

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

Regular Meeting
Friday, January 6, 2023
10:00 a.m. – noon
MS Teams Online

JOINT AGENDA

1. Call to Order and Territorial Acknowledgement Heather Clark 10:00
2. Approval of Agenda
3. Approval of Minutes, December 2, 2022
4. Chairs' Report 10:05
5. New Business
 - 5.1. Fiscal Year 2023-24 University BudgetChervahun Emilien 10:10
6. Adjournment of Joint Committee.....

SSCAPP AGENDA

7. New Business
 - 7.1. Institutional Recognition – International Language School of Canada....Aimee Begalka 10:30
8. Associate Vice-President, Teaching and Learning ReportLeeanne Waddington 10:50
9. Items for Discussion..... 11:00
10. Adjournment

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

Regular Meeting
Friday, December 2, 2022
10:00 a.m. – noon
MS Teams Online

SSCAPP Voting Member Quorum: 6		
Allyson Rozell Andhra Goundrey Andres Schwartz Heather Clark, Chair Navleen Kaur	Sharmen Lee Shelley Strimbold	Alan Davis, Vice-Chair
		Non-voting
		Amy Jeon Leeann Waddington Lori McElroy Zena Mitchell
Regrets		Guests
Andre Iwanchuk Deepak Gupta Diane Purvey Gurprabhnoor Kaur Stephanie Howes Tom Westgate		Aimee Begalka Catherine Siermacheski David Burns
SSCUB Voting Member Quorum: 7		
Caroline Daniels Fergal Callaghan Fiona Whittington-Walsh, Vice-Chair Heather Harrison Laura McDonald	Natasha Campbell Peter Siermacheski Travis Higo	Alan Davis, Chair
		Non-voting
		Amy Jeon Chervahun Emilien Heather Clark
Regrets	Senate Office	Guests
Diane Purvey Lyndsay Passmore Peter Smailes Rashminder Singh Seanna Takacs Simren Sandhu Tom Westgate	Sonia Banwait Michelle Molnar	

1. Call to Order and Territorial Acknowledgement

The Chair, Heather Clark, called the meeting to order at 10:01 p.m.

2. Approval of Agenda

Andhra Goundrey moved the agenda be confirmed as circulated.

The motion carried.

3. Approval of Minutes, October 21, 2022

Shelley Strimbold asked why no motion was indicated for item 9.1 Accuplacer Report to carry forward to today's meeting. Amy Jeon explained that a motion to carry was not required.

Zena Mitchell provided a correction to item 10.1 LPI Discontinuance and advised the LPI end date should read July 2020, not 2022. The correction was made.

Sharmen Lee moved the minutes be accepted as amended.

The motion carried.

4. Chairs' Report

SSCUB Chair, Alan Davis provided a brief update on the 2023/24 budget and informed the committee that the budget proposal is on schedule and will be coming forward for discussion in the new year.

4.1. New Membership

Heather Clark welcomed new SSCAPP members Andres Schwartz, Gurprabnoor Kaur and Navleen Kaur and also welcomed new SSCUB member Travis Higo to the committee.

5. New Business

5.1. Establishment of a New Department – Entrepreneurial Leadership

Heather Harrison, Dean of Melville School of Business, provided an overview of the proposed Entrepreneurial Leadership department within the Melville School of Business. She explained that since the Entrepreneurial Leadership is rapidly becoming a flagship program, the third- and fourth-year general business programs have been refined into a structured four-year program to establish a proper functioning department.

Alan Davis acknowledged this is a great establishment and suggested the department look into shorter, micro or online programs in addition to the degree program to provide more options for students.

Fiona Whittington-Walsh moved THAT the Senate Standing Committees on Academic Planning and Priorities and on University Budget recommend that Senate recommend that the Board of Governors approve the establishment of a new department called Entrepreneurial Leadership (ENTR) in the Melville School of Business effective May 1, 2023.

The motion carried.

6. Associate Vice-President, Teaching and Learning Report

Leeann Waddington, Associate Vice-President, Teaching and Learning, presented her report. She highlighted that following a successful first round of *Appreciating Teaching Excellence* held in October 2022, a second round will be held on March 16, 2023, with a return of PechaKucha Sharing Session and Partner Spotlight.

7. Adjournment of Joint Meeting

The joint portion of the meeting was adjourned at 10:19 a.m.

8. Items for Information

8.1. Assessment of EPT and EU Placement Testing of Domestic Students

Lori McElroy, Associate Vice-President, Planning & Accountability, provided a report on domestic student performance by English proficiency as requested from the October 21, 2022 meeting.

Alan Davis asked for clarification on how EU and EPT testing results vary. Lori McElroy explained that EU assessment testing is producing the lowest success rates for those who are assessed to be in preparatory level one or two, which suggests there may be some adjustment required on how students are placed. She noted that EPT success rates are higher which further suggests that one method can get students into undergraduate studies while the other would not. Alan Davis also suggested to create a diagram that outlines the pathways students can take which may help depict which pathways are effective and ultimately assist in streamlining this process.

Zena Mitchell shared that from a recruitment standpoint, it can be difficult to recommend which tests a student should write based on their perceived level of preparedness. The committee deliberated the shortcomings for both testing options and discussed if there were ways to streamline the process, gauge student preparedness and ease student anxiety to ensure they are being set up for success.

Amy Jeon asked why there are two different testing options for domestic and international students. Zena Mitchell explained that tests vary based on whether a student is a native English speaker and tests are provided based on the student's assessed abilities.

9. Items for Discussion

9.1. Accuplacer Report

David Burns presented his report and provided a summary of the discussion from the October 22, 2022 meeting regarding whether Accuplacer should be an option for English proficiency testing and if EPT and EU testing should be unified.

Sharmen Lee proposed a motion to have Accuplacer be piloted as an additional English testing option. Fiona Whittington-Walsh opposed and provided rationale from a Disability, Access and

Inclusion standpoint and stated discussion on Accuplacer needed to be paused until further consultations have been conducted.

The committee discussed the applicable parameters for the motion so data can be collected and assessed to make an ultimate decision. The committee agreed that the Fall intake generates the largest volume of registrations and since Fall 2023 registration has already opened, including Fall 2024 statistics will be valuable as it will provide fulsome data. The committee agreed to amend and move the proposed motion.

