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

Regular Meeting
Friday, October 22, 2021
9:00 a.m. – 12:00 p.m.
MS Teams Online

AGENDA

1. Territorial Acknowledgement and Call to Order ....Amy Jeon   9:00

2. Approval of Agenda

3. Approval of Minutes

    3.1. June 4, 2021 (SSCUB members)

    3.2. September 24, 2021 (SSCAPP members)

4. SSCAPP Chair's Report 9:10

    4.1. Orientation: Mandate and Membership

        4.1.1   SSCUB

        4.1.2   SSCAPP

    4.2. Notice of Committee Vice-Chair Election:

        4.2.1   SSCUB

        4.2.2   SSCAPP

5. New Business

    5.1. Academic Schedules 2022/23 and 2023/24...................................Zena Mitchell   9:30

    5.2. Program Proposal: Centre for Entertainment Arts .... David Burns   9:40

6. Associate Vice-President, Teaching and Learning Report ....Rajiv Jhangiani   10:00

7. Items for Discussion...Amy Jeon   10:15

8. Adjournment for SSCAPP members

9. SSCUB Chair's Report...Amy Jeon   10:25

    9.1. Election of Chair: SSCUB

10. Items for Discussion...Amy Jeon   10:35

11. Adjournment

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

Minutes of Regular Meeting
Friday, June 4, 2021
10:00 a.m. - 12:00 p.m.
MS Teams Online

SSCAPP Voting Member Quorum 6 members		
Allyson Rozell Andhra Goundrey Catherine Schwichtenberg Heather Clark (Chair) Bogdan Bryja	Lilach Marom Michelle Molnar Sharmen Lee Simrat Gill	Alan Davis
		Non-voting
		David Burns Zena Mitchell Sandy Vanderburgh Steve Cardwell Rajiv Jhangiani Lori McElroy
Regrets		
Andre Iwanchuk Pallav Sharma Kristan Ash Tom Westgate Deepak Gupta		
SSCUB Voting Member Quorum 7 members		
Caroline Daniels Diane Purvey Fergal Callaghan Lyndsay Passmore Reza Khakbaznejad	Seanna Takacs Waheed Taiwo Stephanie Howes	Alan Davis
		Non-voting
		David Burns Sandy Vanderburgh Tara Clowes
Regrets	**Senate Office**	**Guests**
Barnabe Assogba Sue Fairburn Sharanveer Singh Sonu Bratch Tom Westgate	Rita Zamluk	Fiona Whittington Walsh

1. **Territorial Acknowledgement and Call to Order**

   The Chair, Heather Clark, provided a territorial acknowledgement and called the meeting to order at 10:02 a.m.

2. **Approval of Agenda**

   Andhra Goundrey moved that the agenda be confirmed as circulated.

   <div align="right">**The motion carried.**</div>

3. **Approval of Minutes, May 7, 2021**

   Fergal Callaghan moved that the minutes be accepted as circulated.

   <div align="right">**The motion carried.**</div>

4. **Chair's Report**

   The Chair updated the committee on Faculty Council consultations regarding the white paper.

   ### 4.1. Election of Chair for Senate Standing Committee on University Budget

   As no one was nominated, the Vice-Chair will continue to chair the committee.

5. **New Business**

   ### 5.1. AC10 Development and Change of Senate-Approved Programs

   David Burns updated the joint committee on activity since the committee last reviewed the policy. He explained the term "transition plan" is being used instead of "sun setting".

   ### 5.2. University Priorities and FY 2022-23 Budget Tenets

   The Chair welcomed Tara Clowes, Vice-President, Administration and Finance.

   Tara Clowes summarized the budget tenets, or principles, that will be used to guide the budget development. She suggested that KPU prepare a one-year budget this year and revisit a multi-year budget. She discussed the amortization schedule, the plan to address wait lists, funding strategic priorities, profit goals for ancillary services, defining the purpose and use of contingency budgets, and the consultation process.

   She answered questions regarding the consistency of the executive priorities over several years, amortization of capital assets, and the cautiously optimistic approach used when predicating a balanced budget in FY 2021 – 22.

   Alan Davis encouraged new committee members to ask questions as new questions and perspectives help clarify information. He provided background on the priorities or goals derived from the Academic Plan and KPU Vision. He asked members to note any glaring omissions or inclusions they see in the plan.

   David Burns, Vice-Chair of Senate, provided guidance on the request to the committees to provide feedback on the priorities and tenets, and the role of faculty senators as liaisons between Faculties and Senate.

   The Committee discussed methods used to choose priorities, the ways in which the tenets work towards the priorities, asking Faculties for feedback on the tenets, developing a budget that builds a post-pandemic university or a "New KPU", providing predictability for Faculties,

amortization, having a glossary of term and concepts, and the possibility of having a balanced budget for FY 2021 - 22

The Committee expressed appreciation for the work of Finance during these times.

Diane Purvey moved that the Joint Standing Committee on Academic Planning and Priorities and on University Budget recommend that Senate endorse the budget principles and tenets for FY 2022 – 23 with additional consideration to recognize support for the New KPU.

The motion carried

5.3. Child Care Facility Proposal

The Chair introduced Tara Clowes and Sandy Vanderburgh to open the discussion on a child care facility proposal.

Tara Clowes presented an overview of the child care facility proposed to be built on Surrey main campus. She discussed steps undertaken for the initial design, the steering committee, and funding and partnership possibilities. She answered questions regarding affordable child care spaces, the need for child care spaces, the structure and membership of the steering committee, the stand alone business case for the child care facility, the ECE program plan, the allocation of space for KPU students and faculty and staff, the role of the third party managing the facility.

