Kwantlen
POLYTECHNIC UNIVERSITY

Senate Committee
Academic Priorities & Planning

Monday, March 23, 2009
4:00 – 7:00 pm
Room G-2110, Surrey Campus

AGENDA

1. Confirmation of Agenda

2. Approval of Minutes of February 16, 2009

3. Work Plan

4. Institutional Analysis & Planning   Kathleen Bigsby

5. Proposed Agendas

    5.1. April 20 – Deans' Presentations
    5.2. May 11 – Enrolment Management
    5.3. June 22 –
        5.3.1. Review 09/10 priorities
        5.3.2. Establish sub-committees
        5.3.3. Summer goals

6. Items for Discussion

    6.1. President's Task Force on Mission & Mandate   Wade Deisman
    6.2. SSC on Curriculum   Dana Cserepes
    6.3. SSC on University Budget   Harj Dhaliwal

7. Adjournment

Next Meeting
April 20, 2009
4:00 – 7:00pm
G-2110

Attachments

1. Minutes February 16, 2009
2. Work Plan
3. Policy L.10 – Principles for Program Prioritization
4. 2008/09 2010/11 Accountability Plan and Report (to follow)
5. Suggested components of Faculty/Division/School/College Plans

Kwantlen
POLYTECHNIC UNIVERSITY

Senate Standing Committee on Academic Planning & Priorities

Monday, February 16, 2009
4:00 – 7:00pm
Room G-2110 Surrey

Minutes

Present:
    Heidi Abramyk
    Kathleen Bigsby
    Patrick Brouwer
    Brian Carr
    Dana Cserepes
    Bob Davis
    Wade Deisman
    Rob Fleming
    Aysha Haq
    Stephanie Howes
    Sooz Klinkhamer
    Judith McGillivray
    Robin Russell
    Paul Tyndall
    Joel Whittemore

Regrets:
    David Atkinson
    Arvinder Bubber

Guests:
    Sandi Klassen
    Karen Metzger
    Takashi Sato

Recorder: Elizabeth Merritt, University Secretariat

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1. **Confirmation of Agenda**
   The agenda was confirmed by consensus.

2. **Committee Mandate & Membership**
   The mandate and membership list were distributed. The mandate document includes Resolution #12 approved by Senate October 6, 2008 which identifies the common features for all Senate committees including the stipulation that each Senate committee must be chaired by a Senator on the committee (http://www.kwantlen.ca/__shared/assets/Resolutions_approved_Oct_6_08_-_39577.pdf)..

3. Academic Planning & Priorities

Judith McGillivray provided an overview of academic planning in the University context as well as in the historical context of Kwantlen. In relation to the University Mandate, the Academic Plan is the major planning document that drives the development of all areas of the University, including its business plan, resource allocation, technology, human resources, space allocation, etc. It provides the context within which programs are developed and delivered and which support the mandate and strategic direction of the University. The Senate Standing Committee on Academic Planning & Priorities will develop the guiding principles to provide strategic direction in planning for the future of the whole institution.

Faculty Councils will be the major decision making bodies for faculty. They will generate ideas and program needs.

Discussion followed about the role of the committee, the development and role of faculty councils, and access to information to support the work of both groups.

Action:
- Judith will provide the following documents to members of the committee
  - Deans' document
  - Surrey Solution
- Kathleen will provide the committee with demographic information as needed.

4. Budget

4.1. Budget Orientation

Gordon Lee provided the committee with a budget orientation presentation, giving a general overview of the factors determining the Kwantlen budget. This information, including budget timelines, is available online at:
http://www.kwantlen.ca/finance/budgeting_assurance.html.

The committee discussed the budget process and development timeline, available funding, past practices, transition to university status, budget transparency, and the change from working with a defined operating budget model to the new consolidated budget model.

5. Election of Chair of Senate Standing Committee on Academic Planning & Priorities

Joel Whittemore was acclaimed Chair of the SSCAPP. This recommendation will be forwarded to Senate on February 23, 2009 for approval.

