensure that all mentions of "Kwantlen" are replaced with "Kwantlen Polytechnic University" or "KPU" and that the copy of the bylaws provided is the most current.

David Florkowski moved that Senate approve the revisions to the Faculty of Academic and Career Advancement bylaws.

The motion carried.

#### **7.3. Senate Calendar for 2019 / 20**

David Florkowski presented the Senate Calendar for 2019 / 20 to Senate for information.

### **8. Joint Senate Standing Committee on Academic Planning and Priorities and on University Budget**



**8.1. 2019 / 20 Draft university Budget**

Jane Fee and David Burns provided background and context.

**Jane Fee moved that Senate endorse the 2019 / 20 Draft University Budget.**

Jon Harding answered questions of the committee.

**Robert Dearle moved that the vote be held by secret ballot.**

**The motion carried.**

**Yeas: 20, Nays:10, Abstention: 1**

**The motion carried.**

**9. Senate Standing Committee on Library**

No report

**10. Senate Standing Committee on Policy Review**

No report

**11. Senate Standing Committee on Program Review**

No report

**12. Senate Standing Committee on Research**

No report

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

No report

**14. Office of the Registrar**

**14.1. Approval of Graduates to March 25, 2019**

**Lincoln Saugstad moved that Senate approve the list of graduates to March 25, 2019.**

**The motion carried.**

**14.2. Notice of Election: Vice-Chair of Senate**

David Burns announced the election of the Vice-Chair of Senate which will occur at the next meeting of Senate.

**15. Items for discussion**

No items for discussion.

**16. Adjournment**

The meeting adjourned at 5:13 p.m.



## **SENATE**

**Agenda Item: 4.1**

**Meeting Date: April 29, 2019**

**Presenter: Alan Davis**

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### **Report to Senate**

#### **Alan Davis, President and Vice Chancellor**

On March 27<sup>th</sup>, the Board of Governors approved the 2019/20 budget, having received considerable input from KPU faculty and staff.

I travelled to Kuwait and the UAE to follow up on some international education opportunities, and was able to meet the Canadian Ambassador to the UAE and the Canadian Trade Commissioner in Abu Dhabi. I will be bringing forward any potential partnerships through the governance process as appropriate.

On April 15<sup>th</sup> I hosted the first President's Community Advisory Committee meeting at KPU Richmond and received some very rich and useful feedback from members of industry (including 2 alumni), the local media, city government and community organizations.

Later that day I attended the inaugural meeting of Trades Training BC, which is now an incorporated society with a renewed mandate to represent the public trades training institutions to government and to the Industry Training Authority.

On April 18<sup>th</sup> I was pleased to attend part of the 2019 Psychology Honours Student Thesis Defenses and Research Celebration, and on April 24<sup>th</sup>, I helped open the 3rd Annual Symposium on Teaching, Learning, Scholarship & Research.

The BCAIU Presidents met on April 26<sup>th</sup> in Vancouver, and I joined the BCNet regular board meeting via Blue Jeans on April 29<sup>th</sup>



## **SENATE**

**Agenda Item: 4.2**

**Meeting Date: April 29, 2019**

**Presenter: Sal Ferreras**

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### **Provost's Report to Senate**

**April 29, 2019**

KPU is moving along with the implementation of the recommended budget approved by the Board of Governors at the March 27, 2019 meeting. We are also working with various affected departments and individuals to ensure we minimize any potential or real impact. We have learned many lessons from this process and will continue to refine our processes, forecasting and planning to make certain that the changes proposed in this longer-term budget planning will allow for a more stable and well-resourced university environment going forward.

One of the most significant activities underway since the last Senate meeting has been the consultation and consequent research/analysis work around the GV9 Task Force approved by Senate in February. The Provost will provide an update on that process in the public meeting.

The University has recently appointed Dr. Rajiv Jhangiani as our Associate Vice Provost Open Education. This move acknowledges and reaffirms KPU's commitment to Open Education practices and further consolidates our leadership in this global initiative.

The Ministry of Advanced Education, Skills and Training recently provided KPU with one-time funding to support Adult Special Education recruitment, Indigenous initiatives, and Trades programs. The Ministry has also recently modified the developmental targets for the Province to targets that are more consistent with the actual demand seen across our public institutions. KPU's previous 968 FTE target has now been modified to 504.

Senators will by now have received notice of the retirement of our illustrious Dean of the Wilson School of Design, Carolyn Robertson. Carolyn has been an exceptional member of Senate over many transformative years. Please join me in congratulating her on an outstanding professional career at KPU.

Kudos to Dr. Steve Cardwell and his staff for planning and executing the South Fraser Partnership meeting with local School District superintendents and KPU academic leadership. A special thanks for Dr. David Burns, Nancy Norman and Maryam Garrecht for their strong contribution to this event.

Notable recent meetings, gatherings, events and conferences included:

- KPU 5<sup>th</sup> Annual Symposium on Cybersecurity Digital Forensics
- School of Horticulture Scholarship and Awards Ceremony
- Wilson School of Design Fashion Show
- Product Design 2019 Grad Show
- Lviv Polytechnic National University Roundtable
- General Consulate of Ireland
- AEST Announcement Provincial Tuition Waiver program
- 3<sup>rd</sup> Annual Teaching, Learning, Research and Scholarship Symposium

Dr. Sal Ferreras

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## SENATE

**Agenda Item:** 4.2.1

**Meeting Date:** April 29, 2019

**Presenter:** Sal Ferreras

**Agenda Item:** GV9 Task Force Extension

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information
<b>Recommended Resolution:</b>	<b>THAT Senate delay the consideration of the Provost's GV9 Full Proposal on the Discontinuance of the Faculty of Academic and Career Advancement until the May 27, 2019 Senate meeting.</b>

**Senate Standing Committee Report:**

On February 8, 2019, the Senate Standing Committee on Academic Planning and Priorities recommend that Senate approves the request to proceed with the formation of a Task Force appointed by Senate and headed by the Provost or designate to carry out a thorough consultative process with stakeholders leading to a full written proposal to be reported to the Senate in two months for the discontinuance of the FACA as per procedures of Policy GV9.

On February 25, 2019, Senate appointed members to a GV 9 Task Force to discuss the discontinuance of the Faculty of Academic and Career Advancement.

**Context & Background:**

The conclusion of the Senate-approved GV9 Task Force on the Faculty of Academic and Career Advancement and the Department of Academic and Career Preparation have independently provided recommendations and a proposal respectively that warrant more consideration. There are elements related to costing, scheduling, credit-hours, new courses and other items that must be examined at a more detailed level.

**Key Messages:**

1. The Provost is continuing to assemble a full GV9 proposal that warrants more time to consider recently provided input
2. The GV9 Task Force has provided several recommendations that need be considered against costing and educational delivery items before incorporating any items in the GV9 full proposal.
3. The ACP department has provided a proposal that will require some careful examination before being considered in the full GV9 proposal

4. The Provost wishes to acknowledge the hard work and many hours undertaken by the Task Force, the ACP department and various guests that provided meaningful input into the consultation process.

**Consultations:**

1. GV9 Task Force
2. ACP Department
3. Academic leadership

**Submitted by:**

*Dr. Salvador Ferreras*

**Date submitted:**

*April 18, 2019*



## SENATE

**Agenda Item:** 5  
**Meeting Date:** April 29, 2019  
**Presenter:** David Burns

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### Chair's Report to Senate

#### Senate Standing Committee on Curriculum

April 10, 2019

##### 1. The Teaching Modes Table

At the previous meeting of SSC Curriculum it was noted that the Teaching Modes Table, while technically within the Course Outline template, is not clearly within the responsibility of the Senate. This discussion was reported to the Senate Executive Committee, which requested that the issue be referred to a conversation with the Provost and KFA. I consequently spoke to both the Provost and the KFA and have arrived at the following interpretation of this section of the outline.

The Teaching Modes Table is for internal *administrative* use only. The Deans' offices, in consultation with Departments, are ultimately responsible for these tables. The tables are included in the course outline, and require signatures as part of the approval process, merely to trigger the retention of this data and the publication of the outlines.

##### 2. CMNS 1101 and BUSI 1101

CMNS 1101 and BUSI 1101 are two corequisite courses developed to assist international students in their transition to business education in Canada. Due to a clerical error, CMNS 1101 was designated a Pathway 2 course, while BUSI 1101 was designated a Pathway 3 course. After a brief investigation I have determined that they were both meant to be on Pathway 3, and have asked that the 2019 Calendar be updated to reflect this. I include this note here to enter this change into the Senate's records.

David P. Burns, Chair, SSC Curriculum



## SENATE

**Agenda Item:** 5.1

**Meeting Date:** April 29, 2019

**Presenter:** David Burns

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**Agenda Item:** Consent Agenda

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

On April 10, 2019, the Senate Standing Committee on Curriculum recommended that Senate approve the attached list of new, revised and discontinued courses.

**Attachments:** 2019 04 10 SSC Consent Agenda

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

**Date submitted:** *April 12, 2019*

# Senate Standing Committee on Curriculum

Consent Agenda

April 10, 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
English Language Studies	<a href="#">ELST</a>	<a href="#">0023</a>	Introductory Listening and Speaking	1-Sep-19	Discontinued	No			No longer used and replaced by ELSQ 0023
English Language Studies	<a href="#">ELST</a>	<a href="#">1226</a>	English Language Upgrading for Graduate Nurses 2	1-Sep-19	Discontinued	No			No longer used
Academic and Career Preparation	<a href="#">MATT</a>	<a href="#">1002</a>	Math for Building Trades 1	1-Sep-19	Discontinued	No			No longer used
Academic and Career Preparation	<a href="#">MATT</a>	<a href="#">1004</a>	Math for Building Trades 2	1-Sep-19	Discontinued	No			No longer used
Academic and Career Preparation	<a href="#">MATT</a>	<a href="#">1006</a>	Math for Building Trades 3	1-Sep-19	Discontinued	No			No longer used
Academic and Career Preparation	<a href="#">MATT</a>	<a href="#">1008</a>	Math for Building Trades 4	1-Sep-19	Discontinued	No			No longer used
Academic and Career Preparation	<a href="#">MATT</a>	<a href="#">1025</a>	Mathematics/Science for Manufacturing and Mechanical Trades II	1-Sep-19	Discontinued	No			No longer used
Academic and Career Preparation	<a href="#">MATT</a>	<a href="#">1081</a>	Basic Mathematics for Welders	1-Sep-19	Discontinued	No			No longer used
Academic and Career Preparation	<a href="#">MWIN</a>	<a href="#">1146</a>	Mathematics II for Millwright	1-Sep-19	Discontinued	No			No longer used
Academic and Career Preparation	<a href="#">ENGQ</a>	<a href="#">1095</a>	College Preparatory Reading	1-Sep-19	Discontinued	No			No longer used
Academic and Career Preparation	<a href="#">ENGP</a>	<a href="#">1079</a>	Writing Skills - Focus on the Sentence	1-Sep-19	Discontinued	No			Requested by Office of the Registrar
Academic and Career Preparation	<a href="#">ENGW</a>	<a href="#">1074</a>	Directed Studies - Intermediate Writing and Communications	1-Sep-19	Discontinued	No			Requested by Office of the Registrar
Academic and Career Preparation	<a href="#">ABEE</a>	<a href="#">0025</a>	LPI Preparation	1-Sep-19	Discontinued	No			Requested by Office of the Registrar
Academic and Career Preparation	<a href="#">ENGT</a>	<a href="#">1025</a>	Communication Skills for Trades	1-Sep-19	Discontinued	No			Requested by Office of the Registrar
Access Programs for People with Disabilities	<a href="#">APPD</a>	<a href="#">210</a>	Vocational Skills Training: Childcare Aide	1-Sep-19	Discontinued	No			No longer used
Access Programs for People with Disabilities	<a href="#">APPD</a>	<a href="#">220</a>	Vocational Skills Training: Automotive Assistant	1-Sep-19	Discontinued	No			No longer used
Access Programs for People with Disabilities	<a href="#">APPD</a>	<a href="#">230</a>	Vocational Skills Training: Clerical Assistant	1-Sep-19	Discontinued	No			No longer used
Access Programs for People with Disabilities	<a href="#">APPD</a>	<a href="#">250</a>	Vocational Skills Training: Food Services Assistant	1-Sep-19	Discontinued	No			No longer used
Access Programs for People with Disabilities	<a href="#">APPD</a>	<a href="#">310</a>	Vocational Skills Training: Early Childhood Educator Assistant	1-Sep-19	Discontinued	No			No longer used



## Senate Standing Committee on Curriculum

Consent Agenda

April 10, 2019

English Language Studies	<a href="#">ELST</a>	<a href="#">383</a>	Academic Listening and Speaking Skills Level 3	1-Sep-19	Revised	No		Prerequisites	Added Canadian Academic English Language (CAEL) minimum scores as requested by the Department of Assessment & Testing
English Language Studies	<a href="#">ELST</a>	<a href="#">283</a>	Academic Listening and Speaking Skills Level 2	1-Sep-19	Revised	No		Prerequisites	Added Canadian Academic English Language (CAEL) minimum scores as requested by the Department of Assessment & Testing
English Language Studies	<a href="#">ELST</a>	<a href="#">381</a>	English for Academic Purposes - Level 3	1-Sep-19	Revised	No		Prerequisites	Added Canadian Academic English Language (CAEL) minimum scores as requested by the Department of Assessment & Testing
English Language Studies	<a href="#">ELST</a>	<a href="#">281</a>	English for Academic Purposes - Level 2	1-Sep-19	Revised	No		Prerequisites	Added Canadian Academic English Language (CAEL) minimum scores as requested by the Department of Assessment & Testing
English Language Studies	<a href="#">ELST</a>	<a href="#">261</a>	Advanced Pronunciation	1-Sep-19	Revised	No		Prerequisites	To align with current style guide
English Language Studies	<a href="#">ELST</a>	<a href="#">262</a>	Grammar II	1-Sep-19	Revised	No		Prerequisites	To align with current style guide

# Senate Standing Committee on Curriculum

Consent Agenda

April 10, 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
Policy Studies	POST	2140	<a href="#">CityLab3 - Rethinking Community</a>	1-Sep-19	New	No			
Policy Studies	POST	2150	<a href="#">CityLab6 - Cultivating Community</a>	1-Sep-19	New	No			
English	ENGL	1100	<a href="#">Introduction to University Writing</a>	1-Sep-19	Revised	No		Course Format	
English	ENGL	3331	<a href="#">Young Adult Literature</a>	1-Sep-19	New	No			
Criminology	CRIM	1107	<a href="#">Canadian Legal Systems</a>	1-Sep-19	Revised	No		Course Format	
Anthropology	ANTH	3503	<a href="#">Special Topics in Archaeology</a>	1-Sep-19	Revised	No		Course Format, Prerequisites/Corequisites	
Anthropology	ANTH	3500	<a href="#">Directed Studies in Anthropology</a>	1-Sep-19	Discontinued	No			
Educational Studies	CNPS	4310	<a href="#">The Reflective Practitioner</a>	1-Sep-19	Revised	No		Course Format, Course Level	
Educational Studies	EDUC	2210	<a href="#">Philosophical Foundations of Education</a>	1-Sep-19	Revised	No		Course Format	
Educational Studies	EDUC	2220	<a href="#">Introduction to Educational Psychology</a>	1-Sep-19	Revised	No		Course Format	
Educational Studies	EDUC	3210	<a href="#">Supportive Relations in Educational Settings</a>	1-Sep-19	Revised	No		Course Format, Prerequisites/Corequisites	
Educational Studies	EDUC	3220	<a href="#">Children's Social and Emotional Development in Educational Settings</a>	1-Sep-19	Revised	No		Course Format, Prerequisites/Corequisites	
Educational Studies	EDUC	3230	<a href="#">Curriculum Theory and Design</a>	1-Sep-19	Revised	No		Course Format, Prerequisites/Corequisites	
Educational Studies	EDUC	3250	<a href="#">Assessment Practices in Education</a>	1-Sep-19	Revised	No		Course Format, Prerequisites/Corequisites	
Educational Studies	EDUC	4210	<a href="#">Best Practices in Educational Settings</a>	1-Sep-19	Revised	No		Course Format, Prerequisites/Corequisites	
Educational Studies	EDUC	4220	<a href="#">The Self in Education and Counselling</a>	1-Sep-19	Revised	No		Course Format, Prerequisites/Corequisites	
Geography	GEOG	3260	<a href="#">Geographic Thought</a>	1-Sep-19	Revised	No		Prerequisites/Corequisites, Required for Credential	
Geography	GEOG	3320	<a href="#">Environment and Resources</a>	1-Sep-19	Revised	No		Required for Credential, Course Format	

# Senate Standing Committee on Curriculum

Consent Agenda

April 10, 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
Business	BUSI	2110	<a href="#">Values, rationality, and power: Developing wise organizational action</a>	1-Sep-19	New	No		New Course	
Economics	ECON	3555	<a href="#">Issues in Economic Development</a>	1-Sep-19	Revised	No		Prerequisites/Corequisites	
Marketing	MRKT	3000	<a href="#">Strategic marketing Decision Making</a>	1-Sep-19	Revised	No		Prerequisites/Corequisites, course format	
Computer Business Systems	CBSY	1105	<a href="#">Computer Business Applications</a>	1-Sep-19	Revised	No		course format, course level - form default	
Entrepreneurial Leadership	ENTR	4250	<a href="#">Entrepreneurial Leadership Practicum</a>	1-Sep-19	Revised	No		Prerequisites/Corequisites, course level - form default	
Human Resources Management	HRMT	3105	<a href="#">Human Resources Information Systems and Data</a>	1-Sep-19	Revised	No		Prerequisites/Corequisites, required for credential, course format, course level - form default	
Human Resources Management	HRMT	3115	<a href="#">Human Relations in Organizations</a>	1-Sep-19	Revised	No		Prerequisites/Corequisites, required for credential, course format, course level - form default	
Human Resources Management	HRMT	3125	<a href="#">Employment Law</a>	1-Sep-19	Revised	No		Prerequisites/Corequisites, required for credential, course format, course level - form default	
Human Resources Management	HRMT	3135	<a href="#">Recruitment and Selection</a>	1-Sep-19	Revised	No		Prerequisites/Corequisites, required for credential, course format, course level - form default	
Human Resources Management	HRMT	3145	<a href="#">Occupational Health and Safety</a>	1-Sep-19	Revised	No		Prerequisites/Corequisites, required for credential, course format	
Human Resources Management	HRMT	3255	<a href="#">Total Compensation</a>	1-Sep-19	Revised	No		Prerequisites/Corequisites, required for credential, course format, course level - form default	
Human Resources Management	HRMT	3265	<a href="#">Employee Development and Coaching</a>	1-Sep-19	Revised	No		required for credential, course format, course level - form default	
Human Resources Management	HRMT	4115	<a href="#">Labour Relations</a>	1-Sep-19	Revised	No		required for credential, course format, course level - form default	
Human Resources Management	HRMT	4125	<a href="#">Organizational Development</a>	1-Sep-19	Revised	No		required for credential, course format, course level - form default	
Human Resources Management	HRMT	4500	<a href="#">Strategic Human Resources Management</a>	1-Sep-19	Revised	No		Required for credential, course format - form default	
Public Relations	PRLN	2150	<a href="#">Reputation Management</a>	1-Sep-19	Revised	No		Course Format, Course Level - form default	
Public Relations	PRLN	2332	<a href="#">Event Planning &amp; Sponsorship</a>	1-Sep-19	Revised	No		Course Format, Course Level - form default	
Public Relations	PRLN	2350	<a href="#">Publicity &amp; Promotion</a>	1-Sep-19	Revised	No		course format, course level	
Public Relations	PRLN	2432	<a href="#">Event Production &amp; Management</a>	1-Sep-19	Revised	No		course format, course level	
Public Relations	PRLN	2441	<a href="#">Organizational Communications</a>	1-Sep-19	Revised	No		course format, course level - form default	
Public Relations	PRLN	2477	<a href="#">PR Practicum</a>	1-Sep-19	Revised	No		Prerequisites/Corequisites, course format, course level - form default	
Public Relations	PRLN	2478	<a href="#">Professional Readiness</a>	1-Sep-19	Revised	No		Prerequisites/Corequisites, Course format, course level - form default	
Economics	ECON	4710	<a href="#">Law and Economics</a>	1-Sep-19	Revised	No		Prerequisites	
Marketing	MRKT	4201	<a href="#">Integrated Marketing Communication Practicum</a>	1-Sep-19	Revised	No		Course format, Course Level - form default	

## Senate Standing Committee on Curriculum

Consent Agenda

April 10, 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
Product Design	DEPD	1220	<a href="#">Digital Technologies for Product Design</a>	1-Sep-19	Revised	No		Corequisites (removed DEPD 1120 or 1240)	1240 is former 1120, it's not essential to be taken at the same time as 1220.

# Senate Standing Committee on Curriculum

## Consent Agenda

April 10, 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
Bachelor of Psychiatric Nursing	HEAL	3101	<a href="#">Conceptual Paradigms: A Feminist Perspective</a>	1-Sep-19	Revised	No		Pre & Co Requisites	Not included at time of program development.
Bachelor of Psychiatric Nursing	PSYN	3145	<a href="#">Psychiatric/Mental Health Nursing: Practice III</a>	1-Sep-19	Revised	No		Pre & Co Requisites	Not included at time of program development.
Bachelor of Psychiatric Nursing	PSYN	3146	<a href="#">Consolidated Practice: Medical/Surgical Nursing</a>	1-Sep-19	Revised	No		Pre & Co Requisites	Not included at time of program development.

# Senate Standing Committee on Curriculum

Consent Agenda

April 10, 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
Biology	HSCI	4110	<a href="#">Health Program Planning and Evaluation</a>	1-Sep-19	New	No			
Biology	BIOL	1160	<a href="#">Anatomy &amp; Physiology I</a>	1-Sep-19	Revised	No		Required for credential, course format	
Biology	BIOL	1260	<a href="#">Anatomy &amp; Physiology II</a>	1-Sep-19	Revised	No		Required for credential, course format	
Horticulture	HORT	1118	<a href="#">Basic Machinery Operation and Maintenance</a>	1-Sep-19	Revised	No		Course Format	
Horticulture	HORT	1124	<a href="#">Landscape Gardening Methods</a>	1-Sep-19	Revised	No		Course Format	
Horticulture	HORT	2327	<a href="#">Sustainable Landscape Design I</a>	1-Sep-19	Revised	No		Course Format	
Horticulture	HORT	2334	<a href="#">Irrigation and Drainage Practices</a>	1-Sep-19	Revised	No		Prerequisites, course format	
Horticulture	HORT	2375	<a href="#">Production Facilities and Systems</a>	1-Sep-19	Revised	No		Prerequisites, course format	
Horticulture	HORT	2393	<a href="#">Crop Production Performance</a>	1-Sep-19	Revised	No		Prerequisites, course format	
Horticulture	HORT	2427	<a href="#">Sustainable Landscape Design II</a>	1-Sep-19	Revised	No		Prerequisites, course format, required for credential	
Horticulture	HORT	2442	<a href="#">Arboriculture II</a>	1-Sep-19	Revised	No		Course format, required for credential	
Horticulture	HORT	2477	<a href="#">Production Management</a>	1-Sep-19	Revised	No		Prerequisites, course format	
Horticulture	HORT	3230	<a href="#">Urban Watershed Planning</a>	1-Sep-19	Revised	No		Prerequisites, course format	
Horticulture	HORT	4252	<a href="#">Landscape and the Environment: Applications</a>	1-Sep-19	Revised	No		Prerequisites, course format	



## SENATE

**Agenda Item:** 5.1.1

**Meeting Date:** April 29, 2019

**Presenter:** David Burns

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**Agenda Item:** Courses for Inactivation for Fall 2019

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information
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<b>Recommended Resolution:</b>	<b>THAT Senate inactivate the attached courses.</b>
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**Senate Standing Committee Report** On April 10, 2019, the Senate Standing Committee on Curriculum recommended that Senate inactivate the attached courses.

**Context & Background:**

The Office of the Registrar has reviewed records to identify out-of-date courses. The goal is to clean up out-of-date courses and provide more accurate information to students about actual course offerings. The attached lists of courses are being proposed for inactivation and removal from the University Calendar. The lists contain:

1. Courses that have never been scheduled and were created more than 5 years ago.
2. Courses that were offered in the past, yet have not been scheduled within the past 5 years.

The lists were reviewed by the Faculty Curriculum Committees to ensure that courses that are planned to be offered in the near future have not been included.

**Key Messages:**

1. Courses that are not being offered should be inactivated and not advertised to students in the University Calendar.
2. Existing courses are normally reviewed and reapproved every 5 years. Once inactivated, courses may be re-instated through the normal process of review and approval.