Sandy Vanderburgh discussed developing the Early Childhood Care program locally and across the Province.

The Committees discussed physical and financial accessibility, the composition of the centre, and the steering committee. Members supported the proposal.

5.4. AC 15 *Micro-credentials*

Heather Clark introduced Rajiv Jhangiani.

Rajiv Jhangiani provided a territorial acknowledgement before updating the committee on steps undertaken and updates made to the policy since his last consultation with the committees. He answered questions regarding the relevant policies and practices to determine fees for non-credit bearing micro-credentials.

Diane Purvey moved that the Senate Standing Committee on Academic Planning and Priorities recommend that Senate recommend to the Board of Governors the approval of Policy and Procedure AC15 *Micro-credentials.*

The motion carried

6. Associate Vice-President, Teaching and Learning Report

Rajiv Jhangiani presented his report. He highlighted the opening of the video recording studio, two successful projects under the Innovation Fund, recent and upcoming staff changes, and confirmed that workshops are open to non-faculty employees,

Alan Davis, shared the update that for the $1 million fund for post-pandemic strategic initiatives has received several proposals. He reported that the list has been reviewed with proposals

focusing on covering research, direct support for students and employees. Announcements will be shared once final decisions are made.

7. **Items for Discussion**

No items for discussion

8. **Adjournment**

The meeting adjourned at 11:31 a.m.

SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES

Minutes of Regular Meeting
Friday, September 24, 2021
10:00 a.m. - 12:00 p.m.
MS Teams Online

SSCAPP Voting Member Quorum 7 members		
Allyson Rozell Andhra Goundrey Andre Iwanchuk Bogdan Bryja	Catherine Schwichtenberg Heather Clark Karen Ida Villagracia Lilach Marom Michelle Molnar	Alan Davis
		Non-voting
		Amy Jeon Lori McElroy Sandy Vanderburgh Steve Cardwell
Regrets	**Senate Office**	**Guests**
Purru Sandhu Sharmen Lee Kristan Ash Tom Westgate Deepak Gupta Rajiv Jhangiani Zena Mitchell	Rita Zamluk	Xavier Ardez

1. **Territorial Acknowledgement and Call to Order**

   The Chair, Heather Clark, called the meeting to order at 10:01 a.m. and provided a territorial acknowledgement.

2. **Approval of Agenda**

   Catherine Schwichtenberg moved that the agenda be confirmed as circulated.

   The motion carried.

3. **Approval of Minutes, June 4, 2021**

   Catherine Schwichtenberg moved that the minutes be accepted as circulated.

   The motion carried.

4. **Chair's Report**

   No report.

5. **New Business**

5.1. **AC10** *Development and Change of Senate-Approved Programs*

David Burns provided background and context for the discussion. He overviewed the purpose of the changes, and reviewed the consultation process. The intent of the word "proponent" is to enable anyone to bring forward a proposal. He explained how the improved clarity and consistency within the revised policy will encourage discussions about program changes.

The Committee expressed appreciation for the policy changes, discussed the definition of proponent, the means and reasons to close programs, and ways in which the revised policy will ease decisions regarding closing programs.

Catherine Schwichtenberg moved that the Senate Standing Committee on Academic Planning and Priorities recommend that Senate recommend to the Board of Governors the approval of Policy and Procedure AC10 *Development and Change of Senate-Approved Programs.*

The motion carried.

6. **Associate Vice-President, Teaching and Learning Report**

The Chair commended the Teaching and Learning Commons for their work in supporting faculty members.

7. **Items for Discussion**

No items for discussion

8. **Adjournment**

The meeting adjourned at 10:17 a.m.

SENATE STANDING COMMITTEE ON UNIVERSITY BUDGET

Agenda Item: *4.1.1*
Meeting Date: *October 22, 2021*
Presenter: *Amy Jeon*

Agenda Item	Orientation: SSCUB Mandate and Membership

Action Requested	Education

Recommended Resolution	N/A

Committee Report	For Secretariat Use Only
Context & Background	On September 19, 2021, the Senate Governance and Nominating Committee (SGNC) discussed the value of having each committee annually reacquaint itself with its mandate and membership. The intent is for new members to learn about the committee mandate and membership and for returning members to refresh their memories. SGNC has the mandate to: *"Review at least once every three years, the configuration of senate standing committees, their membership, terms of reference, their consultation and reporting relationships, and propose to Senate any recommendations for change."* This year, the Vice-Chair of Senate will lead the comprehensive review which will include consultations with the Standing Committees in Spring 2022. During October and November 2021, the Standing Committees are expected to present its mandate and membership to the committee members. Any recommended changes will be forwarded to the Senate office to be included for consideration in the comprehensive review by SGNC.
Key Messages	1. On behalf of the SGNC, the Vice-Chair of Senate will be leading a comprehensive review of all Senate Standing Committee mandates and memberships.

2. The Senate Standing Committees continue with the practice of providing an informational introduction of their mandates and memberships during Fall 2021 and forward recommended changes to the Senate Office.

3. The Vice-Chair of Senate will collect and forward the recommendations to SGNC for consideration in the comprehensive review.

