

1. Call to Order John McKendry
2. Confirmation of Agenda
3. Approval of Minutes (November 28, 2011)
4. Business Arising from the Minutes
5. Chair’s Report..... John McKendry
6. New Faculty Update (To be Distributed)..... Anne Lavack
7. Board Senate Task Force on Bi-Cameral Governance (No Report) Task Force Member(s)
8. Senate Executive Committee (No Report) John McKendry
9. Senate Standing Committee on the University Budget..... Marc Kampschuur
10. Senate Governance Committee (To be Distributed) Dana Cserepes
 - 10.1. Senate Standing Committee Membership/Mandate Review
(SSC Policy Articulation - To be Distributed)
 - 10.2. Election for New Faculty Senators
11. Senate Nominating Committee (To be Distributed at Meeting)..... Mary Androsiuk
12. Senate Standing Committee on Academic Planning & Priorities (No Report) Wade Deisman
13. Senate Standing Committee on Curriculum..... Dana Cserepes
 - 13.1. Program Revision: Product Design
 - 13.2. Access Programs for People with Disabilities Variance Extension
14. Senate Standing Committee on the Library Romy Kozak
15. Senate Standing Committee on Policy Articulation (No Report)..... Dana Cserepes
16. Senate Standing Committee on Program Review (To be Distributed at Meeting) Kenneth Hughes
17. Senate Standing Committee on Tributes (No Report)..... Christine Crowe
18. Approval of Graduates Robert Hensley
19. Items for Discussion
20. Next Meeting: Monday, January 30, 2012 4:00pm – 7:00 pm, Surrey, Cedar 2110
21. Adjournment

SENATE

MEETING DATE: *December 12, 2011*

AGENDA #: *3*

PREPARED BY: *Kerry Thompson*

Issue: **Approval of the Minutes of the November 28, 2011 Regular Senate meeting.**

For approval: **THAT Senate approve the Minutes of the November 28, 2011 Regular Senate meeting.**

Present

Adamoski, Robert	Girodat, Christopher	Mumford, Robert
Ash, Kristan	Guirguis, Mazen	Penhorwood, Jan
Au, Jennifer	Hensley, Robert	Petrillo, Larissa
Bains, Harpreet	Hoogbruin, Amanda	Pikios, Christina
Coren, Art	Hughes, Kenneth	Scanlan, Lori
Crowe, Christine	Kampschuur, Marc	Stadnyk, Pamela
Cunnin, Betty	Kozak, Romy	Rankin, Graham
Davis, Bob	Lavack, Anne	Royal, Wendy
Deisman, Wade (Vice Chair)	MacDonald, Cathy	Tebb, Wayne
Freeman, Tru	McKendry, John (Chair)	Wade, Tally
	Michaels, Kari	

University Secretariat

Klassen, Sandi
Thompson, Kerry

Regrets

Androsiuk, Mary
Bubber, Arvinder
Cserepes, Dana (Vice Chair)
Fung, Maggie
Wood, Robert

1. Call to Order

The meeting was called to order at 4:16pm.

2. Confirmation of Agenda

Moved by Wayne Tebb, seconded by Tru Freeman THAT the agenda be approved as presented.

MOTION CARRIED

3. Approval of Minutes (October 31, 2011)

Moved by Larissa Petrillo, seconded by Betty Cunnin THAT the minutes of the October 31, 2011 Senate meeting be approved as presented.

MOTION CARRIED

4. Business Arising from the Minutes

Item 5 Faculty Amalgamation Update

Information has been distributed and the item is on the agenda for discussion.

5. Chair's Report

The Chair reported on the Board of Governors' retreat held November 25 and 26, 2011. Elizabeth Watson spoke at the retreat. Day 1 discussion included Board responsibilities that overlap with Senate responsibilities. Day 2 discussion focused on student access, thresholds and retention. The Ike Barber donation to enhance access to programs for students facing barriers was also discussed.