Sharmen Lee moved THAT the Senate Standing Committee on Academic Planning and Priorities recommend that Accuplacer be piloted as an additional option for students starting September 2023 for the minimum of four semesters until such a time that data may be assessed.

The motion carried.

9.2. EPT and EU Test Unification

David Burns provided a brief overview on whether EPT and EU tests should be productively combined.

Catherine Siermacheski clarified that SSCAPP should recommend unifying EPT, EU and vocational English testing.

Shelley Strimbold proposed a motion to unify EPT and EU testing. The committee discussed whether the motion needed to be recommended or reported to Senate and who would be responsible for executing the motion; it was identified that it would be forwarded to the Provost. The Chair clarified that the ACP and ENGL departments will further develop a plan for test unification.

Alan Davis expressed concern over motions being proposed during discussion and stated that if proponent is seeking support for a motion, the item should be presented as such.

Shelley Strimbold moved THAT the Senate Standing Committee on Academic Planning and Priorities support the unification of EPT and EU assessment.

The motion carried.

10. Adjournment

The meeting adjourned at 11:37 p.m.

SENATE STANDING COMMITTEE ON UNIVERSITY BUDGET

Agenda Number: 5.1

Meeting Date: January 6, 2023

Presenter(s): Chervahun Emilien

AGENDA TITLE: FISCAL 2023-24 UNIVERSITY BUDGET

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT the Senate Standing Committees on Academic Planning and Priorities and University Budget recommend that the Senate endorse and advise the President that the draft Fiscal 2023-24 Budget aligns with the Budget Principles and Priorities, as presented.

COMMITTEE REPORT

For Secretariat Use Only

Context and 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 the 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. Present the annual University budget to Senate.

On June 3, 2022, the Finance department presented the University Budget Principles and Priorities to the Senate Standing Committee on Planning and Priorities and on University Budget.

Key Messages

1. KPU will present a balanced budget for fiscal year 2023-24. KPU's ability to adhere to the proposed budget includes assumptions around steady international student tuition revenue. This assumption will be revisited at stable enrolment date for Spring 2023.
2. The budget preparation for fiscal 2023-24 focused on ensuring the allocation of any additional funds is consistent with the Fiscal 2023-24 Budget Principles and Priorities and KPU's strategic priorities (Vision 2023 & Academic Plan).
3. The draft 2023-24 budget proposes increases of approximately \$25 million in revenues and \$25 million in expenses when compared to the Fiscal 2022-23 Budget, which included increases of \$47 million in revenues and \$43 million in expenses.

Resource Requirements

N/A

Implications/Risks

N/A

Consultations

1. Polytechnic University Executive
2. KFA and BCGEU union groups
3. Academic Council

Attachments

1. Fiscal 2023-24 Draft Budget Presentation
2. Appendix 1 – Fiscal 2023-24 Draft Budget
3. Appendix 2 – Fiscal 2023-24 Draft Capital Budget

Submitted by

Chervahun Emilien, Chief Financial Officer

Date submitted

December 16, 2022

Fiscal 2023-24 Budget Presentation

Polytechnic University Executive

KFA & BCGEU Unions

Academic Council

SSCUB/SSCAPP

Board Finance Committee

Senate

Board of Governors



Budget Development Approach

- [Fiscal 2023-24 Budget Principles and Priorities](#)
- KPU's strategic priorities
(Vision 2023 & Academic Plan)

General Approach and Assumptions

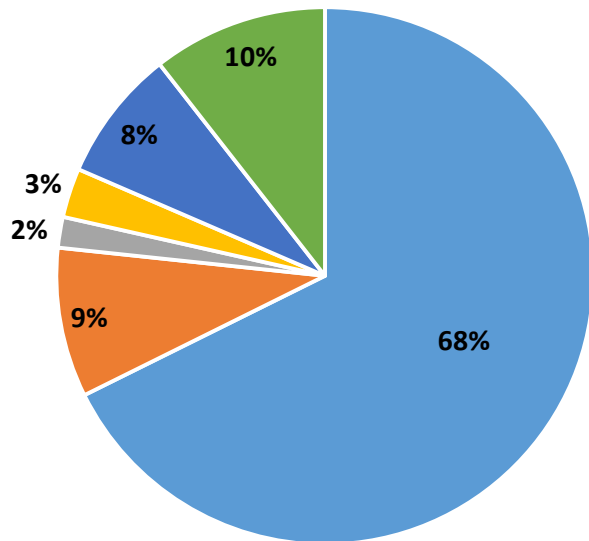
- Assessment of operational support
- Incremental budget model
- New budget allocated to priorities
- Review and reallocation of budgets across the divisions

General Approach and Assumptions

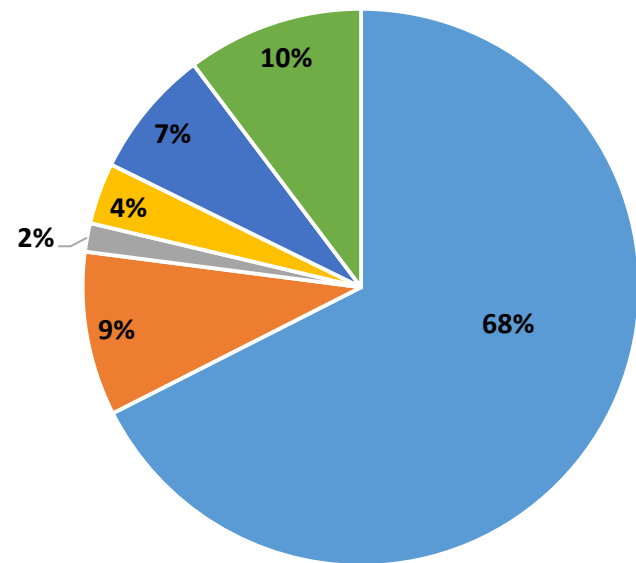
- Assumed increases in Operating Grant
- Continue to take a less conservative approach on tuition fee revenues
- Increased student support
- Contingency reflects 2% of total operating revenues