4. The Vice-Chair of Senate will meet with the Senate Standing Committees in Spring 2022 to discuss any changes.

Attachments   Current mandate and membership of
the Senate Standing Committee on University Budget

Submitted by   *Amy Jeon, Vice-Chair of Senate*

Date submitted   *October 8, 2021*

SENATE STANDING COMMITTEE ON UNIVERSITY BUDGET

MANDATE

The Budget Committee of Senate serves two important roles. Its responsibilities include:

- Those related to its role as an advisory body to Senate on matters within the jurisdiction of Senate, and

- Those related to its role as an advisory role to the President and Vice-Presidents on budgetary policy, processes and allocations.

Responsibilities

1. Advise Senate and its committees on the budgetary implications of matters within the jurisdiction of Senate and its committees, including proposals for new educational, research or other programs or initiatives, as required by Senate and its committees.

2. 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.

3. At the request of the President, Board of Governors and Senate, provide advice on matters related to the University's property, building and structures.

4. Assist the President and Vice-Presidents in the development of budgetary policies, guidelines, processes and models.

5. Assist the President and Vice-Presidents with the development of consultation and communication strategies related to budgetary matters.

6. Present the annual University budget to Senate.

7. Establish such subcommittees as needed to fulfill the Committee's responsibilities.

8. Other duties as assigned by Senate

MEMBERSHIP COMPOSITION

Voting Members

- Chancellor
- President
- Student senator or student representative
- Senator or representative from each Faculty
- Professional support staff senator or representative
- Two deans or associate deans
- Librarian
- Representative, Information Technology

Non-voting Members

- Vice-Chair of Senate
- Provost and Vice-President, Academic or designate
- Vice-President, Finance and Administration or designate
- Executive Director, Financial Services or designate
- Chair of Senate Standing Committee on Academic Planning and Priorities

SENATE STANDING COMMITTEE ON
ACADEMIC PLANNING AND PRIORITIES

Agenda Item: *4.1.2*
Meeting Date: *October 22, 2021*
Presenter: *Amy Jeon*

Agenda Item	Orientation: SSCAPP Mandate and Membership

Action Requested	Education

Recommended Resolution	N/A

Committee Report	For Secretariat Use Only

On September 19, 2021, the Senate Governance and Nominating Committee (SGNC) discussed the value of having each committee annually reacquaint itself with its mandate and membership. The intent is for new members to learn about the committee mandate and membership and for returning members to refresh their memories.

SGNC has the mandate to:

Context & Background

> "*Review at least once every three years, the configuration of senate standing committees, their membership, terms of reference, their consultation and reporting relationships, and propose to Senate any recommendations for change.*"

This year, the Vice-Chair of Senate will lead the comprehensive review which will include consultations with the Standing Committees in Spring 2022.

During October and November 2021, the Standing Committees are expected to present its mandate and membership to the committee members. Any recommended changes will be forwarded to the Senate office to be included for consideration in the comprehensive review by SGNC.

Key Messages	1. On behalf of the SGNC, the Vice-Chair of Senate will be leading a comprehensive review of all Senate Standing Committee mandates and memberships.
	2. The Senate Standing Committees continue with the practice of providing an informational introduction of their mandates and memberships during Fall 2021 and forward recommended changes to the Senate Office.
	3. The Vice-Chair of Senate will collect and forward the recommendations to SGNC for consideration in the comprehensive review.
	4. The Vice-Chair of Senate will meet with the Senate Standing Committees in Spring 2022 to discuss any changes.
Attachments	Current mandate and membership of the Senate Standing Committee on Academic Planning and Priorities
Submitted by	*Amy Jeon, Vice-Chair of Senate*
Date submitted	*October 8, 2021*

SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES

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. In consultation with the Senate Standing Committee on Research and Graduate Studies, 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.

MEMBERSHIP COMPOSITION

Voting Members

- Chancellor
- President
- Two student senators or student representatives
- Senator or representative from each Faculty
- Support staff senator or representative
- Two deans or associate deans

Non-voting Members

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

SENATE STANDING COMMITTEE ON UNIVERSITY BUDGET
Agenda Item: 4.2.1
Meeting Date: *October 22, 2021*
Presenter: *Amy Jeon*

Agenda Item	Notice of Election: SSCUB Vice-Chair
Action Requested	Information
Key Messages	1. All senators who are members of the committee and all voting members of the committee are eligible to be elected as committee vice-chair. If the elected chair is not a senator, then the committee should elect a senator into the committee vice-chair position. 2. The vice-chairs of Senate standing committees are normally elected for a three-year term beginning in September. The term of office will be from December 1, 2021 to August 31, 2024, or to the end of the member's term on Senate, whichever is shorter. 3. Nominations will be from the floor at the next meeting. If there is only one person nominated, then that person may be acclaimed. If more than one person is nominated, then there will be an election by ballot.
Submitted by	*Rita Zamluk, Administrative Assistant, University Senate*
Date submitted	*October 12, 2021*

Senate Standing Committee
Chair and Vice-Chair
Responsibilities

Workplan

- In consultation with the Vice-Chair of Senate, develops a draft annual workplan for the committee
- Finalizes the workplan with the committee
- Submits agenda items
- Ensures the committee receives necessary information in a timely fashion

Meeting Preparation

- Reviews documents submitted to Senate Office.
- Advises proponent and senate staff of any changes needed before the documents can proceed to committee
- Approves the draft agenda and supporting materials for distribution to the committee
- Cancels scheduled meetings as needed

Meeting

- Conducts the committee meetings.