**Consultations:** Dean and Faculty Curriculum Committee of each Faculty.

**Attachments:** Courses for Inactivation for Fall 2019

**Submitted by:** Zena Mitchell, University Registrar

**Date submitted:** April 12, 2019

# Faculty of Arts

## Courses that have never been scheduled and were created more than 5 years ago.

Course	Subject	Number	Title	Course Start Term	Last Term Scheduled	Do not inactivate. Will be offered soon.
CUST4100	CUST	4100	Interdisciplinary Expressive Arts 2	201130		
EDUC1190	EDUC	1190	Introduction to Higher Education for High School Students	201130		
FINA1180	FINA	1180	Introduction to Filmmaking I	201230		
FINA1181	FINA	1181	Introduction to Filmmaking II	201230		
FINA1237	FINA	1237	Issues in Photography	200430		
FREN3305	FREN	3305	French Through the Media	201130		
JAPN3350	JAPN	3350	Contemporary Japanese Society and Culture: Field School	201230		
JAPN4320	JAPN	4320	Understanding Japanese Culture through Literature	201230		
MAND3312	MAND	3312	Chinese Language and Culture Through Film	201130		
MUSI3502	MUSI	3502	Computer Applications in Music Education	201130		
MUSI3533	MUSI	3533	Acoustic Guitar Styles	201130		
MUSI3590	MUSI	3590	Orchestration and Arranging	201230		
MUSI3691	MUSI	3691	Song and Lyric Writing	201230		
MUSI4735	MUSI	4735	Jazz Improvisation III	201230		
MUSI4790	MUSI	4790	Arranging for Small Ensembles	201230		
MUSI4791	MUSI	4791	Contemporary Composition	201230		
MUSI4835	MUSI	4835	Jazz Improvisation IV	201210		
MUSI4888	MUSI	4888	Studio Pedagogy III	201230		
SPAN3320	SPAN	3320	Advanced Spanish Reading and Writing	200930		

## Courses that were offered in the past, yet have not been scheduled within the past 5 years.

Course	Subject	Number	Title	Course Start Term	Last Term Scheduled	Do not inactivate. Will be offered soon.
ANTH3500	ANTH	3500	Directed Studies in Anthropology	201030	201220	
ARTH2124	ARTH	2124	Indigenous Art	200910	201130	
CRIM3103	CRIM	3103	Quantitative Data Analysis II	200430	201310	
CRIM4150	CRIM	4150	Directed Studies	200530	201310	
CRIM4154	CRIM	4154	Community Criminal Justice Project I	200710	201130	
CRIM4155	CRIM	4155	Community Criminal Justice Project II	200530	200810	
CRWR3301	CRWR	3301	Mythological Narratives	200730	201030	
CUST3100	CUST	3100	Interdisciplinary Expressive Arts 1	201130	201130	
CUST3340	CUST	3340	The Graphic Novel as Cultural Product	201110	201210	
ENGL2319	ENGL	2319	The Novel in English: Its Development	199630	200610	
FINA1144	FINA	1144	Introduction to Printmaking	199630	200410	
FINA1165	FINA	1165	Visual Language and Composition	199630	200830	
FINA1235	FINA	1235	Introduction to New Media II	200530	200810	
FINA2111	FINA	2111	Professional Practices	200910	201130	
FINA2370	FINA	2370	Photography III	200530	201130	
FREN3600	FREN	3600	French for Future and Current French Teachers	201230	201310	
GEOG2170	GEOG	2170	Regional Geography of Europe	200420	200730	
GEOG4599	GEOG	4599	Directed Studies	201020	201230	
HIST3320	HIST	3320	The Balkans from 1543 to 1918	200530	201030	
HIST4491	HIST	4491	Québec in Canada	200910	201310	
JRNL4295	JRNL	4295	Journalism Honours Seminar	200310	200710	



LING2300	LING	2300	Language in Society	201030	201310
MAND3300	MAND	3300	Mandarin for Speakers of Other Chinese Dialects I	200630	200930
MAND3301	MAND	3301	Mandarin for Speakers of Other Chinese Dialects II	200710	201010
MUSI1158	MUSI	1158	Piano Repertoire I: The Baroque Period	199630	200910
MUSI1258	MUSI	1258	Piano Repertoire II: The Classical Period	199630	200110
MUSI2358	MUSI	2358	Piano Repertoire III: The Romantic Period	199630	199910
MUSI2458	MUSI	2458	Piano Repertoire IV: 20th and 21st Century	199630	199930
POLI2130	POLI	2130	International Relations Theory	200410	200410
POLI3240	POLI	3240	Chinese Government and Politics	200510	201210
SOCI4275	SOCI	4275	Lost in Transmission: Diversity and the Media	200830	201310

## Faculty of Academic & Career Advancement

**Courses that have never been scheduled and were created more than 5 years ago.**

Course	Subject	Number	Title	Course Start Term	Last Term Scheduled	Do not inactivate. Will be offered soon.
ELST0063	ELST	0063	Intercultural Awareness and Communication	200330		
ENGQ1095	ENGQ	1095	College Preparatory Reading	200810		
ENGT1025	ENGT	1025	Communication Skills for Trades II	200710		
MATT1002	MATT	1002	Math for Building Trades 1	200630		
MATT1004	MATT	1004	Math for Building Trades 2	200630		
MATT1006	MATT	1006	Math for Building Trades 3	200630		
MATT1008	MATT	1008	Math for Building Trades 4	200630		
MATT1025	MATT	1025	Mathematics/Science for Manufacturing and Mechanical Trades II	200630		
UCON1099	UCON	1099	Cross Culture Job Search	200910		

**Courses that were offered in the past, yet have not been scheduled within the past 5 years.**

Course	Subject	Number	Title	Course Start Term	Last Term Scheduled	Do not inactivate. Will be offered soon.
APPD0220	APPD	0220	Vocational Skills Training: Automotive Assistant	200230	201124	
APPD0250	APPD	0250	Vocational Skills Training: Food Services Assistant	200330	201224	
ELST0064	ELST	0064	An Introduction to Canada	200420	200715	
ELST0267	ELST	0267	Writing for Business Concepts - Level 2	200530	201310	
ELST0273	ELST	0273	Listening and Speaking Skills for Business - Level 2	200710	201310	
ELST0365	ELST	0365	English Language and Culture	200530	201310	
MATT1010	MATT	1010	Math for Entry Level Building Trades	200630	200815	
MATT1081	MATT	1081	Basic Mathematics for Welders	200730	200753	

# School of Business

**Courses that have never been scheduled and were created more than 5 years ago.**

Course	Subject	Number	Title	Course Start Term	Last Term Scheduled	Do not inactivate. Will be offered soon.
BUSI2340	BUSI	2340	Personal Management Skills for Success in Business	199830		
BUSI2350	BUSI	2350	Human Resources Management II	199630		
BUSI2415	BUSI	2415	Management Control	199630		
BUSI2450	BUSI	2450	Business Simulation	199630		
BUSI2455	BUSI	2455	International Trade	199630		
BUSI2460	BUSI	2460	Collective Bargaining	199630		
ECON4700	ECON	4700	The Economics of Crime	201130		
ENTR4848	ENTR	4848	Global Marketing Strategies	200430		
MRKT2421	MRKT	2421	Retail Buying and Merchandise Management	200130		

**Courses that were offered in the past, yet have not been scheduled within the past 5 years.**

Course	Subject	Number	Title	Course Start Term	Last Term Scheduled	Do not inactivate. Will be offered soon.
ABTY2110	ABTY	2110	Administrative Management	200210	200430	
ABTY2120	ABTY	2120	Project Management	200210	200510	
ABTY2130	ABTY	2130	Advanced Writing Skills	200210	200235	
BUSI1204	BUSI	1204	Supervisory Skills for Horticulture Technicians & Florists	199920	200615	
BUSI2315	BUSI	2315	Human Relations in Organizations	199630	200230	
BUSI2435	BUSI	2435	Development of Business Plans	199630	199720	
CBSY2305	CBSY	2305	Advanced Microcomputer Applications	199630	201110	
CBSY2405	CBSY	2405	Accounting Information Systems	199630	200910	
CBSY3100	CBSY	3100	Ethics in Information Technology	200610	200610	
CMNS1106	CMNS	1106	Interactive Communication for the Floristry Workplace	200730	200735	
CMNS1115	CMNS	1115	Writing for the Specialized Workplace	200630	200652	
CMNS1130	CMNS	1130	Introduction to Communication Studies	200530	200710	
CMNS1160	CMNS	1160	Communications and Teamwork	200430	200710	
CMNS1170	CMNS	1170	Intercultural Communication	200610	200610	
CPSC1250	CPSC	1250	Introduction to Computer Design	200110	200910	
CPSC2405	CPSC	2405	Introduction to Discrete Mathematics I	199810	200910	
ENTR4105	ENTR	4105	Corporate Communications and Investor Relations	200710	200710	
MRKT1220	MRKT	1220	Dynamic Selling	199630	199830	

# Wilson School of Design

Courses that have never been scheduled and were created more than 5 years ago.

Course	Subject	Number	Title	Course Start Term	Last Term Scheduled	Do not inactivate. Will be offered soon.

Courses that were offered in the past, yet have not been scheduled within the past 5 years.

Course	Subject	Number	Title	Course Start Term	Last Term Scheduled	Do not inactivate. Will be offered soon.
GDMA4110	GDMA	4110	Display Design	200630	201310	
IDSN4860	IDSN	4860	Work Experience IV	200910	201210	

# Faculty of Health

Courses that have never been scheduled and were created more than 5 years ago.

Course	Subject	Number	Title	Course Start Term	Last Term Scheduled	Do not inactivate. Will be offered soon.
CAHS3105	CAHS	3105	Healing Arts I	200430	200730	

## Faculty of Science & Horticulture

**Courses that have never been scheduled and were created more than 5 years ago.**

Course	Subject	Number	Title	Course Start Term	Last Term Scheduled	Do not inactivate. Will be offered soon.
ASTR2101	ASTR	2101	Astrophysics I: Stellar Astrophysics	200430		
ASTR2102	ASTR	2102	Astrophysics II: Galactic Astronomy	200430		
ENVI4501	ENVI	4501	Special Topics in Sustainability	201310		
ENVI4599	ENVI	4599	Directed Studies	201310		

**Courses that were offered in the past, yet have not been scheduled within the past 5 years.**

Course	Subject	Number	Title	Course Start Term	Last Term Scheduled	Do not inactivate. Will be offered soon.
MATH1240	MATH	1240	Calculus II (Business Applications)	199630	201010	
PHYS1112	PHYS	1112	Reel Physics	200630	201030	
PHYS3202	PHYS	3202	Biophysics	200710	201010	

# Faculty of Trades and Technology

**Courses that have never been scheduled and were created more than 5 years ago.**

Course	Subject	Number	Title	Course Start Term	Last Term Scheduled	Do not inactivate. Will be offered soon.
WELD1251	WELD	1251	Basic Metal Fabrication	201326		

**Courses that were offered in the past, yet have not been scheduled within the past 5 years.**

Course	Subject	Number	Title	Course Start Term	Last Term Scheduled	Do not inactivate. Will be offered soon.
MWIN1235	MWIN	1235	Hydraulics	200330	200551	
MWIN1240	MWIN	1240	Pneumatics	200330	200551	
PTEC1101	PTEC	1101	Electrical Safe Work Practices and Regulations	200410	200715	
PTEC1103	PTEC	1103	Introductory Computer Skills	200410	200715	
PTEC1105	PTEC	1105	Communications and Team Building	200410	200715	
PTEC1106	PTEC	1106	Applied Electrical Theory	200410	200715	
PTEC1107	PTEC	1107	Electrical Tools and Instruments	200410	200715	
PTEC1108	PTEC	1108	Electrical Utility Equipment	200410	200715	
PTEC1109	PTEC	1109	Basic Rigging and Lifting	200410	200715	
PTEC1110	PTEC	1110	Electrical Utility Climbing	200410	200715	
PTEC1111	PTEC	1111	Electrical Overhead and Underground Distribution	200410	200715	
PTEC1113	PTEC	1113	Physical Fitness	200410	200625	



## SENATE

**Agenda Item:** 5.2.1

**Meeting Date:** April 29, 2019

**Presenter:** David Burns

**Agenda Item:**

**Program Change:**

**Horticulture Technology Diploma in Landscape Horticulture Systems**

**Action Requested:**

- ☒ Motion to Approve
- ☐ Discussion
- ☐ Information

**Recommended Resolution:**

**THAT Senate approve the program changes to the Horticulture Technology Diploma in Landscape Horticulture Systems effective September 1, 2019.**

**Senate Standing Committee Report:**

On April 10, 2019, the Senate Standing Committee on Curriculum recommended that Senate approve the program changes to the Horticulture Technology Diploma in Landscape Horticulture Systems effective September 1, 2019.

**Context & Background:**

The current diploma programs allow options for the second year courses. This has created inefficiencies in the specialized nature of the programs. The program revision will eliminate options and compel higher level specialized landscape course selection.

The general Horticulture Diploma allows for course options.

**Key Messages:**

1. Remove options for second year Pest Management courses and require completion of the specialized pest course only.
2. To compel higher level landscape course selection.

**Consultations:**

1. Horticulture Curriculum Working Group, Jan 22, 2019
2. Faculty of Science & Horticulture Curriculum Committee, March 11, 2019
3. Faculty of Science & Horticulture Faculty Council – March 19, 2019

**Attachments:**

D-7. PR Dip Horticulture - Landscape - 14Mar2019

**Submitted by:**

*David Burns, Chair, Senate Standing Committee on Curriculum*

**Date submitted:**

*April 12, 2019*



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](mailto: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.

<b>Faculty:</b>	Science and Horticulture
<b>Program Name:</b>	Horticulture Technology Diploma in Landscape Horticulture Systems
<b>Department:</b>	Horticulture
<b>Effective date:</b>	September 1, 2019

<b>Dean/Associate Dean:</b>	Elizabeth Worobec
<b>Chair/Coordinator:</b>	Betty Cunnin/Gary Jones
<b>Submission Date:</b>	February 20, 2019

Consultations	Person Consulted	Consultation Date
<b>Office of the Provost:</b>		
<b>Vice Chair of Senate:</b>		
<b>Office of the Registrar:</b>		
<b>Other(s)* (if applicable):</b>	Horticulture Curriculum working group, David Davidson, Kathy Dunster, Betty Cunnin	January 22, 2019

*\* 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
<b>Faculty Curriculum Committee:</b>	March 11, 2019
<b>Faculty Council (if required):</b>	March 19, 2019
<b>SSC on Curriculum:</b>	
<b>SSC on University Budget (if required):</b>	
<b>SSC on Academic Planning and Priorities (if required):</b>	
<b>Senate:</b>	

<b>Proposed Change(s):</b>	<ul style="list-style-type: none"> <li>• Eliminate pest course electives and require the second year pest management course specific to the specialization.</li> <li>• Eliminate HORT 2473 Greenhouse Climate Control as an elective, causing HORT 2334 Irrigation and Drainage to be required.</li> <li>• Eliminate HORT 2463 Woody Plant Production an elective. Compel higher level specialized landscape course selection</li> </ul>
<b>Rationale:</b>	This is a specialized Landscape Horticulture Systems Diploma program. The program is being restructured to ensure efficiency of specialized education readying graduates for employment.
<b>URL(s):</b>	<a href="https://www.kpu.ca/calendar/2018-19/science-hort/horticulture/horticulture-landscape-dip.html">https://www.kpu.ca/calendar/2018-19/science-hort/horticulture/horticulture-landscape-dip.html</a>

<b>Impact on Students:</b>	<p><b>Check all that apply:</b></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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<p><b>Current Requirements with Proposed Changes</b>  <i>(Cut and paste the relevant section(s) in full from the current Calendar website. Use <u>track changes</u> to show the proposed changes.</i>  <i>(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.")</i></p>	<p><b>New Requirements</b>  <i>(Provide a <u>clean copy</u> to show how the new Calendar entry will appear. List courses in alpha/numeric order.)</i></p>																																																			
<p><b>Curricular Requirements</b></p> <p>Students pursuing a Horticulture Technology Diploma with a Landscape Horticulture Systems specialization must complete at least 63 credits. Students should be familiar with the basic computer applications of word processing and spreadsheets. If students require upgrading, they should take CBSY 1105.</p> <p><b>Year 1</b></p> <p><b>All of:</b></p> <table border="0"> <tr> <td>HORT 1102</td> <td>Botany for Horticulture</td> <td>3 credits</td> </tr> <tr> <td>HORT 1104</td> <td>Soils and Growing Media</td> <td>3 credits</td> </tr> <tr> <td>HORT 1105</td> <td>BC Pesticide Applicator Certification</td> <td>1 credit</td> </tr> <tr> <td>HORT 1110</td> <td>Introduction to Sustainable Horticulture</td> <td>3 credits</td> </tr> <tr> <td>HORT 1118</td> <td>Basic Machinery Operation and Maintenance</td> <td>3 credits</td> </tr> <tr> <td>HORT 1124</td> <td>Landscape Gardening Methods</td> <td>3 credits</td> </tr> <tr> <td>HORT 1155</td> <td>Introduction To Plant Materials</td> <td>3 credits</td> </tr> <tr> <td>HORT 1217</td> <td>Foundations of Plant Health</td> <td>3 credits</td> </tr> <tr> <td>HORT 1240</td> <td>Arboriculture I</td> <td>3 credits</td> </tr> </table> <p><b>Plus one of:</b></p>	HORT 1102	Botany for Horticulture	3 credits	HORT 1104	Soils and Growing Media	3 credits	HORT 1105	BC Pesticide Applicator Certification	1 credit	HORT 1110	Introduction to Sustainable Horticulture	3 credits	HORT 1118	Basic Machinery Operation and Maintenance	3 credits	HORT 1124	Landscape Gardening Methods	3 credits	HORT 1155	Introduction To Plant Materials	3 credits	HORT 1217	Foundations of Plant Health	3 credits	HORT 1240	Arboriculture I	3 credits	<p><b>Curricular Requirements</b></p> <p>Students pursuing a Horticulture Technology Diploma with a Landscape Horticulture Systems specialization must complete at least 63 credits. Students should be familiar with the basic computer applications of word processing and spreadsheets. If students require upgrading, they should take CBSY 1105.</p> <p><b>Year 1</b></p> <p><b>All of:</b></p> <table border="0"> <tr> <td>HORT 1102</td> <td>Botany for Horticulture</td> <td>3 credits</td> </tr> <tr> <td>HORT 1104</td> <td>Soils and Growing Media</td> <td>3 credits</td> </tr> <tr> <td>HORT 1105</td> <td>BC Pesticide Applicator Certification</td> <td>1 credit</td> </tr> <tr> <td>HORT 1110</td> <td>Introduction to Sustainable Horticulture</td> <td>3 credits</td> </tr> <tr> <td>HORT 1118</td> <td>Basic Machinery Operation and Maintenance</td> <td>3 credits</td> </tr> <tr> <td>HORT 1124</td> <td>Landscape Gardening Methods</td> <td>3 credits</td> </tr> <tr> <td>HORT 1155</td> <td>Introduction To Plant Materials</td> <td>3 credits</td> </tr> <tr> <td>HORT 1217</td> <td>Foundations of Plant Health</td> <td>3 credits</td> </tr> </table>	HORT 1102	Botany for Horticulture	3 credits	HORT 1104	Soils and Growing Media	3 credits	HORT 1105	BC Pesticide Applicator Certification	1 credit	HORT 1110	Introduction to Sustainable Horticulture	3 credits	HORT 1118	Basic Machinery Operation and Maintenance	3 credits	HORT 1124	Landscape Gardening Methods	3 credits	HORT 1155	Introduction To Plant Materials	3 credits	HORT 1217	Foundations of Plant Health	3 credits
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HORT 1230	Sustainable Turf Management	3 credits	HORT 1240	Arboriculture I	3 credits
HORT 1261	Plant Propagation	3 credits	<b>Plus one of:</b>		
<b>Plus one of:</b>			HORT 1230	Sustainable Turf Management	3 credits
CMNS 1140	Introduction to Professional Communication	3 credits	HORT 1261	Plant Propagation	3 credits
ENGL 1100†	Introduction to University Writing	3 credits	<b>Plus one of:</b>		
			CMNS 1140	Introduction to Professional Communication	3 credits
			ENGL 1100	Introduction to Professional Communication	3 credits
<b>Year 2</b>			<b>Year 2</b>		
<b>All of:</b>			<b>All of:</b>		
HORT 2302	Horticulture Work Experience	1 credit	HORT 2302	Horticulture Work Experience	1 credit
HORT 2306	Work Experience Report	1 credit	HORT 2306	Work Experience Report	1 credit
HORT 2327	Sustainable Landscape Design I	3 credits	HORT 2327	Sustainable Landscape Design I	3 credits
HORT 2355	Plant Materials II	3 credits	HORT 2355	Plant Materials II	3 credits
HORT 2412	Landscape Estimating and Contract Administration	3 credits	HORT 2412	Landscape Estimating and Contract Administration	3 credits
HORT 2426	Landscape Construction	3 credits	HORT 2426	Landscape Construction	3 credits
<b>Plus one of:</b>					
HORT 2308	Landscape Pest Management	3 credits	HORT 2308	Landscape Pest Management	3 credits
<del>HORT 2333</del>	<del>Turfgrass Pest Management</del>	<del>3 credits</del>	HORT 2334	Irrigation and Drainage Practices	3 credits
<del>HORT 2378</del>	<del>Production Horticulture Pests</del>	<del>3 credits</del>	<del>HORT 2473</del>	<del>Greenhouse Climate Control</del>	<del>3 credits</del>
<b>Plus one of:</b>			<b>Plus Two of:</b>		
HORT 2334	Irrigation and Drainage Practices	3 credits	HORT 2427	Sustainable Landscape Design II	3 credits
<del>HORT 2473</del>	<del>Greenhouse Climate Control</del>	<del>3 credits</del>	HORT 2442	Arboriculture II	3 credits
<b>Plus two of:</b>			HORT 2490	Organic Crop Production	3 credits
HORT 2427	Sustainable Landscape Design II	3 credits	<b>Plus one of:</b>		
HORT 2442	Arboriculture II	3 credits	BUSI 1205	Supervisory Skills	3 credits
<del>HORT 2463</del>	<del>Woody Plant Production and Development</del>	<del>3 credits</del>	BUSI 1215 *	Organizational Behaviour	3 credits
HORT 2490	Organic Crop Production	3 credits	BUSI 1250	Human Resource Management	3 credits
<b>Plus one of:</b>			<b>Plus one of:</b>		
BUSI 1205	Supervisory Skills	3 credits	ACCT 1110 *	Introductory Financial Accounting I	3 credits
BUSI 1215 *	Organizational Behaviour	3 credits	BUSI 1209	Business Management in Horticulture	3 credits
BUSI 1250	Human Resource Management	3 credits	BUSI 1210	Essentials of Management	3 credits

<b>Plus one of:</b>		
ACCT 1110 *	Introductory Financial Accounting I	3 credits
BUSI 1209	Business Management in Horticulture	3 credits
BUSI 1210	Essentials of Management	3 credits

**Notes:** † Applicable to the Bachelor of Horticulture Science in Plant Health or Urban Ecosystems and the Bachelor of Business Administration in Entrepreneurial Leadership. \* Applicable to the Bachelor of Business Administration in Entrepreneurial Leadership

## Credential Awarded

Upon successful completion of this program, students are eligible to receive a **Diploma in Horticulture Technology Landscape Horticulture Systems Specialization.**

<b>Notes:</b> † Applicable to the Bachelor of Horticulture Science in Plant Health or Urban Ecosystems and the Bachelor of Business Administration in Entrepreneurial Leadership. * Applicable to the Bachelor of Business Administration in Entrepreneurial Leadership		
<h2>Credential Awarded</h2>		
Upon successful completion of this program, students are eligible to receive a <b>Diploma in Horticulture Technology Landscape Horticulture Systems Specialization.</b>		

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:** April 29, 2019  
**Presenter:** David Burns

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**Agenda Item:** Program Change:  
Horticulture Technology Diploma in Sustainable Production

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information
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<b>Recommended Resolution:</b>	<b>THAT Senate approve the program changes to the Horticulture Technology Diploma in Sustainable Production effective September 1, 2019.</b>
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**Senate Standing Committee Report:**

On April 10, 2019, the Senate Standing Committee on Curriculum recommended that Senate approve the program changes to the Horticulture Technology Diploma in Sustainable Production effective September 1, 2019.

**Context & Background:**

The current diploma programs allow options for the second year pest management course. This has created inefficiencies in the specialized nature of the programs. The program revision will eliminate an option and will ensure the student completes the correct specialized pest course. The general Horticulture Diploma will continue to allow for any second year pest management option.

**Key Messages:**

1. Remove options for second year Pest Management courses and require completion of the specialized pest course only.
2. To compel higher level production course selection.

**Consultations:**

1. Horticulture Curriculum Working Group, Jan 22, 2019
2. Faculty of Science & Horticulture Curriculum Committee, March 11, 2019
3. Faculty of Science & Horticulture Faculty Council – March 19, 2019

**Attachments:**

D-7. PR Dip Horticulture - Production - 14Mar2019

**Submitted by:**

*David Burns, Chair, Senate Standing Committee on Curriculum*

**Date submitted:**

*April 12, 2019*

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](mailto: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.

<b>Faculty:</b>	Science and Horticulture
<b>Program Name:</b>	Horticulture Technology Diploma in Sustainable Production
<b>Department:</b>	Horticulture
<b>Effective date:</b>	September 1, 2019

<b>Dean/Associate Dean:</b>	Elizabeth Worobec
<b>Chair/Coordinator:</b>	Betty Cunnin/Gary Jones
<b>Submission Date:</b>	February 12, 2019

Consultations	Person Consulted	Consultation Date
<b>Office of the Provost:</b>		
<b>Vice Chair of Senate:</b>		
<b>Office of the Registrar:</b>		
<b>Other(s)* (if applicable):</b>	Horticulture Curriculum working group, David Davidson, Kathy Dunster, Betty Cunnin	January 22, 2019

\* 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
<b>Faculty Curriculum Committee:</b>	March 11, 2019
<b>Faculty Council (if required):</b>	March 19, 2019
<b>SSC on Curriculum:</b>	
<b>SSC on University Budget (if required):</b>	
<b>SSC on Academic Planning and Priorities (if required):</b>	
<b>Senate:</b>	

<b>Proposed Change(s):</b>	<ul style="list-style-type: none"> <li>• Eliminate Pest Management Course elective to specialization, focus course selection on production specialization</li> <li>• Eliminate HORT 2334 Irrigation and Drainage as an elective, leaving HORT 2473 Greenhouse Climate Control course as a required course.</li> </ul>
<b>Rationale:</b>	This is a specialized Sustainable Production Diploma program. The program is being restructured to ensure efficiency of specialized education readying graduates for employment.
<b>URL(s):</b>	<a href="https://www.kpu.ca/calendar/2018-19/science-hort/horticulture/horticulture-production-dip.html">https://www.kpu.ca/calendar/2018-19/science-hort/horticulture/horticulture-production-dip.html</a>

<b>Impact on Students:</b>	<p><b>Check all that apply:</b></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: _____</i>  <i>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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**Current Requirements with Proposed Changes**

*(Cut and paste the relevant section(s) in full from the current Calendar website. Use track changes 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 clean copy to show how the new Calendar entry will appear. List courses in alpha/numeric order.)*

**Curricular Requirements**

Students pursuing a Horticulture Technology Diploma with a Sustainable Production Horticulture specialization must complete at least 63 credits. Students should be familiar with the basic computer applications of word processing and spreadsheets. If students require upgrading, they should take CBSY 1105.