Overall Budget Comparison

Fiscal 2022-23 Budget
Expenditure Breakdown



Fiscal 2023-24 Budget
Expenditure Breakdown



■ Salaries and Benefits ■ Other Non-salary Expenditures ■ Repairs and Maintenance ■ Software & Subscriptions ■ Amortization ■ Fees and Services

Fiscal 2023-24 Draft Consolidated Budget

Overall Changes - Revenues

Fiscal 2023-24 Proposed Budget – Revenues in \$'000

				FY 2023-24 Budget to FY2022-23 Base Budget	
Account Group	Account Type	FY 2022-23 Annual Base Budget	FY 2023-24 Proposed Budget	\$	%
Revenue	Operating Grant	81,024	88,834	7,810	10%
	Grants	1,551	261	(1,290)	(83%)
	Amort of Deferred Contributions	6,172	6,572	400	6%
	Tuition Fees-Domestic	35,829	34,312	(1,517)	(4%)
	Tuition Fees-International	109,662	123,422	13,760	13%
	Student Fees	9,178	10,316	1,138	12%
	Applic and Other Fees-Domestic	799	649	(150)	(19%)
	Applic and Other Fees-International	1,114	1,906	792	71%
	Tuition - Non-Credit	675	1,005	330	49%
	Contract Services	135	210	75	56%
	Shop Income	528	510	(18)	(3%)
	Investment Income	1,500	3,560	2,060	137%
	Bookstores Income	2,180	2,180	(0)	(0%)
	Parking Income	681	681	-	0%
	Ancillary Commission Income	188	188	0	0%
	Amortization of Capital Contributions	9,233	11,649	2,416	26%
	Other income	2,284	1,791	(493)	(22%)
Revenue Total		262,733	288,046	25,313	10%

Overall Changes - Expenses

Fiscal 2023-24 Proposed Budget – Salaries in \$'000

				FY 2023-24 Budget to FY2022-23 Base Budget	
Account Group	Account Type	FY 2022-23 Annual Base Budget	FY 2023-24 Proposed Budget	\$	%
Salaries	Salaries-Faculty	81,915	85,656	3,742	5%
	Salaries-GEU Staff	34,403	35,920	1,517	4%
	Salaries-Admin	25,079	29,834	4,755	19%
	Salaries-Other	3,746	4,688	942	25%
	Benefits	33,833	38,402	4,570	14%
Salaries and Benefits Total		178,974	194,500	15,526	9%
Benefits as a % of Salaries		23.3%	24.6%		