After the meeting

- Reviews and edits draft minutes prepared by senate staff
- Advises on next steps for action items
- Emails members their action items
- Reviews attendance of committee members

Reports to Senate

- Prepares report for Senate to inform the Senate of current committee issues and activities
- Writes one-page report for the Senate Annual Report

Other duties as required by individual standing committees.

SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES
Agenda Item: *4.2.2*
Meeting Date: *October 22, 2021*
Presenter: *Amy Jeon*

Agenda Item	Notice of Election: SSCAPP Vice-Chair

Action Requested	Information

Key Messages	1. All senators who are members of the committee and all voting members of the committee are eligible to be elected as committee vice-chair. If the elected chair is not a senator, then the committee should elect a senator into the committee vice-chair position.
	2. The vice-chairs of Senate standing committees are normally elected for a three-year term beginning in September. The term of office will be from November 1, 2021 to August 31, 2024, or to the end of the member's term, whichever is shorter.
	3. Nominations will be from the floor at the next meeting. If there is only one person nominated, then that person may be acclaimed. If more than one person is nominated, then there will be an election by ballot. If there are no nominations, the election will be held the following month.

Attachment	SSC Chair and Vice-Chair Responsibilities

Submitted by	*Rita Zamluk, Administrative Assistant, University Senate*
Date submitted	*October 22, 2021*

SENATE STANDING COMMITTEE
ON ACADEMIC PLANNING AND PRIORITIES

Agenda Item: 5.1
Meeting Date: October 22, 2021
Presenter: Zena Mitchell

Agenda Item	Academic Schedules 2022/23 and 2023/24

Action Requested	**Motion**

Recommended Resolution	**THAT the Senate Standing Committee on Academic Planning and Priorities confirm that the 2022/2023 and 2023/2024 Academic Schedules are compliant with Policy AR17: *Academic Schedule and Course Timetables* and recommend to Senate for approval.**

Senate Standing Committee Report	For Senate Office Use Only
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."* The following guidelines are used when establishing the Academic Schedule to ensure adherence to Policy AR 17: • The number of instructional days of the week are maximized at 13. • A non-instructional day is included in the first week of January for the Spring term's new student orientation. • Withdrawal dates for each semester have been set as the last day of the instructional cycle as an ongoing COVID measure.

- Each final exam/assessment period has been set at 8 days.
- The reading break in each Spring term has been aligned with Family Day so two consecutive instructional Mondays are not lost.

Key Messages

1. Approving Academic Schedules two years out allows for better institutional planning.

2. The Provincial government advised all provincial public sector employers to recognize the National Day for Truth and Reconciliation on September 30, 2021 as a holiday *for this year* for all employees who are normally entitled to provincial and federal holidays. Recognizing September 30, 2021 was an interim measure while the Province begins to engage with Indigenous partners and the business and labour communities to determine the most appropriate way to commemorate this day going forward. As such, September 30 has not been noted as a KPU closure in this package as we do not have further information at this time.

Attachments

1. 2022/23 and 2023/24 Academic Year Schedules

2. AR17: Academic Schedule and Course Timetable Policy

3. AR17: Academic Schedule and Course Timetable Procedures

4. AC4: Student Evaluation and Grading

Submitted by

Zena Mitchell, Associate Vice President, Enrolment Services & Registrar and Secretary of Senate

Date submitted

October 7, 2021

2022-23 Academic Year Schedule

KPU HOLIDAYS / CLOSURES

Labour Day	Mon, Sep 05, 2022	Easter Monday	Mon, Apr 10, 2023
Thanksgiving	Mon, Oct 10, 2022	Victoria Day	Mon, May 22, 2023
Remembrance Day	Fri, Nov 11, 2022	Canada Day	Sat, Jul 01, 2023
Holiday Closure	Dec 24, 2022 – Jan 2, 2023	Canada Day (obs.)	Mon, Jul 03, 2023
Family Day	Mon, Feb 20, 2023	BC Day	Mon, Aug 07, 2023
Good Friday	Fri, Apr 07, 2023		

SUMMARY

Term	Duration *(first day of classes until final grade submission deadline)*
Fall 2022	Sep 06 – Dec 20, 2022
Spring 2023	Jan 04 – Apr 26, 2023
Summer 2023	May 08 – Aug 22, 2023

FULL TERM DATES

Term	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 06, 2022	Wed, Jan 04, 2023	Mon, May 08, 2023
Reading break		Mon, Feb 20-Sat, Feb 25, 2023	
Last day to withdraw	Mon, Dec 05, 2022	Tues, Apr 11, 2023	Sat, Aug 05, 2023
Last day of classes	Mon, Dec 05, 2022	Tues, Apr 11, 2023	Sat, Aug 05, 2023
Exam Period			
Final exams start	Wed, Dec 07, 2022	Thurs, Apr 13, 2023	Wed, Aug 09, 2023
Final exams end	Thurs, Dec 15, 2022	Fri, Apr 21, 2023	Thurs, Aug 17, 2023
Grade Submission Deadline	Tue, Dec 20	Wed, Apr 26	Tue, Aug 22

Days of instruction (holidays /closures removed):

Term	Fall	Spring	Summer
Mondays	12	12	11
Tuesdays	13	13	13
Wednesdays	13	13	13
Thursdays	13	13	13
Fridays	12	12	13
Saturdays	13	13	12
TOTAL	**76**	**76**	**75**
Exam days	8	8	8

