



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

Regular Meeting

Friday, September 27, 2019

9:00 a.m. - 12:00 p.m.

Surrey, Cedar Board Room 2110

AGENDA

Joint Committee

1. Call to OrderDavid Burns 9:00
2. Approval of Agenda
3. Approval of Minutes, June 14, 2019
4. Chairs' Report..... Natasha Campbell, David Burns 9:05
5. New Business
 - 5.1. Presentation of Draft University Budget 2020/2021..... Joe Sass 9:15
6. Items for DiscussionDavid Burns 9:45
7. Adjournment

Senate Standing Committee on Academic Planning and Priorities

8. Call to OrderNatasha Campbell 10:00
9. Approval of Agenda
10. Chair's Report
11. Academic Schedules 2020/2021 and 2021/2022 Zena Mitchell 10:10
12. VPTL report, September 6, 2019.....Stephanie Chu 10:25
13. Committee mandate and membership composition.....Natasha Campbell 10:35
14. Items for DiscussionNatasha Campbell 10:50
15. Adjournment



**JOINT SENATE STANDING COMMITTEE ON
ACADEMIC PLANNING AND PRIORITIES
AND ON UNIVERSITY BUDGET**

MINUTES OF REGULAR MEETING

Friday, June 14, 2019

9:00 a.m. – 12:00 p.m.

Surrey Campus Boardroom, Cedar 2110

SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES		
Present: (Quorum: 6 voting members)		Ex-Officio / Non-voting
Natasha Campbell David Florkowski Andhra Goundrey Andre Iwanchuk	Allyson Rozell Lincoln Saugstad Peter Warren Tom Westgate	David Burns Jane Fee Sal Ferreras Deepak Gupta Lori McElroy Zena Mitchell
		Ex-Officio / Voting
		Alan Davis
Regrets:	Senate Office	Guests:
Stephanie Chu Ann-Marie McLellan Randal Thiessen	Meredith Laird Rita Zamluk	Josephine Chan
SENATE STANDING COMMITTEE ON UNIVERSITY BUDGET		
Present: (Quorum: 8 voting members)		Ex-Officio / Non-voting
Kristan Ash Barnabe Assogba Faith Auton-Cuff Sonu Bratch Caroline Daniels Rebecca Harbut Stephanie Howes	Stephanie Phillips Sukey Samra Waheed Taiwo Seanna Takacs Tom Westgate Natasha Campbell	David Burns Jane Fee Sal Ferreras Joe Sass
		Ex-Officio / Voting
		Alan Davis
Regrets:	Senate Office	Guests:
Diane Purvey Christina Wilcox Jon Harding	Meredith Laird Rita Zamluk	Sandy Vanderburgh Stefanie Singer Elena Franco Wendy Ip

1. Call to Order

The Chair, David Burns, called the meeting to order at 9:00 a.m.

2. Approval of Agenda

Natasha Campbell moved the agenda be confirmed as circulated.

The motion carried.

3. Approval of Minutes, May 17, 2019

Waheed Taiwo moved the minutes be accepted as circulated.

The motion carried.

4. Chair's Report

David Burns welcomed Stefanie Singer. He summarized the work of SSCUB and SSCAPP and its impact on the budget development process.

5. New Business

5.1. 2020/21 Executive Priorities

Joe Sass, Executive Director, Financial Services, presented the executive priorities developed by the President, Provost and Vice-President, Academic, Vice-President External Relations, and Vice-President Finance and Administration. The Committee discussed financial planning for base and for profit-generating programming, funding and advancing research at KPU, integrated planning now being undertaken, the accountability of Departments to ensure financial sustainability, and Indigenous programming.

Action: The Vice-Chair, Senate, will include these priorities, should they be approved by Senate, in his Notes from Senate alongside explanatory text.

After amendment, Tom Westgate moved that the Senate Standing Committees on Academic Planning and Priorities and on University Budget recommend that Senate endorse the Executive priorities for the preparation of the 2020 / 2021 budget.

The motion carried.

5.2. 2018/19 Financial Review

Joe Sass provided an overview of the 2018/19 Financial Review. The overview included a section on management discussion and analysis. He discussed student enrolment, and past practices. Lori McElroy reported on the challenges in estimating international enrolment and stability of domestic enrolments. Jane Fee overviewed the role of strategic enrolment planning in reaching a sustainable balance.

The Committee discussed strategies to manage international and domestic enrolments.

5.3. 2019 Financial Forums

Joe Sass presented the slide show that KPU Finance will be presenting at the financial forums. He reviewed tuition revenues, the risk and sensitivity of changes in tuition revenues, the expenses for international student support, capital spending, amortization expenses, and the volatility of expenses and revenues.

5.4. 2020/21 Budget Tenets and Philosophy

Joe Sass presented the budget philosophy and tenets. The Committee discussed amortization of capital purchases and provincial funding for post-secondary education.