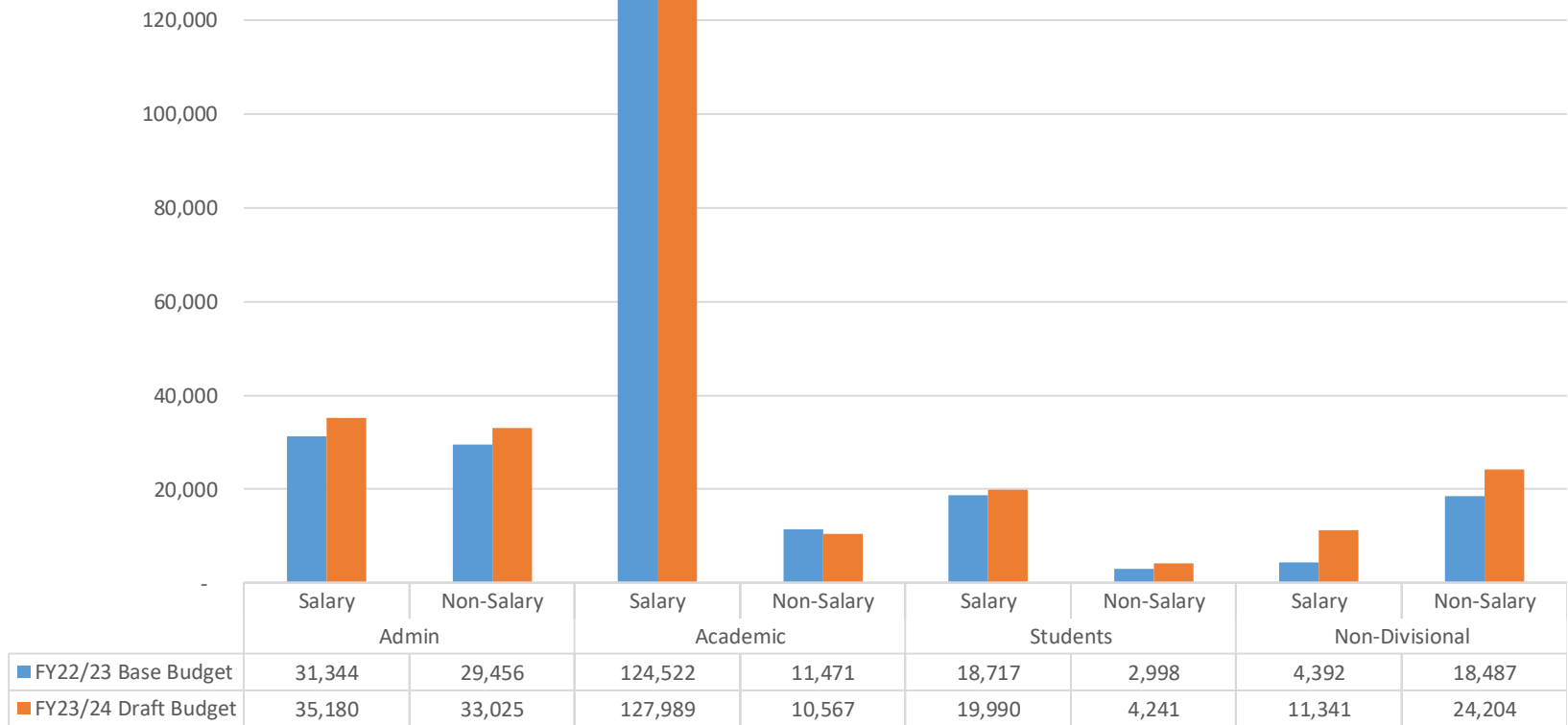
Overall Changes - Expenses

Fiscal 2023-24 Proposed Budget – Non- Salary Expenditures in \$'000

				FY 2023-24 Budget to FY2022-23 Base Budget	
Account Group	Account Type	FY 2022-23 Annual Base Budget	FY 2023-24 Proposed Budget	\$	%
Non-salary Expenditures	Supplies	5,154	5,520	366	7%
	Repairs and Maintenance	5,318	4,788	(530)	(10%)
	Software and Subscriptions	9,031	10,255	1,224	14%
	Contracts	1,992	1,992	0	0%
	Leases/Rentals	618	712	94	15%
	Travel and PD	3,819	4,025	206	5%
	Student Awards	3,346	3,663	318	9%
	Utilities	2,462	2,513	51	2%
	Communications	1,501	1,622	121	8%
	Fees and Services	25,498	29,573	4,075	16%
	KPU Foundation Disbursements	-	-	-	0%
	Transfers to Third Parties	-	-	-	0%
	Cost-of-Sales	1,563	1,563	0	0%
	Contingency	2,110	5,812	3,702	175%
	Transfers In (Out)	-	-	-	0%
Non-salary Expenditures Total		62,411	72,038	9,627	15%
Amortization	Amortization of Capital Assets	21,347	21,508	161	1%

Overall Changes - Expenses

Budget Allocation Comparison (Fiscal 2022-23 vs Fiscal 2023-24)



Fiscal 2023-24 Draft Consolidated Budget

Proposed Allocations Academic Portfolio

Faculty of Academic and Career Preparation ~\$22K

- Student positions

Faculty of Arts ~\$140K

- Operational support
- Support for Faculty of Arts Excellence & Advancement Fund

Melville School of Business ~\$295K

- Operational support

Wilson School of Design ~\$64K

- Operational support

Proposed Allocations Academic Portfolio

Faculty of Science and Horticulture ~\$266K

- Operational support
- Lab support

Faculty of Trades and Technology ~\$100K

- Inflationary increases

Library Resources ~\$185K

- Support positions

Teaching and Learning ~\$50K

- Funding to support innovation and Open Education

Proposed Allocations Students Portfolio

Student Affairs ~\$1.49M

- Operational support
- Support for students

Indigenous Leadership, Innovation and Partnerships ~\$195K

- Operational support

International Education ~\$301K

- Student peer mentorship

Office of the Registrar ~\$74K

- Top-up salary required for re-org

Proposed Allocations Administration Portfolio

Information Technology ~\$2.292M

- Inflationary and contractual increases
- Phase 2 of Cloud Transformation
- Salary budget to increase and realign positions to support University
- Non-salary budget to support high priority projects

Facilities & Ancillary Services ~\$681K

- Support positions
- Inflation and contractual increases

Proposed Allocations

External Affairs Portfolio

Marketing & Communications ~\$186K

- Staffing and subscriptions to enhance and support digital marketing

External Affairs ~\$25K

- Support for Government Relations

Alumni Relations ~\$168K

- Alumni support positions

Office of Advancement ~\$186K

- Operational support

Proposed Allocations Finance Portfolio

Financial Services ~\$1.102M

- Operational support
- Regulatory change impacting credit card fees

Business Performance & Advisory Services ~\$463K

- Re-org to provide enhanced University division-wide advisory support separate from internal audit function

Proposed Allocations

Human Resources Portfolio

Human Resources ~\$1.124M

- Operational & talent acquisition support
- Non-salary budget to support several high priority university-wide projects

Campus Safety & Security ~\$509K

- Increases to physical security and cyber insurance

Proposed Allocations President Portfolio

Office of Planning & Accountability ~\$216K

- Operational support
- Support for data warehouse

Governance ~\$65K

- Senate operational support

Office of the President ~\$1.346M

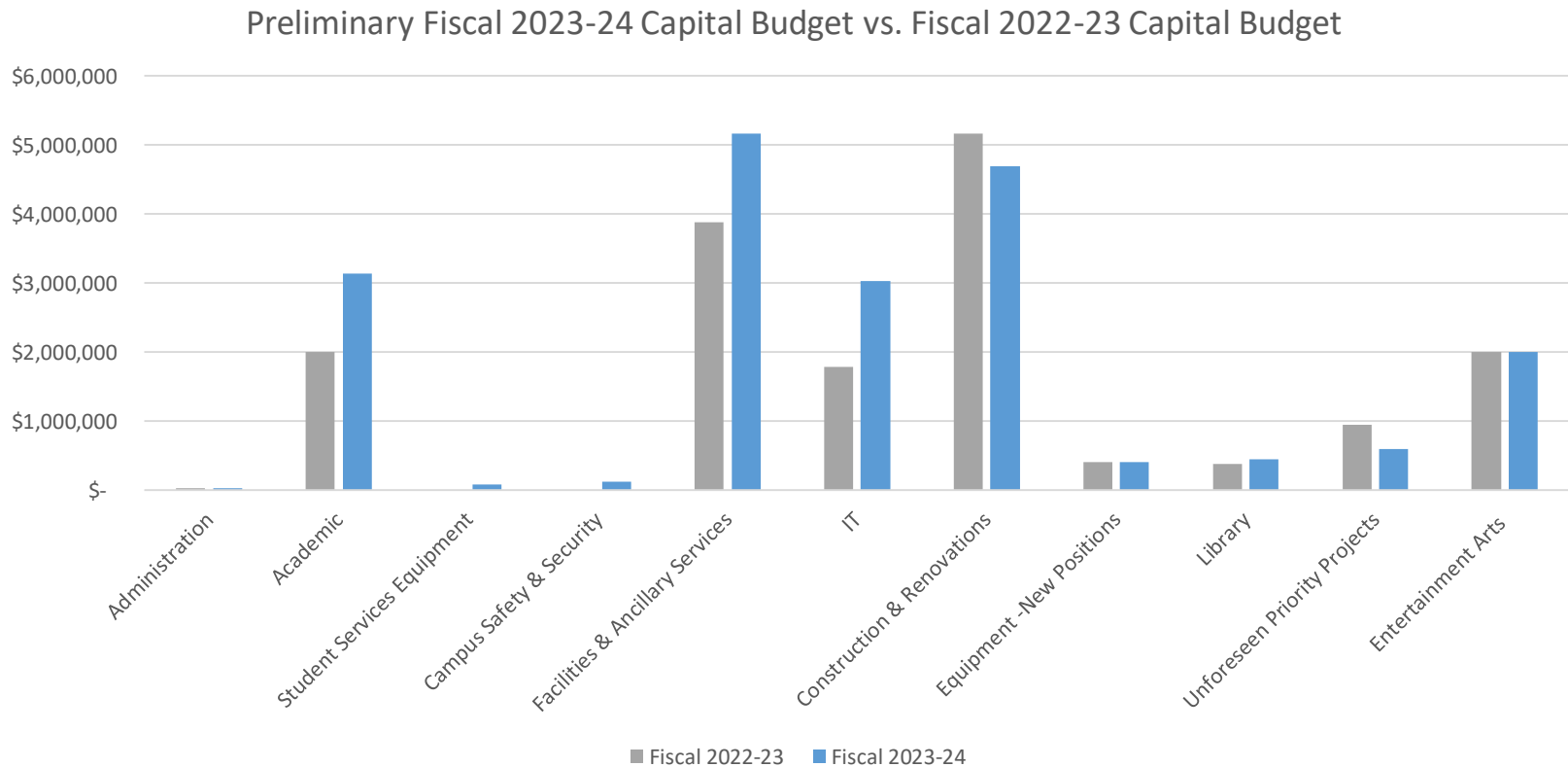
- Creation of “Equity and Inclusive Communities” portfolio
- Strategic initiatives funding
- Convocation support
- Inflationary increases