Session One	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 06, 2022	Wed, Jan 04, 2023	Mon, May 08, 2023
Last day to withdraw	Mon, Oct 17, 2022	Mon, Feb 13, 2023	Mon, Jun 19, 2023
Last day of classes	Mon, Oct 17, 2022	Mon, Feb 13, 2023	Mon, Jun 19, 2023
Exam Period			
Final exams start	Wed, Oct 19, 2022	Wed, Feb 15, 2023	Wed, Jun 21, 2023
Final exams end	Fri, Oct 21, 2022	Fri, Feb 17, 2023	Fri, Jun 23, 2023

Session Two	Fall	Spring	Summer
Instructional Days			
First day of classes	Mon, Oct 31, 2022	Mon, Feb 27, 2023	Tue, Jul 04, 2023
Last day to withdraw	Sat, Dec 10, 2022	Sat, Apr 08, 2023	Mon, Aug 14, 2023
Last day of classes	Sat, Dec 10, 2022	Sat, Apr 08, 2023	Mon, Aug 14, 2023
Exam Period			
Final exams start	Tue, Dec 13, 2022	Thurs, Apr 13, 2023	Wed, Aug 16, 2023
Final exams end	Thurs, Dec 15, 2022	Sat, Apr 15, 2023	Fri, Aug 18, 2023

Days of instruction:

Term	Fall		Spring		Summer	
Session	**One**	**Two**	**One**	**Two**	**One**	**Two**
Mondays	5	6	6	6	6	5
Tuesday	6	6	5	6	6	6
Wednesdays	6	6	6	6	6	6
Thursdays	6	6	6	6	6	6
Fridays	6	5	6	5	6	6
Saturdays	6	6	6	6	6	6
TOTAL	**35**	**35**	**35**	**35**	**36**	**35**
Exam Days	3	3	3	3	3	3

KPU HOLIDAYS / CLOSURES

Labour Day	Mon, Sep 04, 2023	Good Friday	Fri, Mar 29, 2024
Thanksgiving	Mon, Oct 09, 2023	Easter Monday	Mon, Apr 1, 2024
Remembrance Day	Sat, Nov 11, 2023	Victoria Day	Mon, May 20, 2024
Remembrance Day (observed)	Mon, Nov 13, 2023	Canada Day	Mon, Jul 01, 2024
Holiday Closure	Dec 24, 2023 – Jan 2, 2024	BC Day	Mon, Aug 05, 2024
Family Day	Mon, Feb 19, 2024		

SUMMARY

Term	Duration *(first day of classes until final grade submission deadline)*
Fall 2023	Sep 05 – Dec 19, 2023
Spring 2024	Jan 04 – Apr 24, 2024
Summer 2024	May 06 – Aug 20, 2024

FULL TERM DATES

Term	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 05, 2023	Thu, Jan 04, 2024	Mon, May 06, 2024
Reading break		Mon, Feb 19-Sat, Feb 24, 2024	
Last day to withdraw	Mon, Dec 04, 2023	Wed Apr 10, 2024	Sat, Aug 03, 2024
Last day of classes	Mon, Dec 04, 2023	Wed, Apr 10, 2024	Sat, Aug 03, 2024
Exam Period			
Final exams start	Wed, Dec 06, 2023	Fri, Apr 12, 2024	Wed, Aug 07, 2024
Final exams end	Thu, Dec 14, 2023	Sat, Apr 20, 2024	Thu, Aug 15, 2024
Grade Submission Deadline	Tue, Dec 19	Wed, Apr 24	Tue, Aug 20

Days of instruction (holidays /closures removed):

Term	Fall	Spring	Summer
Mondays	11	12	11
Tuesdays	13	13	13
Wednesdays	13	13	13
Thursdays	13	13	13
Fridays	13	12	13
Saturdays	12	13	13
TOTAL	**75**	**76**	**76**
Exam days	8	8	8

Session One	Fall	Spring	Summer
Instructional Period			
First day of classes	Tue, Sep 05, 2023	Wed, Jan 04, 2024	Mon, May 06, 2024
Last day to withdraw	Mon, Oct 16, 2023	Mon, Feb 13, 2024	Mon, Jun 17, 2024
Last day of classes	Mon, Oct 16, 2023	Mon, Feb 13, 2024	Mon, Jun 17, 2024
Exam Period			
Final exams start	Wed, Oct 18, 2023	Wed, Feb 15, 2024	Wed, Jun 19, 2024
Final exams end	Fri, Oct 20, 2023	Fri, Feb 17, 2024	Fri, Jun 21, 2024

Session Two	Fall	Spring	Summer
Instructional Days			
First day of classes	Mon, Oct 30, 2023	Mon, Feb 27, 2024	Tue, Jul 02, 2024
Last day to withdraw	Sat, Dec 09, 2023	Sat, Apr 08, 2024	Mon, Aug 12, 2024
Last day of classes	Sat, Dec 09, 2023	Sat, Apr 08, 2024	Mon, Aug 12, 2024
Exam Period			
Final exams start	Tue, Dec 12, 2023	Thu, Apr 13, 2024	Wed, Aug 14, 2024
Final exams end	Thu, Dec 14, 2023	Sat, Apr 15, 2024	Fri, Aug 16, 2024

Days of instruction:

Term	Fall		Spring		Summer	
Session	**One**	**Two**	**One**	**Two**	**One**	**Two**
Mondays	5	5	6	6	6	5
Tuesday	6	6	6	6	6	6
Wednesdays	6	6	5	6	6	6
Thursdays	6	6	6	6	6	6
Fridays	6	6	6	5	6	6
Saturdays	6	5	6	6	6	6
TOTAL	**35**	**34**	**35**	**35**	**36**	**35**
Exam Days	3	3	3	3	3	3