Tom Westgate moved that the Senate Standing Committees on Academic Planning and Priorities and on University Budget recommend that Senate endorse the budget tenets and philosophy for the preparation of the 2020 / 2021 budget.

The motion carried.

6. Items for Discussion

The Committee recognized the contribution and work of KPU Finance.

7. Adjournment for SSCUB members at 10:12.

8. Call to order for SSCAPP members

Jane Fee, the Chair, called the meeting to order at 10:18.

9. Approval of Agenda

Tom Westgate moved the agenda be confirmed as circulated.

The motion carried.

10. Chair's Report

Jane Fee welcomed Andhra Goundrey to the committee.

10.1. Election of Chair

David Burns, Vice-Chair of Senate, conducted the election and called for nominations:

First call: Andhra Goundrey nominated Natasha Campbell. The Vice-Chair accepted on behalf of Natasha Campbell.

Second call: no nominations.

Third call: no nominations.

Natasha Campbell was acclaimed as Chair of the Senate Standing Committee on Academic Planning and Priorities effective September 1, 2019. The term will be a three-year term that ends August 31, 2022 or to the end of the Senator's current term of office on Senate.

11. New Business

11.1. AC14 KPU Credential Framework

Zena Mitchell provided an overview and background of the policy development. Faith Auton-Cuff discussed the consultation process. Josephine Chan introduced the timeline for policy approval and implementation transition plan.

The Committee discussed standards for subject codes for courses, defining "discipline", substitutions and exceptions, review of the essential skills policy, differentiating between a undergraduate post-baccalaureate, a minor, and a graduate certificates, standardizing requirements to complete a credential, the value of the policy for developing curriculum and for creating consistent language across the programs, having attributes for courses, defining Indigenous content, and the structure of a KPU Master's degree.

11.2. Committee Membership Change

David Burns introduced the topic.

David Florkowski moved that the Senate Standing Committee on Academic Planning and Priorities recommend that the Senate Governance and Nominating Committee recommend that Senate approve the change to the membership for the Senate Standing Committee on Academic Planning and Priorities.

The motion carried.

12. Items for Discussion

The Committee thanked Jane Fee, for her work as Chair.

13. Adjournment

The meeting adjourned at 11:02 a.m.



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

Agenda Item: 5.1
Meeting Date: September 27, 2019
Presenter: Joe Sass

Agenda Item: 2020/2021 Draft University Budget

Action Requested:

- ☐ Motion to Approve
- ☒ Discussion
- ☐ Information

**Context &
Background:**

University Act, Section 62 (2): *The president must prepare and submit to the Board an annual budget in consultation with the appropriate standing committee of the Senate.*

SSC Academic Planning and Priorities Mandate: *Advise the Senate Standing Committee on the University Budget on the academic priorities for the allocation of funds.*

SSC University Budget Mandate: *On behalf of Senate, and in consultation with the Senate Standing Committee on Academic Planning and Priorities, advise the President and Vice-Presidents on the review and development of academic budgetary priorities, major capital plans, and the allocation of funds.*

On May 17, 2019 the Committees discussed the revised assessment process for the 2020 / 2021 University Budget.

On June 14, the Committees recommended that Senate endorse:

1. the Executive priorities for the preparation of the 2020 / 2021 budget, and
2. the budget tenets and philosophy for the preparation of the 2020 / 2021 budget.

Proposed meeting timeline:

Sept 27, 2019: KPU Finance presents draft 5-year budget to the Joint Committee
Joint committee forms writing group

Sept 27 through Oct 18, 2019: Committee members elicit feedback from the KPU community and provide to the writing group

Oct 18, 2019: Joint Committee makes recommendations to Senate

Key Messages:

Submitted by: Meredith Laird, Administrative Assistant, University Senate

Date submitted: September 18, 2019



SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES

Agenda Item: 11
Meeting Date: September 27, 2019
Presenter: Zena Mitchell

Agenda Item: Academic Schedules: 2020/21 and 2021/22

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information
Recommended Resolution:	THAT the Senate Standing Committee on Academic Planning and Priorities confirm that the 2020/2021 and 2021/2022 Academic Schedules are compliant with Policy AR17: <i>Academic Schedule and Course Timetables</i> and recommend to Senate for approval.

**Context &
Background:**

University Act

Sec 35.2 (6) states:

"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 following matters:

(h) the setting of the academic schedule."

Policy AR 17: Academic Schedule and Course Timetables

The Academic Schedule and Course Timetables Procedures state,
"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."

In accordance with the Procedures associated with Policy AR 17, the following guidelines are used when establishing the Academic Schedule:

- The number of instructional days of the week are maximized at 13.
 - The potential for a December closure is factored in.
 - A non-instructional day is included in the first week of January to allow for the Spring term's new student orientation.
 - Withdrawal dates each semester have been set at 66% of the way into the semester / instructional cycle.
 - Each exam period has been set at 8 days as outlined in policy.
-

- The reading break each Spring has been aligned with Family Day so two consecutive instructional Mondays are not lost.