Proposed Allocations Non-Divisional

Non-Divisional ~\$519K

- Placeholder for KPU Communities Trust

Capital Budget Allocations



Fiscal 2023-24 Draft Consolidated Budget

Next Steps

Fiscal 2023-24 Final Draft Budget Presentations:

- Polytechnic University Executive – December 13th
- KFA and BCGEU unions – December 14th
- Academic Council – December 15th
- SSCAPP/SSCUB – January 6th
- Board Finance Committee – January 17th
- Senate – January 23rd
- Board of Governors – February 1st (motion for approval)

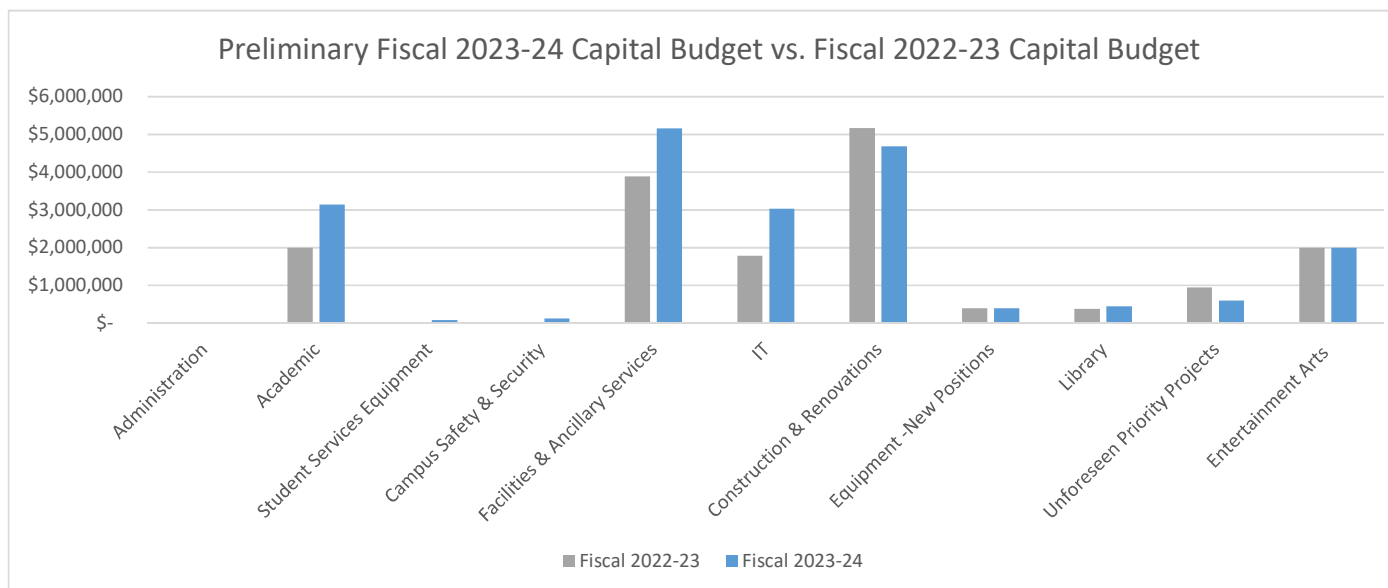
Questions



Kwantlen Polytechnic University
Appendix 1 - Fiscal 2023-24 Draft Budget In \$'000
Summary - By Account Type

				FY 2023-24 Budget to FY2022-23 Base Budget	
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	Transfers In (Out)	-	-	-	0%
Non-salary Expenditures Total		62,411	72,038	9,627	15%
Amortization	Amortization of Capital Assets	21,347	21,508	161	1%
Net income (loss)		-	-	-	0%

Kwantlen Polytechnic University
Appendix 2 - Fiscal 2023-24 Draft Capital Budget
Preliminary Capital Budget