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

Agenda Item: *5.2*
Meeting Date: *October 22, 2021*
Presenter(s): *David Burns*

Agenda Item	Program Proposal: Centre for the Entertainment Arts

Action Requested	Motion

Recommended Resolution	THAT SSC Academic Planning and Priorities and SSC University Budget recommend that Senate recommend that the Board of Governors approve the following programs, including the attached courses and variances, for implementation in May 2022: • **Certificate in Foundation in Entertainment Arts** • **Diploma in Advanced 2D Digital Animation Production** • **Diploma in Advanced 3D Animation and 3D Modelling** • **Diploma in Advanced Game Development** • **Diploma in Advanced VFX (Virtual Production)**

Committee Report	For Secretariat Use Only
Context & Background	KPU has a unique and compelling opportunity to create an entertainment arts program in conjunction with the Centre for Entertainment Arts [CEA], which is in the process of leaving Langara College and which we propose should be housed at KPU's Faculty of Arts. Versions of these programs, with the exception of 2D Animation, are already in place either at Langara or CEA's Alberta partner institution, Bow Valley College. If approved, this partnership would allow KPU to use these curricula, modified and adapted to meet KPU's policies and practices. The proposed programs would be KPU programs, leading to KPU credentials, taught by KPU faculty. They would be governed, in future, under normal KPU departmental and faculty processes.
Key Messages	1. Changes to the given curricula, because these are not yet KPU programs, must be discussed with the CEA. For this reason, the attached curricula should be viewed as a package and only edited in cases of truly material problems that may compromise the student

experience. The question is, at the course level in particular, whether these courses meet basic KPU standards (not whether we would pass them in precisely this form where they already KPU offerings).

2. The students currently in the program will be given an opportunity, through PLAR, to shift their progress to KPU and complete their credential here. This means two things: first, that variances will be included in the proposals to our normal admission and residency requirements, and; second, that if we choose to pursue this opportunity we follow the timeline given in the concept papers so that these students can shift institutions without undue interruptions their programs.

Resource Requirements   N/A

Implications/Risks   N/A

Consultations

Regular and ongoing consultation has taken place with:

- Lori McElroy, Associate Vice-President, Planning and Accountability
- Chervahun Emilien, Executive Director, Financial Services
- Zena Mitchell, Associate Vice-President, Enrolment Services and Registrar
- Adam Jaffer, Special Advisor to the President, Special Projects
- Diane Purvey, Dean, Faculty of Arts

Approvals and/or letters of support have been collected from:

- Gordon Cobb, Faculty, Music Department and Teaching and Learning Commons
- Billeh Nickerson, Co-Chair, Creative Writing Department
- Greg Chan and Robert Dearle, Chair, English Department
- Jaret Lang, AVP, Campus and Community Planning
- Joanne Saunders, Executive Director, Marketing and Communication
- Leeann Waddington, Director, Learning Technology and Educational Development, Teaching and Learning Commons
- Andhra Goundrey, Dean, School of Design

- Polytechnic University Executive, August 25, 2021 (endorsed)
- Arts Standing Committee on Academic Planning and Priorities, September 3, 2021 (referred to Arts Faculty Council)
- Arts Standing Committee on Curriculum, September 17, 2021 (endorsed)
- Arts Faculty Council, September 24th, 2021 (endorsed)

Consultation is ongoing with a range of other departments and service units

Attachments

1. [Full Program Proposal Certificate in Foundation in Entertainment Arts](#)
2. [Concept Paper, Certificate in Foundation in Entertainment Arts](#)
3. [Full Program Proposal, Diploma in Advanced 2D Digital Animation Production](#)
4. [Concept Paper, Diploma in Advanced 2D Digital Animation Production](#)
5. [Full Program Proposal, Diploma in Advanced 3D Animation and 3D Modelling](#)
6. [Concept Paper, Diploma in Advanced 3D Animation and 3D Modelling](#)
7. [Full Program Proposal, Diploma in Advanced Game Development](#)
8. [Concept Paper, Diploma in Advanced Game Development](#)
9. [Full Program Proposal, Diploma in Advanced VFX (Virtual Production)](#)
10. [Concept Diploma in Advanced VFX](#)
11. [Feasibility Assessment](#)
12. [Collected Curriculum Consultation Forms](#)
13. [Entertainment Arts Library Impact Assessment](#)
14. [Financial Assessment](#)
15. [AFC Memo Regarding CEA Resolution](#)

Submitted by   *David P. Burns, Ph.D.*

Date submitted   *Oct. 6, 2021*

Associate Vice President, Teaching and Learning:
Report to The Senate Standing Committee on Academic Planning & Priorities and The Senate Standing Committee on University Budget
October 22, 2021 (for the period of September 11, 2021 – October 8, 2021)

