

## **Minutes**

**Present:**

Heidi Abramyk  
Kathleen Bigsby  
Patrick Brouwer  
Brian Carr  
Dana Cserepes  
Bob Davis  
Wade Deisman  
Rob Fleming  
Aysha Haq  
Sooz Klinkhamer  
Judith McGillivray  
Paul Tyndall  
Joel Whittemore (Chair)

**Regrets:**

David Atkinson  
Arvinder Bubber  
Stephanie Howes  
Robin Russell

**Guests:**

Sandi Klassen  
Derek Robertson

**Recorder:** Elizabeth Merritt, University Secretariat

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**1. Confirmation of Agenda**

The agenda was confirmed by consensus.

**2. Approval of Minutes**

The minutes of March 23, 2009 were approved by consensus.

**3. Overview of Faculties**

The committee reviewed and discussed the faculty overview documents developed a year ago for the incoming president to give him a broad view of the institution. The documents provided an outline of each faculty in terms of programs offered, challenges and opportunities. Once faculty councils are established, it might be beneficial to develop a template for each faculty to ensure consistency of the information. Members can send suggestions to the Chair regarding key information they would like included in the template.

#### **4. Enrolment Management**

Jody Gordon and Rob Fleming gave a presentation on enrolment management providing background on the changing post-secondary environment, including funding issues, the shrinking high school market, competition from other institutions, student retention and recruitment, and the new role of Kwantlen as a University. Kwantlen is expecting a 15% increase in enrolment in the fall of 2009. Kwantlen will be recruiting both an Executive Director for Continuing Education and Executive Director for Enrolment Management.

#### **5. Institutional Analysis and Planning**

Kathleen Bigsby presented a profile of the Kwantlen region in terms of level of education, school attendance, labour force participation, population change, high school enrolment changes, graduation patterns and comparative figures on post-secondary enrolment in the region. Further information can be found on the Institutional Analysis and Planning website (<http://www.kwantlen.ca/iap.html>).

The Environmental Scan is available online at:

[http://www.kwantlen.ca/shared/assets/kwantlen\\_s\\_environmental\\_scan\\_june\\_088986.pdf](http://www.kwantlen.ca/shared/assets/kwantlen_s_environmental_scan_june_088986.pdf)

#### **6. Items for Discussion**

##### **6.1 Institutional Accountability and Plan**

The Accountability Plan and Report is available at:

[http://www.kwantlen.ca/shared/assets/ap\\_final\\_combined\\_july178781.pdf](http://www.kwantlen.ca/shared/assets/ap_final_combined_july178781.pdf)

##### **6.2 President's Task Force on Mission and Mandate**

Rob Fleming provided an update on the Task Force which has met 4 times to date. A preliminary draft has been formulated. The President sent an email update to Kwantlen staff on April 20 including members of the task force. People can contact the President or any member of the Task Force with their concerns.

##### **6.3 SSC on Curriculum**

Dana Cserepes updated the SSC APP members on the activities of the Curriculum Committee. Rob Fleming noted that Kwantlen recently applied for exempt status to the Degree Quality Assessment Board. The site visit has occurred. The recommendation will be going to the DQAB on April 27 and then to the Ministry of Advanced Education and Labour Market Development (ALMD) for approval.

##### **6.4 SSC on University Budget**

Harj Dhaliwal reported on committee activities.

#### **7. Adjournment**

The meeting adjourned at 6:55 pm.