Preliminary Fiscal 2023-24 Capital Budget vs. Fiscal 2022-23 Capital Budget

	Fiscal 2022-23	Fiscal 2023-24	Fiscal 2023-24 Allocation Details
Administration	\$ 25,000	\$ 25,000	Equipment as required for Duty to Accommodate.
Academic	2,000,000	3,142,248	Academic capital project and equipment priorities, capital renewal, and emergency requests.
Student Services Equipment		78,500	Capital equipment purchases to support student experience.
Campus Safety & Security	-	125,000	Continuation of Blackout Blinds project. Multi-year Safety and Lighting Project will also continue and is to be funded through Ministry funds.
Facilities & Ancillary Services	3,884,300	5,160,450	KPU's contribution towards Ministry funded capital maintenance projects, as well as the refresh allocation for University-wide furniture and equipment including "Tech-Ready" classrooms, Exterior Accent Lighting, Cloverdale paving and signage.
IT	1,788,000	3,028,000	Refresh allocation for laptops, desktops, and AV equipment. In addition to refreshing assets the allocation includes redundancies to campus WANs, WiFi expansion and electronic storage.
Construction & Renovations	5,170,000	4,690,000	Institutional wide priority construction including concept & design plans for Campus Learning Gardens, Library conceptual plan and the Surrey Transit Plaza, as well as construction funds for the SAFA renovation. This includes one-time only deferral of specific fiscal 2022-23 capital construction projects.
Equipment -New Positions	400,000	400,000	Work stations/equipment for net new positions.
Library	384,200	451,000	Annual refresh of Library capital assets.
Unforeseen Priority Projects	950,000	600,000	Discretionary allocation for strategy priority projects and emergent needs.
Entertainment Arts	2,000,000	2,000,000	Furniture and equipment funding deferred from Fiscal 2022-23 to support EA program.
Total	\$ 16,601,500	\$ 19,700,198	

SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES

Agenda Number: 7.1

Meeting Date: *January 6, 2023*

Presenter(s): *Aimee Begalka*

AGENDA TITLE: INSTITUTIONAL RECOGNITION: INTERNATIONAL LANGUAGE SCHOOL OF CANADA (ILSC)

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT the Senate Standing Committee on Academic Planning and Priorities recommend that Senate approve the request for Institutional Recognition from the International Language School of Canada (ILSC) Education Group effective September 1, 2023.

COMMITTEE REPORT

For Secretariat Use Only

Context and Background

For the past several years, KPU International has been in discussions with the Faculty of Academic and Career Preparation (ACP) and ILSC Education Group Inc. regarding potential articulation agreements for ELST courses, as well as how these courses could be used to satisfy admission to KPU.

We are seeking recognition of ILSC Education Group Inc. (ILSC) to help accomplish KPU International's goal to diversify and increase international recruitment by drawing from the diverse array of students attending ILSC Language Schools both locally and internationally.

Key Messages

1. Per policy AC6 Recognition of Prior Learning, ILSC is not a recognized post-secondary institution, therefore Senate recognition of ILSC is required.
2. ILSC Language Schools enable advanced entry into many undergraduate degree programs around the world.
3. Several BC public post-secondary institutions accept completion of the ILSC Pathway program as proof of English proficiency.

Resource Requirements

N/A

Implications/Risks

N/A

Consultations

1. Dean & Associate Dean of Arts
2. Dean & Associate Dean of Business
3. Dean & Associate Dean of Health
4. Dean & Associate Dean of Faculty of Health and Science
5. ACP Faculty Council
6. ELS Department
7. OREG

Attachments

1. Institutional Recognition Request Form: International Language School of Canada (ILSC)
-

Submitted by

Shelley Strimbold, Administrative Coordinator, Faculty of Academic and Career Preparation

Date submitted

December 16, 2022

SENATE OFFICE

INSTITUTIONAL RECOGNITION REQUEST

Request for institution/organization recognition is probationary for 3 years.

After 3 years, a review of the organization and student performance will be presented to SSCAPP to determine if full recognition should be granted

Presenter	Aimee Begalka, Dean, Faculty of Academic & Career Preparation (ACP)
Institution/ Organization	International Language School of Canada (ILSC) Education Group Inc.
Effective Date	Fall 2023

Rationale for Recognition	<p>For the past several years, KPU International has been in discussions with the Faculty of Academic and Career Preparation (ACP) and ILSC Education Group Inc. (ILSC) regarding potential articulation agreements for ELST courses, as well as how these courses could be used to satisfy admission to KPU.</p> <p>We are seeking recognition of ILSC Education Group Inc. (ILSC) to help accomplish KPU International's goal to diversify and increase international recruitment by drawing from the diverse array of students attending ILSC Language Schools both locally and internationally.</p> <p>Given that ILSC is not a recognized post-secondary institution as per policy AC6 Recognition of Prior Learning, before moving forward with any articulation arrangements, Senate recognition of ILSC is required.</p>
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CRITERIA FOR RECOGNITION OF INSTITUTIONS OR ORGANIZATIONS

Origins	ILSC Education Group Inc. has been operating since 1991, when it opened its first school in Vancouver. Since then, ILSC has expanded to include eight language schools in Canada, Australia, and India. More than 6,000 students have completed its University Pathway program.
Accreditation	<p>What accreditation/recognition does the organization have in place?</p> <p>ILSC Education Group Inc. is accredited/recognized by:</p>

	<p>LANGUAGES CANADA</p> <p>Languages Canada is Canada’s premier language organization representing language programs in both of Canada’s official languages: English and French. Member programs, both public and private, undergo a comprehensive accreditation process, meeting the rigorous standards of the association and are committed to upholding them. ESL campuses of ILSC Education Group are fully accredited members of Languages Canada. https://www.languagescanada.ca/en/members</p> <p>PROVINCE OF BRITISH COLUMBIA: EDUCATION QUALITY ASSURANCE</p> <p>BC’s EQA Designation is a provincial seal that is recognized globally as a symbol of quality education and consumer protection. ILSC-Vancouver is accredited by the British Columbia Education Quality Assurance program and operates in accordance with its regulations and standards. https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/education-quality-assurance</p> <p>B.C. PRIVATE TRAINING INSTITUTIONS BRANCH (PTIB)</p> <p>“Designated B.C. Private Training Institutions Branch & Shield Design” is a certification mark owned by the Government of British Columbia and used under license. The PTIB approves programs of instruction and conducts regular inspections to determine whether institutions are in compliance with the Private Training Act and regulations. https://www.privatetraininginstitutions.gov.bc.ca/</p> <p>ENGLISH AUSTRALIA</p> <p>English Australia is the national peak body for the English language sector of international education in Australia. It represents over 120 member colleges throughout Australia that provide quality English language programs to students and professionals from around the world. <i>Note: ILSC has four campuses in Australia. As ILSC curricula, assessment and evaluation procedures are standardized for all campuses, standards set by English Australia are met by all ILSC locations globally.</i> https://www.englishaustralia.com.au/our-members/our-members</p>
Recognition	<p>ILSC Language Schools enable advanced entry into many undergraduate degree programs around the world.</p> <p>The following BC public post-secondary institutions accept completion of the ILSC Pathway program as proof of English proficiency for direct entry to their <u>undergraduate programs</u>:</p> <ul style="list-style-type: none"> • Royal Roads