The BC Premier's recent economic mission to China and India included Kwantlen administrators and faculty. On the China leg of the tour, there was a stronger emphasis on building business relationships than on education. It was felt that the focus was on education during the India visit. A noted trend is in international students from South Korea.

6. Faculty Amalgamation Update

Work is being done on website and it is anticipated that the site will be active within 7 -10 days. Amalgamation Updates to Senate will be posted. An executive steering committee which includes the 2 deans (Faculties of Humanities and Social Sciences), Faculty council chairs and the President's team has been established. The committee will confer with those who have expertise in a given area, as required. The President has met with faculty members from both Faculties.

7. Board Senate Task Force on Bicameral Governance

A report detailing the task force recommendations for the Program Approval Process was reviewed. The main revision is managing the integration of the Board of Governors into the review process. A. Lavack, J. McKendry, D. Cserepes and W. Deisman to meet and discuss prior to the document going to the Board, issues include areas that may potentially be affected by the Collective Agreement.

8. Senate Executive Committee (No Report)

9. Senate Standing Committee on the University Budget (No Report)

10. Senate Governance Committee

10.1 Academic and Career Advancement Bylaw Revisions

Moved by Cathy MacDonald, seconded by Tru Freeman THAT Senate approve the revisions to the Academic and Career Advancement Bylaws. MOTION CARRIED

10.2 Senate Bylaw Revisions

It was noted that the issue has not been discussed at Dean's Council. This item was deferred to the January 2012 Senate meeting to allow for that discussion to occur.

10.3 Senate Standing Committees Membership Review

Deferred to December 2011.

11. Approval of new members of Senate Standing Committees

The nomination of a new member to TFARA was deferred to the December 2011 Senate meeting.

Moved by Larissa Petrillo, seconded by Ken Hughes THAT Senate approve the following as members of Senate Standing Committees:

Senate Standing Committee on Curriculum – Brenda Snaith, Faculty of Design

Senate Standing Committee on Academic Appeals – Richard LeGrand, Faculty of Social Sciences

Senate Standing Committee on the University Budget – Billeh Nickerson, Faculty of Humanities

MOTION CARRIED

12. Senate Standing Committee on Academic Planning and Priorities

W. Deisman, Chair SSCAPP distributed a written report at the meeting.

The development of a set of Program Prioritization Criteria began about 3 months ago, and is now at the point for consultation with Faculty Councils, SSCPR and SSCC.

The SSCAPP Chair highlighted the recent workshops held on scenario planning. About 300 people attended. A special 1.5 hour workshop will be held at the January 20, 2012 SSCAPP meeting and Senators are invited to attend. Noted that scenario planning has been endorsed by the senior executive committee.

13. Senate Standing Committee on Curriculum

13.1 Program Revision: BA English Major and Minor Programs

Moved by Graham Rankin, seconded by Romy Kozak THAT Senate approve the revisions to the BA Major and Minor program as follows:

- **Addition of ENGL 3390 (area 4) and ENGL 4350 (area 5)**
- **Pre-requisites for 3000 level ENGL courses increases to 6 credits of 2000 level ENGL courses**

MOTION CARRIED

13.2 Program Revision: Bachelor of Arts Math Admission Requirements

Moved by Graham Rankin, seconded by Christine Crowe THAT Senate approve the revisions to the Bachelor of Arts Math Admission requirements.

Amended by Art Coren, seconded by Jennifer Au THAT Senate approve the revisions to the Bachelor of Arts Math Admission requirements, with the amendment “with a minimum grade of C-“ and an implementation date of September 2012. **AMENDED MOTION CARRIED**

13.3 Program Revision: Bachelor of Arts 3rd Year Math Admission/Continuation Requirements

Moved by Tru Freeman, seconded by Christine Crowe THAT Senate approve the revisions to the Bachelor of Arts 3rd Year Math Admission/Continuation requirements, with the amendment “with a minimum grade of C-“. **MOTION CARRIED**

14. Senate Standing Committee on the Library (No Report)

15. Senate Standing Committee on Policy Articulation

D. Cserepes prepared the SSCPA report to Senate as she is chairing in her capacity as Senate Vice Chair. It was noted that the professional support staff member is missing on membership list.

