**Senate Standing Committee on Academic Planning & Priorities**

**Friday, December 12, 2014**
**9am - Noon**
**Surrey Campus, Cedar 2110**

## AGENDA

1. **Call to Order/ Robert Wood**

2. **Confirmation of Agenda**

3. **Approval of Minutes – September 12, 2014 and November 7, 2014**     **Attached**

4. **Pending Business**

5. **Chair's Report**

6. **Revised SSCAPP Mandate / Robert Wood**     **Attached**

7. **Bachelor of Design in Fashion & Technology:  Block Transfer Articulation**     **Attached**
   **Agreement with the University of the Fraser Valley's Fashion Diploma**
   **program**

8. **Guidelines for Ethics Review of Course Based Research**     **To be distributed**

9. **Update on faculty without a Faculty proposal / Jennifer Au**

10. **Items for Discussion**

11. **Adjournment**

**Next Meeting**
    **Friday, January 9, 2015**
    **10:30 am - Noon**
    **Surrey Campus, Cedar 1140**

# MINUTES

## Senate Standing Committee on Academic Planning and Priorities (SSCAPP)

Friday, September 12, 2014, 9am

**Surrey Campus, Cedar Building, Room 2110**

**Present:**

Button, Steven
Davis, Alan
Deisman, Wade
Freeman, Tru
Matthewson, Don
Penhorwood, Jan
Wood, Robert /Chair
Robertson, Carolyn

**Ex-Officio / Non-voting:**

Au, Jennifer
Fee, Jane
Ferreras, Sal
Fallick, Arthur
McElroy, Lori

**University Secretariat:**

Akinwumi, Olu

**Regrets:**

Cserepes, Dana

**Guests:**

Chan, Josephine
Mitchell, Zena

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1. **Call to Order**

   The meeting was called to order at 9:00am.

2. **Confirmation of Agenda**

   **Moved by Carolyn Robertson; seconded by Steven Button THAT the agenda be confirmed.**

   **Motion Carried**

3. **Approval of Minutes – April 11, 2014 & June 20, 2014**

   **Moved by Carolyn Robertson; seconded by Steven Button THAT the Minutes of the April 11, 2014 and June 20, 2014 meeting be approved with revisions to the June 20, 2014 Minutes.**

   **Motion Carried**

4. **Pending Business.**

   See item 7.

5. **Chair's Report**

   The Chair stated that it will be a very busy year for SSCAPP. Work will be done to prioritize items that the Committee will be dealing with. Workshops are being planned so that the University community can be informed about important issues that SSCAPP will be dealing with.

6. **Information on the University Pathway Model**

   Jane Fee, Deputy Provost and Zena Mitchell, Project Director, University Transitions presented a memo to SSCAPP with information on the University Pathway Model.
   A member questioned if the Pathways will be program or Faculty specific. Dr. Fee confirmed that these are Faculty Pathways. Decisions regarding program specific pathways will be left to the individual programs to make. Prerequisite structures may need to be simplified so that some of the barriers to registering for specific courses are reduced.
   A member asked if English as a Second Language (ESL) could be adapted in the context of pathways and made fee bearing - as qualifying studies. Sal Ferreras, Provost and Vice President, Academic confirmed that a proposal regarding ESL and other such programs is currently being considered.
   Steven Button, Student Senator expressed support for the Pathway Model. He felt that it will be very encouraging for students on the Pathway to be admitted directly into a Faculty of their choice rather than a pre-program.
   Another member asked if there will be a way of tracking the success of the program in terms of retention. Lori McElroy, Executive Director, Institutional Analysis and Planning confirmed that this will be done. She also stated that a retention initiative is being embarked upon.

7. **The Year Ahead & Review of SSCAPP Mandate**

   Alan Davis, President identified matters for SSCAPP to focus on this year. These are:
   - Review of the Committee's mandate -what is the role of SSCAPP in decision making around academic matters? There is a need to fill in vacuums regarding the governance of academic issues.
   - Teaching and Learning plus Research and Scholarship – Senate needs to focus on these core activities. Issues around Teaching and Learning plus Research and Scholarship currently do not have an elevated forum and do not get discussed at Senate. Faculty must be effectively supported with their teaching and a coherent approach to Teaching and Learning needs to be employed within KPU.
   - A strategy for flexible learning needs to be developed. KPU has strength in this area and should be at the forefront.
   - Office of Research and Scholarship requires a governance body.
   - Academic Plan – A Work Plan has been developed by the Provost for SSCAPP so that the Academic plan can be overseen, tracked, and commented on as it evolves.
   - Open education – Open text involvement and open education involving the creation of open credentials and open degrees and partnerships such as Thompson Rivers University proposal was reviewed by SSCAPP at its June meeting.