Students must select Year 1 courses carefully to ensure that Year 2 course prerequisites are met. An Academic Advisor can assist with this course selection. For a list of HORT courses and the semesters they're offered see [kpu.ca/hort](http://kpu.ca/hort)

**Year 1**
**All of:**

HORT 1102	Botany for Horticulture	3 credits
HORT 1104	Soils and Growing Media	3 credits
HORT 1105	BC Pesticide Applicator Certification	1 credit
HORT 1110	Introduction to Sustainable Horticulture	3 credits
HORT 1118	Basic Machinery Operation and Maintenance	3 credits
HORT 1155	Introduction To Plant Materials	3 credits

**Curricular Requirements**

Students pursuing a Horticulture Technology Diploma with a Sustainable Production Horticulture specialization must complete at least 63 credits. Students should be familiar with the basic computer applications of word processing and spreadsheets. If students require upgrading, they should take CBSY 1105.

Students must select Year 1 courses carefully to ensure that Year 2 course prerequisites are met. An Academic Advisor can assist with this course selection. For a list of HORT courses and the semesters they're offered see [kpu.ca/hort](http://kpu.ca/hort)

**Year 1**
**All of:**

HORT 1102	Botany for Horticulture	3 credits
HORT 1104	Soils and Growing Media	3 credits
HORT 1105	BC Pesticide Applicator Certification	1 credit
HORT 1110	Introduction to Sustainable Horticulture	3 credits
HORT 1118	Basic Machinery Operation and Maintenance	3 credits
HORT 1155	Introduction To Plant Materials	3 credits

HORT 1193	Crop Production Practices	3 credits	HORT 1193	Crop Production Practices	3 credits
HORT 1217	Foundations of Plant Health	3 credits	HORT 1217	Foundations of Plant Health	3 credits
HORT 1293	Crop Production Operations	3 credits	HORT 1293	Crop Production Operations	3 credits
<b>Plus one of:</b>			<b>Plus one of:</b>		
HORT 1240	Arboriculture I	3 credits	HORT 1240	Arboriculture I	3 credits
HORT 1261	Plant Propagation	3 credits	HORT 1261	Plant Propagation	3 credits
<b>Plus one of:</b>			<b>Plus one of:</b>		
CMNS 1140	Introduction to Professional Communication	3 credits	CMNS 1140	Introduction to Professional Communication	3 credits
ENGL 1100 †	Introduction to University Writing	3 credits	ENGL 1100 †	Introduction to University Writing	3 credits
<b>Year 2</b>			<b>Year 2</b>		
<b>All of:</b>			<b>All of:</b>		
HORT 2302	Horticulture Work Experience	1 credit	HORT 2302	Horticulture Work Experience	1 credit
HORT 2306	Work Experience Report	1 credit	HORT 2306	Work Experience Report	1 credit
HORT 2375	Production Facilities and Systems	3 credits	HORT 2375	Production Facilities and Systems	3 credits
HORT 2393	Crop Production Performance	3 credits	HORT 2393	Crop Production Performance	3 credits
HORT 2477	Production Management	3 credits	HORT 2477	Production Management	3 credits
HORT 2490	Organic Crop Production	3 credits	HORT 2490	Organic Crop Production	3 credits
HORT 2493	Crop Production Development	3 credits	HORT 2493	Crop Production Development	3 credits
<b>Plus one of:</b>			<b>Plus one of:</b>		
<del>HORT 2308</del>	<del>Landscape Pest Management</del>	<del>3 credits</del>	HORT 2378	Production Horticulture Pests	3 credits
<del>HORT 2333</del>	<del>Turfgrass Pest Management</del>	<del>3 credits</del>	HORT 2473	Greenhouse Climate Control	3 credits
HORT 2378	Production Horticulture Pests	3 credits	<b>Plus one of:</b>		
<b>Plus one of:</b>			HORT 2442	Arboriculture II	3 credits
<del>HORT 2334</del>	<del>Irrigation and Drainage Practices</del>	<del>3 credits</del>	HORT 2463	Woody Plant Production and Development	3 credits
HORT 2473	Greenhouse Climate Control	3 credits	<b>Plus one of:</b>		
<b>Plus one of:</b>			BUSI 1205	Supervisory Skills	3 credits
HORT 2442	Arboriculture II	3 credits	BUSI 1215 *	Organizational Behaviour	3 credits
HORT 2463	Woody Plant Production and Development	3 credits	BUSI 1250	Human Resource Management	3 credits
<b>Plus one of:</b>			<b>Plus one of:</b>		
BUSI 1205	Supervisory Skills	3 credits	ACCT 1110 *	Introductory Financial Accounting I	3 credits

BUSI 1215 *	Organizational Behaviour	3 credits	BUSI 1209	Business Management in Horticulture	3 credits
BUSI 1250	Human Resource Management	3 credits	BUSI 1210	Essentials of Management	3 credits
<b>Plus one of:</b>			<b>Notes:</b> † Applicable to the Bachelor of Horticulture Science in Plant Health or Urban Ecosystems and the Bachelor of Business Administration in Entrepreneurial Leadership. * Applicable to the Bachelor of Business Administration in Entrepreneurial Leadership		
ACCT 1110 *	Introductory Financial Accounting I	3 credits			
BUSI 1209	Business Management in Horticulture	3 credits			
BUSI 1210	Essentials of Management	3 credits			
<b>Notes:</b> † Applicable to the Bachelor of Horticulture Science in Plant Health or Urban Ecosystems and the Bachelor of Business Administration in Entrepreneurial Leadership. * Applicable to the Bachelor of Business Administration in Entrepreneurial Leadership			<b>Credential Awarded</b>  Upon successful completion of this program, students are eligible to receive a <b>Diploma in Horticulture Technology Sustainable Production Horticulture Specialization.</b>		

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:** 5.2.3

**Meeting Date:** April 29, 2019

**Presenter:** David Burns

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**Agenda Item:** Program Change: Horticulture Technology Diploma in Turf Management

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information
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<b>Recommended Resolution:</b>	<b>THAT Senate approve the program changes to the Horticulture Technology Diploma in Turf Management effective September 1, 2019.</b>
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**Senate Standing Committee Report:**

On April 10, 2019, the Senate Standing Committee on Curriculum recommended that Senate approve the program changes to the Horticulture Technology Diploma in Turf Management effective September 1, 2019.

**Context & Background:**

The current diploma programs allow options for the second year pest management courses. This has created inefficiencies in the specialized nature of the programs. The program revision will eliminate options and compel higher level specialized turf course selection.

The general Horticulture Diploma allows for course options.

**Key Messages:**

Remove options for second year Pest Management courses and require completion of the specialized pest course only.

**Consultations:**

1. Horticulture Curriculum Working Group, Jan 22, 2019
2. Faculty of Science & Horticulture Curriculum Committee, March 11, 2019
3. Faculty of Science & Horticulture Faculty Council – March 19, 2019

**Attachments:**

PR Dip Horticulture - Turf Management 14March2019

**Submitted by:**

*David Burns, Chair, Senate Standing Committee on Curriculum*

**Date submitted:**

*April 12, 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](mailto: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.

<b>Faculty:</b>	Science and Horticulture
<b>Program Name:</b>	Turf Management Diploma
<b>Department:</b>	Horticulture
<b>Effective date:</b>	September 1, 2019

<b>Dean/Associate Dean:</b>	Dr. Elizabeth Worobec
<b>Chair/Coordinator:</b>	Betty Cunnin, Gary Jones
<b>Submission Date:</b>	

Consultations	Person Consulted	Consultation Date
<b>Office of the Provost:</b>		
<b>Vice Chair of Senate:</b>		
<b>Office of the Registrar:</b>		
<b>Other(s)* (if applicable):</b>		

*\* 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
<b>Faculty Curriculum Committee:</b>	March 13, 2019
<b>Faculty Council (if required):</b>	March 19, 2019
<b>SSC on Curriculum:</b>	
<b>SSC on University Budget (if required):</b>	
<b>SSC on Academic Planning and Priorities (if required):</b>	
<b>Senate:</b>	

<b>Proposed Change(s):</b>	Remove HORT 2308 and HORT 2378 Pest Management electives from Turf Management Diploma.
<b>Rationale:</b>	This is a specialized Turf Management Diploma program. The program is being restructured to ensure efficiency of specialized education readying graduates for employment.
<b>URL(s):</b>	<a href="http://www.kpu.ca/calendar/2018-19/science-hort/horticulture/horticulture-turf-dip.html">http://www.kpu.ca/calendar/2018-19/science-hort/horticulture/horticulture-turf-dip.html</a>

Impact on Students:	<p><b>Check all that apply:</b></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 track changes 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 clean copy to show how the new Calendar entry will appear. List courses in alpha/numeric order.)

### Curricular Requirements

Students pursuing a Horticulture Technology Diploma with a Sustainable Production Horticulture specialization must complete at least 63 credits. Students should be familiar with the basic computer applications of word processing and spreadsheets. If students require upgrading, they should take CBSY 1105.

Students must select Year 1 courses carefully to ensure that Year 2 course prerequisites are met. An Academic Advisor can assist with this course selection. For a list of HORT courses and the semesters they're offered see [kpu.ca/hort](http://kpu.ca/hort)

#### Year 1

##### All of:

HORT 1102	Botany for Horticulture	3 credits
HORT 1104	Soils and Growing Media	3 credits
HORT 1105	BC Pesticide Applicator Certification	1 credit
HORT 1110	Introduction to Sustainable Horticulture	3 credits
HORT 1118	Basic Machinery Operation and Maintenance	3 credits
HORT 1155	Introduction To Plant Materials	3 credits

### Curricular Requirements

Students pursuing a Horticulture Technology Diploma with a Sustainable Production Horticulture specialization must complete at least 63 credits. Students should be familiar with the basic computer applications of word processing and spreadsheets. If students require upgrading, they should take CBSY 1105.

Students must select Year 1 courses carefully to ensure that Year 2 course prerequisites are met. An Academic Advisor can assist with this course selection. For a list of HORT courses and the semesters they're offered see [kpu.ca/hort](http://kpu.ca/hort)

#### Year 1

##### All of:

HORT 1102	Botany for Horticulture	3 credits
HORT 1104	Soils and Growing Media	3 credits
HORT 1105	BC Pesticide Applicator Certification	1 credit
HORT 1110	Introduction to Sustainable Horticulture	3 credits
HORT 1118	Basic Machinery Operation and Maintenance	3 credits
HORT 1155	Introduction To Plant Materials	3 credits

HORT 1132	Turf Maintenance Operations	3 credits	HORT 1132	Turf Maintenance Operations	3 credits
HORT 1217	Foundations of Plant Health	3 credits	HORT 1217	Foundations of Plant Health	3 credits
HORT 1230	Sustainable Turf Management	3 credits	HORT 1230	Sustainable Turf Management	3 credits
HORT 1240	Arboriculture I	3 credits	HORT 1240	Arboriculture I	3 credits
<b>Plus one of:</b>			<b>Plus one of:</b>		
CMNS 1140	Introduction to Professional Communication	3 credits	CMNS 1140	Introduction to Professional Communication	3 credits
ENGL 1100 †	Introduction to University Writing	3 credits	ENGL 1100 †	Introduction to University Writing	3 credits
<b>Year 2</b>			<b>Year 2</b>		
<b>All of:</b>			<b>All of:</b>		
HORT 2302	Horticulture Work Experience	1 credit	HORT 2302	Horticulture Work Experience	1 credit
HORT 2306	Work Experience Report	1 credit	HORT 2306	Work Experience Report	1 credit
HORT 2330	Turfgrass and Environmental Stress	3 credits	HORT 2330	Turfgrass and Environmental Stress	3 credits
HORT 2332	Environmental Turf Management	3 credits	HORT 2332	Environmental Turf Management	3 credits
HORT 2334	Irrigation and Drainage Practices	3 credits	HORT 2333	Turfgrass Pest Management	3 credits
HORT 2432	Grounds Machinery Maintenance	3 credits	HORT 2334	Irrigation and Drainage Practices	3 credits
HORT 2436	Golf Course Management	3 credits	HORT 2432	Grounds Machinery Maintenance	3 credits
HORT 2437	Golf Course Irrigation Systems: Design and Operations	3 credits	HORT 2436	Golf Course Management	3 credits
			HORT 2437	Golf Course Irrigation Systems: Design and Operations	3 credits
<b>Plus one of:</b>			<b>Plus one of:</b>		
HORT 2333	Turfgrass Pest Management	3 credits	BUSI 1205	Supervisory Skills	3 credits
			BUSI 1215 *	Organizational Behaviour	3 credits
<b>Plus one of:</b>			BUSI 1250	Human Resource Management	3 credits
BUSI 1205	Supervisory Skills	3 credits	<b>Plus one of:</b>		
BUSI 1215 *	Organizational Behaviour	3 credits	ACCT 1110 *	Introductory Financial Accounting I	3 credits
BUSI 1250	Human Resource Management	3 credits	BUSI 1209	Business Management in Horticulture	3 credits
<b>Plus one of:</b>			BUSI 1210	Essentials of Management	3 credits
ACCT 1110 *	Introductory Financial Accounting I	3 credits	<b>Plus one of:</b>		
BUSI 1209	Business Management in Horticulture	3 credits	<a href="#">ACCT 1210</a> *	Introductory Financial Accounting II	3 credits
BUSI 1210	Essentials of Management	3 credits			

**Deleted: One of:**

**Deleted:** HORT 2308

**Deleted:** Landscape Pest Management

**Deleted:** 3 credits

**Deleted:** HORT 2378

**Deleted:** Production Horticulture Pests

**Deleted:** 3 credits



<p><b>Plus one of:</b></p> <p><a href="#">ACCT 1210</a> * Introductory Financial Accounting II 3 credits</p> <p><a href="#">ACCT 2293</a> * Accelerated Introductory Financial Accounting 3 credits</p> <p><a href="#">ECON 1150</a> * Principles of Microeconomics 3 credits</p> <p><a href="#">HORT 2426</a> Landscape Construction 3 credits</p> <p><a href="#">HORT 2442</a> Arboriculture II 3 credits</p> <p><a href="#">MRKT 1199</a> * Introduction to Marketing* 3 credits</p> <p><b>Notes:</b> † Applicable to the Bachelor of Horticulture Science in Plant Health or Urban Ecosystems and the Bachelor of Business Administration in Entrepreneurial Leadership. * Applicable to the Bachelor of Business Administration in Entrepreneurial Leadership</p> <p><b>Credential Awarded</b></p> <p>Upon successful completion of this program, students are eligible to receive a <b>Diploma in Horticulture Technology Sustainable Production Horticulture Specialization.</b></p>		
<p><a href="#">ACCT 2293</a> * Accelerated Introductory Financial Accounting 3 credits</p> <p><a href="#">ECON 1150</a> * Principles of Microeconomics 3 credits</p> <p><a href="#">HORT 2426</a> Landscape Construction 3 credits</p> <p><a href="#">HORT 2442</a> Arboriculture II 3 credits</p> <p><a href="#">MRKT 1199</a> * Introduction to Marketing* 3 credits</p> <p><b>Notes:</b> † Applicable to the Bachelor of Horticulture Science in Plant Health or Urban Ecosystems and the Bachelor of Business Administration in Entrepreneurial Leadership. * Applicable to the Bachelor of Business Administration in Entrepreneurial Leadership</p> <p><b>Credential Awarded</b></p> <p>Upon successful completion of this program, students are eligible to receive a <b>Diploma in Horticulture Technology Sustainable Production Horticulture Specialization.</b></p>		

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:** 5.2.4

**Meeting Date:** April 29, 2019

**Presenter:** David Burns

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**Agenda Item:** Program Change: Traditional Chinese Medicine, Diploma in Acupuncture

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information
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<b>Recommended Resolution:</b>	<b>THAT Senate approve the change to the CPR Admission requirements for the Traditional Chinese Medicine, Diploma in Acupuncture, effective September 1, 2020.</b>
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**Senate Standing Committee Report:** On April 10, 2019, the Senate Standing Committee on Curriculum recommended that Senate approve the change to the CPR Admission requirements for the Traditional Chinese Medicine, Diploma in Acupuncture, effective September 1, 2020.

**Context & Background:** Change existing CPR Level C admission requirement to CPR Health Care Provider or Basic Life Support.

**Key Messages:** To align admission requirement with other Faculty of Health nursing and healthcare programs.

**Consultations:** N. Henwood, Registrar's Office, November 14 and December 12, 2018.

**Attachments:** D-7. PR Dip – TCM Acupuncture

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

**Date submitted:** *April 12, 2019*

<b>Faculty:</b>	Faculty of Health	
<b>Program Name:</b>	Traditional Chinese Medicine, Diploma in Acupuncture	
<b>Department:</b>	Acupuncture	
<b>Effective date:</b>	September 1, 2020	
<b>Dean/Associate Dean:</b>	Dr. David Florkowski	
<b>Chair/Coordinator:</b>	Dr. John Yang – Program Chair Laurel Tien – Faculty of Health Curriculum Coordinator	
<b>Submission Date:</b>	March 18, 2019	
<b>Consultations</b>	<b>Person Consulted</b>	<b>Consultation Date</b>
<b>Office of the Provost:</b>	N/A	
<b>Vice Chair of Senate:</b>	Dr. David Burns	December 11, 2018
<b>Office of the Registrar:</b>	Nadia Henwood	November 14 & December 12, 2018
<b>Other(s)* (if applicable):</b>	N/A	N/A
	<b>Date on which this proposal was approved</b>	
<b>Faculty Curriculum Committee:</b>	December 14, 2018	
<b>Faculty Council (if required):</b>	N/A	
<b>SSC on Curriculum:</b>	April 10, 2019	
<b>SSC on University Budget (if required):</b>	N/A	
<b>SSC on Academic Planning and Priorities (if required):</b>	N/A	
<b>Senate:</b>		
<b>Proposed Change(s):</b>	Change existing CPR Level C admission requirement to CPR Health Care Provider or Basic Life Support.	
<b>Rationale:</b>	To align admission requirement with other Faculty of Health nursing and healthcare programs.	
<b>URL(s):</b>	<a href="http://www.kpu.ca/calendar/2018-19/health/traditionalchinesemedicine-acup/traditionalchinesemedicine-acupuncture-dip.html">http://www.kpu.ca/calendar/2018-19/health/traditionalchinesemedicine-acup/traditionalchinesemedicine-acupuncture-dip.html</a>	

<b>Impact on Students:</b>	<p><b>Check all that apply:</b></p> <p><input checked="" type="checkbox"/> The changes alter the <b>admission</b>, 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 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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Current Requirements with Proposed Changes	New Requirements
<p><b>Admission Requirements</b></p> <p>In addition to the Faculty's Admission Requirements, which consist of KPU's <a href="#">undergraduate English Proficiency Requirement</a>, the following program admission requirements apply:</p> <ul style="list-style-type: none"> <li>Interview by the Program Coordinator and/or letters of reference, if requested</li> </ul> <p>Once students have received a conditional offer of admission and before final admission to the program is granted, students must submit the following:</p> <ul style="list-style-type: none"> <li>Canadian CPR <del>Level C Certificate</del> <a href="#">Health Care Provider or Basic Life Support</a>; (Note: CPR certification must remain current throughout the program)</li> <li>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.</li> <li>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</li> </ul> <p><del>As this is a limited intake program, a</del> Admission selection will be determined by the date of qualification</p>	<p><b>Admission Requirements</b></p> <p>In addition to the Faculty's Admission Requirements, which consist of KPU's <a href="#">undergraduate English Proficiency Requirement</a>, the following program admission requirements apply:</p> <ul style="list-style-type: none"> <li>Interview by the Program Coordinator and/or letters of reference, if requested</li> </ul> <p>Once students have received a conditional offer of admission and before final admission to the program is granted, students must submit the following:</p> <ul style="list-style-type: none"> <li>Canadian CPR Health Care Provider or Basic Life Support (Note: CPR certification must remain current throughout the program)</li> <li>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.</li> <li>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</li> </ul> <p>Admission selection will be determined by the date of qualification</p>

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
N/A			



## SENATE

**Agenda Item:** 5.2.5

**Meeting Date:** April 29, 2019

**Presenter:** David Burns

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**Agenda Item:** Program Change: Health Unit Coordinator Certificate

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information
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<b>Recommended Resolution:</b>	<b>THAT Senate approve the change to reserve 3 seats for self-declared Aboriginal Students in the Health Unit Coordinator Certificate program, effective September 1, 2020.</b>
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**Senate Standing Committee Report:** On April 10, 2019, the Senate Standing Committee on Curriculum recommended that Senate approve the change to reserve 3 seats for self-declared Aboriginal Students in the Health Unit Coordinator Certificate program, effective September 1, 2020.

**Context & Background:** Three seats in the Health Unit Coordinator program will be reserved for applicants who self-declare as Aboriginal 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 Aboriginal students to pursue a career as a health unit coordinator.

**Attachments:** D-7. PR Cert – Health Unit Coordinator

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

**Date submitted:** *April 12, 2019*

<b>Faculty:</b>	Faculty of Health	
<b>Program Name:</b>	Health Unit Coordinator Certificate	
<b>Department:</b>	Health Unit Coordinator	
<b>Effective date:</b>	September 1, 2020	
<b>Dean/Associate Dean:</b>	Dr. David Florkowski	
<b>Chair/Coordinator:</b>	Radhika Kumar, Health Unit Coordinator Chair	
<b>Submission Date:</b>	April 10, 2019	
<b>Consultations</b>	<b>Person Consulted</b>	<b>Consultation Date</b>
<b>Office of the Provost:</b>	N/A	
<b>Vice Chair of Senate:</b>	Dr. David Burns	January 23, 2019 – sent for initial discussion February 8, 2019 - no concerns
<b>Office of the Registrar:</b>	Nadia Henwood	January 23, 2019 sent for initial discussion, no reply to date.
<b>Other(s)* (if applicable):</b>	Len Pierre, Manager for Indigenous Services for Students	February 2019, D7 sent by R. Kumar
		<b>Date on which this proposal was approved</b>
<b>Faculty Curriculum Committee:</b>	October 17, 2018 Health Unit Coordinator Curriculum Committee February 15, 2019 Faculty of Health Curriculum Committee	
<b>Faculty Council (if required):</b>	N/A	
<b>SSC on Curriculum:</b>	April 10, 2019	
<b>SSC on University Budget (if required):</b>	N/A	
<b>SSC on Academic Planning and Priorities (if required):</b>	N/A	
<b>Senate:</b>		
<b>Proposed Change(s):</b>	Three seats in the Health Unit Coordinator program will be reserved for applicants who self-declare as Aboriginal and meet the declaration criteria. If the seats are not filled, they will be offered to next qualified candidate(s).	
<b>Rationale:</b>	Increase accessibility for Aboriginal students to pursue a career as a health unit coordinator.	
<b>URL(s):</b>	<a href="http://www.kpu.ca/calendar/2018-19/health/healthunitcoordinator/healthunitcoordinator-cert.html">http://www.kpu.ca/calendar/2018-19/health/healthunitcoordinator/healthunitcoordinator-cert.html</a>	
<b>Impact on Students:</b>	<p><b>Check all that apply:</b></p> <p><input checked="" type="checkbox"/> The changes alter the <b>admission</b>, 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 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>	

Current Requirements with Proposed Changes	New Requirements
<p><b>Admission Requirements</b></p> <p>In addition to the Faculty's Admission Requirements, which consist of KPU's <a href="#">undergraduate English Proficiency Requirement</a>, the following program admission requirements apply:</p> <ul style="list-style-type: none"> <li>• Minimum word processing speed (typing speed) of 50 words per minute</li> <li>• Attendance at a Health Unit Coordinator Information Session</li> </ul> <p>Once applicants have received a conditional offer of admission and before final admission to the program is granted, they must submit the following:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> </ul> <p><u>To ensure a pathway is available for specific student populations in the Health Unit Coordinator Program, 3 seats will be reserved for self-declared Aboriginal 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 HUC applicants.</u></p> <p><b>Continuance Requirements</b></p> <p>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.</p>	<p><b>Admission Requirements</b></p> <p>In addition to the Faculty's Admission Requirements, which consist of KPU's <a href="#">undergraduate English Proficiency Requirement</a>, the following program admission requirements apply:</p> <ul style="list-style-type: none"> <li>• Minimum word processing speed (typing speed) of 50 words per minute</li> <li>• Attendance at a Health Unit Coordinator Information Session</li> </ul> <p>Once applicants have received a conditional offer of admission and before final admission to the program is granted, they must submit the following:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> </ul> <p>To ensure a pathway is available for specific student populations in the Health Unit Coordinator Program, 3 seats will be reserved for self-declared Aboriginal 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 HUC applicants.</p> <p><b>Continuance Requirements</b></p> <p>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.</p>

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
N/A			





## SENATE

**Agenda Item:** 5.2.6

**Meeting Date:** April 29, 2019

**Presenter:** David Burns

**Agenda Item:** Program Change: Bachelor of Music in Musical Arts

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information
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<b>Recommended Resolution:</b>	<b>THAT the Senate approve the proposed changes to the Bachelor of Music in Musical Arts and associated courses, effective September 1, 2019.</b>
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**Senate Standing Committee Report:**

On April 10, 2019, the Senate Standing Committee on Curriculum recommended that Senate approve the proposed changes to the Bachelor of Music in Musical Arts and associated courses, effective September 1, 2019.

**Context & Background:**

The music department has changed a two (2) credit course, MUSI 1112 Introduction to the Music Industry into a three (3) credit course, MUSI 1113 Introduction to the Music Industry. This would result in the Bachelor of Music degree (Major Without Concentration) requiring 123 credits to complete. The music department is proposing that the number of non-music requirements be reduced by three (3) credits in order for the number of total credits to complete the degree requirements be 120 (Major Without Concentration). Similarly, the change will impact the Bachelor of Music in Musical Arts degree with concentrations (Music Education, Studio Pedagogy, Jazz Studies, and Composition) and will be adjusted accordingly. The net result is a reduction of two (2) credits for the Bachelor of Music in Musical Arts degree (with or without concentrations).