Key Messages:

1. Both Academic Schedules adhere to Policy AR 17.
2. Approving two Academic Year Schedules allows for better institutional planning.
3. The Office of the Registrar has used a consistent set of guidelines as outlined above in the development of both Academic Year Schedules.
4. The 2020/21 Academic Year Schedule has been adjusted to allow the required time in Fall term for end of term processing.
5. The 2021/22 Academic Year schedule has two options presented for consideration:
 - 5.1. **Option A:** Requires that we run final exams over the Easter long weekend (Saturday) however, it allows for 13 instructional Mondays.
 - 5.2. **Option B:** Allows for an uninterrupted Easter long weekend, however it results in 12 instructional Mondays.

NOTE: Neither Option A nor B changes the end date of the Spring term.

SSCAPP is asked to select one option for recommendation to Senate.

Attachments:

1. 2020/21 and 2021/22 Academic Year Schedules
2. AR17: Academic Schedule and Course Timetable Policy
3. AR17: Academic Schedule and Course Timetable Procedures

Submitted by: *Zena Mitchell*

Date submitted: *September 16, 2019*

2020-21 Academic Schedule for Standard Terms

KPU HOLIDAYS/CLOSURES

Labour Day	Mon, Sep 07, 2020	Good Friday	Fri, Apr 02, 2021
Thanksgiving	Mon, Oct 12, 2020	Easter Monday	Mon, Apr 05, 2021
Remembrance Day	Wed, Nov 11, 2020	Victoria Day	Mon, May 24, 2021
Holiday Closure (TBD)	Dec 24, 2020 – Jan 1, 2021	Canada Day	Thu, Jul 01, 2021
Family Day	Mon, Feb 15, 2021	BC Day	Mon, Aug 02, 2021

SUMMARY

Term Duration <i>(first day of classes until final grade submission deadline)</i>	
Fall 2020	Sep 08 – Dec 22 Dec 21
Spring 2021	Jan 05 – Apr 28
Summer 2021	May 10 – Aug 25

FULL TERM DATES

Term	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 08	Tue, Jan 05	Mon, May 10
Reading break		Mon Feb 15-Sat Feb 20	
Last day to withdraw	Fri, Nov 06	Thurs, Mar 11	Fri, July 09
Last day of classes	Mon, Dec 07	Mon, Apr 12	Mon, Aug 09
Final Exam/Assessment Period			
Start date	Wed, Dec 09	Wed, Apr 14	Wed, Aug 11
End date	Thurs, Dec 17	Thurs, Apr 22	Thurs, Aug 19
Grade Submission Deadline	Tue, Dec 22 Mon Dec 21	Wed, Apr 28	Wed, Aug 25

Days of instruction (holidays /closures removed):

Term	Fall	Spring	Summer
Mondays	12	12	12
Tuesdays	13	13	13
Wednesdays	12	13	13
Thursdays	13	13	12
Fridays	13	12	13
Saturdays	13	13	13
TOTAL	76	76	76
Number of final exam/assessment days	8	8	8

INTERSESSION DATES

Session One	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 08	Tue, Jan 05	Mon, May 10
Last day to withdraw	Mon, Oct 05	Mon, Feb 01	Mon, June 07
Last day of classes	Mon, Oct 19	Mon, Feb 22	Mon, Jun 21
Final Exam/Assessment Period			
Start date	Wed, Oct 21	Wed, Feb 24	Wed, Jun 23
End date	Fri, Oct 23	Fri, Feb 26	Fri, Jun 25

Session Two	Fall	Spring	Summer
Instructional Days			
First day of classes	Mon, Nov 02	Mon, Mar 08	Mon, Jul 05
Last day to withdraw	Mon, Nov 30	Tue, Apr 06	Fri, Jul 31
Last day of classes	Sat, Dec 12	Mon, Apr 19	Mon, Aug 16
Final Exam/Assessment Period			
Start date	Tue, Dec 15	Wed, Apr 21	Wed, Aug 18
End date	Thurs, Dec 17	Fri, Apr 23	Fri, Aug 20

Days of instruction:

Term	Fall		Spring		Summer	
Session	One	Two	One	Two	One	Two
Mondays	5	6	6	6	6	6
Tuesday	6	6	6	6	6	6
Wednesdays	6	5	6	6	6	6
Thursdays	6	6	6	6	6	6
Fridays	6	6	6	5	6	6
Saturdays	6	6	6	6	6	6
TOTAL	35	35	36	35	36	36
Number of final exam/assessment days	3	3	3	3	3	3

2021-22 Academic Schedule for Standard Terms (Option A)