	<ul style="list-style-type: none"> • Douglas College • Justice Institute • Camosun College • Thompson Rivers University <p>The following BC public post-secondary institutions accept completion of the ILSC Pathway program as proof of English proficiency for direct entry to their <u>university pathway programs</u>:</p> <ul style="list-style-type: none"> • Capilano University • University of the Fraser Valley <p>For a complete list of transfer agreements involving post-secondary institutions in other Canadian provinces and around the world, see https://www.ilsc.com/hubfs/pdf/brochures/ilsc-university-pathway-brochure.pdf</p>
Quality Assurance	<p>What type of institutional quality assurance/program quality is in place?</p> <p>The accreditation listed above ensures ILSC complies with the standards set by these regulatory bodies.</p> <p>How does this compare to KPU?</p> <p>KPU ELST, along with all other EAP programs in post-secondary institutions throughout the province, articulates to the learning objectives set by the British Columbia Council on Admission and Transfer (BCCAT) English as an Additional Language (EAL) articulation committee. Adherence to the requirements of this professional body ensures standardization and oversight of program outcomes.</p> <p>Post-secondary institutions such as KPU are provincially-approved credential-granting institutions, with mandated methods and procedures in place to ensure quality assurance and standardized learning outcomes. The university governance structure provides a framework for ensuring accountability in achieving high-quality educational standards. Policies and procedures are developed, modified and approved in a collaborative and transparent manner that assists in ensuring compliance with regulatory requirements and setting appropriate standards and restraints. Mechanisms such as regular program reviews, performance evaluations of faculty, student feedback on courses and services, and accountability metrics provided by the Office of Planning & Accountability (OPA) all help provide quality assurance.</p>

	<p>What formal assurances are in place for curriculum development?</p> <p>ILSC has a curriculum development team and a curriculum steering committee. Any curriculum review has to be approved by the committee and then there is a development process which allows for development with the inclusion of instructor feedback and support throughout the process.</p> <p>What formal review processes are in place for ongoing program/curriculum review?</p> <p>Typically, curriculum is reviewed every 2-3 years (with the exception of 2020 and 2021 during the pandemic). Once a curriculum review is completed, it goes into a trial process for instructors to provide further feedback as they use the curriculum in the classroom. Then once any changes are made, the curriculum is shared globally. In addition to regularly reviewing curriculum, ILSC regularly has performance evaluation of instructors, both new and seasoned to ILSC. ILSC also regularly collects student feedback, including a final feedback once students have completed their ILSC journey.</p>
Assessment	<p>What types of assessments are used to evaluate student success?</p> <p>The assessment is both formative and summative, covering multiple skills. The summative assessment includes both a written and a spoken component.</p> <p><u>Assessment Rubrics</u></p> <p>Assessments are creative and flexible for ILSC teachers to design or adapt the specific questions or topics for each assessment task. For example, teachers set the homework, writing assignment topics and presentation topics based on the content covered in lessons.</p> <p>However, ILSC provides instructors with a Guide to Assessment which includes rubrics, descriptors of skill, performance and grades, and records instructors can fill out. The Guide is a comprehensive document that provides consistency and fairness in assessment.</p>

Admission	<p>What are the undergraduate admission requirements and how do they compare to KPU?</p> <p>ILSC does not offer undergraduate programs and there are no academic admission requirements for the English program.</p> <p>Students must take ILSC’s pre-registration online language assessment (PROLA): https://www.ilsc.com/online-language-assessment</p> <p>Entrance levels are equivalent to the scores of these standardized English language tests:</p> <table><tr><th colspan="2">ILSC LEVELS</th><th>IELTS</th><th>TOEFL IBT</th><th>Cambridge Main Suite Exams</th><th>PTE Academic</th><th>Common European Framework</th><th>Duolingo</th></tr><tr><td>B1</td><td rowspan="2">Basics / Beginner</td><td></td><td></td><td></td><td></td><td>A1</td><td>10</td></tr><tr><td>B2</td><td></td><td></td><td></td><td></td><td>A1+</td><td>15-25</td></tr><tr><td>B3</td><td rowspan="2">Elements / Pre-Intermediate</td><td></td><td></td><td>Key - pass</td><td></td><td>A2</td><td>30-45</td></tr><tr><td>B4</td><td>4</td><td>0-31</td><td>Key - merit</td><td>20</td><td>A2+</td><td>50-60</td></tr><tr><td>I1</td><td rowspan="2">Intermediate</td><td>4.5</td><td>32-34</td><td>B1 Preliminary - pass</td><td>23</td><td>B1</td><td>65-70</td></tr><tr><td>I2</td><td>5</td><td>35-45</td><td>B1 Preliminary - merit</td><td>39</td><td>B1+</td><td>75-80</td></tr><tr><td>I3</td><td rowspan="2">Competency / Upper Intermediate</td><td>5.5</td><td>46-59</td><td>B2 First - grade C</td><td>36</td><td>B2</td><td>85-90</td></tr><tr><td>I4</td><td>6</td><td>60-78</td><td>B2 First - grade B</td><td>46</td><td>B2+</td><td>95-100</td></tr><tr><td>A1</td><td rowspan="2">Advanced</td><td>6.5</td><td>79-93</td><td>C1 Advanced - grade C</td><td>56</td><td>C1</td><td>105-110</td></tr><tr><td>A2</td><td>7</td><td>94-101</td><td>C1 Advanced - grade B C2 Proficiency - grade C</td><td>66+</td><td>C1</td><td>115-120</td></tr></table> <p>https://www.ilsc.com/language-schools/languages/study-english</p>	ILSC LEVELS		IELTS	TOEFL IBT	Cambridge Main Suite Exams	PTE Academic	Common European Framework	Duolingo	B1	Basics / Beginner					A1	10	B2					A1+	15-25	B3	Elements / Pre-Intermediate			Key - pass		A2	30-45	B4	4	0-31	Key - merit	20	A2+	50-60	I1	Intermediate	4.5	32-34	B1 Preliminary - pass	23	B1	65-70	I2	5	35-45	B1 Preliminary - merit	39	B1+	75-80	I3	Competency / Upper Intermediate	5.5	46-59	B2 First - grade C	36	B2	85-90	I4	6	60-78	B2 First - grade B	46	B2+	95-100	A1	Advanced	6.5	79-93	C1 Advanced - grade C	56	C1	105-110	A2	7	94-101	C1 Advanced - grade B C2 Proficiency - grade C	66+	C1	115-120
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Faculty Qualification	<p>What are the minimum faculty qualifications and how do they compare to KPU?</p> <p>ILSC’s minimum teaching requirements, as also required by Languages Canada: Bachelor’s Degree and a TESOL Canada approved TESL certificate. Some instructors have provincial teacher certification and master’s degrees.</p> <p>At minimum, KPU’s ELS faculty are required to have a Bachelor’s Degree in a teaching area (Master’s preferred).</p>																																																																																			
Programs	<p>What blend of programs/credentials does the organization offer?</p> <p>ILSC offers a wide range of courses at 10 progressive language levels, from Beginner 1 (B1) to Advanced 2 (A2).</p> <p>ILSC offers language program certificates in:</p>																																																																																			