6. Adjournment

The meeting adjourned at 6:30pm.

Senate Standing Committee on Academic Planning & Priorities
Work Plan

		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	As Req.
1	Advise Senate on the mission statement and the educational goals, objectives, strategies and priorities of the **University**	X										
2	Following consultation with the SSC on Curriculum and the SSC on the University Budget, advise Senate on the establishment, revision or discontinuance of educational **programs** and other curricular changes requiring Senate approval											
3	Following consultation with the SSC Curriculum and the SSC on the University Budget, advise Senate on the priorities for implementation of new **programs** leading to certificates, diplomas and degrees											
4	Following consultation with the SSC Curriculum and the SSC on the University Budget, advise Senate on the establishment or discontinuance of **Faculties**, Schools, Divisions and Departments of the University											
5	Following consultation with the SSC on the University Budget, advise Senate on the establishment, revision or discontinuance of **research centres**, institutes, and research chairs and professorships, and other research-related matters requiring Senate approval											
6	Following consultation with other relevant standing committees, review and advise Senate on the terms of affiliation, articulation and other contractual agreements with other **post-secondary institutions**											
7	Following consultation with the SSC on Curriculum and the SSC on the University Budget, and any other relevant standing committees, advise senate on the number of students that may be accommodated by the university and policies for **enrolment management**											
8	Advise Senate on policies and processes for the development, review, implementation and communication of **educational plans** that support the priorities of the University											
9	Advise the SSC on the University Budget on the academic priorities for the **allocation of funds**			X			←	X				
10	Review the reports and recommendations of the SSC on **Program Review** and advise Senate on actions											
11	Establish such **subcommittees** as needed to fulfill the Committee's responsibilities											X
12	**Other duties** as assigned by Senate											X

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POLYTECHNIC UNIVERSITY

POLICY

TITLE: Principles for Program Prioritization

APPROVED BY: Board of Governors

EFFECTIVE: November 21, 2007

REVISED:

RELATED POLICIES:

B.11, Program & Curriculum Development Change
B.12, Program Review

Purpose

The purpose of this policy is to outline general principles for program prioritization relating to the implementation of new programs leading to certificates, diplomas or degrees.

Scope

This policy applies to all programs at Kwantlen Polytechnic University being considered for implementation. Programs must align with priorities as identified in current institutional planning documents (including, but not necessarily limited to the Strategic Plan, the Academic Plan, and the Accountability Plan and Report), and adhere to the following general principles.

PRINCIPLES

1. RESPONSIVENESS TO STUDENT NEEDS

A program should . . .

- address educational needs of new and / or continuing students at Kwantlen Polytechnic University;
- establish appropriate entrance and exit requirements; and
- incorporate measures to support student preparation and success.

2. INSTITUTIONAL MANDATE

A program should . . .

- align with priorities as identified in current institutional planning documents;
- create opportunities for students to transition to and from current programs.
- support the achievement of strategic research and scholarship goals; and
- support the mission, values and strategic objectives of Kwantlen Polytechnic University;

3. SUSTAINABILITY

A program should . . .

- demonstrate that all required financial resources are projected to be available during start-up and for continuing operation; and
- demonstrate that an appropriate number of faculty with the appropriate range of expertise are projected to be available to ensure the continuity, stability, and ongoing rigour of the proposed program.
- provide clear evidence (local or national trends, regional demographics, labour market assessments, etc.) indicating that student enrolment and completion rates will be sufficient to ensure long-term program viability;

4. QUALITY ASSURANCE

A program should . . .

- demonstrate that faculty engaged in ongoing research and / or scholarship are projected to be available to instruct courses requiring specific expertise as per institutional and ministerial guidelines and in accordance with expectations of accreditation, program approval, and / or program review authorities.
- identify appropriate benchmark programs and / or criteria in order to measure program quality; and
- incorporate learning outcomes, essential skills, leadership and service experiences, and breadth of perspective within the curriculum;
- support quality improvement goals of instructional and curriculum excellence;

Appendix B

Components of Faculty / Division / School / College Plans

Details of plans should include, but not necessarily be limited to, the following:

1. An overview of the Faculty / Division / School / College

   Include names and positions of key personnel, and a brief synopses of each program / department / credential and their support areas.