**Key Messages:**

1. The music department has changed a two (2) credit course, **MUSI 1112 Introduction to the Music Industry** into a three (3) credit course, **MUSI 1113 Introduction to the Music Industry**.
2. Students currently in the music program will have the option of fulfilling either the old program requirements or the new program requirements (as per Policy AR16, Requirements for Graduation).
3. In addition to the program and course change, at the request of the Registrar's Office, we are also clarifying the declaration requirement for the music program to change from: **"A successful performance audition/interview"** to **"A successful performance audition/interview on the applicant's main instrument"**. The proposed change would allow

the Registrar's Office to identify and categorize each music student regarding their major instrument and thus clearly track curricular requirements for those particular students.

- Consultations:**
1. David Burns, Vice Chair, University Senate
  2. Stephen Yezerinac, Associate Registrar, Senate and Curriculum
  3. ARTS Standing Committee on Academic Planning and Priorities
  4. ARTS Standing Committee on Curriculum
  5. ARTS Faculty Council
  6. ARTS Music Department

- Attachments:**
1. D-7. PR BMus – Musical Arts
  2. PR BMus – Musical Arts Courses

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

**Date submitted:** *April 12, 2019*

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](mailto: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.

<b>Faculty:</b>	Faculty of Arts
<b>Program Name:</b>	Bachelor of Music in Musical Arts
<b>Department:</b>	Department of Music
<b>Effective date:</b>	September 1, 2019 Notes: If you are requesting a change to <b>admission</b> requirements, Senate approval is required by October meeting of Senate of the preceding academic year (prior to the first application cycle for the academic year). If you are requesting a change to <b>declaration or curricular</b> requirements, approval is required no later than the April meeting of Senate of the preceding academic year.

<b>Dean/Associate Dean:</b>	Dr. Faith Auton-Cuff
<b>Chair/Coordinator:</b>	Jane Hayes
<b>Submission Date:</b>	December 18, 2018

Consultations	Person Consulted	Consultation Date
<b>Office of the Provost:</b>		
<b>Vice Chair of Senate:</b>	David Burns	January, 2019
<b>Office of the Registrar:</b>	Stephen Yezerinac	January 21, 2019
<b>Other(s)* (if applicable):</b>	Dr. Faith Auton-Cuff	May 2018 – March 2019

\* 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
<b>Faculty Curriculum Committee:</b>	February 1, 2019
<b>Faculty Council (if required):</b>	February 22nd, 2019
<b>SSC on Curriculum:</b>	
<b>SSC on University Budget (if required):</b>	
<b>SSC on Academic Planning and Priorities (if required):</b>	
<b>Senate:</b>	

## Proposed Change(s):

To change the number of credits to complete the Bachelor of Music in Musical Arts degree:

- Major Without Concentration: from 122 credits to 120 credits.
- Music Education Concentration: from 136 credits to 134 credits
- Studio Pedagogy Concentration: from 136 credits to 134 credits
- Jazz Studies Concentration: from 141 credits to 139 credits
- Composition Concentration: from 136 to 134 credits

**Rationale:**

The music department has changed a two (2) credit course, MUSI 1112 Introduction to the Music Industry into a three (3) credit course, MUSI 1113 Introduction to the Music Industry. This would result in the Bachelor of Music degree (Major Without Concentration) requiring 123 credits to complete. The music department is proposing that the number of non-music requirements be reduced by three (3) credits in order for the number of total credits to complete the degree requirements be 120 (Major Without Concentration). Similarly, the change will impact the Bachelor of Music in Musical Arts degree with concentrations (Music Education, Studio Pedagogy, Jazz Studies, Composition) and will be adjusted accordingly. The net result is a reduction of two (2) credits for the Bachelor of Music in Musical Arts degree (with or without concentrations).

Students currently in the music program will have the option of fulfilling either the old program requirements or the new program requirements (as per Policy AR16, Requirements for Graduation).

Those students currently in the program who have successfully completed MUSI 1112 and wish to graduate using the new program requirements may substitute MUSI 1112 for MUSI 1113.

Those students currently in the program who successfully complete MUSI 1113 and wish to graduate using the old program requirements may substitute MUSI 1113 for MUSI 1112. This will result in a few students having one additional credit; however, we suspect most students will choose to meet the new program requirements as it requires fewer credits to graduate.

At the request of the Registrar's Office, we are also clarifying the declaration requirement for the music program.

Existing declaration:

- "A successful performance audition/interview"

Proposed amendment:

- "A successful performance audition/interview on the applicant's main instrument"

The proposed change would allow the Registrar's Office to identify and categorize each music student regarding their major instrument and thus clearly track curricular requirements for those particular students.

**URL(s):**

<http://www.kpu.ca/calendar/2018-19/arts/music/general-bmma-deg.html>  
<http://www.kpu.ca/calendar/2018-19/courses/musi/index.html#musi1112>

**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: 122 (Major Without Concentration)  
and proposed number of total credits: 120 (Major Without Concentration)*
- Music Education Concentration:
    - Current - 136 credits
    - Proposed - 134 credits
  - Studio Pedagogy Concentration:
    - Current - 136 credits
    - Proposed - 134 credits
  - Jazz Studies Concentration:
    - Current - 141 credits
    - Proposed - 139 credits
  - Composition Concentration:
    - Current - 136 credits
    - Proposed - 134 credits
- ☒ The changes introduce new, revised or discontinued courses  
*If yes, indicate the Faculty approval date and list the courses below June 11, 2018*
- ☐ The changes alter the credential awarded  
*If yes, indicate the proposed credential: \_\_\_\_\_*



### Current Requirements with Proposed Changes

*(Cut and paste the relevant section(s) in full from the current Calendar website. Use track changes 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 clean copy to show how the new Calendar entry will appear. List courses in alpha/numeric order.)*

## Declaration Requirements

Students intending to graduate with this Bachelor of Music in Musical Arts degree must declare the credential. At the time of declaration, the student must satisfy all of the following requirements:

- A successful performance audition/interview on the applicant's main instrument
- ~~A successful performance audition/interview~~
- A satisfactory score on the KPU Music Placement Test

## Curricular Requirements

The Bachelor of Music in Musical Arts program requires a minimum of 120~~2~~ credits, including 15~~8~~ credits of non-music electives. Students completing the General Studies Major may also elect to complete one of four concentrations. Each concentration requires additional credits.

### General Studies Major

## Declaration Requirements

Students intending to graduate with this Bachelor of Music in Musical Arts degree must declare the credential. At the time of declaration, the student must satisfy all of the following requirements:

- A successful performance audition/interview on the applicant's main instrument
- A satisfactory score on the KPU Music Placement Test

## Curricular Requirements

The Bachelor of Music in Musical Arts program requires a minimum of 120 credits, including 15 credits of non-music electives. Students completing the General Studies Major may also elect to complete one of four concentrations. Each concentration requires additional credits.

### General Studies Major

#### Lower Level Requirements

## Lower Level Requirements

Students must successfully complete **64 credits** of Lower Level courses to include:

12 credits of Music Theory (all of):

<a href="#"><u>MUSI 1150</u></a>	The Language of Music I	3 credits
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<a href="#"><u>MUSI 1250</u></a>	The Language of Music II	3 credits
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<a href="#"><u>MUSI 2350</u></a>	The Language of Music III	3 credits
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<a href="#"><u>MUSI 2450</u></a>	The Language of Music IV	3 credits
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8 credits of Aural Musicianship (all of):

<a href="#"><u>MUSI 1151</u></a>	Aural Musicianship I	2 credits
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<a href="#"><u>MUSI 1251</u></a>	Aural Musicianship II	2 credits
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<a href="#"><u>MUSI 2351</u></a>	Aural Musicianship III	2 credits
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<a href="#"><u>MUSI 2451</u></a>	Aural Musicianship IV	2 credits
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12 credits of Music History (all of):

<a href="#"><u>MUSI 1153</u></a>	History of Music I: Cornerstones of Music History	3 credits
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Students must successfully complete 64 credits of Lower Level courses to include:

12 credits of Music Theory (all of):

<a href="#"><u>MUSI 1150</u></a>	The Language of Music I	3 credits
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<a href="#"><u>MUSI 1250</u></a>	The Language of Music II	3 credits
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<a href="#"><u>MUSI 2350</u></a>	The Language of Music III	3 credits
----------------------------------	---------------------------	-----------

<a href="#"><u>MUSI 2450</u></a>	The Language of Music IV	3 credits
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8 credits of Aural Musicianship (all of):

<a href="#"><u>MUSI 1151</u></a>	Aural Musicianship I	2 credits
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<a href="#"><u>MUSI 1251</u></a>	Aural Musicianship II	2 credits
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<a href="#"><u>MUSI 2351</u></a>	Aural Musicianship III	2 credits
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<a href="#"><u>MUSI 2451</u></a>	Aural Musicianship IV	2 credits
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12 credits of Music History (all of):

<a href="#"><u>MUSI 1153</u></a>	History of Music I: Cornerstones of Music History	3 credits
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<a href="#"><u>MUSI 1253</u></a>	History of Music II: Heroes, Politics, and War	3 credits
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<a href="#"><u>MUSI 1253</u></a>	History of Music II: Heroes, Politics, and War	3 credits	<a href="#"><u>MUSI 2353</u></a>	History of Music III: Music and the Arts	3 credits
<a href="#"><u>MUSI 2353</u></a>	History of Music III: Music and the Arts	3 credits	<a href="#"><u>MUSI 2453</u></a>	History of Music IV: Challenging the Conventions of Music	3 credits
<a href="#"><u>MUSI 2453</u></a>	History of Music IV: Challenging the Conventions of Music	3 credits	4 credits of Keyboard Skills or Electives:		
4 credits of Keyboard Skills or Electives:			<b>Either all of:</b>		
<a href="#"><u>MUSI 1154</u></a>	Keyboard Skills I	1 credit	<a href="#"><u>MUSI 1154</u></a>	Keyboard Skills I	1 credit
<a href="#"><u>MUSI 1254</u></a>	Keyboard Skills II	1 credit	<a href="#"><u>MUSI 1254</u></a>	Keyboard Skills II	1 credit
<a href="#"><u>MUSI 2354</u></a>	Keyboard Skills III	1 credit	<a href="#"><u>MUSI 2354</u></a>	Keyboard Skills III	1 credit
<a href="#"><u>MUSI 2454</u></a>	Keyboard Skills IV	1 credit	<a href="#"><u>MUSI 2454</u></a>	Keyboard Skills IV	1 credit
<b>Or, for students whose main instrument is piano:</b>			<b>Or, for students whose main instrument is piano:</b>		
Electives		4 credits	Electives		4 credits
8 credits of Studio Lessons (all of):			8 credits of Studio Lessons (all of):		
<a href="#"><u>MUSI 1157</u></a>	Major Instrument - Concentration I	2 credits	<a href="#"><u>MUSI 1157</u></a>	Major Instrument - Concentration I	2 credits
			<a href="#"><u>MUSI 1257</u></a>	Major Instrument - Concentration II	2 credits



<a href="#"><u>MUSI 1257</u></a>	Major Instrument - Concentration II	2 credits	<a href="#"><u>MUSI 2357</u></a>	Major Instrument - Concentration III	2 credits
<a href="#"><u>MUSI 2357</u></a>	Major Instrument - Concentration III	2 credits	<a href="#"><u>MUSI 2457</u></a>	Major Instrument - Concentration IV	2 credits
<a href="#"><u>MUSI 2457</u></a>	Major Instrument - Concentration IV	2 credits	8 credits of Ensemble		
8 credits of Ensemble			<b>All of:</b>		
<a href="#"><u>MUSI 1167</u></a>	Kwantlen Strings I	2 credits	<a href="#"><u>MUSI 1167</u></a>	Kwantlen Strings I	2 credits
<a href="#"><u>MUSI 1267</u></a>	Kwantlen Strings II	2 credits	<a href="#"><u>MUSI 1267</u></a>	Kwantlen Strings II	2 credits
<a href="#"><u>MUSI 2367</u></a>	Kwantlen Strings III	2 credits	<a href="#"><u>MUSI 2367</u></a>	Kwantlen Strings III	2 credits
<a href="#"><u>MUSI 2467</u></a>	Kwantlen Strings IV	2 credits	<a href="#"><u>MUSI 2467</u></a>	Kwantlen Strings IV	2 credits
<b>Or all of:</b>			<b>Or all of:</b>		
<a href="#"><u>MUSI 1168</u></a>	Kwantlen Wind Ensemble I	2 credits	<a href="#"><u>MUSI 1168</u></a>	Kwantlen Wind Ensemble I	2 credits
<a href="#"><u>MUSI 1268</u></a>	Kwantlen Wind Ensemble II	2 credits	<a href="#"><u>MUSI 1268</u></a>	Kwantlen Wind Ensemble II	2 credits
<a href="#"><u>MUSI 2368</u></a>	Kwantlen Wind Ensemble III	2 credits	<a href="#"><u>MUSI 2368</u></a>	Kwantlen Wind Ensemble III	2 credits
<a href="#"><u>MUSI 2468</u></a>	Kwantlen Wind Ensemble IV	2 credits	<a href="#"><u>MUSI 2468</u></a>	Kwantlen Wind Ensemble IV	2 credits
<b>Or all of:</b>			<b>Or all of:</b>		
<a href="#"><u>MUSI 1169</u></a>	Kwantlen Chorus I	2 credits	<a href="#"><u>MUSI 1169</u></a>	Kwantlen Chorus I	2 credits

<b>Or all of:</b>			<u>MUSI 1269</u>	Kwantlen Chorus II	2 credits
<u>MUSI 1169</u>	Kwantlen Chorus I	2 credits	<u>MUSI 2369</u>	Kwantlen Chorus III	2 credits
<u>MUSI 1269</u>	Kwantlen Chorus II	2 credits	<u>MUSI 2469</u>	Kwantlen Chorus IV	2 credits
<u>MUSI 2369</u>	Kwantlen Chorus III	2 credits	<b>Or all of:</b>		
<u>MUSI 2469</u>	Kwantlen Chorus IV	2 credits	<u>MUSI 1171</u>	Guitar Chamber Ensemble I	2 credits
<b>Or all of:</b>			<u>MUSI 1271</u>	Guitar Chamber Ensemble II	2 credits
<u>MUSI 1171</u>	Guitar Chamber Ensemble I	2 credits	<u>MUSI 2371</u>	Guitar Chamber Ensemble III	2 credits
<u>MUSI 1271</u>	Guitar Chamber Ensemble II	2 credits	<u>MUSI 2471</u>	Guitar Chamber Ensemble IV	2 credits
<u>MUSI 2371</u>	Guitar Chamber Ensemble III	2 credits	6 credits of English/Writing Intensive courses:		
<u>MUSI 2471</u>	Guitar Chamber Ensemble IV	2 credits	<u>ENGL 1100</u>	Introduction to University Writing	3 credits
6 credits of English/Writing Intensive courses:			One additional English/Writing Intensive course		
<u>ENGL 1100</u>	Introduction to University Writing	3 credits	And:		
One additional English/Writing Intensive course			<u>MUSI 1113</u>	Introduction to the Music Industry	3 credits

<u>MUSI 11132</u>	Introduction to the Music Industry	<u>32 credits</u>
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And 36 credits of Non-Music Electives:

Course(s) numbered 1100 or higher, not in the MUSI subject area.	<u>36 credits</u>
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## Upper Level Requirements

Student must have successfully completed Lower Level requirements before beginning Upper Level. Completion of Upper Level requires 52 credits of courses to include:

6 credits of Music Theory (all of):

<u>MUSI 3550</u>	The Language of Music V: Jazz and Pop	3 credits
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<u>MUSI 3650</u>	The Language of Music VI: Contemporary	3 credits
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6 credits of Music History (all of):

<u>MUSI 3553</u>	History of Jazz and Pop Music	3 credits
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<u>MUSI 3653</u>	World Music	3 credits
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And 3 credits of Non-Music Electives:

Course(s) numbered 1100 or higher, not in the MUSI subject area.	3 credits
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## Upper Level Requirements

Student must have successfully completed Lower Level requirements before beginning Upper Level. Completion of Upper Level requires 52 credits of courses to include:

6 credits of Music Theory (all of):

<u>MUSI 3550</u>	The Language of Music V: Jazz and Pop	3 credits
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<u>MUSI 3650</u>	The Language of Music VI: Contemporary	3 credits
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6 credits of Music History (all of):

<u>MUSI 3553</u>	History of Jazz and Pop Music	3 credits
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<u>MUSI 3653</u>	World Music	3 credits
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8 credits of Studio Lessons (all of):

<u>MUSI 3557</u>	Major Instrument - Concentration V	2 credits
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8 credits of Studio Lessons (all of):

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<a href="#"><u>MUSI 3557</u></a>	Major Instrument - Concentration V	2 credits
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<a href="#"><u>MUSI 3657</u></a>	Major Instrument - Concentration VI	2 credits
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<a href="#"><u>MUSI 4757</u></a>	Major Instrument - Concentration VII	2 credits
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<a href="#"><u>MUSI 4857</u></a>	Major Instrument - Concentration VIII	2 credits
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8 credits of Ensemble

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**All of:**

<a href="#"><u>MUSI 3567</u></a>	Kwantlen Strings V	2 credits
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<a href="#"><u>MUSI 3667</u></a>	Kwantlen Strings VI	2 credits
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<a href="#"><u>MUSI 4767</u></a>	Kwantlen Strings VII	2 credits
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<a href="#"><u>MUSI 4867</u></a>	Kwantlen Strings VIII	2 credits
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**Or all of:**

<a href="#"><u>MUSI 3568</u></a>	Kwantlen Wind Ensemble V	2 credits
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<a href="#"><u>MUSI 3657</u></a>	Major Instrument - Concentration VI	2 credits
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<a href="#"><u>MUSI 4757</u></a>	Major Instrument - Concentration VII	2 credits
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<a href="#"><u>MUSI 4857</u></a>	Major Instrument - Concentration VIII	2 credits
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8 credits of Ensemble

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**All of:**

<a href="#"><u>MUSI 3567</u></a>	Kwantlen Strings V	2 credits
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<a href="#"><u>MUSI 3667</u></a>	Kwantlen Strings VI	2 credits
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<a href="#"><u>MUSI 4767</u></a>	Kwantlen Strings VII	2 credits
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<a href="#"><u>MUSI 4867</u></a>	Kwantlen Strings VIII	2 credits
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**Or all of:**

<a href="#"><u>MUSI 3568</u></a>	Kwantlen Wind Ensemble V	2 credits
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<a href="#"><u>MUSI 3668</u></a>	Kwantlen Wind Ensemble VI	2 credits
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<a href="#"><u>MUSI 4768</u></a>	Kwantlen Wind Ensemble VII	2 credits
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<a href="#"><u>MUSI 3668</u></a>	Kwantlen Wind Ensemble VI	2 credits
<a href="#"><u>MUSI 4768</u></a>	Kwantlen Wind Ensemble VII	2 credits
<a href="#"><u>MUSI 4868</u></a>	Kwantlen Wind Ensemble VIII	2 credits
<b>Or all of:</b>		
<a href="#"><u>MUSI 3569</u></a>	Kwantlen Chorus V	2 credits
<a href="#"><u>MUSI 3669</u></a>	Kwantlen Chorus VI	2 credits
<a href="#"><u>MUSI 4769</u></a>	Kwantlen Chorus VII	2 credits
<a href="#"><u>MUSI 4869</u></a>	Kwantlen Chorus VIII	2 credits
<b>Or all of:</b>		
<a href="#"><u>MUSI 3571</u></a>	Guitar Chamber Ensemble V	2 credits
<a href="#"><u>MUSI 3671</u></a>	Guitar Chamber Ensemble VI	2 credits
<a href="#"><u>MUSI 4771</u></a>	Guitar Chamber Ensemble VII	2 credits
<a href="#"><u>MUSI 4871</u></a>	Guitar Chamber Ensemble VIII	2 credits

And both of:

<a href="#"><u>MUSI 4868</u></a>	Kwantlen Wind Ensemble VIII	2 credits
<b>Or all of:</b>		
<a href="#"><u>MUSI 3569</u></a>	Kwantlen Chorus V	2 credits
<a href="#"><u>MUSI 3669</u></a>	Kwantlen Chorus VI	2 credits
<a href="#"><u>MUSI 4769</u></a>	Kwantlen Chorus VII	2 credits
<a href="#"><u>MUSI 4869</u></a>	Kwantlen Chorus VIII	2 credits
<b>Or all of:</b>		
<a href="#"><u>MUSI 3571</u></a>	Guitar Chamber Ensemble V	2 credits
<a href="#"><u>MUSI 3671</u></a>	Guitar Chamber Ensemble VI	2 credits
<a href="#"><u>MUSI 4771</u></a>	Guitar Chamber Ensemble VII	2 credits
<a href="#"><u>MUSI 4871</u></a>	Guitar Chamber Ensemble VIII	2 credits
And both of:		
<a href="#"><u>MUSI 3512</u></a>	The Business of Music	3 credits
<a href="#"><u>MUSI 3551</u></a>	Conducting I	3 credits

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<u>MUSI 3512</u>	The Business of Music	3 credits
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<u>MUSI 3551</u>	Conducting I	3 credits
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And 12 credits of Non-Music Electives:

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Any course numbered 1100 or higher not in the MUSI subject area.	12 credits
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And 6 additional credits of Music Electives:

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<u>Any course in MUSI numbered 3000 or higher.</u> <del>Any MUSI 3000 or higher course not already included in the program</del>	6 credits
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## Major Without Concentration

To complete their degree, students who do not complete one of the Concentrations listed below, must complete an additional four (4) credits of Music Electives (MUSI 3000 or higher courses).

## Music Education Concentration

(Not currently offered)

Students must complete a total of 1346 credits, including:

- The General Studies Lower Level and Upper Level Requirements (1168 credits),

And 12 credits of Non-Music Electives:

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Any course numbered 1100 or higher not in the MUSI subject area.	12 credits
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And 6 additional credits of Music Electives:

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Any course in MUSI numbered 3000 or higher.	6 credits
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## Major Without Concentration

To complete their degree, students who do not complete one of the Concentrations listed below, must complete an additional four (4) credits of Music Electives (MUSI 3000 or higher courses).

## Music Education Concentration

(Not currently offered)

Students must complete a total of 134 credits, including:

- The General Studies Lower Level and Upper Level Requirements (116 credits),
  - Plus 18 additional concentration credits.
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Course work must include all of:

- Plus 18 additional concentration credits.

Course work must include all of:

<a href="#"><u>MUSI 3502</u></a>	Computer Applications in Music Education	3 credits
<a href="#"><u>MUSI 3586</u></a>	Introduction to Music Pedagogy	3 credits
<a href="#"><u>MUSI 3686</u></a>	Approaches to Music Education	3 credits
<a href="#"><u>MUSI 4786</u></a>	Ensemble Rehearsal Techniques	3 credits
<a href="#"><u>MUSI 4851</u></a>	Conducting II	3 credits
<a href="#"><u>MUSI 4899</u></a>	Music Practicum	3 credits

## Studio Pedagogy Concentration

(Not currently offered)

Students must complete a total of 1346 credits, including:

- The General Studies Lower Level and Upper Level Requirements (1168 credits),
- Plus 18 additional concentration credits.

Course work must include all of:

<a href="#"><u>MUSI 3502</u></a>	Computer Applications in Music Education	3 credits
<a href="#"><u>MUSI 3586</u></a>	Introduction to Music Pedagogy	3 credits
<a href="#"><u>MUSI 3686</u></a>	Approaches to Music Education	3 credits
<a href="#"><u>MUSI 4786</u></a>	Ensemble Rehearsal Techniques	3 credits
<a href="#"><u>MUSI 4851</u></a>	Conducting II	3 credits
<a href="#"><u>MUSI 4899</u></a>	Music Practicum	3 credits

## Studio Pedagogy Concentration

(Not currently offered)

Students must complete a total of 134 credits, including:

- The General Studies Lower Level and Upper Level Requirements (116 credits),
- Plus 18 additional concentration credits.

Course work must include all of:

<a href="#"><u>MUSI 3502</u></a>	Computer Applications in Music Education	3 credits
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<a href="#"><u>MUSI 3502</u></a>	Computer Applications in Music Education	3 credits
<a href="#"><u>MUSI 3586</u></a>	Introduction to Music Pedagogy	3 credits
<a href="#"><u>MUSI 3686</u></a>	Approaches to Music Education	3 credits
<a href="#"><u>MUSI 3688</u></a>	Studio Pedagogy I	2 credits
<a href="#"><u>MUSI 4788</u></a>	Studio Pedagogy II	2 credits
<a href="#"><u>MUSI 4888</u></a>	Studio Pedagogy III	2 credits
<a href="#"><u>MUSI 4899</u></a>	Music Practicum	3 credits

## Jazz Studies Concentration

(Not currently offered)

Students must complete a total of **13941 credits**, including:

- The General Studies Lower Level and Upper Level Requirements (**1168 credits**),
- Plus 23 additional concentration credits.

Course work must include all of:

<a href="#"><u>MUSI 3590</u></a>	Orchestration and Arranging	3 credits
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<a href="#"><u>MUSI 3586</u></a>	Introduction to Music Pedagogy	3 credits
<a href="#"><u>MUSI 3686</u></a>	Approaches to Music Education	3 credits
<a href="#"><u>MUSI 3688</u></a>	Studio Pedagogy I	2 credits
<a href="#"><u>MUSI 4788</u></a>	Studio Pedagogy II	2 credits
<a href="#"><u>MUSI 4888</u></a>	Studio Pedagogy III	2 credits
<a href="#"><u>MUSI 4899</u></a>	Music Practicum	3 credits

## Jazz Studies Concentration

(Not currently offered)

Students must complete a total of 139 credits, including:

- The General Studies Lower Level and Upper Level Requirements (116 credits),
- Plus 23 additional concentration credits.