   At its June 2014 meeting, SSCAPP carried out a partial review of its mandate. Dr. Davis confirmed that Senate Governance Committee has also commenced a review of SSCAPP's mandate.
   Members offered their thoughts on what SSCAPP's mandate should cover.
   - Consider whether education technology should be part of SSCAPP's purview as 'technology drives the business'.

- The Academic Plan needs to feature centrally in the mandate of SSCAPP. Much of the Committee's role is captured in the Academic Plan.
- SSCAPP needs to be more forward thinking and forward looking. SSCAPP is more of a governance body and should do more vision setting. If this is the case, the line of the mandate of SSCAPP has to be changed so that it takes into context the evolution of the institution – with Vision 2018, the Strategic, Academic, and Resources Plans.
- Given that admission requirements have been disentangled from curriculum, and admissions are now set at Faculty level, admissions requirements should no longer be reviewed by Senate Standing Committee on Curriculum.
- Processes to execute the Committee's mandate need to be documented.

**ACTION:**
- **Robert Wood will work with Wade Deisman, Alan Davis, and Sal Ferreras to arrange a workshop for reviewing the mandate of SSCAPP at the next meeting.**

It was noted that Senate Governance Committee plans to submit the revised SSCAPP mandate to Senate in January 2015.

## 8. Program Discontinuation: Graduate Nurse Re-Entry Program

Tru Freeman, Dean, Faculty of Health stated that admissions to the program have been declining over the years. The last intake was in Spring 2014. Any students remaining after the program is discontinued will be directed to Thompson Rivers University. The College of Registered Nurses of British Columbia has been consulted regarding the proposal to discontinue the program. Senate Standing Committee has endorsed this request and it will be forwarded to Senate Standing Committee on University Budget on September 19, 2014 for consideration.

**Moved by Tru Freeman; seconded by Carolyn Robertson THAT SSCAPP endorse the request for the Discontinuation of the Graduate Nurse Re-Entry Program and recommend it to Senate for approval.**

**Motion Carried**

**Abstained – Wade Deisman**

## 9. Items for Discussion

- Alan Davis advised the Committee that the installation of KPU's second Chancellor will take place on October 1, 2014. He noted that it is a very important event that reflects a great milestone in the evolution of the University. Dr. Davis mentioned that so far, very few people have confirmed their attendance at the event.

  A member suggested that Dr. Davis send out further communication to the University Community emphasizing the importance of the event. Detailed information regarding the agenda should also be communicated.

- Sal Ferreras presented a work plan for the Office of the Provost. It lays out the issues that will be dealt with by various governance bodies in KPU. Items will be coming to SSCAPP for information or review as indicated in the document. An update will be provided to SSCAPP in December 2014 and June 2015.

- A member raised the issue of conflict between SSCAPP's scheduled meetings and faculty teaching schedules. It was stated that conversations need to be held with deans and members so that Committee members have their teaching scheduled such that they can be available for meetings. The Committee noted that only one faculty member on SSCAPP is currently experiencing this conflict.

- The Chair noted that this is Olu Akinwumi's last meeting, as she will be leaving KPU at the end of September. Ms Akinwumi was thanked for her work on the Committee.

## 10. Adjournment

The meeting adjourned at 10:42am.

# MINUTES

## Senate Standing Committee on Academic Planning and Priorities (SSCAPP)

Friday, November 7, 2014, 9am

**Surrey Campus, Cedar Building, Room 2110**

**Present:**

Davis, Alan
Wood, Robert /Chair
Robertson, Carolyn

**Ex-Officio / Non-voting:**

Au, Jennifer
Cserepes, Dana
Fee, Jane
Fallick, Arthur
McElroy, Lori

**University Secretariat:**

Maxwell, Wendy

**Regrets:**

Cheema, Amandeep
Ferreras, Sal
Freeman, Tru
Matthewson, Don
Penhorwood, Jan

**Guests:**

Chan, Josephine
Phillips, Judie

1.  **Call to Order**
    The meeting was called to order at 9:13 am.

