

SENATE STANDING COMMITTEE ON PROGRAM REVIEW

Minutes of Regular Meeting
Wednesday, October 25, 2023
2:00 p.m. – 4:00 p.m.
MS Teams Online

Voting Member Quorum: 8		
Adam Khan Aimee Begalka Craig Wright David Burns Donna Danielson, Chair Fergal Callaghan, Vice-Chair	Jeff Dyck Jennifer Gao Krista Gerlich-Fitzgerald Lindsay Norris Meredith Haaf Tomasz Gradowski	
		Non-voting
		Catherine Schwichtenberg Melike Kinik-Dicleli
Regrets	Senate Office	Guests
Alan Davis Cherylynn Bassani Hao Ma Laura McDonald Logan Masilamani Nishan Perera Zena Mitchell	Sonia Banwait	Brett Favaro Dominic Bernard Heather Cyr Martina Solano Bielen Melinda Bige Nancy Norman Shelley Boyd

1. Call to Order and Territorial Acknowledgement

The Chair, Donna Danielson, called the meeting to order at 2:00 p.m.

2. Approval of Agenda

The Chair requested to add two discussion items: 6.1 External Review Team and 6.2 Workshop for Program Reviewers.

Fergal Callaghan moved the agenda be confirmed as amended.

The motion carried.

3. Approval of Minutes, September 27, 2023

Tomasz Gradowski moved the minutes be accepted as circulated.

The motion carried.

4. Chair's Report

The Chair informed that the three programs approved from the September meeting were reported to Senate on Monday. The HCA program has been discharged as it has now completed full review.

The Chair also informed they have successfully signed up more programs for review for Spring 2024.

Lastly, the Chair reminded the committee that the February SSCPR meeting date has been changed to February 21, 2023 from February 28, 2023 to accommodate convocation week.

5. New Business

5.1. Brewing and Brewery Operations Quality Assurance Plan

The Chair summarized the reviewer's comments and informed that revisions were made by the proponent upon receipt of the suggested edits. Dominic Bernard, Martina Solano Bielen and Brett Favaro were present to answer questions.

The Chair noted the report had significant mentioning of the resources, funding and equipment required for the program and asked for reviewer feedback. Reviewers suggested all programs have different needs and specifying extra need of resources is justified, however phrasing of requests can be altered, while also highlighting actions and goals that the program has completed or are currently in progress. The committee emphasized the importance of ensuring goals and actions are clearly documented and within the purview of the program faculty. This is a protective standard to ensure that accountability for actions falls within faculty's scope as the QA plans are regularly reviewed.

Action Items:

- Donna Danielson and Aimee Begalka will connect with proponent to offer assistance in editing wording and phrasing regarding the resources required for the program
- Specify person(s) responsible in the 'led by' section

Tomasz Gradowski moved THAT the Senate Standing Committee on Program Review accept the Brewery and Brewery Operations Quality Assurance Plan as amended.

The motion carried.

5.2. English First Annual Follow-Up Report

The Chair summarized the reviewer's comments and informed that revisions were made to the suggested edits. Heather Cyr and Shelley Boyd were present to answer questions.

The Chair informed there were inconsistencies with the dates listed in the Follow-up Report and those in the Quality Assurance Plans (which must not be changed). Those dates & timelines were revised since connecting with the proponent.

A reviewer noted that completion dates were missing from some of the steps in the report.

Action Items:

- Add completion dates to steps where missing

Craig Wright moved THAT the Senate Standing Committee on Program Review accept the English First Annual Follow-Up Report as amended.

The motion carried.

Fergal Callaghan moved THAT the program submits another annual follow-up report next year.

The motion carried.

5.3. Education Assistant Program First Annual Follow-Up Report

The Chair summarized the reviewer's comments and informed that revisions were made based on the suggested edits. Nancy Norman, Melinda Bige and Shelley Boyd were present to answer questions.

A committee member inquired why the completion date under strategy 4 is listed as unfeasible. The proponent explained that action on said goal will occur by completion date, however not as frequently. The committee suggested to include a rationale as to why the follow-up is decreased

Action Items:

- Add rationale to goal #1 under strategy 4 to make it measurable

Tomasz Gradowski moved THAT the Senate Standing Committee on Program Review accept the Education Assistant Program First Annual Follow-Up Report as amended.

The motion carried.

Tomasz Gradowski moved THAT the program submits another annual follow-up report next year.

The motion carried.

6. Items for Discussion

6.1. External Review Team

The Chair asked committee members if they were interested in volunteering with selecting external reviewers. There were no new volunteers. The Vice-Chair offered to continue in this role, and the Chair will continue as the second rater.

The Chair asked for committee members' thoughts on making the provision of KPU's member on an upcoming ERT part of the process for kicking off program review. Rather than asking Deans to delegate someone, the Chair wanted to make it more faculty driven. The Chair trialed inviting incoming programs to participate as a means of learning about PR processes. Two faculty members volunteered. One offered to join the next ERT in order to provide guidance to their own team. Another volunteered as a means of giving back for support received during their PR journey. The committee was in favor of the idea.

6.2. Workshop for Program Reviews

The Chair informed the committee that she and the Quality Assurance Manager attended the curricular mapping workshop hosted by the Teaching and Learning Commons in September and

shared the committee may also find it beneficial and informative. She asked members for their feedback on attending a workshop on curricular mapping and developing PLOs and CLOs, designed specifically for program reviewers. Craig Wright from Teaching and Learning Commons provided a brief overview of what the workshop would entail. Members agreed it would be beneficial to familiarize themselves with the process and vocabulary to offer more informed feedback in reviews.

The committee discussed to find a date in early December for members to meet with Teaching and Learning Commons for an in-person workshop. Donna and Craig will follow up.

7. Manager's Report for the Office of Accountability and Planning

Melike Kinik-Dicleli, Manager, Quality Assurance presented the OPA report.

8. Adjournment

The meeting adjourned at 3:18 p.m.