Course work must include all of:

<a href="#"><u>MUSI 3590</u></a>	Orchestration and Arranging	3 credits
<a href="#"><u>MUSI 3591</u></a>	Composition	3 credits



<a href="#"><u>MUSI 3591</u></a>	Composition	3 credits	<a href="#"><u>MUSI 4790</u></a>	Arranging for Small Ensembles	3 credits
<a href="#"><u>MUSI 4790</u></a>	Arranging for Small Ensembles	3 credits	<a href="#"><u>MUSI 3535</u></a>	Jazz Improvisation I	1.5 credits
<a href="#"><u>MUSI 3535</u></a>	Jazz Improvisation I	1.5 credits	<a href="#"><u>MUSI 3635</u></a>	Jazz Improvisation II	1.5 credits
<a href="#"><u>MUSI 3635</u></a>	Jazz Improvisation II	1.5 credits	<a href="#"><u>MUSI 4735</u></a>	Jazz Improvisation III	1.5 credits
<a href="#"><u>MUSI 4735</u></a>	Jazz Improvisation III	1.5 credits	<a href="#"><u>MUSI 4835</u></a>	Jazz Improvisation IV	1.5 credits
<a href="#"><u>MUSI 4835</u></a>	Jazz Improvisation IV	1.5 credits	<b>And either all of:</b>		
<b>And either all of:</b>			<a href="#"><u>MUSI 3577</u></a>	Jazz Band V	2 credits
<a href="#"><u>MUSI 3577</u></a>	Jazz Band V	2 credits	<a href="#"><u>MUSI 3677</u></a>	Jazz Band VI	2 credits
<a href="#"><u>MUSI 3677</u></a>	Jazz Band VI	2 credits	<a href="#"><u>MUSI 4777</u></a>	Jazz Band VII	2 credits
<a href="#"><u>MUSI 4777</u></a>	Jazz Band VII	2 credits	<a href="#"><u>MUSI 4877</u></a>	Jazz Band VIII	2 credits
<a href="#"><u>MUSI 4877</u></a>	Jazz Band VIII	2 credits	<b>Or all of:</b>		
<b>Or all of:</b>			<a href="#"><u>MUSI 3578</u></a>	Jazz Combo V	2 credits
<a href="#"><u>MUSI 3578</u></a>	Jazz Combo V	2 credits	<a href="#"><u>MUSI 3678</u></a>	Jazz Combo VI	2 credits
<a href="#"><u>MUSI 3678</u></a>	Jazz Combo VI	2 credits	<a href="#"><u>MUSI 4778</u></a>	Jazz Combo VII	2 credits
<a href="#"><u>MUSI 4778</u></a>	Jazz Combo VII	2 credits	<a href="#"><u>MUSI 4878</u></a>	Jazz Combo VIII	2 credits
<a href="#"><u>MUSI 4878</u></a>	Jazz Combo VIII	2 credits			

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## Composition Concentration

(Not currently offered)

Students must complete a total of 1346 credits, including:

- The General Studies Lower Level and Upper Level Requirements (1168 credits),
- Plus 18 additional concentration credits.

Course work must include all of:

<u>MUSI 3590</u>	Orchestration and Arranging	3 credits
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<u>MUSI 3591</u>	Composition	3 credits
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<u>MUSI 4790</u>	Arranging for Small Ensembles	3 credits
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<u>MUSI 4791</u>	Contemporary Composition	3 credits
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<u>MUSI 3691</u>	Song and Lyric Writing	3 credits
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<u>MUSI 3602</u>	Applied Desktop Recording	3 credits
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## Composition Concentration

(Not currently offered)

Students must complete a total of 134 credits, including:

- The General Studies Lower Level and Upper Level Requirements (116 credits),
- Plus 18 additional concentration credits.

Course work must include all of:

<u>MUSI 3590</u>	Orchestration and Arranging	3 credits
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<u>MUSI 3591</u>	Composition	3 credits
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<u>MUSI 4790</u>	Arranging for Small Ensembles	3 credits
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<u>MUSI 4791</u>	Contemporary Composition	3 credits
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<u>MUSI 3691</u>	Song and Lyric Writing	3 credits
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<u>MUSI 3602</u>	Applied Desktop Recording	3 credits
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Course Subject Code	Course Number	Descriptive Title, hyperlinked to course outline	New, Revised, or Discontinued
MUSI	<a href="#">1112</a>	Introduction to the Music Industry (2cr)	Discontinued
MUSI	<a href="#">1113</a>	Introduction to the Music Industry (3cr)	New



## SENATE

**Agenda Item:** 5.2.6.1

**Meeting Date:** April 29, 2019

**Presenter:** David Burns

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**Agenda Item:** MUSI D-7 Courses

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

On April 10, 2019, the Senate Standing Committee on Curriculum recommended that Senate approve the attached list of new, revised and discontinued courses

**Attachments:** MUSI D-7 Courses

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

**Date submitted:** *April 12, 2019*

## Senate Standing Committee on Curriculum

MUSI D-7. Courses

April 10, 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
Music	MUSI	1112	<a href="#">Introduction to the Music Industry</a>	1-Sep-19	Discontinued	Yes	Bachelor of Music in Musical Arts		Being replaced by MUSI 1113 (3)
Music	MUSI	1113	<a href="#">Introduction to the Music Industry</a>	1-Sep-19	New	Yes	Bachelor of Music in Musical Arts		Replacing MUSI 1112 (2)



## SENATE

**Agenda Item:** 5.2.7

**Meeting Date:** April 29, 2019

**Presenter:** David Burns

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**Agenda Item:** Program Change: Bachelor of Applied Arts in Psychology

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information
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<b>Recommended Resolution:</b>	<b>THAT Senate approve the program changes to the Bachelor of Applied Arts in Psychology, effective September 1, 2019.</b>
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**Senate Standing Committee Report:**

On April 10, 2019, the Senate Standing Committee on Curriculum recommended that Senate approve the program changes to the Bachelor of Applied Arts in Psychology, effective September 1, 2019.

**Context & Background:**

The Psychology Practicum is a semester-long work term for students in the upper years of their BA, BAA, or BSc in psychology. It is a required course for the BAA and the BSc Psychology degrees and an optional course for the BA degree. Practicum students work for a total of **180 to 200 hours** at a work placement outside KPU as well as attending four classes at KPU and completing all other required course work. Students consistently report that the workload associated with this course is far in excess of that required for a typical 3 credit course and make it difficult to take other courses concurrently or, for BA students, lead to a decision not to take the course. As a result the Psychology department has created a new 6 credit practicum course (PSYC 4010) to replace the existing 3 credit practicum course (PSYC 4000). This has made minor program revisions necessary for both our BAA and our BSc degrees.

**Key Messages:**

1. Bachelor of Applied Arts in Psychology students will be required to take one less elective to compensate for the additional 3 credits associated with the practicum course.
2. There will be no increase in overall credits for this program.

**Consultations:**

1. Dr. David Burns, Chair, SSC Curriculum
2. Dr. Stephen Yezerinac, Associate Registrar, Senate and Curriculum
3. Dr. Diane Purvey, Dean, Faculty of Arts

4. Dr. Faith Auton-Cuff, Associate Dean, Faculty of Arts
5. Peter Warren, Arts Advisor
6. Naomi Ben-Yehuda, Arts Advisor.

**Attachments:** D-7. PR B Ap Arts - Psychology

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

**Date submitted:** *April 12, 2019*

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](mailto:Senate@kpu.ca) by the submission deadline posted on the [Senate Standing Committee on Curriculum \(SSCC\) website](#) meeting along with any new, revised, or discontinued course outlines associated with the proposal submitted on the Consent Agenda for the same meeting. Faculties must have already formally approved the associated course outlines..

<b>Faculty:</b>	Faculty of Arts
<b>Program Name:</b>	Bachelor of Applied Arts, Major in Psychology
<b>Department:</b>	Psychology
<b>Effective date:</b>	September 1, 2019 <i>Notes: If you are requesting a change to <b>admission</b> requirements, Senate approval is required by October meeting of Senate of the preceding academic year (prior to the first application cycle for the academic year). If you are requesting a change to <b>declaration or curricular</b> requirements, approval is required no later than the April meeting of Senate of the preceding academic year.</i>

<b>Dean/Associate Dean:</b>	Dr. Diane Purvey
<b>Chair/Coordinator:</b>	Dr. Jocelyn Lymburner – Degree Coordinator
<b>Submission Date:</b>	January 21, 2019

Consultations	Person Consulted	Consultation Date
<b>Office of the Provost:</b>		
<b>Vice Chair of Senate:</b>	Dr. David Burns	January 21, 2019 and ongoing
<b>Office of the Registrar:</b>	Stephen Yezerinac	January 22, 2019 and ongoing
<b>Other(s)* (if applicable):</b>		

*\*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
<b>Faculty Curriculum Committee:</b>	APP: March 1, 2019 ASCC (Courses Only): March 15, 2019
<b>Faculty Council (if required):</b>	AFC: March 22, 2019
<b>SSC on Curriculum:</b>	
<b>SSC on University Budget (if required):</b>	
<b>SSC on Academic Planning and Priorities (if required):</b>	
<b>Senate:</b>	



<b>Proposed Change(s):</b>	<p>We have increased the credits for PSYC 4000 (Practicum) from 3 credits to 6 credits (which involved the creation of a new course). As this is a required course for the Bachelor of Applied Arts in Psychology degree, we are submitting this minor revision to the program to create room for these extra credits. Students will take one less elective and will be able to complete the degree within 120 credits.</p> <ul style="list-style-type: none"> <li>• Students who are enrolled in the BAA degree who have already completed the Practicum course will be able to complete the program as per the old requirements.</li> <li>• Students who are enrolled in the BAA program who have not yet completed the Practicum course can complete the new 6 credit Practicum course and will have a corresponding decrease in electives. It is anticipated, based on student feedback, that this change in the program will be very appealing for students.</li> </ul>
<b>Rationale:</b>	<p>The credit structure for PSYC 4000 is being changed to more adequately reflect the student and faculty workload associated with this intensive practicum course. This change is arising from student feedback and also represents a more typical practicum credit structure at KPU and elsewhere. We have developed a new course (PSYC 4010) with 6 credits to replace the 3-credit PSYC 4000 course.</p>
<b>URL(s):</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.kpu.ca/calendar/2018-19/arts/psychology/psychology-applied-deg.html">http://www.kpu.ca/calendar/2018-19/arts/psychology/psychology-applied-deg.html</a></li> <li>• <a href="http://www.kpu.ca/calendar/2018-19/courses/psyc/">http://www.kpu.ca/calendar/2018-19/courses/psyc/</a></li> </ul>

<b>Impact on Students:</b>	<p><b>Check all that apply:</b></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 <b>current</b> number of total credits: _____ and <b>proposed</b> number of total credits: _____</i></p> <p><input checked="" 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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## **Transition Plan**

All declared Psychology Majors will receive an email notifying them of this program change.

The practicum course is an optional course for the Bachelor of Arts in Psychology students and, based on student feedback, we believe that the increase to 6 credits will lead to increased demand for the course. As a result we have increased the cap from 17-20 students and we will be offering an additional section (a total of 23 extra seats available to students in the 2019/2020 academic year and moving forward).

The practicum course is a required course for the Bachelor of Applied Arts in Psychology students. Currently there are ~9 students enrolled in this program, a number of whom who will have already taken the practicum course. The remaining students will take the Practicum course for 6 credits and reduce their electives accordingly (one less 3 credit elective). The Psychology Degree Coordinator will reach out individually to these students to ensure that there is a clear understanding of this transition and that they are working with the Degree Advisors to ensure all degree requirements are met.

<p><b>Current Requirements with Proposed Changes</b>  <i>(Cut and paste the relevant section(s) in full from the current Calendar website. Use track changes 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.")</i></p>	<p><b>New Requirements</b>  <i>(Provide a <u>clean copy</u> to show how the new Calendar entry will appear. List courses in alpha/numeric order.)</i></p>
<p><b>Psychology: Bachelor of Applied Arts (also: Honours)</b></p> <p><b>Description</b></p> <p>The Bachelor of Applied Arts degree program is geared towards helping students gain the skills and experience necessary to be job-skills ready. The Bachelor of Applied Arts also emphasizes research skills, and gives students a bit of the grad school experience and skills, without going to graduate school. The program is more rigorous and challenging than the more flexible Bachelor of Arts, but includes courses hand-picked by faculty and employers to target hard and soft job skills. The Bachelor of Applied Arts is ideally suited for students interested in workplace expertise, tests and measurements, and UX design.</p> <p>Lower-level students establish a foundation of knowledge in psychology, before concentrating on applications of psychology to modern community and workplace settings for their upper-</p>	<p><b>Psychology: Bachelor of Applied Arts (also: Honours)</b></p> <p><b>Description</b></p> <p>The Bachelor of Applied Arts degree program is geared towards helping students gain the skills and experience necessary to be job-skills ready. The Bachelor of Applied Arts also emphasizes research skills, and gives students a bit of the grad school experience and skills, without going to graduate school. The program is more rigorous and challenging than the more flexible Bachelor of Arts, but includes courses hand-picked by faculty and employers to target hard and soft job skills. The Bachelor of Applied Arts is ideally suited for students interested in workplace expertise, tests and measurements, and UX design.</p> <p>Lower-level students establish a foundation of knowledge in psychology, before concentrating on applications of psychology to modern community and workplace settings for their upper-</p>

level work. Required courses provide students with general, transferable workplace skills (e.g., Interpersonal Relations), as well as specific knowledge and skills used in a variety of public and private sector jobs such as program evaluation and technical writing. Electives provide further training in additional areas selected by the student.

Students also participate in a workplace practicum coordinated by KPU and co-supervised by faculty and employers in relevant fields of employment. This practicum placement will assist students in gaining workplace experience and in meeting potential future employers.

Those interested in further study and graduate school or who prefer more extensive research experience may augment their knowledge and skills by taking the research-focused Honours program in Psychology. The Honours program affords students an opportunity to develop and report on a research project under the direct supervision of a faculty member within the Psychology Department.

## **Career Opportunities**

The Bachelor of Applied Arts in Psychology was developed in consultation with employers throughout the Lower Mainland of British Columbia. These employers indicated that graduates of the BAA (Psychology) program are qualified for positions such as program evaluators, research analysts, project consultants, user experience designers, human resources advisors, and health planning consultants. Past graduates have found employment in such areas as health research, human resources, market research, psychological testing and crisis services, product usability research, autism intervention,

level work. Required courses provide students with general, transferable workplace skills (e.g., Interpersonal Relations), as well as specific knowledge and skills used in a variety of public and private sector jobs such as program evaluation and technical writing. Electives provide further training in additional areas selected by the student.

Students also participate in a workplace practicum coordinated by KPU and co-supervised by faculty and employers in relevant fields of employment. This practicum placement will assist students in gaining workplace experience and in meeting potential future employers.

Those interested in further study and graduate school or who prefer more extensive research experience may augment their knowledge and skills by taking the research-focused Honours program in Psychology. The Honours program affords students an opportunity to develop and report on a research project under the direct supervision of a faculty member within the Psychology Department.

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education, and corrections. Graduates of the BAA (Psychology) with Honours have gone on to graduate studies in Clinical Psychology, Counselling Psychology, Gerontology, Education, School Psychology, Experimental Psychology, and Public Policy, to name only a few areas. Students in the program should consult with an Arts Degree Advisor to select courses best suited to their career objectives.

## Admission Requirements

The Faculty's Admission Requirements, which consist of KPU's [undergraduate English Proficiency Requirement](#), apply to this program.

## Declaration Requirements

Students intending to graduate with this Faculty of Arts Bachelor's degree must declare the credential by the time they complete 60 credits of undergraduate coursework. At the time of declaration, the student must satisfy all of the following requirements:

- In good academic standing with the University
- Completion of a minimum of 18 credits of undergraduate coursework, including the following with a minimum grade of "C":
  - 3 credits of ENGL at the 1100 level or higher
  - 6 credits at the 1100 level or higher in the Major area

## Curricular Requirements

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The Faculty's Admission Requirements, which consist of KPU's [undergraduate English Proficiency Requirement](#), apply to this program.

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- Completion of a minimum of 18 credits of undergraduate coursework, including the following with a minimum grade of "C":
  - 3 credits of ENGL at the 1100 level or higher
  - 6 credits at the 1100 level or higher in the Major area

## Curricular Requirements

Students pursuing a Bachelor of Applied Arts in Psychology degree must complete all requirements in the [Bachelor of Arts Framework](#) in addition to the requirements specified below.

## Psychology Major

### 1000 and 2000 Level

All of:

<a href="#">PSYC 1100</a>	Introduction to Psychology: Basic Processes	3 credits
<a href="#">PSYC 1200</a>	Introduction to Psychology: Areas and Applications	3 credits
<a href="#">PSYC 2300</a>	Applied Statistics	3 credits
<a href="#">PSYC 2315</a>	Brain and Behaviour	3 credits
<a href="#">PSYC 2330</a>	Social Psychology	3 credits
<a href="#">PSYC 2385</a>	Cognition	3 credits
<a href="#">PSYC 2400</a>	Experimental Psychology: Research Methodology	3 credits

### 3000 and 4000 Level

All of:

<a href="#">CMNS 3100</a>	Technical Report Writing	3 credits
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Students pursuing a Bachelor of Applied Arts in Psychology degree must complete all requirements in the [Bachelor of Arts Framework](#) in addition to the requirements specified below.

## Psychology Major

### 1000 and 2000 Level

All of:

<a href="#">PSYC 1100</a>	Introduction to Psychology: Basic Processes	3 credits
<a href="#">PSYC 1200</a>	Introduction to Psychology: Areas and Applications	3 credits
<a href="#">PSYC 2300</a>	Applied Statistics	3 credits
<a href="#">PSYC 2315</a>	Brain and Behaviour	3 credits
<a href="#">PSYC 2330</a>	Social Psychology	3 credits
<a href="#">PSYC 2385</a>	Cognition	3 credits
<a href="#">PSYC 2400</a>	Experimental Psychology: Research Methodology	3 credits

### 3000 and 4000 Level

All of:

<a href="#">CMNS 3100</a>	Technical Report Writing	3 credits
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<a href="#">PSYC 3200</a>	Industrial and Organizational Psychology	3 credits
<a href="#">PSYC 3300*</a>	Applied Statistics II	3 credits
<a href="#">PSYC 3400*</a>	Applied Research I	3 credits
<a href="#">PSYC 3600</a>	Health Psychology	3 credits
PSYC 40 <del>1000</del>	Practicum <u>in Psychology</u>	3 credits
<a href="#">PSYC 4100</a>	Tests and Measurement	3 credits
<a href="#">PSYC 4200</a>	Human Factors: Technology and Behaviour	3 credits
<a href="#">PSYC 4400</a>	Research Methods II: Qualitative Methodologies	3 credits
<a href="#">PSYC 4500</a>	Interpersonal Relations II	3 credits
<a href="#">PSYC 4700</a>	Culture and Psychology	3 credits

**Note:** \* PSYC 3300 & 3400 are prerequisites for applying for the Honours program.

## Honours

All of:

<a href="#">PSYC 5000</a>	Honours Thesis I	6 credits
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<a href="#">PSYC 3200</a>	Industrial and Organizational Psychology	3 credits
<a href="#">PSYC 3300*</a>	Applied Statistics II	3 credits
<a href="#">PSYC 3400*</a>	Applied Research I	3 credits
<a href="#">PSYC 3600</a>	Health Psychology	3 credits
PSYC 4010	Practicum in Psychology	6 credits
<a href="#">PSYC 4100</a>	Tests and Measurement	3 credits
<a href="#">PSYC 4200</a>	Human Factors: Technology and Behaviour	3 credits
<a href="#">PSYC 4400</a>	Research Methods II: Qualitative Methodologies	3 credits
<a href="#">PSYC 4500</a>	Interpersonal Relations II	3 credits
<a href="#">PSYC 4700</a>	Culture and Psychology	3 credits

**Note:** \* PSYC 3300 & 3400 are prerequisites for applying for the Honours program.

## Honours

All of:

<a href="#">PSYC 5000</a>	Honours Thesis I	6 credits
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<p><a href="#">PSYC 5010</a> Honours Thesis II 6 credits</p> <p>Note: Honours Thesis courses may contribute to the 120 credits required for degree completion. Enrolment is competitive and requires the permission of the Psychology Honours Committee. In order to be considered, students are expected to achieve and maintain a cumulative GPA of 3.3, and a minimum grade of 'B+' in PSYC 3300 and 3400. Students must also obtain endorsement from a faculty member who will serve as their thesis advisor.</p> <p><b>Credential Awarded</b></p> <p>Upon successful completion of the honours program, students are eligible to receive a <b>Bachelor of Applied Arts in Psychology (Honours)</b>.</p> <p>Upon successful completion of the major program, students are eligible to receive a <b>Bachelor of Applied Arts in Psychology</b>.</p>	<p><a href="#">PSYC 5010</a> Honours Thesis II 6 credits</p> <p>Note: Honours Thesis courses may contribute to the 120 credits required for degree completion. Enrolment is competitive and requires the permission of the Psychology Honours Committee. In order to be considered, students are expected to achieve and maintain a cumulative GPA of 3.3, and a minimum grade of 'B+' in PSYC 3300 and 3400. Students must also obtain endorsement from a faculty member who will serve as their thesis advisor.</p> <p><b>Credential Awarded</b></p> <p>Upon successful completion of the honours program, students are eligible to receive a <b>Bachelor of Applied Arts in Psychology (Honours)</b>.</p> <p>Upon successful completion of the major program, students are eligible to receive a <b>Bachelor of Applied Arts in Psychology</b>.</p>
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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
PSYC	4000	<a href="#">Practicum</a>	Discontinued
PSYC	4010	<a href="#">Practicum in Psychology</a>	New





## SENATE

**Agenda Item:** 5.2.8

**Meeting Date:** April 29, 2019

**Presenter:** David Burns

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**Agenda Item:** Program Change: Bachelor of Science in Applied Psychology

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information
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<b>Recommended Resolution:</b>	<b>THAT Senate approve the program changes to the Bachelor of Science in Applied Psychology, effective September 1, 2019.</b>
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**Senate Standing Committee Report:**

On April 10, 2019, the Senate Standing Committee on Curriculum recommended that Senate approve the program changes to the Bachelor of Science in Applied Psychology, effective September 1, 2019.

**Context & Background:**

The Psychology Practicum is a semester-long work term for students in the upper years of their BA, BAA, or BSc in psychology. It is a required course for the BAA and the BSc Psychology degrees and an optional course for the BA degree. Practicum students work for a total of **180 to 200 hours** at a work placement outside KPU as well as attending four classes at KPU and completing all other required course work. Students consistently report that the workload associated with this course is far in excess of that required for a typical 3 credit course and make it difficult to take other courses concurrently or, for BA students, lead to a decision not to take the course. As a result the Psychology department has created a new 6 credit practicum course (PSYC 4010) to replace the existing 3 credit practicum course (PSYC 4000). This has made minor program revisions necessary for both our BAA and our BSc degrees.

**Key Messages:**

1. Bachelor of Science in Applied Psychology students will be required to take one less elective to compensate for the additional 3 credits associated with the practicum course.
2. There will be no increase in overall credits for this program.

**Consultations:**

1. Dr. David Burns, Chair, SSC Curriculum
2. Dr. Stephen Yezerinac, Associate Registrar, Senate and Curriculum
3. Dr. Diane Purvey, Dean, Faculty of Arts

4. Dr. Faith Auton-Cuff, Associate Dean, Faculty of Arts
5. Peter Warren, Arts Advisor
6. Naomi Ben-Yehuda, Arts Advisor

**Attachments:** D-7. PR BSc – Psychology, Applied

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

**Date submitted:** *April 12, 2019*

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](mailto:Senate@kpu.ca) by the submission deadline posted on the [Senate Standing Committee on Curriculum \(SSCC\) website](#) meeting along with any new, revised, or discontinued course outlines associated with the proposal submitted on the Consent Agenda for the same meeting. Faculties must have already formally approved the associated course outlines..

<b>Faculty:</b>	Faculty of Arts
<b>Program Name:</b>	Bachelor of Science in Applied Psychology
<b>Department:</b>	Psychology
<b>Effective date:</b>	September 1, 2019 <i>Notes: If you are requesting a change to <b>admission</b> requirements, Senate approval is required by October meeting of Senate of the preceding academic year (prior to the first application cycle for the academic year). If you are requesting a change to <b>declaration or curricular</b> requirements, approval is required no later than the April meeting of Senate of the preceding academic year.</i>

<b>Dean/Associate Dean:</b>	Dr. Diane Purvey
<b>Chair/Coordinator:</b>	Dr. Jocelyn Lymburner – Degree Coordinator
<b>Submission Date:</b>	January 21, 2019

Consultations	Person Consulted	Consultation Date
<b>Office of the Provost:</b>		
<b>Vice Chair of Senate:</b>	Dr. David Burns	January 21, 2019 and ongoing
<b>Office of the Registrar:</b>	Stephen Yezerinac	January 22, 2019 and ongoing
<b>Other(s)* (if applicable):</b>		

*\*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
<b>Faculty Curriculum Committee:</b>	APP: March 1, 2019 ASCC (Courses Only): March 15, 2019
<b>Faculty Council (if required):</b>	AFC: March 22, 2019
<b>SSC on Curriculum:</b>	
<b>SSC on University Budget (if required):</b>	
<b>SSC on Academic Planning and Priorities (if required):</b>	
<b>Senate:</b>	

<b>Proposed Change(s):</b>	<p>We have increased the credits for PSYC 4000 (Practicum) from 3 credits to 6 credits. As this is a required course for BSc, Applied Psychology degree we need to make a minor revision to the program to create room for these extra credits. Students will take one less elective and will be able to complete the degree within 127 credits/40 courses.</p> <ul style="list-style-type: none"> <li>• Students who are enrolled in the BSc, Applied Psychology degree who have already completed the Practicum course will be able to complete the program as per the old requirements.</li> <li>• Students who are enrolled in the BSc program who have not yet completed the Practicum course can complete the new 6 credit Practicum course and will have a corresponding decrease in electives. It is anticipated, based on student feedback, that this change in the program will be very appealing for students.</li> </ul>
<b>Rationale:</b>	<p>The credit structure for PSYC 4000 is being changed to more adequately reflect the student and faculty workload associated with this intensive practicum course. This change is arising from student feedback and also represents a more typical practicum credit structure at KPU and elsewhere. We have developed a new course (PSYC 4010) with 6 credits to replace the 3 credit PSYC 4000 course.</p>
<b>URL(s):</b>	<p><a href="http://www.kpu.ca/calendar/2018-19/arts/psychology/psychology-applied-bsc.html">http://www.kpu.ca/calendar/2018-19/arts/psychology/psychology-applied-bsc.html</a></p> <p><a href="http://www.kpu.ca/calendar/2018-19/courses/psyc/index.html">http://www.kpu.ca/calendar/2018-19/courses/psyc/index.html</a></p>

<b>Impact on Students:</b>	<p><b>Check all that apply:</b></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 <b>current</b> number of total credits: _____ and <b>proposed</b> number of total credits: _____</i></p> <p><input checked="" 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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## **Transition Plan**

### **Transition Plan**

All declared Psychology Majors will receive an email notifying them of this program change.