16. Senate Standing Committee on Program Review

A memo to SSCPR from the Provost & Vice President Academic was raised. The Chair of SSCPR advised that the committee has not had the opportunity to discuss the memo with the Provost and asked that Senate discussion be deferred until that dialogue has occurred.

17. Senate Standing Committee on Tributes (No Report)

18. Approval of Graduates

Moved by Lori Scanlon, seconded by Rob Adamoski THAT the graduates to November 28, 2011 be approved. MOTION CARRIED

19. Items for Discussion

Paperless Senate

The Secretariat will bring forward an implementation plan from IET when received.

KSA

A press release regarding the KSA has been released to local radio and newspapers.

20. Next Meeting: Monday, December 12, 2011 4:00pm -7:00pm, Surrey Campus, Cedar 2110

21. Adjournment

Meeting was adjourned at 6:16pm.

**Faculty of Humanities and Faculty of Social Sciences Amalgamation
Update to Senate**
December 10, 2011

Governance/Bylaws: Terms of Reference for the Bylaw Task Force were approved at Council at their November meetings, including a provisional timeline as follows:

Date	Item
Nov 25th, 2011	Terms of Reference and projected timeline presented to Faculty Councils
Mid- to late January 2012	First round of Open Meetings
Early March	First draft of Bylaws to Faculty Councils
Early April	Second round of Open Meetings
Mid- to late April	Final draft of Bylaws to Faculty Councils
Early May	Ratification Vote by Social Sciences and Humanities faculty members
End of May	Bylaws presented to Senate
End of June (June 25th)	Senate Ratification

Social Sciences Council was asked by one Councilor to reconsider an earlier proposal to establish an amalgamation oversight committee and unanimously endorsed their earlier decision not to do so. Council preferred to use existing Bylaws Task Force and existing Faculty Council Standing Committees from both Faculties to accomplish the governance-related work required by amalgamation.

Naming the new Faculty: The Bylaw Task Force has reviewed existing policy regarding the naming of academic units, and a process for naming the new Faculty is being discussed.

Academic Planning for the amalgamated Faculty: Nothing further to report at this time.

Communications: General meetings of the two Faculties were convened by the President on November 23 and 24, 2011. A SharePoint site is under construction, and should be populated and launched before the new year.

Executive Steering Committee: Meeting times for the Executive Steering Committee have been established. The first meeting is tentatively scheduled for December 19, 2011.

Staff Reorganization: The search for an Associate Dean on a one-year term has been successfully completed. The announcement will be made early in the week of December 12, 2011. Thanks are extended to the Search Advisory Committee, which had representation from both Faculties.

The new organization structure for administrative support staff was shared with staff on November 28, 2011. The new structure was discussed with Social Science Chairs on December 2nd, and will be discussed with Humanities Chairs on December 16th. Staff will be relocating from the Richmond to Surrey Campuses over the

next few weeks. As no space has yet been allocated to replace the space being vacated in Richmond, new workstations are being installed in the existing office space in the Arbutus building. The patience of faculty and staff is appreciated as the moves take place.

Budget and Finance: A status quo budget meeting for both Faculties is scheduled for December 20, 2011.

SENATE

MEETING DATE: *December 12, 2011*

AGENDA #: *10*

PRESENTED BY: *Dana Cserepes*

Issue: **Senate Governance Committee**

For Information: **The Senate Governance Committee met on December 5th, 2011**

In October, the Senate Governance Committee began discussing the impact the creation of a new Faculty would have on upcoming Senate elections as one faculty position from Humanities and one from Social Sciences have terms that end on August 31, 2012. The dissolution of the Faculties of Humanities and Social Sciences will mean that all four faculty positions on Senate from these two Faculties will cease to exist. The new Faculty will require the election of two Senators. Consideration was given to reserving one seat for a faculty member from the former Humanities and the second seat for a faculty member from the former Social Sciences. In the end this option was rejected. It was felt that this would delay the integration of the faculty into the new Faculty.