KPU HOLIDAYS/CLOSURES

Labour Day	Mon, Sep 06, 2021	Good Friday	Fri, Apr 15, 2022
Thanksgiving	Mon, Oct 11, 2021	Easter Monday	Mon, Apr 18, 2022
Remembrance Day	Thu, Nov 11, 2021	Victoria Day	Mon, May 23, 2022
Holiday Closure (TBD)	Dec 24, 2021 – Jan 3, 2022	Canada Day	Fri, Jul 01, 2022
Family Day	Mon, Feb 21, 2022	BC Day	Mon, Aug 01, 2022

SUMMARY

Term Duration (first day of classes until final grade submission deadline)	
Fall 2021	Sep 07 - Dec 20
Spring 2022	Jan 05 – Apr 27
Summer 2022	May 09 – Aug 24

FULL TERM DATES

Term	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 07	Wed, Jan 05	Mon, May 09
Reading break		Mon Feb 21-Sat Feb 26	
Last day to withdraw	Fri, Nov 05	Fri, Mar 11	Fri, Jul 08
Last day of classes	Mon, Dec 06	Mon, Apr 11	Mon, Aug 08
Final Exam/Assessment Period			
Start Date	Wed, Dec 08	Wed, Apr 13	Wed, Aug 10
End Date	Thurs, Dec 16	Sat, Apr 23	Thurs, Aug 18
Grade Submission Deadline	Mon, Dec 20	Wed, Apr 27	Wed, Aug 24

Days of instruction (holidays /closures removed):

Term	Fall	Spring	Summer
Mondays	12	13	12
Tuesdays	13	12	13
Wednesdays	13	13	13
Thursdays	12	13	13
Fridays	13	13	12
Saturdays	13	13	13
TOTAL	76	77	76
Number of final exam/assessment days	8	8	8

INTERSESSION DATES

Session One	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 07	Wed, Jan 05	Mon, May 09
Last day to withdraw	Mon, Oct 04	Tue, Feb 01	Mon, June 06
Last day of classes	Mon, Oct 18	Mon, Feb 14	Mon, Jun 20
Final Exam/Assessment Period			
Start Date	Wed, Oct 20	Wed, Feb 16	Wed, Jun 22
End Date	Fri, Oct 22	Fri, Feb 18	Fri, Jun 24

Session Two	Fall	Spring	Summer
Instructional Days			
First day of classes	Mon, Nov 01	Mon, Feb 28	Mon, Jul 04
Last day to withdraw	Mon, Nov 29	Sat, Mar 26	Sat, Jul 30
Last day of classes	Sat, Dec 11	Sat Apr 9	Mon, Aug 15
Final Exam/Assessment Period			
Start Date	Tue, Dec 14	Tue, Apr 12	Wed, Aug 17
End Date	Thurs, Dec 16	Thu, Apr 14	Fri, Aug 19

Days of instruction:

Term	Fall		Spring		Summer	
Session	One	Two	One	Two	One	Two
Mondays	5	6	6	6	6	6
Tuesday	6	6	5	6	6	6
Wednesdays	6	6	6	6	6	6
Thursdays	6	5	6	6	6	6
Fridays	6	6	6	6	6	6
Saturdays	6	6	6	6	6	6
TOTAL	35	35	35	36	36	36
Number of final exam/assessment days	3	3	3	3	3	3

2021-22 Academic Schedule for Standard Terms (Option B)

KPU HOLIDAYS/CLOSURES

Labour Day	Mon, Sep 06, 2021	Good Friday	Fri, Apr 15, 2022
Thanksgiving	Mon, Oct 11, 2021	Easter Monday	Mon, Apr 18, 2022
Remembrance Day	Thu, Nov 11, 2021	Victoria Day	Mon, May 23, 2022
Holiday Closure (TBD)	Dec 24, 2021 – Jan 3, 2022	Canada Day	Fri, Jul 01, 2022
Family Day	Mon, Feb 21, 2022	BC Day	Mon, Aug 01, 2022

SUMMARY

Term Duration (first day of classes until final grade submission deadline)	
Fall 2021	Sep 07 - Dec 20
Spring 2022	Jan 05 – Apr 27
Summer 2022	May 09 – Aug 24

FULL TERM DATES

Term	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 07	Wed, Jan 05	Mon, May 09
Reading break		Mon Feb 21-Sat Feb 26	
Last day to withdraw	Fri, Nov 05	Fri, Mar 11	Fri, Jul 08
Last day of classes	Mon, Dec 06	Mon, Apr 11 Sat Apr 9	Mon, Aug 08
Final Exam/Assessment Period			
Start Date	Wed, Dec 08	Wed, Apr 13 Tue Apr 12	Wed, Aug 10
End Date	Thurs, Dec 16	Sat, Apr 23	Thurs, Aug 18
Grade Submission Deadline	Mon, Dec 20	Wed, Apr 27	Wed, Aug 24