The practicum course is an optional course for the Bachelor of Arts in Psychology students and, based on student feedback, we believe that the increase to 6 credits will lead to increased demand for the course. As a result we have increased the cap from 17-20 students and we will be offering an additional section (a total of 23 extra seats available to students in the 2019/2020 academic year and moving forward).

The practicum course is a required course for the Bachelor of Science in Applied Psychology degree. Currently there are ~ 15 students enrolled in this program, a number of whom who will have already taken the practicum course. The remaining students will take the Practicum course for 6 credits and reduce their electives accordingly (one less 3 credit elective). The Psychology Degree Coordinator will reach out individually to these students to ensure that there is a clear understanding of this transition and that they are working with the Degree Advisors to ensure all degree requirements are met.

<p><b>Current Requirements with Proposed Changes</b>  <i>(Cut and paste the relevant section(s) in full from the current Calendar website. Use track changes 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.")</i></p>	<p><b>New Requirements</b>  <i>(Provide a <u>clean copy</u> to show how the new Calendar entry will appear. List courses in alpha/numeric order.)</i></p>
<p><b>Psychology - Applied: Bachelor of Science (also: Honours)</b></p> <p><b>Description</b></p> <p>The Bachelor of Science in Applied Psychology is ideal for students interested in pursuing a health sciences career. This is also the Psychology degree program most suited for students who have an interest in neuroscience, particularly at the graduate level. The BSc is the most interdisciplinary of our psychology degrees, exposing students to biology, chemistry, math, and physics in addition to a broad array of psychology courses. This degree is also very “hands-on” with students being exposed to lab and research experiences as well as developing technical writing skills and workplace expertise.</p> <p>The degree was developed in close connection with employers in the field and community partners, and has an applied focus that</p>	<p><b>Psychology - Applied: Bachelor of Science (also: Honours)</b></p> <p><b>Description</b></p> <p>The Bachelor of Science in Applied Psychology is ideal for students interested in pursuing a health sciences career. This is also the Psychology degree program most suited for students who have an interest in neuroscience, particularly at the graduate level. The BSc is the most interdisciplinary of our psychology degrees, exposing students to biology, chemistry, math, and physics in addition to a broad array of psychology courses. This degree is also very “hands-on” with students being exposed to lab and research experiences as well as developing technical writing skills and workplace expertise.</p> <p>The degree was developed in close connection with employers in the field and community partners, and has an applied focus that</p>

prepares students for employment upon graduation, for research-focused graduate studies, or for entry into professional programs of study. Many courses within this program have a lab component. The program takes a systems/ecological approach, recognizing the interrelationships between humans and their environments.

As part of their upper-level coursework, students will take courses across three main topical areas within Psychology: (1) research skills; (2) biological psychology; and (3) health psychology. The degree will be embedded throughout with psychological application, including hands-on lab experience and courses focusing on human interaction with and use of modern technology, professional business practices, and technical writing. Students also participate in a workplace practicum coordinated by KPU and co-supervised by faculty and employers in relevant fields of employment. This practicum placement will assist students in gaining workplace experience and in meeting potential future employers.

Students interested in applying to graduate school or who prefer a more extensive research experience are encouraged to apply to the Honours program. The Honours program affords students an opportunity to develop and report on a research project under the direct supervision of a faculty member within the Psychology Department. B.Sc. in Applied Psychology students can complete the Honours program within the 40 courses required for the degree.

## **Career Opportunities**

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## **Career Opportunities**

A student who successfully completes the B.Sc. in Applied Psychology, will have reliably demonstrated the ability to:

- Critically examine the research literature
- Contribute effectively to a seminar discussion
- Deliver a presentation based on primary source research
- Communicate ideas effectively in written and oral forms
- Critically evaluate primary and secondary source material
- Develop a research program
- Apply skills in a relevant work setting
- Demonstrate solid ethical decision making both in research and practice
- Work within an interdisciplinary framework
- Demonstrate comprehensive and critical understanding of statistical and methodological approaches to scientific enquiry
- Demonstrate a working knowledge of various scientific technologies and techniques

The degree was developed in close collaboration with industry/employers to ensure positive outcomes and maximum opportunities. Graduates of this degree could therefore find employment in areas such as health sciences, vocational rehabilitation mental health services, disability services, software usability research, program evaluation, research and design, and pharmaceuticals, among other opportunities.. They would also be well prepared for post-graduate programs in a variety of health professions. Students who complete the Honours option would be well prepared for research-focused graduate studies in neuroscience, psychology, counselling, public policy, and other areas.

A student who successfully completes the B.Sc. in Applied Psychology, will have reliably demonstrated the ability to:

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- Contribute effectively to a seminar discussion
- Deliver a presentation based on primary source research
- Communicate ideas effectively in written and oral forms
- Critically evaluate primary and secondary source material
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## Admission Requirements

The Faculty's Admission Requirements, which consist of KPU's [undergraduate English Proficiency Requirement](#), apply to this program.

## Declaration Requirements

Students intending to graduate with this degree must declare the credential by the time they complete 60 credits of undergraduate coursework. At the time of declaration, the student must satisfy all of the following requirements:

- In good academic standing with the University
- Completion of a minimum of 24 credits of undergraduate coursework, including the following:
  - 3 credits of ENGL at the 1100 level or higher
  - PSYC 1100 with a minimum grade of "C"
  - PSYC 1200 with a minimum grade of "C"
  - BIOL 1110
  - CHEM 1110
  - MATH 1120 or MATH 1130
  - PHYS 1101 or PHYS 1120

## Curricular Requirements

### Applied Psychology Degree

All students must meet the following minimum requirements for a Bachelor of Science in Applied Psychology:

- 127 credits of undergraduate coursework

## Admission Requirements

The Faculty's Admission Requirements, which consist of KPU's [undergraduate English Proficiency Requirement](#), apply to this program.

## Declaration Requirements

Students intending to graduate with this degree must declare the credential by the time they complete 60 credits of undergraduate coursework. At the time of declaration, the student must satisfy all of the following requirements:

- In good academic standing with the University
- Completion of a minimum of 24 credits of undergraduate coursework, including the following:
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  - PSYC 1200 with a minimum grade of "C"
  - BIOL 1110
  - CHEM 1110
  - MATH 1120 or MATH 1130
  - PHYS 1101 or PHYS 1120

## Curricular Requirements

### Applied Psychology Degree

All students must meet the following minimum requirements for a Bachelor of Science in Applied Psychology:

- 127 credits of undergraduate coursework

- 33 credits at the 3000 or 4000 level, including the following:
  - 6 credits at the 4000 level
  - 30 credits in PSYC
  - 3 credits in a subject area other than PSYC
- 6 credits in MATH
- 30 credits in BIOL, CHEM or PHYS
- A cumulative GPA of 2.0 or higher
- 32 credits overall, including a minimum of 12 credits in 3000- or 4000-level PSYC courses, completed through courses taken at KPU.

### 1000-level Requirements

All of:

<a href="#">BIOL 1110</a>	Introductory Biology I	4 credits
<a href="#">BIOL 1210</a>	Introductory Biology II	4 credits
<a href="#">CHEM 1110</a>	The Structure of Matter	4 credits
<a href="#">CHEM 1210</a>	Chemical Energetics and Dynamics	4 credits
<a href="#">ENGL 1100</a>	Introduction to University Writing	3 credits
<a href="#">ENGL 12xx</a>	A course at the 1200 level	3 credits
<a href="#">PSYC 1100</a>	Introduction to Psychology: Basic Processes	3 credits
<a href="#">PSYC 1200</a>	Introduction to Psychology: Areas and Applications	3 credits

And one of:

- 33 credits at the 3000 or 4000 level, including the following:
  - 6 credits at the 4000 level
  - 30 credits in PSYC
  - 3 credits in a subject area other than PSYC
- 6 credits in MATH
- 30 credits in BIOL, CHEM or PHYS
- A cumulative GPA of 2.0 or higher
- 32 credits overall, including a minimum of 12 credits in 3000- or 4000-level PSYC courses, completed through courses taken at KPU.

### 1000-level Requirements

All of:

<a href="#">BIOL 1110</a>	Introductory Biology I	4 credits
<a href="#">BIOL 1210</a>	Introductory Biology II	4 credits
<a href="#">CHEM 1110</a>	The Structure of Matter	4 credits
<a href="#">CHEM 1210</a>	Chemical Energetics and Dynamics	4 credits
<a href="#">ENGL 1100</a>	Introduction to University Writing	3 credits
<a href="#">ENGL 12xx</a>	A course at the 1200 level	3 credits
<a href="#">PSYC 1100</a>	Introduction to Psychology: Basic Processes	3 credits
<a href="#">PSYC 1200</a>	Introduction to Psychology: Areas and Applications	3 credits

And one of:

<a href="#">MATH 1120</a>	Differential Calculus	3 credits	<a href="#">MATH 1120</a>	Differential Calculus	3 credits
<a href="#">MATH 1130</a>	Calculus for Life Sciences I (recommended)	3 credits	<a href="#">MATH 1130</a>	Calculus for Life Sciences I (recommended)	3 credits
And one of:			And one of:		
<a href="#">MATH 1220</a>	Integral Calculus	3 credits	<a href="#">MATH 1220</a>	Integral Calculus	3 credits
<a href="#">MATH 1230</a>	Calculus for Life Sciences II (recommended)	3 credits	<a href="#">MATH 1230</a>	Calculus for Life Sciences II (recommended)	3 credits
And one of:			And one of:		
<a href="#">PHYS 1101</a>	Physics for Life Sciences I	4 credits	<a href="#">PHYS 1101</a>	Physics for Life Sciences I	4 credits
<a href="#">PHYS 1120</a>	Physics for Physical and Applied Sciences I	4 credits	<a href="#">PHYS 1120</a>	Physics for Physical and Applied Sciences I	4 credits
<b>2000-level Requirements</b>			<b>2000-level Requirements</b>		
All of:			All of:		
<a href="#">BIOL 2321</a>	Cell Biology	4 credits	<a href="#">BIOL 2321</a>	Cell Biology	4 credits
<a href="#">CHEM 2320</a>	Organic Chemistry I	4 credits	<a href="#">CHEM 2320</a>	Organic Chemistry I	4 credits
<a href="#">PSYC 2300</a>	Applied Statistics	3 credits	<a href="#">PSYC 2300</a>	Applied Statistics	3 credits
<a href="#">PSYC 2315</a>	Brain and Behaviour	3 credits	<a href="#">PSYC 2315</a>	Brain and Behaviour	3 credits
<a href="#">PSYC 2330</a>	Social Psychology	3 credits	<a href="#">PSYC 2330</a>	Social Psychology	3 credits
<a href="#">PSYC 2375</a>	Perception	3 credits	<a href="#">PSYC 2375</a>	Perception	3 credits

<a href="#">PSYC 2385</a>	Cognition	3 credits	<a href="#">PSYC 2385</a>	Cognition	3 credits
<a href="#">PSYC 2400</a>	Experimental Psychology: Research Methodology	3 credits	<a href="#">PSYC 2400</a>	Experimental Psychology: Research Methodology	3 credits
And one of:			And one of:		
<a href="#">BIOL 2320</a>	Genetics	4 credits	<a href="#">BIOL 2320</a>	Genetics	4 credits
<a href="#">BIOL 2421</a>	Cellular Biochemistry	3 credits	<a href="#">BIOL 2421</a>	Cellular Biochemistry	3 credits
<b>3000- and 4000-level Requirements</b>			<b>3000- and 4000-level Requirements</b>		
All of:			All of:		
<a href="#">CMNS 3100</a>	Technical Report Writing	3 credits	<a href="#">CMNS 3100</a>	Technical Report Writing	3 credits
PSYC 40 <del>1099</del>	Practicum <u>in Psychology</u>	<del>6</del> 3 credits	PSYC 4010	Practicum in Psychology	6 credits
<a href="#">PSYC 4700</a>	Culture and Psychology	3 credits	<a href="#">PSYC 4700</a>	Culture and Psychology	3 credits
And at least two of:			And at least two of:		
<b>Statistics and Research Methodology Courses</b>			<b>Statistics and Research Methodology Courses</b>		
<a href="#">PSYC 3300</a>	Applied Statistics II	3 credits	<a href="#">PSYC 3300</a>	Applied Statistics II	3 credits
<a href="#">PSYC 3400</a>	Applied Research I	3 credits	<a href="#">PSYC 3400</a>	Applied Research I	3 credits
<a href="#">PSYC 3960</a>	Program Evaluation	3 credits	<a href="#">PSYC 3960</a>	Program Evaluation	3 credits
<a href="#">PSYC 4100</a>	Tests and Measurement	3 credits	<a href="#">PSYC 4100</a>	Tests and Measurement	3 credits

<a href="#">PSYC 4400</a>	Research Methods II: Qualitative Methodologies	3 credits
And at least two of:		
<b>Biological Psychology</b>		
<a href="#">PSYC 3303</a>	Learning: Theory and Practice	3 credits
<a href="#">PSYC 3320</a>	Drugs and Behaviour	3 credits
<a href="#">PSYC 3910</a>	Neuropsychology	3 credits
<a href="#">PSYC 4315</a>	Neuroscience	3 credits
And at least two of:		
<b>Health and Clinical Psychology</b>		
<a href="#">PSYC 3350</a>	Advanced Topics in Psychopathology	3 credits
<a href="#">PSYC 3450</a>	Clinical Psychology: Intervention	3 credits
<a href="#">PSYC 3451</a>	Psychology and Law	3 credits
<a href="#">PSYC 3600</a>	Health Psychology	3 credits
<a href="#">PSYC 3920</a>	Aging	3 credits
<a href="#">PSYC 4350</a>	Developmental Psychopathology	3 credits
<a href="#">PSYC 4910</a>	Rehabilitation	3 credits
And at least two of:		

<a href="#">PSYC 4400</a>	Research Methods II: Qualitative Methodologies	3 credits
And at least two of:		
<b>Biological Psychology</b>		
<a href="#">PSYC 3303</a>	Learning: Theory and Practice	3 credits
<a href="#">PSYC 3320</a>	Drugs and Behaviour	3 credits
<a href="#">PSYC 3910</a>	Neuropsychology	3 credits
<a href="#">PSYC 4315</a>	Neuroscience	3 credits
And at least two of:		
<b>Health and Clinical Psychology</b>		
<a href="#">PSYC 3350</a>	Advanced Topics in Psychopathology	3 credits
<a href="#">PSYC 3450</a>	Clinical Psychology: Intervention	3 credits
<a href="#">PSYC 3451</a>	Psychology and Law	3 credits
<a href="#">PSYC 3600</a>	Health Psychology	3 credits
<a href="#">PSYC 3920</a>	Aging	3 credits
<a href="#">PSYC 4350</a>	Developmental Psychopathology	3 credits
<a href="#">PSYC 4910</a>	Rehabilitation	3 credits
And at least two of:		

### Applied Psychology

<a href="#">PSYC 3200</a>	Industrial and Organizational Psychology	3 credits
<a href="#">PSYC 3220</a>	Group Dynamics	3 credits
<a href="#">PSYC 3930</a>	Consumer Psychology Research & Applications	3 credits
<a href="#">PSYC 3950</a>	Cognitive Ergonomics	3 credits
<a href="#">PSYC 4200</a>	Human Factors: Technology and Behaviour	3 credits
<a href="#">PSYC 4500</a>	Interpersonal Relations	3 credits

### Electives

In addition to the courses specified above, students must complete ~~24~~7 credits of electives  
Electives may be chosen from any subject area and ~~24~~7 credits  
at any level provided all core requirements are met.

### Honours

Students pursuing the Bachelor of Science in Applied Psychology Honours degree must complete the following 12 credits, and can do so in lieu of elective credits, and within the 127 credits required for degree completion:

### Applied Psychology

<a href="#">PSYC 3200</a>	Industrial and Organizational Psychology	3 credits
<a href="#">PSYC 3220</a>	Group Dynamics	3 credits
<a href="#">PSYC 3930</a>	Consumer Psychology Research & Applications	3 credits
<a href="#">PSYC 3950</a>	Cognitive Ergonomics	3 credits
<a href="#">PSYC 4200</a>	Human Factors: Technology and Behaviour	3 credits
<a href="#">PSYC 4500</a>	Interpersonal Relations	3 credits

### Electives

In addition to the courses specified above, students must complete 24 credits of electives  
Electives may be chosen from any subject area and 24 credits  
at any level provided all core requirements are met.

### Honours

Students pursuing the Bachelor of Science in Applied Psychology Honours degree must complete the following 12 credits, and can do so in lieu of elective credits, and within the 127 credits required for degree completion:

[PSYC 5000](#) Honours Thesis I 6 credits

[PSYC 5010](#) Honours Thesis II 6 credits

Enrolment in Psychology Honours courses is competitive and requires the permission of the Psychology Honours committee. In order to be considered for Honours courses, students are expected to achieve and maintain a cumulative GPA of 3.3 and to obtain a 'B+' grade in both PSYC 3300 and 3400. Students must also obtain endorsement from a faculty member who will serve as their thesis advisor, and be recommended by the Psychology Honours committee.

Please see [kpu.ca/arts/psychology/honours](http://kpu.ca/arts/psychology/honours) for further information regarding application deadlines and anticipated course schedules.

Students may receive either the Bachelor of Science in Applied Psychology degree or the Bachelor of Science in Applied Psychology Honours degree, but not both.

## Credential Awarded

Upon successful completion of the honours program, students are eligible to receive a **Bachelor of Science in Applied Psychology (Honours)**.

Upon successful completion of the degree program, students are eligible to receive a **Bachelor of Science in Applied Psychology**.

[PSYC 5000](#) Honours Thesis I 6 credits

[PSYC 5010](#) Honours Thesis II 6 credits

Enrolment in Psychology Honours courses is competitive and requires the permission of the Psychology Honours committee. In order to be considered for Honours courses, students are expected to achieve and maintain a cumulative GPA of 3.3 and to obtain a 'B+' grade in both PSYC 3300 and 3400. Students must also obtain endorsement from a faculty member who will serve as their thesis advisor, and be recommended by the Psychology Honours committee.

Please see [kpu.ca/arts/psychology/honours](http://kpu.ca/arts/psychology/honours) for further information regarding application deadlines and anticipated course schedules.

Students may receive either the Bachelor of Science in Applied Psychology degree or the Bachelor of Science in Applied Psychology Honours degree, but not both.

## Credential Awarded

Upon successful completion of the honours program, students are eligible to receive a **Bachelor of Science in Applied Psychology (Honours)**.

Upon successful completion of the degree program, students are eligible to receive a **Bachelor of Science in Applied Psychology**.

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
PSYC	4000	<a href="#">Practicum</a>	Discontinued
PSYC	4010	<a href="#">Practicum in Psychology</a>	New





## SENATE

**Agenda Item:** 5.2.8.1

**Meeting Date:** April 29, 2019

**Presenter:** David Burns

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**Agenda Item:** PSYC D-7 Courses

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

On April 10, 2019, the Senate Standing Committee on Curriculum recommended that Senate approve the attached list of new, revised and discontinued courses

**Attachments:** PSYC D-7 Courses

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

**Date submitted:** *April 12, 2019*

# Senate Standing Committee on Curriculum

PSYC D-7 Courses

April 10, 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
Psychology	PSYC	4010	<a href="#">Practicum in Psychology</a>	1-Sep-19	New	Yes	Bachelor of Applied Arts in Psychology Bachelor of Science in Psychology		Replacing PSYC 4000
Psychology	PSYC	4000	<a href="#">Practicum</a>	1-Sep-19	Discontinued	Yes	Bachelor of Applied Arts in Psychology Bachelor of Science in Psychology		



## SENATE

**Agenda Item:** 5.3

**Meeting Date:** April 29, 2019

**Presenter:** David Burns

**Agenda Item:**

**Full Program Proposal:**

**Graduate Certificate in Sustainable Food Systems and Security**

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information
<b>Recommended Resolution:</b>	<b>THAT the Senate recommend that the Board of Governors approve the Full Program Proposal for the Graduate Certificate in Sustainable Food Systems and Security and the courses approved effective in the summer term of 2020.</b>

**Senate Standing Committee Report:**

On April 10, 2019, the Senate Standing Committee on Curriculum recommended that Senate recommend that the Board of Governors approve the Full Program Proposal for the Graduate Certificate in Sustainable Food Systems and Security and the courses approved effective in the summer term of 2020.

**Context & Background:**

The proposed program is an 18-credit Graduate Certificate composed of courses in an online delivery format spanning one academic year. Additionally, this program of study is formally articulated with the Royal Roads University Master of Arts – Integrated Studies program and required of those RRU students who want to pursue this graduate degree with a Sustainable Food System and Food Security emphasis. The interdisciplinary curriculum comprises two parts: a comprehensive interdisciplinary examination of contemporary food systems and food security from environmental, social and economic perspectives, elucidating the resultant multi-faced and deep challenges to humanity and the rest of creation; and envisioning and facilitating an alternate food system future.

It is important to note that various elements of this proposal were developed over a period of time. The original implementation date has been changed from 2018/19 to 2019/20.

**Key Messages:**

1. To impart a comprehensive understanding of the sustainability challenges in our contemporary food system.
2. To imbue graduates with an understanding of emerging research and knowledge around sustainable food systems.

3. Train change-makers; prepare builders and leaders to implement effective and innovative strategies to advance sustainable food systems.

**Resource  
Requirements:**

As the program may be taken part-time, it is suitable for working professionals. All courses will be offered online, which will allow interested individuals from all around the world to enroll in the proposed program.

**Implications / Risks:**

Overall, the evidence suggests that there will be very good demand for KPU's proposed Graduate Certificate in Sustainable Food Systems and Security.

**Consultations:**

1. Arts Subcommittee on Academic Planning and Priorities (ASCAPP)
2. Arts Subcommittee on Curriculum (ASCC)
3. Arts Faculty Council (AFC)
4. Registrar
5. School of Business
6. Faculty of Science and Horticulture

**Attachments:**

1. Full Program Proposal
2. Consultation Forms (Howes, Worobec, and Mitchell)
3. Course List

**Submitted by:**

*David Burns, Chair, Senate Standing Committee on Curriculum*

**Date submitted:**

*April 12, 2019*



## Non-Degree Program Proposal *Graduate Certificate in Sustainable Food Systems and Security*

<b>Name of Institution:</b> Kwantlen Polytechnic University
<b>Title of Program:</b> Sustainable Food Systems and Security
<b>Credential to be awarded to graduates:</b> Graduate Certificate
<b>Length of Program (number of credits):</b> 18

<b>Institutional Contact:</b> Dr. Kent Mullinix; Dr. Faith Auton-Cuff	<b>Title:</b> Director of ISFS Associate Dean, Faculty of Arts
<b>Phone:</b> 504 612 1252 604-599-3076	<b>Email:</b> <a href="mailto:kent.mullinix@kpu.ca">kent.mullinix@kpu.ca</a> faith.auton- cuff@kpu.ca
<b>Date:</b> 03/27/19	

### A. Executive Summary:

#### *A1. Summarize the purpose of the proposal*

The proposed program is an 18 credit Graduate Certificate entitled Sustainable Food Systems and Security. Courses will be developed for on-line delivery over the course of one academic year. Additionally, this program of study will be formally articulated with the Royal Roads University Master of Arts- Interdisciplinary Studies program and required of those RRU students who want to pursue this graduate degree with a Sustainable Food System and Food Security emphasis (option). The multidisciplinary curriculum comprises two parts:

Part one focuses on a comprehensive multidisciplinary examination of the contemporary, dominant, western economy food system and food security from environmental, social and economic perspectives, elucidating the resultant multi-faceted and deep challenges to humanity and our bio-physical environments. Courses conceived are- *Our Food System and Sustainability* (1 credit); *Environment and Food* (4 credits); *Food System Economics* (3 credits); *Food Systems and Society* (4 credits).

Part two focuses on envisioning and facilitating an alternate food system future. One course, *Creating Our Food System Future* (4 credits) will examine alternate food system paradigms and their objectives, and consider such things as innovative models, design approaches, appropriate technologies, business/ economic models, bottom-up vs top-down approaches/ actions, policy and social activism. Case study will be integral to this course. A second course, *Capstone Project* will require students to identify, analyze and devise a comprehensive strategy to mitigate a food system/ food security challenge or advance a sustainable food/ food security element in their life place. Per agreement with RRU, this project can serve as preparatory to thesis research and writing for RRU students.

<b><i>A2. Outline the key objectives and outcomes of the proposed program in one or two pages</i></b>
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The key program objectives are

- To impart a comprehensive understanding of the sustainability challenges in our contemporary food system.
- To imbue students with an understanding of emerging research and knowledge around sustainable food systems.
- Train change-makers; prepare builders and leaders to implement effective and innovative strategies to advance sustainable food systems.

The proposed graduate certificate focuses on understanding the social, environmental and economic dimensions of sustainable food systems appropriate to meet the challenges of the 21<sup>st</sup> century, and preparation of sustainable food system and food security advocates, leaders and builders, who currently work or will work in a myriad of professional capacities concerned directly and indirectly with this foundational and fundamentally critical element of our society and economy.

Program outcomes:

1. Aspiring and practicing professionals from a broad range of disciplines will garner requisite insights, perspective and functional knowledge to work in the realm of sustainable food systems and security.
2. Certificate earners will have the opportunity to complete a master degree at Royal Roads University.

This 18-credit program is appropriate for and targets a breadth of professionals seeking professional development as well as for entry level professionals; anyone seeking to learn about the food, environment and society from a systems perspective. It is possible to support and prepare aspiring as well as practicing professionals via this certificate in that food system sustainability and security is an emerging field of study as well as professional practice. Therefore aspiring, nascent, and practicing professionals find themselves at similar levels of food system awareness, comprehension, and technical acumen.