Proposed Election Timelines

February 12-15	Call for Nominations
February 16- March 14	Four Week Campaign Period
March 15-19	Online Election
March 20	Post Results

SENATE

MEETING DATE: *December 12, 2011*

AGENDA #: *10.1*

PRESENTED BY: *Dana Cserepes*

Issue: **Senate Standing Committee Membership and Mandate Review**

For information: The Senate Governance Committee reviewed the attached documents for each Senate Standing Committee except for Academic Planning & Priorities, which is still under consideration. The Committee recommends the revised memberships to Senate for approval.

The revised Senate Standing Committee on Policy Articulation will be distributed separately.

For approval: **THAT Senate approve the revised memberships and mandates for the Senate Standing Committees as follows:**

**Executive
Governance
Nominating
Curriculum
Library
Policy Articulation
Program Review
Tributes
University Budget**

Senate Executive Committee

Mandate

Assists the Chair in setting the Senate meeting agenda

Act on behalf of Senate on urgent items of business between regular meetings of Senate. Such actions and decisions must be ratified by Senate at a subsequent meeting of Senate.

Other duties as assigned by Senate

In addition, Senate annually, at the last regular meeting of the academic year, empowers the Executive to act for Senate on urgent items business during the months of July and August. Notice of any meetings of the Executive held under this authority (except those called for the purposes of the Executive dealing with its own regular business) shall be given to all members of Senate who may attend and vote. Any actions under this authority are reported to Senate at its next meeting.

Common Features for all Senate Committees

(Resolution#12 approved by Senate, October 6, 2008)

- The Chancellor, President and Vice Chancellor are recognized as voting members of all committees. However, it is understood that they are unlikely to be able to attend most meetings and their presence or absence shall not count towards quorum.
- Each Senate committee is comprised of some number of Senators, as appropriate for that committee.
- Each Senate committee is chaired by a Senator.
- Chair of a committee should not be the administrator whose portfolio mirrors that of the committee.
- Committee membership will be reviewed annually. Members are eligible for reappointment.

Membership

Chair: Nominated by the committee

Will usually be elected in April from amongst the current membership for a two year term to commence the following September.

Voting Members:

- Chancellor
- President
- Vice Chair of Senate
- 4 senators
- 1 student senator
- Vice President Academic

Quorum:

When acting on behalf of Senate, quorum shall be two thirds of the voting members.

Terms of Office

Faculty Members – Three year term

Professional Support Staff – Three year term

Student Member – One year term

The seat of a committee member who fails to attend three meetings of the committee within an academic year may be declared vacant.

The committee has determined that it requires a minimum of six (6) senators as members.

Administrative Support: University Secretariat

Senate Governance Committee

Mandate

- Advise Senate on all matters related to the ways it conducts the business of Senate, its meetings and its proceedings
- Coordinate the work of Senate committees, especially where consultation between standing committees is required
- Review regularly the by-laws of Senate and recommend revisions to Senate
- Advise Senate on matters related to duties of members and conflict of interest
- Advise Senate on procedures for the recommendation and selection of candidates for president, deans, librarians, the registrar and other senior academic administrators
- Advise Senate on matters related to Senate and the Board of Governors elections
- Review at least once every three years the configuration of standing committees of Senate, their membership, terms of reference, and consultation and reporting relationships, and propose to Senate any recommendations for change
- Establish such subcommittees as needed to fulfill the Committee's responsibilities
- Other duties as assigned by Senate

Common Features for all Senate Committees

(Resolution #12 approved by Senate, October 12, 2008)

- The Chancellor, President and Vice Chancellor are recognized as voting members of all committees. However, it is understood that they are unlikely to be able to attend most meetings and their presence or absence shall not count towards quorum.
- Each Senate committee is comprised of some number of Senators, as appropriate for that committee.
- Each Senate committee is chaired by a Senator
- Chair of a committee should not be the administrator whose portfolio mirrors that of the committee.
- Committee membership will be reviewed annually. Members are eligible for reappointment.

