

SENATE STANDING COMMITTEE ON PROGRAM REVIEW

Minutes of Regular Meeting
Wednesday, November 29, 2023
2:00 p.m. – 4:00 p.m.
MS Teams Online

Voting Member Quorum: 8		
Aimee Begalka Craig Wright David Burns Donna Danielson, Chair Fergal Callaghan, Vice-Chair	Jeff Dyck Jennifer Gao Judy Benevides Lindsay Norris Meredith Haaf Tomasz Gradowski	
		Non-voting
		Catherine Schwichtenberg Laura McDonald Melike Kinik-Dicleli Nishan Perera
Regrets	Senate Office	Guests
Alan Davis Hao Ma Krista Gerlich-Fitzgerald Logan Masilamani Zena Mitchell	Michelle Molnar Sonia Banwait	Billeh Nickerson Brett Favaro Layne Myhre Melinda Bige Mike Larsen Sarah Hickinbottom Shelley Boyd Zahia Marzouk

1. Call to Order and Territorial Acknowledgement

The Chair, Donna Danielson, called the meeting to order at 2:02 p.m.

2. Approval of Agenda

Aimee Begalka moved the agenda be confirmed as circulated.

The motion carried.

3. Approval of Minutes, October 25, 2023

Tomasz Gradowski moved the minutes be accepted as circulated.

The motion carried.

4. Chair's Report

The Chair welcomed new member, Judy Benevides from the Melville School of Business, to the committee and members were reminded of the upcoming Curricular Review Guidance workshop being held on Monday, December 11th.

Additionally, the Chair spoke briefly on the reoccurring errors being observed in Self-Study Reports (SSRs) and QAPs, and advised that the Vice-Chair and she will work together to find ways to mitigate these errors.

5. New Business

5.1. Vision 2026 Metric on Program Review

Lori McElroy, Associate Vice-President, Planning & Accountability, highlighted a metric from Vision 2026 that has been recently reviewed that impacts program review. It was noted that in order to ensure all programs are compliant with policy AC3, a Quality Assurance Plan should be approved within 24 months (previously 16 months) of starting the program review, depending on if it's a degree (5 years) or non-degree program (7 years). This is to ensure compliance that program reviews start on time and are completed within the timeframe of the policy.

Additionally, the changes propose that both degree and non-degree programs will now be scheduled for review at least once every 5 years, eliminating two different timelines. Many committee members voiced support for these proposed revisions to Policy AC3.

5.2. Biology First Annual Follow-Up Report

The Chair summarized the reviewer's comments and informed that revisions were made to the suggested edits. Layne Myhre, Jeff Dyck and Brett Favaro were present to answer questions.

The Chair acknowledged the Follow-up Report was thorough and well-written, with substantial progress in only one year.

The OPA representative requested that the last sentence in part b in progress column on page 2 of the report be removed.

Action Items:

- Remove the last line requiring obtaining student surveys from page 2, part b of the report.

Fergal Callaghan moved THAT the Senate Standing Committee on Program Review accept the Biology First Annual Follow-Up Report as amended.

The motion carried.

Jeff Dyck moved THAT the program submits another annual follow-up report next year.

The motion carried.

5.3. Criminology Self-Study Report

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

The Chair acknowledged the report was well-written with exemplary reviews by committee members. There were no further action items required.

Lindsay Norris moved THAT the Senate Standing Committee on Program Review accept the Criminology Self-Study Report as attached.

The motion carried.

5.4. Counselling Third Annual Follow-Up Report

The Chair summarized the reviewer's comments and informed that revisions were made to the suggested edits. Sarah Hickinbotton, Zahia Marzouk, Billeh Nickerson and Shelley Boyd were present to answer questions.

The committee acknowledged the report was within scope and met criteria. Clarification of 'portable minors' was recommended.

Action Item:

- Include wording: "Completed. KPU has portable minors for any minor that can fit into a student's credit load."

The committee noted that another follow-up report is not required next year.

David Burns moved THAT the Senate Standing Committee on Program Review accept the Counselling Third Annual Follow-Up Report as amended.

The motion carried.

6. Items for Discussion

No items.

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

Melike Kinik-Dicleli, Manager, Quality Assurance presented her report.

8. Adjournment

The meeting adjourned at 3:26 p.m.