2.  **Confirmation of Agenda**
    The agenda was accepted.

3.  **Approval of Minutes – September 12, 2014.**
    Deferred to the next meeting.

4.  **Pending Business.**
    None.

5.  **Chair's Report**
    None.

6.  **GV9, Establishment and/or Discontinuance of Faculties and Departments Policy AND**
7.  **AC10, Establishment, Revision, Suspension and/or Discontinuance of Programs Policy**
    Many comments have been posted on the Policy blog for both Policies.  Sal Ferreras has asked whether the policies are necessary, because there already is a set of existing practices.  Recently, two programs were discontinued that came to this committee and SSCC, which had adequate discussion at both venues.  Sal Ferreras suggests having a set of

guidelines instead. Some programs are still on the books, and have not been officially discontinued because there is no policy.

It was agreed that it is a good idea to have a policy, to provide guidance if there are any contentious issues. The creation of the Faculty of Arts was challenging and a policy would have made it simpler. In 2009, when a new Faculty of Library and Student Engagement Services was proposed, it was noted that there was no policy.

**Action:**
**Robert Wood will send a memo to Sal Ferreras and Jane Fee, stating that this Committee believes that GV9 and AC10 are required.**

In GV9 Procedure 3a, it was suggested that the wording be changed to "The Dean, as Chair of the Faculty in which the proposed new Department will be housed…"

**Action:**
**Robert Wood will forward this suggested wording change to Sal Ferreras and Jane Fee.**

8. **SSCAPP Mandate**
   The draft mandate is the outcome of a meeting with Robert Wood, Alan Davis, Jennifer Au, and Dana Cserepes. The following is a summary of the discussion:
   - This is one of the most important Committees at the University because it looks at all academic aspects of the University, from curriculum to enrolment; it draws together input from several other Standing Committees, including Budget and Curriculum
   - This draft mandate attempts to streamline what the Committee does, and highlight the importance of that work
   - This is the only Committee that deals with Teaching & Learning and Research & Scholarship
   - Suggestion to have an International and Partnerships Subcommittee, as well as Strategic Enrolment Management Subcommittee
   - Suggestion to add VP Students as an ex officio non-voting member
   - Enrolment management tools, such as those dealing with English Language requirements, would come to this committee for discussion
   - The Senate Standing Committee on Curriculum (SSCC) deals with revising admission requirements within specific programs, e.g. prerequisites, but not necessarily enrolment management
   - This Committee ought to decide on the programming profile for the institution. e.g. Criminology and Accounting are the most cost effective programs; Science and Design are very expensive; this Committee will be involved as part of its "Planning and Priorities" mandate
   - Discussed the Academic Plan and Faculties' vision, if they have one, and where they intersect with this committee
   - Discussed the importance of integrated planning
     o Each Faculty has its own Academic Plan which are not necessarily aligned with the Institutional Academic Plan
     o Faculty Plans need to be in the context of the academic profile
     o Plans need to be finalized in a timely fashion so that operational decisions can be made

- An Academic Plan Implementation Task Force is being formed, with representation from each Faculty
- This Task Force will not be dealing with strategic enrolment
- Strategic enrolment cannot be done in a vacuum
- The President has said that the academic profile will be built on the premise that programs will be self-recovery
- Should there be a reference to the Academic Plan or Vision 2018 or the Government Blueprint for Skills in the Mandate? There may be other influences that are important as well.
- The mandate does not say that SSCAPP will create an academic profile; this could have been included in the Academic Plan, but it wasn't; it might fall under "other duties as assigned by Senate"
- There was a suggestion to start over by thinking about what does this Committee do and how does the Committee do it,
- It was suggested to add "advise senate on whether academic proposals are aligned with existing plans and strategic documents", possibly as a second bullet
- The first bullet states the overall mandate

**Action:**
**Robert Wood and Jennifer Au will redraft the SSCAPP mandate, taking into consideration the discussion.**

It was noted that there is no mention of Teaching & Learning and Research & Scholarship sub-committees, and possibly others. Both Teaching & Learning and Research & Scholarship used to be standing items on the agenda for this Committee.

**Action:**
**Robert Wood and Arthur Fallick will clarify how Teaching & Learning and Research & Scholarship issues will be addressed.**

9. **Items for Discussion**
   None.

10. **Adjournment**
    The meeting adjourned at 11:31 am.