TRAINING & SUPPORT

- The **Foundations in Teaching Excellence program** was developed and launched by the Teaching and Learning Commons in support of Goal 2 (Teaching Excellence) of KPU's Academic Plan. We are excited to provide this flexible yet comprehensive framework for educational development that addresses the core components needed to support the design and delivery of exceptional learning experiences. The framework includes training within the following five core domains:
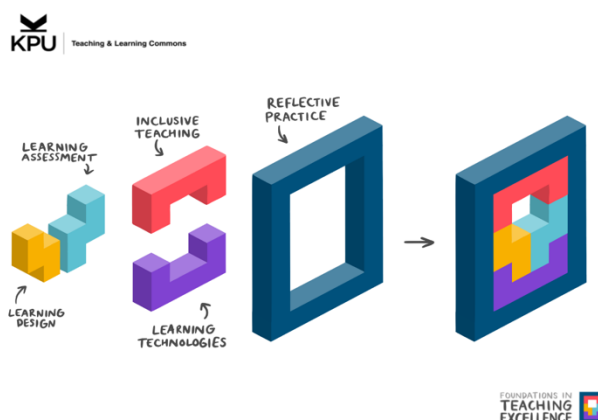
  Each domain includes modules that provide an overview of important concepts and frameworks for that aspect of teaching practice. Each domain will take 4-6 hours for completion, and some may include optional synchronous or facilitated experiences. Both the content and the structure of this framework has been informed by consultations with our faculty, including at various Faculty Councils, the Senate Standing Committee on Teaching & Learning, as well as the survey of faculty and instructional staff. The modules for Learning Technologies, Learning Design, Learning Assessment, and Inclusive Teaching have been launched, with the modules for Inclusive Teaching to follow in October.

- **Policy AC15 (Micro-credentials)** received approval from the Senate Standing Committees on Policy Review (June 2), Academic Planning & Priorities (June 4), and Curriculum (June 16), Senate (June 28), the Board Governance Committee (September 8), and the Board of Governors (September 29). This makes KPU the first post-secondary institution in BC to have a governance model and approval process for micro-credentials and digital badges.

- Dr. Rajiv Jhangiani has been appointed to the **BC Post-Secondary Digital Learning Advisory Committee** and invited to Chair its Quality Enhancement Working Group.

- **The Teaching & Learning Commons has launched our new Recording Studio**. Located within the Commons in Surrey (A2400), this space is well equipped with professional lighting, microphones, a green screen, teleprompter, and sound proofing to help faculty record high quality videos for your courses. For more information (including a pre-visit orientation video), please visit here.

- Our Educational Consultants completed **23** pedagogical consultations.

- The Commons is currently working with the Chair of the Research Ethics Board and the Privacy Office to develop and streamline guidelines for faculty who wish to engage in the scholarship of teaching and learning.

- The following articles were published on our **Pedagogy + Practice** blog:
    - Looking back and Looking ahead: Building on the lessons from the pandemic | September 23, 2021
    - The Pedagogy and Practice of Peer Review | October 6, 2021

UPCOMING WORKSHOPS

In addition to the launch of our Foundations in Teaching Excellence (FTE) program, we are offering the following synchronous and asychnrounous workshops this semester:

> **Synchronous**
> Designing for Blended Learning | August 23 and 30
> Muddling through Moodle | August 25, 27 and September 1
> Conferencing Tools | August 25, 27 and September 1
> Inviting Spaces: Building Engagement in Your Online Courses | August 25
>
> **Asynchronous**
> Intro to Open Education
> Moodle Gradebook Fundamentals
> Maximizing Gradebook Functions
> Moodle Quizzes – Basic
> Moodle Quizzes – Advanced
> BBB Basics
> Kaltura Series
> ePortfolios Explained
> Getting Started with PebblePad

LEARNING TECHNOLOGIES

- The Learn-Tech team resolved **390** support tickets.

- A six-member team from KPU's Teaching and Learning Commons and the Wilson School of Design were successful in their application to participate in the **2022-23 Association of American Colleges & Universities Institute on ePortfolios**. This year-long engagement opportunity will serve to promote and support the adoption Folio Thinking and ePortfolios to faculty and students in the WSD with the goal of carrying forward learning from this experience to the wider KPU Community.

- We have secured licenses for Camtasia, which is a popular software application used for recording and editing videos with ease. Videos created or edited in Camtasia can be saved and then shared via Kaltura. **Camtasia is now available upon request to all faculty and instructional staff**, for installation on KPU-issued laptops. To request access please log a ticket at the joint IT/T&L support portal that includes your device number (from the sticker on the bottom) and it will be installed onto your device remotely.

- **Zoom is available to support instructional activities.** There were **16** new Zoom license requests by faculty and students, bringing the total number of activated licenses to **666**. Faculty and instructional staff who would like to use Zoom can **request an account** using this intake form. Instructions for both **faculty** and **students,** with links to various resources and video tutorials, have been developed to continue supporting teaching and learning activities of learning technologies.

- Faculty looking for a simple easy-to-use platform for creating visual syllabi, posters, process maps, and more, need look no further than **Venngage**. Our increased licenses can be used, returned and re-issued to another user. *Please Note*: This is not for event or promotional materials creation. All KPU promotional materials must be created and approved by Marketing. For more information, please email tlcommons@kpu.ca.

OPEN EDUCATION

- Zero Textbook Costs (ZTC) data gathering for spring 2022 has begun. Instructors teaching in spring 2022 will receive an email invitation to complete the ZTC webform. The webform is due by Friday, October 1, 2021.

- The UN SDG Open Pedagogy Fellows met one last time to share their open assignments with their inter-institutional colleagues. Fellows received feedback that they will work into the final iteration of their assignments before deploying them in the fall. Once assignment instructions have been finalized and submitted, they will be added to the UN SDG Toolkit.

- In Fall 2021, KPU instructors are offering 549 **Zero Textbook Cost (ZTC) course sections**, more than KPU has offered in any single semester! Total student savings from the ZTC program has now crossed $7 million.