Days of instruction (holidays /closures removed):

Term	Fall	Spring	Summer
Mondays	12	13 12	12
Tuesdays	13	12	13
Wednesdays	13	13	13
Thursdays	12	13	13
Fridays	13	13	12
Saturdays	13	13	13
TOTAL	76	77 76	76
Number of final exam/assessment days	8	8	8

INTERSESSION DATES

Session One	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 07	Wed, Jan 05	Mon, May 09
Last day to withdraw	Mon, Oct 04	Tue, Feb 01	Mon, June 06
Last day of classes	Mon, Oct 18	Mon, Feb 14	Mon, Jun 20
Final Exam/Assessment Period			
Start Date	Wed, Oct 20	Wed, Feb 16	Wed, Jun 22
End Date	Fri, Oct 22	Fri, Feb 18	Fri, Jun 24

Session Two	Fall	Spring	Summer
Instructional Days			
First day of classes	Mon, Nov 01	Mon, Feb 28	Mon, Jul 04
Last day to withdraw	Mon, Nov 29	Sat, Mar 26	Sat, Jul 30
Last day of classes	Sat, Dec 11	Sat Apr 9	Mon, Aug 15
Final Exam/Assessment Period			
Start Date	Tue, Dec 14	Tue, Apr 12	Wed, Aug 17
End Date	Thurs, Dec 16	Thu, Apr 14	Fri, Aug 19

Days of instruction:

Term	Fall		Spring		Summer	
Session	One	Two	One	Two	One	Two
Mondays	5	6	6	6	6	6
Tuesday	6	6	5	6	6	6
Wednesdays	6	6	6	6	6	6
Thursdays	6	5	6	6	6	6
Fridays	6	6	6	6	6	6
Saturdays	6	6	6	6	6	6
TOTAL	35	35	35	36	36	36
Number of final exam/assessment days	3	3	3	3	3	3

Policy History
Policy No. AR17
Approving Jurisdiction: Board of Governors, with Senate advice
Administrative Responsibility: Provost and Vice President Academic
Effective Date: June 27, 2019

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)
BP7 University Space

F. RELATED PROCEDURES

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

Policy History
Policy No. AR17
Approving Jurisdiction: Board of Governors, with Senate advice
Administrative Responsibility: Provost and Vice President Academic
Effective Date: June 27, 2019

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*.



Vice Provost Teaching & Learning: Report for Academic Council

September 6, 2019 (for the period of June 13 - September 6)

NEWS

- The newly revised [August Newsletter](#) was distributed to all KPU educators. ***New*** Faculty Spotlight section.
- [Big Blue Button](#) synchronous digital learning environment is now live for faculty use in Moodle.
- Kaltura Capture is live and promotes easy access to video capture tool for faculty.
- KPU has joined the [International Center for Academic Integrity](#). It's call for proposals is now open!
- **Congratulations** to Leeann Waddington celebrating 1 year as Manager, Learning Tech. & Educational Media!
- **Thank you** to Dr. Nancy Norman & Dr. David Burns who served as K-12 Teaching Fellows for the past 1.3 years. A search for new Teaching Fellows will occur this fall.
- Dr. Rajiv Jhangini is now leading the microcredentials initiative.
- Farewell to Junsong Zhang who served as our Learning Technology Strategist.
- Welcome back to Omar Jakir who will continue in his co-op role with our Learning Technology Team.

The **Teaching & Learning Commons** has steadily increased its professional development opportunities for KPU educators since its inception in fall 2016. In their inaugural [Events and Workshop Brochure](#), there is a record-breaking number (89) PD opportunities this fall, in addition to the consultation services and tailored sessions for specific educator audiences (e.g. teaching experience or disciplines) at any campus, emergent sessions and funding opportunities for KPU educators in the scholarship of teaching and learning and open education (through the Office of Open Education). See KPU's [Teaching & Learning website](#) for current information and our [events calendar](#). This summer the LearnTech team closed *570 tickets*, compared to 223 in summer 2018, resulting in an increase of 256% in support requests and fulfillment.

The **Office of the Vice Provost Teaching & Learning** welcomed the Office of Open Education, Continuing & Professional Studies (CPS) and Business Development and Innovation (BDI) into its portfolio on July 1. This increases potential synergies with the Teaching & Learning Commons and across all groups. A renewed approach to KPU's continuing education is being considered to enable integrated planning, increase innovation in teaching, learning and curriculum and enhance the experience of our students as per Vision 2023.

The **Office of Open Education** developed a successful application [BCcampus Open Education Sustainability Grant](#), providing KPU with \$32,250 over the next two years to: a) enhance and further professionalize our Open Publishing Suite by adding support for graphic design/layout, LaTeX authoring (e.g., for equations in Math, Physics, etc.) and a pre-publication peer review program for open textbooks published at KPU, b) enhance our open education research capacity by establishing an annual Open Education Research Fellowship and host an annual Open Education Research Institute in partnership with the Office of Research Services (details to come), c) expand our Open Pedagogy Fellowship program that focuses on the UN's sustainable development goals, and d) develop a suite of resources and guides that to support our colleagues and the broader open education community.