Noteworthy program attributes include:

- Will articulate with the Royal Roads University (RRU) Master of Arts- Interdisciplinary Studies program (affording opportunity to earn an MA degree).
- Will be constructed and taught by an interdisciplinary team focused on systems and holistic perspectives.
- Capstone course will require place-based community engagement which can tie directly into the RRU MA degree research requirement.
- All courses will be coherently designed for online delivery.

## **Program Rationale:**

<b><i>A3. Provide rationale for the credential</i></b>
--

Food systems and issues of food security have risen to the forefront of sustainability discourse, research and community based action. This has occurred in response to the grievous outcomes from the imposition of neo-liberal globalization and wholesale industrialization of the food system (inputs, production, processing, storage, distribution, sales and waste) in western economies and increasingly in developing economies. Our food system has become, over the last six decades, increasingly industrialized, input and capital intensive, consolidated, and under the hegemonic control of a few transnational corporations. Outcomes include the production of enough food for every person on earth while 1/6<sup>th</sup> of the population is undernourished and another 1/6<sup>th</sup> is overfed leading to epidemic food related “Western” disease (e.g. starvation, obesity, coronary heart disease, childhood onset diabetes), unsustainable dependence on fossil fuels, profligate greenhouse gas emissions and others egregious forms of environmental destruction, and the economic and social marginalization of agriculture, agriculturists and agriculture communities. It has not alleviated food insecurity in Canada or elsewhere. Additionally, it is fully recognized that climate change as well as resource (arable land, water, energy) limits will have a profound effect on agriculture, food systems, and food security. Twenty-first century food systems must respond to these challenges. This graduate certificate focuses on comprehensively understanding the social, environmental and economic dimensions of sustainable food systems appropriate to meet the challenges of the 21<sup>st</sup> century and preparation of sustainable food system and food security advocates, leaders and builders, who work or will work in a myriad of professional capacities concerned directly and indirectly with this foundational and fundamentally critical element of our societies and economies.

KPU, via the Institute for Sustainable Food Systems (an applied research and extension unit) and the Sustainable Agriculture BASc program, is now the recognized Canadian higher education research, extension and education leader in this important and nascent domain. Many practising and aspiring professionals that concern themselves in food system research, education and action need and want substantive, pertinent expertise but there is a nearly complete dearth of educational programming they can avail themselves of. The proposed program will directly rectify this Canadian higher education programming deficiency. Its on-line format will allow program participation from across North America and around the world.

## **B. Program Description:**

### ***B1. State the goals and objectives of the new program***

The Sustainable Food Systems and Security (SFSS) program aims to provide a research and community action informed, graduate level program of study with sustainability at its core. It is a multi-disciplinary program geared to train change-makers. The curricula will be dynamic, up to date and adaptable to new ideas and needs. It is led by faculty with terminal degrees in their fields of expertise and actively involved in applied knowledge creation and mobilization around sustainable food systems and security.

### ***B2. Identify the target student audience(s) for this program***

This graduate certificate will serve broad range of professionals including those involved in planning, economic development, community activism, NGOs, education (all levels), business, health, social work, food sector business etc. It will focus on professional entry level preparation as well as professional development for established professions. As previously stated, it is possible to support

and prepare aspiring as well as practicing professionals in that food system sustainability and security is an emerging field of study and professional practice. Therefore aspiring, nascent, and practicing professionals find themselves at similar levels of food system awareness, comprehension, and technical acumen, and with similar academic need in this regard.

Students from around the world will be able to enroll in this program.

Additionally, KPU baccalaureate level graduates of sustainable agriculture, policy studies, NGO and non-profit studies, design, health sciences, geography, horticulture, and social sciences may be interested and will be academically prepared (with requisite GPA) for this graduate certificate program. Interest in and the advancement of sustainable food systems and security far transcends agriculture (agronomy, horticulture and animal science). Much of the work and movement is led by persons/ professionals educated and working outside of agriculture per se. The food system is a foundational and cross cutting element of sustainable society, and as such many food systems leaders and builders have training in disciplines within Arts and other Faculties- that is to say there is (and it is needed) a breadth of expertise being brought to bear on the challenge of sustainable food systems and security.

<b><i>B3. State how the institution satisfied itself that there is not unnecessary duplication in the system</i></b>
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The KPU Office of Institutional Analysis and Planning conducted a *Feasibility Assessment for the Proposed Graduate Certificate in Sustainable Food Systems and Security*, dated December, 12, 2017. The study concluded and reported that “**No public or private postsecondary education institution in B.C. offers a graduate certificate with a focus on sustainable food systems and security**”.

The report further stated “The proposed program is unique in that:

- It will be the only *graduate certificate* in B.C. and Canada that addresses complex food security issues.
- It places strong emphasis on *applied skills* and training change-makers who can implement initiatives to advance sustainable food systems. Graduates of the proposed program will develop an understanding of the challenges of the current food system as well as the emerging research and knowledge about sustainable food systems.
- It is flexible and designed to meet the needs of working professionals. The program may be completed full-time or part-time. All courses will be offered online.
- It will articulate with Royal Roads University’s (RRU) Master of Arts in Interdisciplinary Studies program allowing students to progress toward a Master of Arts degree.”

The full report “*Feasibility Assessment for the Proposed Graduate Certificate in Sustainable Food Systems and Security*”, which included a thorough analysis of the competitive market was included in the Program Concept Approval package.

<b><i>B4. Provide evidence of labour market demand</i></b>
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The KPU Office of Institutional Analysis and Planning conducted a *Feasibility Assessment for the Proposed Graduate Certificate in Sustainable Food Systems and Security*, dated December, 12, 2017 which included a thorough analysis of labour market demand. The report concluded “**Overall, the**



**information suggests graduates from KPU's proposed Graduate Certificate in Sustainable Food Systems and Security will have very good employment prospects upon graduation."**

The report further states, "Graduates of food security programs generally find work with the following:

- domestic and international agencies as well as non-governmental organizations
- community development organizations
- public health agencies
- university-based research institutes and centres"

It is expected that the proposed graduate program of study will apply to the following professions:

- Municipal/ Regional District Planner
- Policy Analyst
- Agriculture/ Food System Consultant
- Educator- K-12
- Academic/ researcher- post-secondary
- Entrepreneur
- NGO staff
- Government staff (e.g. Ministry of Agriculture, Ministry of Trade, Jobs and Economic Development)
- Extension agent
- Social/ Community Development professional
- Food System Professional

The full report "*Feasibility Assessment for the Proposed Graduate Certificate in Sustainable Food Systems and Security*", which included a thorough analysis of labour market demand was included in the Program Concept Approval package.

### **C. Curriculum:**

<b><i>C1. Describe the skills, knowledge, or other attributes students will develop from the program</i></b>
--

Graduates will leave the program with the ability to –

- Fully grasp the sustainability challenges of our current food system, and urgency for remediation.
- Comprehend, intellectually and functionally, the inherent and operational differences between a reductionists approach and a holistic approach to food systems.
- Implement effective and innovative strategies to advance sustainable food systems.
- Link and integrate environmental science and environmental stewardship with food systems and sustainability/ security.
- Delineate and analyze monetary flows, economic drivers and economic models inherent in and impacting the sustainability of food systems and security.
- Comprehensively understand the health, community, culture and security aspects of food systems.
- Understand and be able to develop effective policies and conceive of community/ region/ nation based solutions to advance sustainability in all aspects of food system.
- Identify and analyze variables that contribute to the complexity of food systems.

## ***C2. Describe the program/course structure***

**Total program credits: 18**

### **Part 1** (12 credits)

- |   |   |           |
|---|---|-----------|
| A | <a href="#">SFSS 6100 Our Food System and Sustainability:</a> | 1 credit  |
| B | <a href="#">SFSS 6110 Environment and Food Systems:</a>       | 4 credits |
| C | <a href="#">SFSS 6120 Food System Economics:</a>              | 3 credits |
| D | <a href="#">SFSS 6130 Food Systems and Society:</a>           | 4 credits |

### **Part 2** (6 credits)

- |   |  |           |
|---|--|-----------|
| E | <a href="#">SFSS 6140 Creating Our Food System Future:</a> | 4 credits |
| F | <a href="#">SFSS 6180 Capstone Project:</a>                | 2 credits |

All program courses will be developed for online delivery. The first course – SFSS 6100 Our Food System and Sustainability serves as prerequisite to all others and will include synchronous delivery components to develop the learning community. Following this course students may take one or more courses before concluding with SFSS 6180 Capstone Project. Program completion can be accomplished in one academic year (course load will be split over three semesters) but can be extended over multiple years. Programs courses will be developed and taught by an interdisciplinary team focused on systems and holistic perspectives. This graduate certificate will be formally articulated with the Royal Roads University- Master of Interdisciplinary Studies program. RRU students seeking this degree with a Sustainable Food System and Security emphasis will be required to earn the KPU graduate certificate. The SFSS 6180 Capstone Project course will require place-based (in-situ) community engagement (i.e. working with community actors) by the student which can tie directly into the RRU MA degree research requirement via online interaction. KPU faculty will supervise student conceptualization, planning and pursuit of their capstone project.

## ***C3. Identify the provincial, national and/or international certifications and standards achieved in the new program, if applicable***

Graduate Certificate

### **D. Program Consultations and Evaluation:**

#### ***D1. List the other provincial post-secondary institutions consulted about the proposed program***

1. University of British Columbia
2. Simon Fraser University
3. University of the Fraser Valley

### **Provide a list and summary of the nature of all other consultations**

The following organizations were provided a written overview of the proposed graduate certificate and given opportunity to provide feedback. All listed provided letters of endorsement.

1. British Columbia Food System Network (NGO)

2. BC Food and Farms (media and information clearinghouse)
3. Association of Kootenay-Boundary Local Government (elected officials and planners)
4. BC Association of Farmers Markets (NGO)
5. Delta School District (public education)
6. Fresh Roots (education NGO)
7. Kimberly Hodgson, Principal- Cultivating Healthy Places (private consulting)
8. Interior Health (BC government)
9. Langley Environmental Partners Society (NGO)
10. Lakehead University- Canada Research Chair, Sustainable Food Systems
11. City of Langley- Local government- planning
12. University of Alberta, Extension Faculty
13. Lillooet Agriculture and Food Society (NGO)
14. Okanagan- Similkemeen Healthy Living Alliance (NGO)
15. Real Estate Foundation of BC (Philanthropy)
16. Richmond Food Security Society (NGO)
17. Sandy Blue, Principal- 2bVentures (private consulting)
18. Surrey Board of Trade
19. Squamish- Lillooet Regional District (local government- planning)
20. Cornelia Sussmann- Vancouver (professional planner)
21. Township of Langley- Local government, planning)
22. University of Toronto- Dalla Lana School of Public Health
23. Wilfred Laurier University- Centre for Sustainable Food Systems

Letters of support from each of the above listed were included in the Program Concept Approval package.

***D2. State whether or not the program meets the program eligibility requirements as outlined at [www.bcsap.bc.ca](http://www.bcsap.bc.ca)***

All eligibility requirements have been met.

***D3. Indicate what policies/procedures are planned for ensuring adequate depth and breadth of ongoing review and evaluation once the program has been implemented***

The program will be subject to ongoing review, evaluation and adjustment per the requirements and processes of KPU and the Faculty of Arts.

***D4. Indicate whether safety and other risk management factors have been addressed where appropriate***

There are no substantive safety or risk factors associated with the proposed graduate certificate program.

**E. Admissions and Transfer:**

***E1. Indicate how the institution plans to ensure students' ability to access the program through transfer***

**Admissions Requirements:**

In addition to the Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement, the following program admission requirements apply:

- Successful completion of a recognized undergraduate\* or graduate degree with a minimum cumulative GPA of 3.33.
- A statement of intent in the program, including relevant studies and work experience. Normally, a minimum of three years of professional experience is required. This statement should be 800 – 1000 words and cover the following:
  - Intellectual and creative interests
  - Personal goals related to the program
  - How one's background contributes to the program
  - Highlight interests in community involvement
- Three references (one academic, two professional) stating suitability for the program

All applicants are assessed by an admissions committee for maturity, fit to the academic program, educational background, and work experience, using the statement of intent and references. Applicants may also be interviewed by a member of the Admissions Committee as part of the application screening process. Meeting the minimum admission requirements does not guarantee admission into the program. For further details about the statement of intent, including submission specifics, visit the department's website at: XXXX

**Transfer:**

Students will not have the ability to transfer into this graduate program of study.

***E2. Describe how students will be able to transfer out of the proposed program into other programs within the same institution or at another institution***

The proposed graduate program has been designed as a stand-alone program, affording opportunity to earn a transcribed KPU credential- (Graduate Certificate). It will, however, be articulated, in its entirety, with Royal Roads University, Master of Interdisciplinary Studies degree program. Should a student elect to pursue the aforementioned RRU degree with an emphasis on sustainable food system and food security, they will be able (required) to apply the entire KPU certificate program to satisfy RRU degree requirements. A

Memorandum of Understanding to this effect between KPU and RRU has been fully executed.

Further, it may be that students in other graduate programs may elect to take this KPU program of study or individual courses therein.

<b><i>E3. Indicate how students will be able to transfer into related degree-level programs, if applicable</i></b>
--

N/A

**F. Other:**

<b><i>F1. Include any additional information not addressed in the sections above that may be helpful in better understanding the major components of the proposal</i></b>
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## KPU Curriculum Consultation Request

### For Category 1 Curriculum Proposals

**To:**

Name: <b>Dean Stephanie Howes</b>	Date: <b>March 19<sup>th</sup>, 2019</b>
Dept./Program:	Faculty: <b>School of Business</b>

**From:**

Name: <b>Dr. Faith Auton-Cuff</b>	Dept./Program: <b>Faculty of Arts</b>
Faculty: <b>Faculty of Arts</b>	Phone: <b>604-599-3076</b>
E-mail: <b>faith.auton-cuff@kpu.ca</b>	

We are proposing a new program and/or curriculum changes for the following courses or programs as detailed on the attached form(s).

Course Number or Program Name:  <b>Graduate Certificate in Sustainable Food Systems Security</b>
--

We anticipate that you may have some interest in these proposals and we would appreciate receiving your comments on this form.

PLEASE RESPOND NO LATER THAN:	<b>March 26<sup>th</sup>, 2019</b>
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## Response

( X ) We support the Proposal. ( ) We have no interest in the proposal.

( ) We **DO NOT** support the Proposal (Reasons must be listed below or appended.).

**Comments (Please type or print):**

**Respondent:**

Name: Stephanie Howes	Dept./Program:
Faculty: School of Business	Phone: 604-599-3252
E-mail: Stephanie.howes@kpu.ca	



## KPU Curriculum Consultation Request

### For Category 1 Curriculum Proposals

**To:**

Name: <b>Dr. Betty Worobec</b>	Date: <b>March 19<sup>th</sup>, 2019</b>
Dept./Program:	Faculty: <b>Science &amp; Horticulture</b>

**From:**

Name: <b>Dr. Faith Auton-Cuff</b>	Dept./Program: <b>Faculty of Arts</b>
Faculty: <b>Faculty of Arts</b>	Phone: <b>604-599-3076</b>
E-mail: <b>faith.auton-cuff@kpu.ca</b>	

We are proposing a new program and/or curriculum changes for the following courses or programs as detailed on the attached form(s).

Course Number or Program Name:  <b>Graduate Certificate in Sustainable Food Systems Security</b>
--

We anticipate that you may have some interest in these proposals and we would appreciate receiving your comments on this form.

PLEASE RESPOND NO LATER THAN:	<b>March 26<sup>th</sup>, 2019</b>
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## Response

( ☒ ) We support the Proposal. ( ☐ ) We have no interest in the proposal.

( ☐ ) We **DO NOT** support the Proposal (Reasons must be listed below or appended.).

**Comments (Please type or print):**

**All good as is. No comments.**

**Respondent:**

Name: Elizabeth Worobec	Dept./Program: FSH
Faculty: FSH	Phone: 2244
E-mail: elizabeth.worobec@kpu.ca	



## KPU Curriculum Consultation Request

### For Category 1 Curriculum Proposals

**To:**

Name: <b>Zena Mitchell</b>	Date: <b>March 19<sup>th</sup>, 2019</b>
Dept./Program: <b>University Registrar</b>	Faculty:

**From:**

Name: <b>Dr. Faith Auton-Cuff</b>	Dept./Program: <b>Faculty of Arts</b>
Faculty: <b>Faculty of Arts</b>	Phone: <b>604-599-3076</b>
E-mail: <b>faith.auton-cuff@kpu.ca</b>	

We are proposing a new program and/or curriculum changes for the following courses or programs as detailed on the attached form(s).

Course Number or Program Name:  <b>Graduate Certificate in Sustainable Food Systems Security</b>
--

We anticipate that you may have some interest in these proposals and we would appreciate receiving your comments on this form.

PLEASE RESPOND NO LATER THAN:	<b>March 26<sup>th</sup>, 2019</b>
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## Response

( X ) We support the Proposal. ( ) We have no interest in the proposal.

( ) We **DO NOT** support the Proposal (Reasons must be listed below or appended.).

**Comments (Please type or print):**

It's exciting to see the first graduate-level credential from the Faculty of Arts! Kudos to the development team. A few comments before this goes forward to Senate for final approval:

- **Implementation:** For clarity I recommend stating the program's implementation date as: *Academic Year 2019/20*, with the *first admission intake projected for Summer 2020*. Also note that page 7 of the document indicates the program starting in the 2018/19 academic year (this should be adjusted to 2019/20). I appreciate that various elements of this proposal were developed over a long period of time, which means some statements such as the one on page 7 may be out of date, and that you may not want to alter the originally signed-off document -- in which case I would make clear in your cover memo to SSCC / Senate the intended implementation date.



- **Admission Cycle:** There is a statement on page 5 that notes “*Grad Certificate Committee to consider admissions in May 2020 for August 2020 start.*”

This timeline is too tight for an admission intake/selection cycle. I would suggest noting the admissions timelines more generally, and simply say “*Graduate Admissions Committee to consider applicants in accordance with standard application timelines for a Summer 2020 start.*” Details can be worked out when specifics about actual implementation are known.
- **Curriculum:** I recommend doing a “find and replace” of all of the references to the 6170 course. Per earlier consultations with the OREG, it was agreed that the capstone course would be numbered 6180 (however I noticed three references to the capstone course as 6170 on page 126 of the document). Also, the capstone course is noted as 6060 on page 8).
- **Fees:** Page 8 of the document notes that this program will require a new fee category. If that is the case, then a new fee category will need to be approved by the Board (by way of [Bylaw 4](#)). Bylaw 4 revisions have already gone to the Board for approval in the setting of fees and fee categories for the 2019/20 academic year, therefore if a new fee category is required for 2019/20, this will need to be sorted out with Finance. Alternatively, rather than establishing a new fee category, you could consider adopting one of KPU’s existing fee categories (however I’m not sure what the impact would be on your costing model? Here are the 9 fee categories that have gone forward to the Board for approval for the 2019/20 academic year:

<u>Category</u>	<u>\$ / credit</u>	
1	\$144.62	<ul style="list-style-type: none"> <li>Existing courses<sup>1</sup> as at September 1, 2011 will remain in Category 1.</li> </ul>
2	\$174.74	<ul style="list-style-type: none"> <li>Courses in the Education Assistant Program.</li> <li>New courses developed for degrees/programs in <u>Faculties</u>, such as Business and Arts.</li> </ul>
3	\$195.18	<ul style="list-style-type: none"> <li>Courses in Bachelor of Design, Product Design.</li> <li>New courses developed for degrees/programs that incorporate smaller classes, labs, and/or studios, e.g. Design, Science, Horticulture and Health.</li> </ul>
4	\$223.37	<ul style="list-style-type: none"> <li>Courses in the Health Unit Coordinator program.</li> <li>New online courses developed for degrees/programs and other specialized programs.</li> </ul>
5	\$276.02	<ul style="list-style-type: none"> <li>Courses in Brewing and Brewery Operations and Health.</li> <li>Courses in Mechatronics and Advanced Manufacturing Technology Diploma.</li> </ul>
6	\$579.09	<ul style="list-style-type: none"> <li>Post-Baccalaureate in Technical Apparel Design.</li> </ul>
7	\$234.09	<ul style="list-style-type: none"> <li>Post-Baccalaureate Diploma in Accounting.</li> </ul>
8	\$318.36	<ul style="list-style-type: none"> <li>Diploma in Traditional Chinese Medicine – Acupuncture.</li> </ul>
9	\$364.14	<ul style="list-style-type: none"> <li>Post-Baccalaureate Diploma in Operations and Supply Chain Management.</li> <li>Post-Baccalaureate Diploma in Technical Management and Services.</li> <li>Graduate Diploma in Business Administration-Green Business.</li> <li>Graduate Diploma in Business Administration-Global Business.</li> </ul>

**Respondent:**

Name: Zena Mitchell	Dept./Program:
Faculty: Office of the Registrar	Phone: 2463
E-mail: zena.mitchell@kpu.ca	





## SENATE

**Agenda Item:** 11.1  
**Meeting Date:** April 29, 2019  
**Presenter:** David Burns

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**Agenda Item:** **AR17: Academic Schedule and Course Timetables Draft Policy and Procedure**

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information
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<b>Recommended Resolution:</b>	<b>THAT Senate recommend that the Board of Governors approve AR17 <i>Academic Schedule and Course Timetables Policy and Procedure</i>.</b>
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**Senate Standing Committee Report:**

At its meeting on April 3, 2019, the Senate Standing Committee on Policy Review recommended that Senate recommend that the Board of Governors approve AR17 *Academic Schedule and Course Timetables Policy and Procedure*.

**Context & Background:**

The 6-week public posting period on the KPU Policy Blog for draft Policy and Procedure AR17 ***Academic Schedule and Course Timetables*** was completed as of November 30, 2018. During the 6-week public posting period from October 19 to November 30, a number of comments were received on the blog. The Senate Standing Committee on Policy Review reviewed the drafts at its November 7<sup>th</sup> meeting and provided feedback. The Senate Standing Committee on Academic Planning and Priorities also reviewed the drafts at its December 7<sup>th</sup> meeting and provided their collective feedback. Following the completion of the public posting period, further stakeholder consultations took place to solicit feedback (see table in “AR17 Blog Response”).

A document with responses to the comments was posted on the [comment section for Draft Policy and Procedure AR17](#) on the KPU Policy Blog. For ease of reference, this document is also included in this submission (see attachment).

As a result of the blog comments and the various consultations, the following revisions have been made:

- The proposed 7am start time ***for classes scheduled during the standard academic term*** has been removed. Note: Trades and Technology maintains the ability to schedule fixed-term courses at 7am, which is why the instructional hours noted in the definitions still includes 7am.

- The range of standard meeting patterns has been expanded.
- Allowance has been made for final exams / assessments to be scheduled beyond what is the current final exam standard meeting patterns for the term.
- Language around the rescheduling of final exams has been clarified.
- Language around accommodations and/or modifications to instructional spaces has been clarified.
- Definitions have been included for “reading break” and “sections”.

**Key Messages:**

1. A document with responses to the comments has been posted on the comment section for Draft Policy and Procedure AR17 on the KPU Policy Blog.
2. The revised draft Policy and Procedure AR17 Academic Schedule and Course Timetables (attached) have received approval from the Provost (policy sponsor) to proceed to the policy approval process.
3. As per Section 35.2(6)(h) of the University Act, draft Policy and Procedure AR17 Academic Schedule and Course Timetables require approval from the Board, with Senate’s advice.

**Implications / Risks:**

Lack of a university-wide strategy and policy framework to optimize Faculty, room and course offerings.

**Consultations:**

See “AR17 Blog Response” document.

**Attachments:**

1. Draft Policy AR17 Academic Schedule and Course Timetables
2. Draft Procedure AR17 Academic Schedule and Course Timetables
3. Policy Timeline AR17 Academic Schedule and Course Timetables
4. AR 17 Blog Response

**Submitted by:**

*Zena Mitchell, University Registrar*

**Date submitted:**

*April 4, 2019*

Policy History
<b>Policy No.</b> AR17
<b>Approving Jurisdiction:</b> Board of Governors, with Senate advice
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b>

## Academic Schedule and Course Timetables Policy

### A. CONTEXT AND PURPOSE

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

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

### B. SCOPE AND LIMITS

1. KPU has three distinct instructional cycles:
  - a. standard terms,
  - b. fixed-terms, and
  - c. continuous intake.
2. This policy sets standards for the creation of the Academic Schedule and the associated Course Timetables for all three instructional cycles, instructional activities and space.
3. University instructional activities include KPU’s Senate-approved course offerings at all academic levels.
4. Scheduling of space for Continuing / Professional Studies, Apprenticeship offerings, non-instructional activities and campus events is outside the scope of this policy.

## C. STATEMENT OF POLICY PRINCIPLES

1. Classes will be scheduled to optimize student access to courses so they are able to complete their studies in a timely fashion.
2. Classes will be scheduled to maximize student choice while minimizing individual schedule conflicts.
3. Classes will be scheduled to make the best possible use of teaching facilities and resources, which reflect student demand. Spaces utilized for instructional activities will therefore be assigned on the basis of room capacity, resource requirements and room characteristics.
4. The University will establish multiple standard meeting patterns in recognition of appropriate pedagogy.
5. When establishing Course Timetables, the University will endeavor to provide all instructional faculty the ability to engage in teaching, scholarly activity and service.
6. Decisions about Course Timetables are based on ongoing assessment and evaluation of space utilization.

## D. DEFINITIONS

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

## E. RELATED POLICIES & LEGISLATION

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

## F. RELATED PROCEDURES

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

Policy History
<b>Policy No.</b> AR17
<b>Approving Jurisdiction:</b> Board of Governors, with Senate advice
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b>

## Academic Schedule and Course Timetables Procedure

### A. DEFINITIONS

1. **Academic Schedule:** The major dates and deadlines of each of the standard terms within the academic year.
2. **Course Timetables:** The lists of Senate-approved courses and the times they are offered in a particular instructional cycle.
3. **Department:** An educational administrative sub-unit of a Faculty and/or School within the university dealing with a particular field of knowledge.
4. **Instructional Activities:** Classes, lectures, laboratories, tutorials, seminars, studios, examinations, clinicals, simulation labs, theory, mentorship, supervised practice, and praxis.
5. **Instructional Days:** Monday to Saturday inclusive.
6. **Instructional Cycles:** The period during which instructional activities occur. There are three instructional cycles at KPU:
  - a. *Standard Term:*  
At KPU, standard terms are defined as Fall (September-December), Spring (January - April) and Summer (May - August). Standard terms also include intersessions. Each intersession is half the length of the full standard term.
  - b. *Fixed Term:*  
Fixed term instructional activities have a fixed start date and end date that are typically different from standard term-based dates.