OTHER DEVELOPMENTS

- The Ministry of Advanced Education and Skills Training put out a call for funding for Phase2 of their Co-op and Work-Integrated Learning Initiative. An application led by Julia Denker (Director, Career

Development Centre) titled "A seat at the table: Expanding Co-op WIL opportunities for underrepresented students and programs" was provided with $87,811 in funding.

- Dr. Rajiv Jhangiani gave the keynote address at the Online Learning Consortium Conference on September 20, 2021. Titled 20/21: A Pedagogical Odyssey, he discussed what higher education might look like when incorporating practices that focus on inclusion, trust, and care as critical to learning.

- Dr. Rajiv Jhangiani co-hosted an AnnotatED workshop with Hypothesis.is in which the focus was on annotating Dr. Jennifer Hardwick's recent post on our Pedagogy + Practice blog.

- Dr. Farhad Dastur was a panel presenter at the following two conferences:
    o Colorado Learning and Teaching with Technology Conference, presentation title Being the first: Experiences of OER early adopters/creators (OER track), on August 5, 2021.
    o 2021 MI OER Summit, presentation title Being the first: Experiences of OER creators who were the first to create or adapt OER at their institutions, on August 11, 2021.

TEAM UPDATES

- Dr. Marcelina Piotrowski started her role as the Director of Flexible Learning and Academic Integrity.

- Diana Christie has started her role as the Divisional Business Manager of Continuing and Professional Studies.

- Olivia Jeon has started her role as the Commons' new Junior Analyst.

- Kim Wdowiak has started her role as the Commons' new Administrative Assistant.

- Tina Ly has started her role as an additional Communications & Events Specialist.

UPCOMING FUNDING OPPORTUNITIES

Teaching & Learning Innovation Fund

The **Teaching & Learning Innovation Fund (TLIF)** is designed to support pedagogical innovation at KPU. Recognizing the diverse array of programs and instructional approaches that are necessary and valued at a polytechnic university, the TLIF takes an inclusive approach by supporting a broad range of projects that advance teaching practices at KPU (**Goal 2 of Academic Plan 2023**). Regular instructors and support staff with instructional responsibilities (e.g., lab instructors, etc.) are eligible to apply to the TLIF. Applications for the TLIF are accepted on an ongoing basis, until the annual funding is exhausted. Applications may be submitted with project budgets up to $10,000 and will be adjudicated within two weeks, in order to support the rapid implementation of teaching and learning innovation.

To date, 12 projects have been supported through the TLIF during FY22, with a total of $66,433.19 in allocated funding.

0.6% Faculty Professional Development Fund

Faculty PD Fund applications involving research, conference presentations, teaching and learning enhancements, and tuition support are some areas considered for funding. The next application deadline is **October 1, 2021**.

Open Educational Resource (OER) Grants

The Open Educational Resources (OER) Grant program provides funding and staff support to KPU faculty members interested in creating, adapting, or adopting OER (or engaging in other forms of Open Pedagogy). Three levels of OER Grants are available:

» OER Adoption Grant
» OER Adaptation Grant
» OER Creation Grant

To date, we have received 7 **OER Grant** proposals for Summer 2021. The next application deadline for OER Creation and OER Adaptation grants is **January 10, 2022.** OER Adoption Grants have a rolling deadline and applications are accepted until funds are exhausted. More information is available here.

SENATE STANDING COMMITTEE ON UNIVERSITY BUDGET
Agenda Item: 9.1
Meeting Date: October 22, 2021
Presenter: Amy Jeon

Agenda Item	**Election: SSCUB Chair**
Context & Background	David Burns, Vice-Chair of Senate, chaired the committee from January 2018 to August 2021. He provided a notice of election of chair on May 7, 2021. No one was nominated during the election at the meeting on June 4, 2021. In the absence of an elected chair, the Vice-Chair of Senate continues to chair the committee.
Key Messages	1. All Senators and voting members who are members of the senate standing committee are eligible to be elected as committee chair. 2. The chairs of senate standing committees are normally elected for a three-year term beginning in September. 3. Senators will be elected for a three-year term or for the term remaining in the Senator's term on Senate, whichever is shorter. 4. A member will be elected for a three-year term or for the term remaining in the member's term on the Committee, whichever is shorter. 5. This election is for the term November 1, 2021 – August 31, 2024. 6. The Vice-Chair of Senate will conduct the election.
Attachment	SSC Chair and Vice-Chair Responsibilities
Submitted by	*Rita Zamluk, Administrative Assistant, University Senate*
Date submitted	*October 8, 2021*

Senate Standing Committee
Chair and Vice-Chair
Responsibilities

Work plan

- In consultation with the Vice-Chair of Senate, develops a draft annual workplan for the committee
- Finalizes the work plan with the committee
- Submits agenda items
- Ensures the committee receives necessary information in a timely fashion

Meeting Preparation

- Reviews documents submitted to Senate Office.
- Advises proponent and senate staff of any changes needed before the documents can proceed to committee
- Approves the draft agenda and supporting materials for distribution to the committee
- Cancels scheduled meetings as needed

Meeting

- Conducts the committee meetings.

After the meeting

- Reviews and edits draft minutes prepared by senate staff
- Advises on next steps for action items
- Emails members their action items
- Reviews attendance of committee members

Reports to Senate

- Prepares report for Senate to inform the Senate of current committee issues and activities
- Writes one-page report for the Senate Annual Report

Other duties as required by individual standing committees.