2. Highlights of the Faculty / Division / School / College

   Describe the accomplishments of your Faculty / Division / School / College over the past three years.

3. Challenges of the Faculty / Division / School / College

   Describe challenges faced by the Faculty / Division / School / College over the past three years and the potential impact this may have on future years.

4. Summary of Quantitative Data on Programs

   a. Students and Graduates

      Develop tables outlining the anticipated number of students (full-time and part-time), number of graduands, and, where applicable, number of course enrollments or sections for 2007/2008—with proposed changes for 2008/09, 2009/10 and 2010/11.

      Develop an enrollment plan for each department / discipline and estimates of the number of graduands (by credential) anticipated for 2008/09, 2009/10 and 2010/11.

   b. Faculty and Staff

      Develop faculty and staff plans that include the number of regular (full and part time) faculty as well as the potential number of TR2 positions in each program area as reflected in the base budget, as well as proposed changes for 2008/09, 2009/10, and 2010/11. Unanticipated demand or programs not receiving core funding are not part of this scenario.

5. Quality Learning Environment

Identify how your Faculty / Division / School / College will address education quality measures as outlined in *Creating Our Future: Kwantlen Action Plan 2007*, Kwantlen's *Service Plan 2006/07 – 2008/09*, and the Kwantlen University College 2007/08 - 2009/10 Accountability Plan and Report.

Identify innovative processes and practices that will be developed and / or implemented to enhance the transformational learning of our diverse students.

Develop faculty and staff professional development priorities and plans. These may include provisions for faculty to engage in educational upgrading programs, initiatives in support of teaching and learning, etc.

6. Research and Scholarship

Summarize the current research and scholarship activity in your area by students, faculty and staff.

Identify innovative research and scholarship processes and practices that will be developed and / or implemented to enhance the transformational learning of our diverse students and that are reflective of the principles of research and scholarship at Kwantlen (Refer to the Office of Research and Scholarship).

7. Physical Facilities and Capital Equipment

Summarize the amount of physical space and capital equipment attached to the core activities of your area and identify any issues that need to be addressed to support the operation of your programs and the enhancement of the overall learning environment for students, faculty and staff.

8. Service and Support

Summarize the current status of service / support required by your area and identify any issues that need to be addressed in order to attract, support and retain students and facilitate their success.

9. Environmental Scan and Current Issues Driving Change

Identify contexts and major issues that will impact your area, including economic and social trends, business cycles, industry trends, and demands for services (Refer to *Environmental Scan 2006* and Appendix A).

10. Setting Priorities

Identify key programs, professional development, educational quality, research and scholarship, and capital resource priorities for each of 2008/09, 2009/10 and 2010/11. Include information on significant program changes under development for consideration and the rationale for such changes.

11. Beyond the Academic Plan

Identify issues or areas of programming that you will be investigating that do not currently fit into the Academic Plan.

Kwantlen
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Senate AP&P Committee
Attendance, Date: ___Mar 23/09___

	NAME	PRESENT	ABSENT
1.	Abramyk, Heidi		✓ sick
2.	Atkinson, David		✓
3.	Bigsby, Kathleen	.	
4.	Brouwer, Patrick		
5.	Bubber, Arvinder		✓
6.	Carr, Brian		✓ away
7.	Cserepes, Dana		
8.	Davis, Bob		
9.	Deisman, Wade		
10.	Dhaliwal, Harj		
11.	Fleming, Rob		✓ away ?
12.	Haq, Aysha		
13.	Howes, Stephanie		
14.	Klinkhamer, Sooz		
15.	McGillivray, Judith		
16.	Russell, Robin		
17.	Tyndall, Paul		
18.	Whittemore, Joel		
19.			
20.			
21.			
	Elizabeth Merritt/Recorder		

03/23/09