Over the past few months, members of the **Teaching & Learning Commons** have extended the range of available resources while also showcasing and connecting our KPU educators. Examples include the, "[Friday Morning Coffee](#)" blog, a newly revised [monthly newsletter](#) that launched in August and includes a Faculty Spotlight, "[Beyond the Chalkboard](#)" podcasts made by KPU educators for KPU educators. [KPU's experiential learning](#)

[videos](#) from different disciplines highlight our student experiences. A new website and online knowledge-base are under development for educators to access self-serve materials to advance their teaching and scholarly practice.

SELECT SEPTEMBER & OCTOBER EVENTS

Designing Synchronous Learning Experiences with Big Blue Button

September 19, 1:00 – 2:30 (Richmond)
September 25, 1:00 – 2:30 (Langley)

Moodle Gradebook Fundamentals

September 16, 10:00 – 11:30 (Surrey)
September 17, 10:00 – 11:30 (Langley)
September 19, 10:00 – 11:30 (Richmond)

Moodle Gradebook Functions

September 16, 11:30 – 1:00 (Surrey)
September 17, 11:30 – 1:00 (Langley)
September 19, 11:30 – 1:00 (Richmond)

Moodle Quizzes

September 24, 10:00 – 11:30 (Langley)
September 26, 10:00 – 11:30 (Langley)

Engaging Students with Video

September 17, 10:00 – 11:30 (Surrey)
September 17, 2:00- 3:30 (Richmond)
September 19, 2:00 – 3:30 (Langley)

Intercultural Perspectives on Citation and Student Support

September 18, 11:00- 1:00 (Richmond)
September 19, 11:00 – 1:00 (Surrey)
September 20, 11:00 – 1:00 (Langley)

Learning Technology Drop-In

September 20, 10:00 - 1:00 (Cloverdale)
September 27, 11:00- 2:00 (Langley)

Facilitating Synchronous Online Learning with Big Blue Button

September 11, 1:00 – 2:30 (Surrey)

Intercultural Teaching Program

September 24, October 1 & 8, 9:00 – 4:00 (Richmond)

Introduction to Open Pedagogy

September 30, 12:00 – 1:30 (Surrey)

See [our events calendar](#) for more events, info & registration



Dr. Gordon Cobb showing off lighting options in his new *Lights, Camera, Reflections* workshop



SELECT ACTIVITIES

UNDER DEVELOPMENT

- **UDL Conference** - KPU & Douglas College, scheduled for March 2020 (G. Buchanan & S. Takacs)
- **Academic Integrity group** – to be formed with representation across KPU (S. Chu)
- **Development & expansion of ISW** including first alumni event for ISW participants (G. Buchanan)
- **T&L Website Redevelopment with Marketing** – early fall launch (S. Chu, K. Leung, G. Buchanan)
- **Teaching, Learning & Scholarship Annual Report** – December/January availability (K. Leung)
- **Second Alumni Event** for participants of the Intercultural Teaching Program (G. Buchanan & L. McCannell)

EXTERNAL

- **UDL National Scan project** developed with Ruth Fraser (Douglas College) and Jodie Black (Fleming College); conference proposal submitted for Pan-Canadian Conference on Universal Design for Learning at Royal Roads University (October, 2019) (S. Takacs)
- **Presented at CACUSS 2019** in Calgary, Alberta: Why is Accessibility Tiring? (S. Takacs)
- **Co-presented pre-conference session at CACUSS 2019** in Calgary, Alberta: Human Rights Case Law: Scenarios, Common Sense, and Good Practice (S. Takacs)
- **Catalyst: Sharing, Supporting, and Inspiring Community Campus Engagement**, Joint session Community Campus Engage Canada/SFU/UBC: Follow-up with Michelle Nilson (SFU) at Congress, UBC (L. Petrillo)
- **Carnegie Zoom meeting** with Canadian cohort members, June 21 (L. Petrillo)
- **Communication with ACE-WIL Research Committee** re: EOI for provincial government WIL funding (L. Petrillo)
- **STLHE attendee**, June, Winnipeg, MA (G. Buchanan, S. Chu)
- **Higher Education Research & Development Society of Australasia (HERDSA)** in July, Auckland, NZ (S. Chu)
- **Tour of Teaching and Learning centres and offices** in Lower Mainland (G. Buchanan & L. Waddington)