**Senate Standing Committee on Academic Planning and Priorities**

**Mandate**

The details of the mandate as shown below are driven directly by Section 35.2 (6) (a),(b),(d),(e),(k),(l) and Section 27 (2) (i),(j),(k),(r) of the University Act, and they have been outlined below for clarity.

1. Advise Senate on the mission statement, goals, objectives, strategies and priorities as defined within the University Academic Plan.
2. Following consultation with the Senate Standing Committee on Curriculum and Senate Standing Committee on the University Budget, advise Senate on the establishment, suspension and/or discontinuance of educational programs.
3. Advise Senate on the priorities for implementation of new programs leading to citations, certificates, diplomas, degrees and post- baccalaureate credentials.
4. Advise Senate on the establishment or discontinuance of Faculties, Schools, Divisions and Departments of the University.
5. 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 terms of affiliation, articulation and other contractual agreements with private and industry sponsored training organizations.
7. Following consultation with the Senate Standing Committee on the University Budget, advise Senate on the number of students that may be accommodated by the university and policies for enrollment management.
8. Advise the Senate Standing Committee on the University Budget on the academic priorities for the allocation of funds.
9. Establish such subcommittees as needed to fulfill the Committee's responsibilities.
10. Other duties as assigned by Senate.

**Common Features for all Senate Committees**

(Resolution #12 approved by Senate, October 12, 2008)

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

**Membership**

**Chair:** Elected by the committee

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

**Voting Members**

- Chancellor
- President
- One faculty member from each Faculty
- One faculty member who is not a member of a Faculty
- One professional support staff
- Two students, one of whom shall be a student senator

**Ex Officio Non-Voting**

- Chairs of the Senate Standing Committee on Curriculum and Senate Standing Committee on the University Budget
- Provost and Vice President, Academic, or designate
- *Associate Vice President, Research and Scholarship*
- *Vice Provost, Teaching and Learning*
- *Director, Institutional Analysis and Planning*
- Vice Chair of Senate

**Terms of Office**

senators – three year term

faculty members – three year term with one-third of the faculty to be selected each year

professional support staff - three year term

student and student senator - one year term

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

The committee has determined that it requires a minimum of three (3) senators as members.

**Administrative Support:** University Secretariat

**KWANTLEN POLYTECHNIC UNIVERSITY**

## MEMORANDUM

| | |
|---|---|
| TO: | **Senate Standing Committee on Academic Planning & Priorities (SCAPP)** |
| FROM: | Brenda Snaith, Curriculum Committee Chairperson, The Chip & Shannon Wilson School of Design |
| COPY: | Carolyn Robertson, Dean, The Chip & Shannon Wilson School of Design |
| | Andhra Goundrey, Coordinator, Bachelor of Design in Fashion & Technology (FASN), The Chip & Shannon Wilson School of design |
| DATE: | December 1, 2014 |
| SUBJECT: | Bachelor of Design in Fashion & Technology:  Block Transfer Articulation Agreement with the University of the Fraser Valley's Fashion Diploma program |

At the November 2014 Wilson School of Design Curriculum Committee meeting, Fashion & Technology's (FASN) request to set up a block transfer articulation agreement with the University of the Fraser Valley's (UFV) Fashion Diploma program was approved.  Implementation date is January 1, 2015.

SCAPP's review and approval is requested.

*Snaith*
Dec 3, 2014

Att'd.

To:         Jacqueline Nolte, Dean, College of Arts, University of the Fraser Valley (UFV)

From:       Carolyn Robertson, Dean, Chip and Shannon Wilson School of Design
            Kwantlen Polytechnic University (KPU)

CC:         Andhra Goundrey, Coordinator, Bachelor of Design: Fashion & Technology, KPU
            Salvador Ferreras, Provost & Vice President Academic, KPU
            Michael Bluhm, Associate Registrar, KPU
            Robert Hensley, Registrar, KPU

Date:       November 9, 2014

Re:         Articulation Agreement: University of the Fraser Valley Fashion Design Diploma to
            KPU Bachelor of Design, Fashion & Technology

This memo addresses the transferability of students from the Fashion Design Diploma at the University of the Fraser Valley (UFV) to the Bachelor of Design: Fashion & Technology at Kwantlen Polytechnic University (KPU). It confirms the agreement for articulation and transfer as established by Andhra Goundrey, Coordinator, Fashion & Technology (KPU), Carolyn Robertson, Dean, Wilson School of Design (KPU), Susan Fisher, Associate Dean, College of Arts (UFV), and Jacqueline Nolte, Dean, College of Arts (UFV).