- c. *Continuous Intake:*  
Studies that utilize rolling admission/registration whereby each student starts and ends courses on an individual basis. Continuous intake offerings have a limited number of seats that are filled as space becomes available.
7. **Instructional Hours:** Monday through Friday 7:00am to 10:00pm and Saturday 8:30am to 7:00pm.  
a. **Daytime Hours:** 7:00am to 4:00pm.  
b. **Evening Hours:** 4:00pm to 10:00pm.  
c. **Peak Hours:** 10:00am to 2:30pm.
8. **Instructional Space:** Space used for Senate-approved instructional activities.
9. **Reading Break:** KPU schedules a Reading Break during each spring term, immediately following the BC Family Day statutory holiday. The Reading Break will not result in the lengthening of the term. No lectures, tutorials, labs or other regularly scheduled course-related academic activities may be held during the Reading Break. In addition, no academic evaluations may be scheduled or have a deadline during the Reading Break. This includes essays, quizzes, tests, examinations, lab reports, or evaluations of any other kind.
10. **Room Regions:** Rooms that may be assigned to a particular Faculty for the purpose of establishing Course Timetables.
11. **Sections:** The dates, times and location within a particular instructional cycle specific to when a course is offered.
12. **Standard Meeting Pattern:** The weekly pattern for the scheduling of a course. This will include the time blocks along with the frequency of meeting times in a given week.
13. **Student:** An individual who is registered in credit courses or has commenced studies in non-credit courses and has maintained his/her eligibility to register.
14. **Service Course:** A course required for programs that doesn't reside in the program's Department and/or Faculty.

## **B. PROCEDURES**

### **1. Academic Schedule**

- a. The Academic Schedule is produced by the Office of the Registrar.
- b. Standard terms are established as 13 instructional weeks in duration, plus the formal final examination period. The number of instructional days of the week (Monday to Saturday, inclusive) will be maximized at 13 per term where possible.
- c. A non-instructional day each January will precede the start of the Spring term for Student Orientation activities.
- d. The impact of statutory holidays will be considered when establishing the length of the term.
- e. When a statutory holiday falls on a weekend, the following work day is observed as the statutory holiday. As such, observing Labour Day, Thanksgiving and Remembrance Day on a Monday will result in a fall term with 11 instructional Mondays. Observing Victoria Day, Canada Day and BC Day on a Monday will result in a summer term with 11 instructional Mondays.
- f. Voluntary withdrawal dates will be consistently established at 66% of the way into the instructional cycle.
- g. A reading break does not reduce the number of weeks within a term. The Spring reading break will align with BC Family Day to minimize the loss of instructional Mondays.
- h. The Academic Schedule will be published for the upcoming and subsequent academic year.
- i. The Academic Schedule will be presented each September to the Senate Standing Committee on Academic Planning and Priorities and subsequently reported to Senate and the Board of Governors.

### **2. Allocation and Assignment of Space**

- a. Allocation of University Space
  - i. The Office of University Space Administration, operating under the authority of the Vice President Finance and Administration, is responsible for strategic space planning related to the allocation and reallocation of university space in consultation with the Provost and Vice President Academic.
- b. Assignment of Instructional Space
  - i. The assignment of instructional space is centrally managed by the Scheduling unit within the Office of the Registrar, based upon the allocation of space as determined by the Office of University Space Administration.
  - ii. A course that is not using its assigned room to its capacity may be reassigned to a smaller room by the Scheduling unit.
  - iii. A Faculty's allocated room region(s) are given first priority to the Faculty to schedule their instructional activities.

- iv. Unassigned instructional space for the term reverts to the Scheduling unit in order to maximize its use for instructional activities.
- v. Any unassigned instructional space that remains available after publishing of the timetable for the term reverts to Facilities Services to allow for room bookings of non-instructional activities.

### **3. Course Timetable**

- a. Courses that have not received Senate approval will not be scheduled as part of Course Timetables.
- b. Course Timetables will be established and published by the Office of the Registrar based on the University's standard meeting patterns.
- c. Courses and Final examinations will be held at times and locations noted in the Course Timetable.
- d. The Course Timetable will be published prior to the start of registration for each instructional cycle.
- e. The Office of the Registrar will produce an annual Timetable Production Schedule to aid academic units in the timely establishment of the Course Timetable.
- f. Every effort will be made to equally distribute classes across all days of the week.
- g. No more than 60% of a Faculty's instructional activities should be scheduled during peak times.
- h. The Office of the Registrar may require that departments change the times of classes as room scheduling complexities warrant.
- i. Changes to the Course Timetable after the publication must be kept to a minimum to provide certainty to students. After the schedule is published, all schedule changes, including section cancellations, must be approved by the appropriate Dean or designate.

### **4. Section Reserves and Restrictions**

- a. **Section Reserves**  
Section reserves are temporary registration limitations placed on designated sections. Reserved capacities are approved by both the department and Office of the Registrar. Reserves are used to manage enrolment to ensure specific registration access for a defined period of time during the registration cycle for the term.
  - i. Reserves are used to assist with enrolment management and can be removed throughout the registration period.
  - ii. Reserves must be established prior to the publication of the Course Timetable.
  - iii. Reserve information must be provided to the Scheduling unit no later than three weeks in advance of the formal registration period.
  - iv. Reserve removal dates are chosen from a list of predetermined dates established by the Scheduling unit and must be selected no later than three weeks in advance to the formal registration period. A request for a removal date not on the list would need to be approved by the Scheduling unit.

- v. If there are multiple reserves on a section, only one removal date is allowed for the group of reserves.
  - vi. Reserves cannot be overridden for students who do not meet the reserve criteria.
  - vii. A waitlist can be set up for students who do not meet the reserve criteria; those students on the waitlist will get first priority for open seats once the reserves are removed.
- b. **Section Restrictions**  
 Section restrictions are limitations placed on designated sections for the duration of the registration cycle for the term. Examples include restrictions for students in particular programs, students who have declared, students in a particular field of study (e.g. majors or minors).
- i. Restrictions are pedagogical and cannot be removed for enrolment purposes.
  - ii. Restriction information must be provided to the Scheduling unit no later than three weeks in advance to the formal registration period.
  - iii. Restrictions can be overridden on a student by student basis.

## 5. Standard Meeting Patterns

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

- Six hour time blocks:
  - a) 6 hour duration classes will start at 10:00, 13:00 or 16:00
  - b) Six hour classes on Mondays will be minimized, due to the frequent occurrence of statutory holidays.
- ii. Intersession Patterns:
  - One-and-a-half hour time blocks, offered as:
    - a) 1.5 hours, four times per week as follows: Tues/Wed/Thurs/Fri
    - b) 1.5 hour duration classes will start at 8:30, 10:00, 11:30, 13:00, 14:30, 16:00, 17:30, 19:00 or 20:30
  - Two hour time blocks, offered as:
    - a) 2 hours, four times per week as follows: : Tues/Wed/Thurs/Fri
    - b) 2 hour duration classes will start at 8:00, 10:00, 12:00, 14:00, 16:00, 18:00, 20:00
  - Three hour time blocks, offered as:
    - a) 3 hours, twice per week as follows: Mon/Wed, or Tues/Thurs, or Wed/Fri
    - b) 3 hour duration classes will start at 10:00, 13:00, 16:00 or 19:00
    - c) Three hour classes on Mondays will be minimized, due to the frequent occurrence of statutory holidays.
- iii. Fixed-term Patterns:
  - Trades instructional activities scheduled on a fixed term instructional cycle are established on a program-by-program basis, based on the length and delivery requirements of the program.
- iv. Meeting patterns for purpose-built spaces:
  - Instructional activities scheduled in purpose-built spaces (such as labs, studios, trades workshops, etc.) may establish meeting times outside of the patterns listed above, in accordance with pedagogical needs. Such purpose-built spaces must be identified within KPU's scheduling software rooming inventory.
- b. Exceptions to the use of standard meeting patterns will only be made upon approval of the Provost and Vice President Academic or designate. The Scheduling unit will provide guidance as to where exceptions could best be accommodated in the Course Timetable.

## 6. Final Exams / Assessments

- a. A formal final examination / assessment period will be scheduled at the end of each instructional cycle and is the only time at which final examinations / assessments may be scheduled.
- b. The scheduling of final examinations / assessments is centrally managed by the Scheduling unit within the Office of the Registrar. Faculties and/or instructors may not schedule their own final examinations / assessments or change the days / time / rooms of their examinations / assessments as posted.

- c. Meeting patterns for final examination / assessments are established by the Office of the Registrar to best facilitate conflict-free exam schedules for students.
- d. Faculty requests for final examinations / assessments will accompany the submission of the Course Timetable for that instructional cycle.
- e. Final examination / assessment dates will be published in the online Course Timetable.
- f. The final examination / assessment period for academic term-based courses will be scheduled to start after a one instructional day break between the last scheduled day of classes and the start of the final examination / assessment period and will run for eight instructional days. The final examination / assessment period for non-term-based programs or courses will be scheduled according to program requirements.
- g. Final examinations / assessments for classes offered in the daytime will normally be scheduled during the day from Monday to Saturday and evenings from Monday to Friday.
- h. Final examinations / assessments for evening classes will, where possible, be scheduled on the same night that the class is held.

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

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

- a. The Provost and Vice President Academic will confirm any rescheduling with the University Registrar and notify the Deans' offices. The Office of the Registrar will notify affected students and faculty.
- b. The University Registrar will delay the end-of-term and academic standing process if necessary.
- c. Final examinations / assessments will be rescheduled as follows:
  - i. If an entire day of final examinations / assessments is to be rescheduled, that day will be moved to the end of the examination / assessment period. If necessary, the examination / assessment period will be extended by one day.
  - ii. If a 3 hour block of final examinations / assessments is to be rescheduled, the portion of the day to be rescheduled will be added to the last day of the examination / assessment period, or if space does not permit, the examination / assessment period will be extended by one day.
  - iii. If two or more days of final examinations / assessments are to be rescheduled, they will be moved to the end of the examination / assessment period in the same sequence as originally scheduled.
  - iv. In the event the University reschedules a final exam/assessment, students with pre-scheduled travel plans should contact their course instructor for approval to make alternate examination / assessment arrangements. Proof of travel will be required. All other students are expected to attend their rescheduled examination(s) / assessment(s) on the rescheduled date. Students, who received approval to not attend the rescheduled examination / assessment will

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

## **8. Responsibility of Academic Units**

- a. Academic units have the responsibility to:
  - i. Provide a term of course offerings to the Office of the Registrar in accordance with the published Timetable Production Schedule.
  - ii. Initiate service course requests with relevant department two weeks prior to the deadline for submission of the term's course offerings to the Office of the Registrar.

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

- a. Instructional employees with a verified need for an accommodation who require modification or reallocation of space may liaise with the Dean's office to work with Human Resources to identify an appropriate room to modify within a Faculty's assigned region of rooms. Human Resources will:
  - i. Engage Facilities and Information Technology regarding requirements for accommodation modifications. Facilities and IT will implement the required modifications to the room.
  - ii. Inform the Scheduling unit to ensure the scheduling software maintains an inventory of temporary and/or permanent instructional space modifications. The Dean's office may request that Scheduling create a rule within the software that pairs the instructional employee with the modified room on an ongoing basis.
- b. In cases where courses are moved to accommodate classroom maintenance or upgrades, every effort will be made to find a suitable replacement space.
- c. Class scheduling will not accommodate requests submitted in order to allow external teaching opportunities for instructional employees. This will apply to all NR1, NR2 or full time and part time regularized faculty.

## **C. RELATED POLICY**

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

**Policy Sponsor:** Provost & Vice President Academic

**Approving Jurisdiction:** Board of Governors, with Senate advice

**Policy Developers:** Zena Mitchell, University Registrar

	Step(s)	Action(s)	Date(s)	Submission Deadline	Completed
1.	Provost (Policy Sponsor)	Seek endorsement from the Provost to proceed to 6-week public posting.	September 2018		<input checked="" type="checkbox"/>
		<ul style="list-style-type: none"><li>PUE</li></ul>	October 17, 2018	October 11, 2018	<input checked="" type="checkbox"/>
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 19 – November 30, 2018		<input checked="" type="checkbox"/>
		<ul style="list-style-type: none"><li>To SSC on Policy Review for discussion/feedback.</li></ul>	November 7, 2018	October 31, 2018	<input checked="" type="checkbox"/>
		<ul style="list-style-type: none"><li>To SSC on Academic Planning &amp; Priorities for discussion/feedback</li></ul>	December 7, 2018	November 9, 2018	
3.	Provost (Policy Sponsor)	Seek endorsement from the Provost to proceed to approval process.	February 21, 2019		<input checked="" type="checkbox"/>
4.	Review feedback, respond to blog comments, and finalize drafts	Review and respond to all posted public comments (if any), finalize draft policy and procedures.			<input checked="" type="checkbox"/>
5.	PUE	Seek endorsement from the PUE to proceed to approval process.	March 14, 2019	March 7, 2019	<input checked="" type="checkbox"/>
6.	Senate Standing Committee on Policy Review	To SSC on Policy for recommendation to Senate.	April 3, 2019	March 27, 2019	<input checked="" type="checkbox"/>
7.	Senate	For recommendation to the Board.	April 29, 2019	April 17, 2019	
8.	Board Governance Committee	For recommendation to the Board.	June 12, 2019	May 29, 2019	
9.	Board of Governors	For final approval.	June 26, 2019	June 14, 2019	



## Consultations/Communication

The following activities related to Draft AR 17 have taken place since the initial drafts were finalized in Oct. 2018\*:

DATE	STAKEHOLDERS
October 17, 2018	KFA was notified of draft AR17 in advance of blog posting
October 17	KSA was notified of draft AR17 in advance of blog posting
October 17	Polytechnic University Executive (PUE) consultation
October 19 – November 30	Drafts were posted for consultation to the Policy blog site
October 26	Arts Faculty Council consultation
November 7	Senate Standing Committee on Policy Review consultation. Summary of discussion was posted to the blog site.
November 8	Student Services Council consultation
November 20	All students were sent an email with a link to the blog site, inviting them to provide comment/feedback.
November 29	Design Faculty Council consultation.
December 7	Senate Standing Committee on Academic Planning and Priorities consultation
December 10	Business Faculty Council consultation
December 13	Timetable Advisory Committee consultation
January 18, 2019	ACA Faculty Council consultation
January 22	Science and Horticulture Faculty Council consultation
February 21	Provost consultation

\* Prior to finalizing the drafts that were posted to the blog site there were a number of additional meetings that occurred with the Deans, Associate Deans, Timetable Advisory Committee and the Policy Working Group that contributed toward the development of the initial drafts.

## Revisions

All comments provided on the blog were reviewed and categorized into various themes. These themes were discussed during the consultations that occurred, and from there, the following revisions were made:

- The proposed 7am start time **for classes scheduled during the standard academic term** has been removed. Note: Trades and Technology maintains the ability to schedule fixed-term courses at 7am, which is why the instructional hours noted in the definitions still includes 7am.
- The range of standard meeting patterns has been expanded.
- Allowance has been made for final exams / assessments to be scheduled beyond what is the current final exam standard meeting patterns for the term.
- Language around the rescheduling of final exams has been clarified.
- Language around accommodations and/or modifications to instructional spaces has been clarified.
- Definitions for have been included for “reading break” and “sections”.

## Additional Notes

- One of the themes related to the use/allocation of space, which this policy is not meant to address. As a point of clarification, the University Space Policy is the policy that outlines applicable procedures.
- Some comments touched on aspects of the policy / procedures related to requirements previously approved by Senate and have therefore not been provided explicit responses. Examples include term duration and timelines for voluntary withdrawal dates.

- In response to questions about specific dates and deadlines, the dates relevant to students are published online each term at <https://www.kpu.ca/registration/dates> and operational dates for individuals and/or units involved in the scheduling/timetabling process are published on the Office of the Registrar SharePoint site: <https://our.kpu.ca/sites/sa/registrar/SitePages/Home.aspx> . In addition, the Senate approved Academic Schedule each term is posted online at: <http://www.kpu.ca/registrar/academic-schedule>



## SENATE

**Agenda Item:** 16.1  
**Meeting Date:** April 29, 2019  
**Presenter:** Zena Mitchell

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**Agenda Item:** Approval of Graduates to April 29, 2019

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information
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<b>Recommended Resolution:</b>	<b>THAT Senate approve the list of graduates to April 29, 2019.</b>
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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 – 20190429

**Submitted by:** Zena Mitchell, University Registrar

**Date submitted:** April 29, 2019

# Graduates for Senate

**SENATE MEETING:** Monday, 29-Apr-2019

## **Graduates from the Chip and Shannon Wilson School of Design**

Post-Baccalaureate Diploma

Post-Baccalaureate Diploma in Technical Apparel Design

**Anna Carla Fritzen Lundgren**

## **Graduates from the Faculty of Arts**

Baccalaureate Degree (Hons)

Bachelor of Arts (Honours), Major in Criminology

**Salehah Hakik**

Co-operative Education Option

Baccalaureate Degree

Bachelor of Applied Arts in Psychology

**Margaret Maria Lucia**

Bachelor of Arts, Major in Criminology

**Aman Singh Bassi**

**Eleni Kottos**

Bachelor of Arts, Major in General Studies

**Shaylene Guichon**

Bachelor of Arts, Major in Political Science

**Theodora-Ekaterini Elena Diamantakis**

**Allison Marguerite Gonzalez Biagi**

Minor in Policy Studies

**Grace Mbabaye**

Bachelor of Arts, Major in Psychology

**Alecia Maria Pike**

Minor in Counselling

Bachelor of Journalism

**Davneet Dhillon**

Associate Degree

Associate of Arts in Criminology

**Michael Hing Yuen Hung**

Associate of Arts in Psychology

**Hariharan Ravi Kumar**

**Shianne Brooke Stangroom**

(in place of Diploma in Arts, approved 25 March 2019)

Diploma

Diploma in General Studies

**Navpreet Kaur Dhot**

**Rashed Pulak Islam**

**Baqir Raza Rajpur**

**Simranpreet Kaur Sandhu**

**Harleen Singh**

**Aiqian Zuo**

Diploma in Music

**Hayden Michael Goss**

(With Distinction)

Concentration in Music - General Studies

Certificate

Certificate in Education Assistant

**Bianca Terezia Di Castri**

(With Distinction)

## **Graduates from the Faculty of Health**

Baccalaureate Degree

Bachelor of Science in Nursing

**Sydney Alexandra Schepikoff**

**Leah Wilson**

(With Distinction)

Certificate

Certificate in Graduate Nurse, Internationally Educated Re-entry

**Michelle Maur Rosales**

Certificate in Health Care Assistant

**Kamalpreet Johal**

## **Graduates from the Faculty of Science and Horticulture**

### **Certificate**

#### **Certificate in Computer Aided Design and Drafting**

**Deepak Bhandari**

Concentration in Structural Drafting

**Abigayle Elizabeth Maxfield**

Concentration in Structural Drafting

**Harvinder Singh Nandha**

Concentration in Structural Drafting

**Harsimerat Singh**

Concentration in Structural Drafting

**Catherine Chui Fun Yu**

(With Distinction)

Concentration in Structural Drafting

### **Citation**

#### **Citation in Computer Aided Design and Drafting**

**Deepak Bhandari**

**Kathleen Glyndale Virtudazo Cano**

(With Distinction)

## **Graduates from the School of Business**

### **Post-Baccalaureate Diploma**

#### **Post-Baccalaureate Diploma in Human Resources Management**

**Rahul Bhatia**

Co-operative Education Option

### **Baccalaureate Degree**

#### **Bachelor of Business Administration in Accounting**

**Karyn Chow**

Co-operative Education Option

**Pravdeep Singh Dhaliwal**

**Ayisha Joyti Parmar**

Co-operative Education Option

#### **Bachelor of Business Administration in Entrepreneurial Leadership**

**Alexander Gordon Dupuis**

**Vickram Singh Hoonjan**

Co-operative Education Option

**Robert James Scott**

(With Distinction)

Bachelor of Business Administration in Marketing Management

**Sean James Louis Jackson**

**Christina Lynne Lowery**

Co-operative Education Option

**Kristi Marie Mellis**

Diploma

Diploma in Accounting

**Abdul Faheem**

Diploma in Business Administration

**Hui Wen Su**

Diploma in Business Management

**Michael James Vandergoot**

Diploma in Computer Information Systems

**Ronald Tze-Chun Chan**

Co-operative Education Option

**Kevin Christopher Chiang**

Co-operative Education Option

Diploma in General Business Studies

**Brent William Deck**

Certificate

Certificate in General Business Studies

**Calvin Chun**



## SENATE

**Agenda Item:** 16.2  
**Meeting Date:** April 29, 2019  
**Presenter:** Zena Mitchell

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**Agenda Item:** Election: Vice-Chair of Senate

**For Information**

University Act, Section 42:

*The senate shall make and publish all rules necessary and not inconsistent with this Act in respect of nominations, elections and voting, and the registrar shall conduct all elections as are required.*

Senate Bylaw 4.01:

*Each year at the April meeting, voting members of the Senate will elect a Vice-Chair from within the Senate's voting membership.*

**Key Messages:**

1. The term of office for the 2019/20 election of Senate Vice Chair begins September 1, 2019 and ends August 31, 2020
2. Any Senator whose Senate term is concurrent with the term for which a Vice-Chair of Senate is being elected is eligible to be nominated

**Consultations:**

Zena Mitchell, University Registrar, informed Senate of the upcoming election on March 25, 2019.

**Attachments:**

Vice-Chair of Senate Job Duties

**Submitted by:**

*Zena Mitchell, University Registrar*

**Date submitted:**

*April 17, 2019*





## POSITION DESCRIPTION

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**POSITION:** Vice-Chair, Senate

**DATE:** November 26, 2012

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### GENERAL ACCOUNTABILITIES

1. In accordance with the *University Act*, the Vice Chair substitutes for the President in the role of Chair at Senate meetings which the President cannot attend. The Vice Chair also assists the Chair with duties associated with Senate role.
2. The Vice Chair acts as liaison between Faculty Councils, Faculty, Senate Standing Committees and Senate and where requested, Board of Governors, and ensures that Chair has clear overview of the matters under discussion at any particular time, and:
  - a) Attends Faculty of the Whole meetings and Faculty Council meetings as required and,
  - b) Attends all Senate meetings and various Senate Standing Committees meetings which deal with the detail of the matters arising from Senate.
  - c) Where appropriate, acts as Chair to a Senate Standing Committee if the elected Chair is unavailable.
  - d) Provides important information to the Standing Committees about any relevant discussion which has taken place at Senate itself. Prepares for meetings by reviewing materials, research and provides input as required during committee meetings.
  - e) Acts as conveyer of information and processes between standing committees and other committees, i.e. working groups and task forces of Senate, where information cannot be conveyed in writing. Understands relevant background information and understanding of context which can only be gained through full immersion in governance and related processes. Maintains a high level of confidentiality as required.
  - f) Acts as the faculty first point of contact for Senate. Discerns where and to whom to direct queries/requests/concerns and provide direction with respect to next steps. In many instances not only troubleshoots or directs, but also deals directly with issues.
  - g) Troubleshoots issues between faculty and Senate and Faculties and Faculty Councils. Works with individuals to mitigate said issues. Advises Faculty Councils as to how other faculty councils are dealing with specific issues.
3. The Vice Chair liaises with the Office of the Provost with regard to emerging academic matters and policy development with regard to the process of discussion by appropriate Senate Standing Committees and Senate.
4. In conjunction with the Secretariat, the Vice Chair ensures that changes to course outlines approved by SCC have been made, and signs off accordingly.
5. In conjunction with the Secretariat and the Office of the Provost, the Vice Chair develops and offers orientation sessions to new Senate members.
6. When suggestions are put forward by Senate to develop new standing committees, the Vice Chair undertakes research to determine best practices and brings forward recommendation to Senate Governance Committee. As required, the Vice Chair deals with issues that arise.
7. The Vice Chair liaises with, and participates in external institutional Senate panel discussions and retreats in order to share ideas, discuss common issues and benefit from each other's experiences.



## SENATE

**Agenda Item:** 16.3  
**Meeting Date:** April 29, 2019  
**Presenter:** Zena Mitchell

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**Agenda Item:** Senate and Board of Governors Election Report

<b>Action Requested:</b>	<input type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information
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**Context & Background:** The University Act Sec 16 (1) states: *The registrar must report the results of the election to the senate at its first meeting following the election.*

## SENATE ELECTION RESULTS, APRIL 16, 2019

### FACULTY

**Faculty of Academic and Career Advancement** Randal Thiessen  
Term: September 1, 2019–August 31, 2022

**School of Business** Robert Ironside  
Term: September 1, 2019–August 31, 2020

**Faculty of Health** Catherine Schwichtenberg (acclaimed)  
Term: September 1, 2019–August 31, 2022

**Faculty of Science and Horticulture** Rebecca Harbut (acclaimed)  
Term: September 1, 2019–August 31, 2022

**Faculty of Trades and Technology** Bob Davis (acclaimed)  
Term: September 1, 2019–August 31, 2022

### PROFESSIONAL SUPPORT STAFF

Herbie Atwal (acclaimed)  
Term: September 1, 2019–August 31, 2022

## STUDENTS

Mansi

Term: September 1, 2019–August 31, 2020

Gurpreet Sabharwal

Term: September 1, 2019–August 31, 2020

Two vacant student seats remain, to be filled during the Fall 2019 byelection.

## BOARD OF GOVERNORS ELECTION RESULTS, APRIL 16, 2019

**Student** Samantha Jack  
Term: September 1, 2019–August 31, 2020

**Student** Taylor Lanthier  
Term: September 1, 2019–August 31, 2020

**Submitted by:** *Zena Mitchell, University Registrar and Chief Returning Officer*

**Date submitted:** *April 16, 2019*