INSTITUTIONAL/CAMPUS-LEVEL

- **Faculty Orientation Guide on Internationalization** (S. Takacs)
- **Carnegie Working Group Meetings**, June 19 & June 27 (L. Petrillo)
- **Carnegie Community Engagement**: Partner descriptions for external partners developed (L. Petrillo)
- **Survey on Community-engaged Courses**: meetings with IAP (L. Petrillo)
- **Experiential Learning Terminology**: definitions developed (L. Petrillo)
- **Survey for Community Engagement courses**: pilot ran with Nursing Department, August 6th (L. Petrillo)
- **Communication with Kwantlen First Nation**: re: upcoming projects (L. Petrillo)
- **Self-study Program Review Guide**: collaborating on the review/revision (G. Buchanan)
- **Employee Engagement Working Group** and communications sub-group (member: G. Buchanan)
- **T&L website Resource Development**: initiated sprint day w/ Educational Consultants (G. Buchanan)
- **Students w/mental health issues**: w/ Student Services re: supporting educators' response (G. Buchanan)
- **Maintenance & Upgrades of Moodle, Kaltura & Mahara**: Ongoing (LearnTech Team)
- **Overhead Projector Transition Project**: Doc. Camera & iPad configuration, docs & training (LearnTech Team)
- **Wordpress Implementation** (R. Leung)
- **Civic Plaza broadcast room support** for podcasts & video creation (R. Leung)
- **Video conferencing tool (Big Blue Button) pilot project** (LearnTech Team)
- **Conversion of paper-based tests** into digital (LearnTech Team)
- **Faculty and Instructional Staff Handbook (FISH)** review and revision (G. Buchanan)
- **The President's Diversity and Equity Committee (PDEC)** participation (G. Buchanan)

- **Teaching and learning resources** purchased in collaboration with Library with \$1,500 grant (G. Buchanan)

RESOURCE DEVELOPMENT

- **“Helping Students Violations of Academic Integrity” video** created for Faculty AGM (K. Dukewich)
- **“Beyond the Chalkboard” podcast:** season 2 in progress (G. Cobb)
- **Implementing Freshdesk:** as a knowledge-based solution on T&L website (LearnTech Team)
- **New blog post** on the Teaching and Learning Commons blog “Friday Morning Coffee” (S. Takacs)
- **11 new blog posts** posted on the Teaching and Learning Commons blog “Friday Morning Coffee”

PRESENTATIONS/EVENTS/WORKSHOPS

- **Academic Integrity & Plagiarism:** 1.5 hour workshop to FSH Faculty as a whole – Aug. 28 (S. Chu)
- **Academic Dishonesty** presentation at School of Business AGM – Aug 23 (K. Dukewich & G. Buchanan)
- **Carnegie Community Engagement external partners:** prepared and hosted June 24th at KPU (L. Petrillo)
- **Intercultural Teaching Program:** offered Aug 16-19 (G. Buchanan & L. McCannell)
- **Foundations of Instruction workshop:** redeveloped & delivered on Aug 23 and 28 (G. Buchanan)
- **Intercultural/IDI Workshop:** offered to PDEC on June 20 (G. Buchanan & L. McCannell)
- **Intercultural Teaching Community of Practice** webinar and discussion on Difficult Discussions, June 21 facilitator: (L. McCannell)
- **Global Competency course outline:** presented to Faculty of Arts Faculty Council, June 21 (L. McCannell)
- **BCCampus Research Focus Group** on Inclusive Online Learning Environments - July 22 (L. Waddington)



Gina Buchanan concluding the 2-day long *Foundations of Instruction* workshop with a story.

FACULTY/DEPARTMENT/PROGRAM-LEVEL

- **Communications and PR Department** workshop facilitation – Aug. (G. Buchanan)
- **Curriculum design project planning** with Institute of Sustainable Food Systems (G. Buchanan)



- **Assessments by Design Community of Practice** (K. Dukewich)
- **Open educational practices** in Interior Design (R. Jhangiani)
- **Arts Welcome Back/ AGM** facilitator (K. Dukewich & L. Petrillo)
- **UDL consultation** with Communications Department (S. Takacs)
- **Basics of UDL** presentation at School of Business (S. Takacs)
- **Banner and community engaged courses:** meetings (L. Petrillo)
- **Community partner guidelines for events and student volunteering** (L. Petrillo)
- **IDI Debriefs:** conducted and coaching (G. Buchanan & L. McCannell)
- **Faculty of Trades:** Learning Technology Analysis and Support
- **Program Specific Moodle Templates** created for SFSS, Marketing, ACCT student network, Appliance Serv.
- **Open Education Collaboration Projects:** Hypothes.is and WordPress (LearnTech Team)
- **KPU International Orientation Site** (LearnTech team)
- **Onboarding site** for the School of Business Faculty & Staff (LearnTech team)
- **Customized Moodle Training** for departments (LearnTech team)