Students who have successfully completed UFV's Fashion Design Diploma will be recognized as having earned 60 relevant credits and will be accepted into the 3rd year of KPU's Bachelor of Design: Fashion & Technology (FASN) as Transfer Students on the following conditions:

1.  submission of a portfolio that demonstrates competency for advanced entry into 3rd year;

2.  a cumulative GPA of 2.7 **and** a minimum  B- in the UFV courses: *FD 364 – Collection and Portfolio Development, FD 382 - Advanced Construction II*, and *FD 384 – Advanced Pattern Drafting;*

3.  completion of six (6.0) credits of English and/or Communications, consisting of three (3.0) credits of ENGL 1100 and three (3.0) credits of CMNS 1140 or equivalent;

4. completion of at least 80 hours of documented pertinent retail work experience plus reflective journal. Students who wish to transfer to KPU's degree program can receive permission to register for *FASN 1150 – Retail Work Experience* in the Fall semester of the year before intended entry into the 3rd year in the degree program at KPU. (Note: This course does not have scheduled classes on campus but requires a deliverable on June 1st of the following year, to be submitted after the completion of the 80 hours.) As an alternative, UFV students may apply to have their experience reviewed through Prior Learning Assessment to obtain credit for KPU's *FASN 1150 – Retail Work Experience*; and

5. demonstrated competency on or completion of a Gerber AccuMark Pattern Design CAD program. (Note: Students who wish to transfer to KPU's degree program may receive permission to register for *FASN 2240 – Computer-Based Pattern Drafting* in the Spring semester prior to the intended entry into the 3rd year of the degree program at KPU. This course currently takes place on the Richmond campus, two times per week. Alternatively, UFV students can do this through a KPU Continuing Studies course considered equivalent to KPU's *FASN 2240 – Computer-Based Pattern Drafting*. This option would be dependent if there is a Continuing Studies course offered at the time required.

**Additional Notes:**

1. Students intending to transfer to KPU should be aware that they will need a laptop computer and associated purchased software for design work in the KPU program (this may be through a leased laptop program).

2. The number of students who may be accepted under this agreement will be restricted by availability of seats.

3. For Permission to Register for FASN 1150 and FASN 2240 prior to acceptance into 3rd year under this Articulation Agreement, students should contact the Program Coordinator of the Bachelor of Design: Fashion & Technology.

Implementation Date: January 1st, 2015

This agreement will be reviewed within five years of the date implemented. Should significant program changes occur within this five year period on the part of either institution, the partner undergoing change will notify the other partner to review the existing agreement. Either partner will provide one year's written notice of withdrawal from agreement.

**KPU** | **KWANTLEN POLYTECHNIC UNIVERSITY**
Chip & Shannon Wilson School of Design

Date Agreement Goes into Effect:  January 1st, 2015.

Signed:

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**KWANTLEN POLYTECHNIC UNIVERSITY**
Chip & Shannon Wilson School of Design

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To:         Jacqueline Nolte, Dean, College of Arts, University of the Fraser Valley (UFV)

From:       Carolyn Robertson, Dean, Chip and Shannon Wilson School of Design
            Kwantlen Polytechnic University (KPU)

CC:         Andhra Goundrey, Coordinator, Bachelor of Design: Fashion & Technology, KPU
            Salvador Ferreras, Provost & Vice President Academic, KPU
            Michael Bluhm, Associate Registrar, KPU
            Robert Hensley, Registrar, KPU

Date:       November 9, 2014

Re:         Articulation Agreement: University of the Fraser Valley Fashion Design Diploma to
            KPU Bachelor of Design, Fashion & Technology

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2. The number of students who may be accepted under this agreement will be restricted by availability of seats.

3. For Permission to Register for FASN 1150 and FASN 2240 prior to acceptance into 3rd year under this Articulation Agreement, students should contact the Program Coordinator of the Bachelor of Design: Fashion & Technology.

Implementation Date: January 1st, 2015

This agreement will be reviewed within five years of the date implemented. Should significant program changes occur within this five year period on the part of either institution, the partner undergoing change will notify the other partner to review the existing agreement. Either partner will provide one year's written notice of withdrawal from agreement.

Date Agreement Goes into Effect:  January 1st, 2015.

Signed:


_____                    _____