SENATE STANDING COMMITTEE ON PROGRAM REVIEW

MINUTES OF REGULAR MEETING
Wednesday, October 20, 2021
3:00 p.m. – 5:00 p.m.
MS Teams Online

Voting Member Quorum 8 members		
Xavier Ardez Shelley Boyd Aimee Begalka David Burns Lori McElroy Leeann Waddington Julia Denker Lindsay Norris	Courtney Verhage Melissa Swanink Heather Cyr Marti Alger Lindsay Norris Allison Richardson Fergal Callaghan	**Non-voting** Amy Jeon – Chair Steve Cardwell Melike Kinik-Dicleli
Regrets	**Senate Office**	**Guests**
Tomasz Gradowski Stephen Yezerinac Diane Purvey Nishan Perera	Meredith Laird	Jimmy Choi Andhra Goundrey Sarah Hickinbottom Stephanie Howes Jeannette Paschen Lyndsay Passmore Jendy Wu Warren Edwards Layne Myhre Nicole Tunbridge Elizabeth Worobec

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

   The Chair opened the meeting with a Territorial Acknowledgement and called the meeting to order at 3:00 p.m.

2. **Approval of Agenda**

   Melissa Swanink moved the agenda be confirmed as presented.

   The motion carried.

3. **Approval of Minutes September 22, 2021**

   Julia Denker moved the minutes be accepted as circulated.

   The motion carried.

4. **Chair's Report**

Amy Jeon, Vice-Chair of Senate, welcomed Courtney Verhage from the Faculty of Health to her first meeting as a voting member of the committee.

5. **New Business**

5.1 Fashion Marketing Second Annual Follow-Up Report

The committee received the written report. The committee confirmed that it will not require any further follow-up reports and congratulated the program chair for completing the action items in its program review and in producing the reports.

Aimee Begalka moved THAT the Senate Standing Committee on Program Review accept the Fashion Marketing Second Annual Follow-Up Report as attached.

The motion carried.

5.2 Counselling Psychology (CNPS) First Annual Follow-Up Report

The committee received the written report. Sarah Hickinbottom shared with the committee that the department is planning to engage in further discussions within the University about the development of a graduate program which would allow students to practice as a certified counsellor. She described that the educational programs for professional counsellors at public institutions are very limited, , and that many students therefore attend private institutions to pursue their studies, at a much higher cost.

Fergal Callaghan moved THAT the Senate Standing Committee on Program Review accept the Counselling Psychology (CNPS) First Annual Follow-Up Report as attached.

The motion carried.

Lori McElroy moved THAT the Counselling Psychology program submit a second annual follow-up report.

The motion carried.

5.3 Business Management First Annual Follow-Up Report

Lyndsay Passmore shared a presentation about the program and, with Jeannette Paschen, answered the questions of the committee. The committee thanked the program for its work in clearly communicating program learning outcomes and discussed how communicating these to students benefits their learning. The committee asked for additional information about the program's plans to move forward in its work to decolonize and indigenize the curriculum and discussed that this work can be difficult and should be viewed as an ongoing process.

Stephanie Howes, Dean of the Melville School of Business, shared that teams should not expect to complete a task for program reviews by undertaking efforts to decolonize and indigenize the curriculum, that instead, faculty members and departments will look to undertake these items as professional and personal development in an ongoing process over time.

Shelley Boyd moved THAT the Senate Standing Committee on Program Review accept the Business Management First Annual Follow-Up Report as attached.

The motion carried.

Julia Denker moved THAT Business Management Program submit a second annual follow-up report.

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

5.4 Computer Science and Information Technology (CSIT) Quality Assurance Report

The committee received the written report. Jendy Wu and Warren Edwards received the congratulations of the committee on the work performed and answered questions. The committee suggested that the examples and clarifications on "quick hits" be added to the report.

Fergal Callaghan moved THAT the Senate Standing Committee on Program Review accept the Computer Science and Information Technology (CSIT) Quality Assurance Plan as revised.

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

5.5 Biology Self-Study Report

The committee received the written report. Layne Myhre and Nicole Tunbridge answered questions from the committee, and described efforts to develop additional space to do group work on the Surrey campus and how this space might contribute to student collaboration.

The committee discussed the reviewers' comments and were satisfied with the proponents' responses. The committee discussed the English language requirement for admission into the program, and options available to students to upgrade their language skills, as well as how the program may consider the development of writing courses within Biology to assist students in developing their writing skills specific to the discipline.

The committee suggested that the table of courses in the program be returned to the report in Chapter 1 to assist in clarifying program progression. The committee agreed that the tables included in Chapter 3 could be left in the main body of the report, rather than moved to an appendix. The committee discussed that the proponents may wish to include references to the KPU Vision and refer to any work being done to decolonize and indigenize the curriculum of the program in the report.

Heather Cyr moved THAT the Senate Standing Committee on Program Review accept the Biology Self-Study Report as revised.

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

6 Items for Discussion

6.1 Mandate and Membership Sharing

Amy Jeon described that the Senate Governance and Nominating Committee, along with the Vice-Chair of Senate, is undertaking a thorough review of all Senate committee mandates and memberships and will provide suggestions to the committee later this academic year for its consideration and recommendation. She encouraged members to bring forward any suggestions for changes to the mandate and membership composition to the meetings at which the suggested changes will be discussed.

6.2 Notice of Election of Committee Vice-Chair

Amy Jeon gave notice that an election for Vice-Chair of this committee will take place at the November meeting and reminded members that if the elected Chair is not a senator, then a senator should be elected as Vice-Chair in order to represent the committee at Senate.

6.3 Election of Committee Chair

David Burns conducted the election for Chair. He described the procedure for the election and reminded the committee that the term for this office would be from November 1, 2021 to August 31, 2024.

First call: Lori McElroy nominated Amy Jeon. Amy Jeon accepted the nomination.

Second call: no nominations

Third call: no nominations

Amy Jeon was acclaimed Chair, Senate Standing Committee on Program Review and received the congratulations of the committee.

7 Manager's Report for OPA

The committee received the written report. Melike Kinik-Dicleli answered the questions of the committee and described that she would submit a summary of the number of programs in the various stages of review at each meeting. Lori McElroy shared that there have been 10 external reviews done remotely since the onset of the pandemic, and that, while these require a great deal of additional administrative work to perform, there have been advantages to holding the reviews in this way. There has been an increased ability to participate for Program Advisory Committee (PAC) members as well for students and alumni than when individuals were requested to attend in-person over several days.

8 Adjournment

The meeting adjourned at 4:30 p.m.