COURSE/INDIVIDUAL-LEVEL

- **Open Ed Module** consultation for Health Sciences (K. Dukewich)
- **Distressed students/UDL oriented design solutions:** consultations (S. Takacs)
- **Experiential learning support** for faculty, Depart. of Language & Cultures (REB and course outlines) (L. Petrillo)
- **Kwantlen First Nation projects** for faculty, History Department (L. Petrillo)
- **Township of Langley projects** for faculty, Sociology Department (L. Petrillo)
- **Virtual Reality Project Collaboration** with Computer Science instructor and KPU VR Lab (J. Zhang)

HIGHLIGHTS FROM OPEN EDUCATION (R. Jhangiani)

- Successfully applied for KPU to become an institutional member of the [Open Education Consortium](#) and the [International Council for Open and Distance Learning](#)
- Drafted an institutional self-assessment framework for open educational practices with Tannis Morgan (JIBC/BCcampus)
- Managed the rebranding of the Zed Cred initiative to the Zero Textbook Cost (ZTC) initiative
- Launched KPU's sixth ZTC programs: Certificate in Foundations in Design and responded to media inquiries/interviews (e.g., CBC radio)
- Published KPU's latest open textbook in collaboration with faculty at Western Washington University and Texas A&M University: [Research Methods in Psychology \(4th edition\)](#)
- Developed and released a [student agreement to license course work under a Creative Commons license](#), in collaboration with Legal
- Facilitated a webinar for the DigPINS online course on open education
- Successfully applied for KPU to become a founding international partner of the [Centre for Open Education Practice \(New Zealand\)](#)
- Drafted materials for an open pedagogy toolkit for faculty
- Project managed OER grantees
- Provided OER consultation & support for individual faculty and departments (e.g., Marketing, Psychology, etc.)
- Oversaw the [UN Sustainable Development Goals Open Pedagogy Fellowship program](#), culminating in presentations by KPU fellows on August 1, 2019
- Taught a short course on Critical Open Pedagogy at Digital Pedagogy Lab 2019
- Developed promotional materials for KPU's open textbook print-on-demand service
- Updated KPU's strategic plan for open education: <https://kpu.pressbooks.pub/openeducation/>



- Developed successful application for a BCcampus Open Education Sustainability Grant that will provide support to:
 - enhance and further professionalize our [Open Publishing Suite by adding support for graphic design/layout, LaTeX authoring \(e.g., for equations in Math, Physics, etc.\), and a pre-publication peer review program for open textbooks published at KPU](#)
 - enhance our open education research capacity by establishing an annual Open Education Research Fellowship and host an annual Open Education Research Institute in partnership with the Office of Research Services (details to follow soon)
 - expand our [Open Pedagogy Fellowship program that focuses on the UN's sustainable development goals](#)
 - develop a suite of resources and guides that will support our colleagues and the broader open education community



SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES

Agenda Item: 13
Meeting Date: September 27, 2019
Presenter: Natasha Campbell

Agenda Item: Standing Committee Mandate and Membership Review

Action Requested:	<input type="checkbox"/> Motion to Approve <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information
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**Senate Standing
Committee Report:** For Senate Office Use Only

**Context &
Background:**

In June 2017, Institutional Analysis and Planning, now Office of Planning and Accountability, conducted a [survey to gauge Senate Effectiveness](#). President Alan Davis and David Burns, Vice-Chair of Senate, compiled and presented a [list of recommendations](#) to the Senate Governance Committee and to Senate in November 2017.

One of the recommendations was that the terms of reference for each committee should be reviewed at the start of the governance year.

Key Messages:

The Senate Governance and Nominating Committee will review the revisions and make recommendations to Senate on November 13, 2019.

Attachments:

SSCAPP Current Committee Mandate and Membership

Submitted by:

Rita Zamluk, Administrative Assistant, University Senate

Date submitted:

September 20, 2019

CURRENT MANDATE

1. Advise Senate on the mission statement, goals, objectives, strategies and priorities of the University.
2. In consultation with the Senate Standing Committee on Curriculum and the Senate Standing Committee on the University Budget, advise Senate on the establishment, suspension and/or discontinuance of educational programs.
3. In consultation with the Senate Standing Committee on Curriculum, the Senate Standing Committee on the University Budget and any other duly constituted Senate body, 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 other research-related matters requiring Senate approval.
6. In consultation with other relevant standing committees, review and advise Senate on the policies related to affiliation and articulation agreements with other post-secondary institutions.
7. In consultation with the Senate Standing Committee on Curriculum and the Senate Standing Committee on the University Budget, advise Senate on the Strategic Enrolment Management plan, policies for enrolment management and the admission of students, and the integration of these with the Academic Plan.
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, as well as reporting mechanisms for these subcommittees.
10. Other duties as assigned by Senate.

CURRENT MEMBERSHIP COMPOSITION

Voting Members

- Chancellor
- President
- Two Student Senators
- Faculty Senator from each Faculty
- Professional Support Staff Senator
- Two Deans or Associate Deans

Ex Officio Non-Voting Members

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