	<ul style="list-style-type: none"> • University Pathway • Business English • Academic & Test Preparation • Junior Programs • 30 Plus • Creative & Cultural English • General English <p>ILSC is also an official testing centre for these standardized English proficiency exams: Cambridge Main Suite, IELTS, CELPIP.</p> <p><i>Note: The articulation agreements being considered with KPU only pertains to the ILSC University Pathway program, levels Intermediate 4 to Advanced 2.</i></p>
Levels of Instruction	<p>What academic levels are offered (e.g. graduate, undergraduate, vocational, preparatory)?</p> <p>Preparatory language programs</p>
Grading Scale	<p>What type of grading system, credit hours, and GPA calculations are used?</p> <p>ILSC does not use credit hours or calculate GPA's.</p> <p>The grading system at ILSC is a letter-based system where students who achieve a B or higher are able to progress to the next level. The grading is based on a set criteria that each teacher evaluates. Students are in class a minimum of 20 hours per week for the University Pathway program, of which 15 hours per week is in the English for Academic Preparation program. The minimum passing grade is a B (70%).</p>

Associate Vice President, Teaching and Learning, pro tem:
**Report to The Senate Standing Committee on Academic Planning & Priorities
and The Senate Standing Committee on University Budget**
January 6, 2023 (for the period of November 19 – December 16, 2022)

TEACHING & LEARNING

- ePortfolio Matters Day @KPU was held November 22nd in partnership with PebblePad representatives. The ePortfolio Advancement Plan was showcased. Click [here](#) to learn more.
- Our latest issue of the **Teaching & Learning bimonthly newsletter** has been published on our website: [November-December 2022 newsletter](#).
- We are excited to share six ePortfolio champions have been awarded a single course release to initiate PebblePad projects in their respective departments. Click [here](#) for more details.
- Three faculty have been awarded single course releases to participate in a project team which will partner with TL Commons staff to develop and consult on a plan to support Trauma Informed Teaching at KPU. Click [here](#) for more details.
- Following the success of our first Teaching & Learning event, we will be hosting a second round of ***Appreciating Teaching Excellence on March 16, 2023***, with a return of our PechaKucha Sharing Session and Partner Spotlight. More information to come.

TRAINING & SUPPORT

- Check out our 2023 learning opportunities at tlevents.kpu.ca

LEARNING TECHNOLOGIES

- Learning Technology integrated a brand new tool called **Padlet** to the T&L ecosystem and is searching for pilot users to test the tool before it is launched. Padlet is a versatile, collaborative notice board that can be shared within your class. Padlet allows for both you and your students to upload and share media, comments and files in real-time to accommodate a number of different activity types. Padlet can be embedded on a Moodle course to allow for content to be displayed directly on for ease of access to the platform and visibility. If you are interested in participating in the pilot please reach out to Teaching.and.Learningcommons@kpu.ca for more information.

OPEN EDUCATION

- Deirdre Maultsaid (2021 OER Research Fellow) and her student assistant Nicolas Costanzo presented their research on “Supporting Student-Led Open Pedagogy” at the Open Education Conference on Oct. 20, 2022.
- For Open Access Week (Oct 24-28), OPUS held a Discovering OER workshop as well as drop in sessions.
- This fall, with the help of an Arts Practicum Student, we undertook a project to create an accessibility rubric and evaluate all of the books in our Pressbooks catalogue to see where we need to improve our resources to ensure that they are truly open and accessible to all.
- Amanda has been in contact with the bookstore, the library, and Faculty admin assistants to examine our process for gathering and reporting Zero Textbook Cost course information. We identified several

points where we could improve efficiency and streamline the process. We will implement our changes in Spring 2023.

- Amanda has been working with the Office of the Registrar to better inform students how and where to search for Zero Textbook Cost courses.

TEAM UPDATES

- We welcomed Samuel Kirk, Teaching & Learning Strategist, to the team on December 5th, 2022. Tina Diu, Learning Technology Junior Support Analyst, joins us on December 12th, 2022.

FUNDING AWARDED

- The [Teaching & Learning Innovation Fund \(TLIF\)](#) did not receive any eligible applications in the November cycle.
- The [Open Educational Resource \(OER\) Grants](#) for Fall 2022 were granted to the following:
 - Robert Menzies, \$4,000, to create a modular set of resources for HIST/ASIA that are biographies of individuals and events in South Asian history and culture, created by students.
 - Deirdre Maultsaid, \$500, for copyediting the second edition of Cases on Social Issues, which adds 6 more case studies to this book.
 - Shereen Hassan, \$500, honorarium for the last chapter of an Introduction to Criminology textbook.
 - Valérie Vézina, \$2,000, to continue creating H5P for the second edition of Political Ideologies and Worldviews.