Membership

Chair: Nominated by the committee

Will usually be elected in April from amongst the current membership for a two year term to commence the following September.

Voting Members:

- Chancellor
- President
- First Vice Chair of Senate
- Second Vice Chair of Senate
- One Dean
- One Professional Support Staff
- One Student Senator
- Two additional Senators

Ex Officio Non-Voting

- Vice President, Academic (or designate)
- Registrar (or designate)

Terms of Office

Faculty Members– Three year term

Professional Support Staff – Three year term

Student Senator– One year term

The seat of a member who fails to attend three meetings of the committee within an academic year may be declared vacant.

The committee has determined that it requires a minimum of six (6) senators as members.

Administrative Support: University Secretariat

Senate Nominating Committee

Mandate

Ensure that nominations are made for all elections for Senate

As directed by Senate, nominate members to serve on Senate committees

Other duties as assigned by Senate

Common Features for all Senate Committees

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- Each Senate committee is comprised of some number of Senators, as appropriate for that committee.
- Each Senate committee is chaired by a Senator.
- Chair of a committee should not be the administrator whose portfolio mirrors that of the committee.
- Committee membership will be reviewed annually. Members are eligible for reappointment.

Membership

Chair: Nominated by the committee

Will usually be elected in April from amongst the current membership for a two year term to commence the following September.

Voting Members:

- Chancellor
- President
- Four Senators
- One Student Senator

Ex Officio Non-Voting Members:

- Vice Chair of Senate

Terms of Office

Senators – Three year term

Student Senator – One year term

The seat of a committee member who fails to attend three meetings of the committee within an academic year may be declared vacant.

The committee has determined that it requires a minimum of five (5) senators

Administrative Support: University Secretariat

Senate Standing Committee on Curriculum

Mandate

Receive and review program concepts and full program proposals for degree and non-degree programs (such as post-baccalaureate credentials, associate degrees, diplomas, certificates, and citations).

Receive and review general curricular guidelines or requirements for programs.

Receive and review program revisions for degree and non-degree programs (such as post-baccalaureate credentials, associate degrees, diplomas, certificates, and citations).

Report with recommendations to Senate on the status of program concepts, full program proposals, program implementations, and program revisions in such a manner and at such times as the program approval/implementation process and Senate may require.

Review the implementation of new degrees and non-degrees following:

One complete cycle of new degree and diploma programs

Two complete cycles of new certificate, citation, and post-baccalaureate credential programs

Any and all changes will be presented to SSCC for consideration and recommendation for approval by Senate. After the initial implementation schedule is complete, the Faculty implementing the new program can request to stay under the purview of SSCC for an additional cycle (or cycles) if they will be making significant revisions. Otherwise, further reviews will be conducted under the direction of the Senate Standing Committee on Program Review pursuant to Policy B12.

Review periodically SSCC's mandate, composition, processes, and approval criteria and make such recommendations to Senate concerning these as may be appropriate.

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

Other duties as assigned by Senate.

Common Features for all Senate Committees

(Resolution #12 approved by Senate, October 12, 2008)

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- Each Senate committee is comprised of some number of Senators, as appropriate for that committee.
- Each Senate committee is chaired by a Senator
- Chair of a committee should not be the administrator whose portfolio mirrors that of the committee.
- Committee membership will be reviewed annually. Members are eligible for reappointment.

Membership

Chair: Nominated by the committee

Will usually be elected in April from among the current membership for a two-year term to commence the following September.

Voting Members

- Chancellor
- President
- One faculty member from each Faculty
- One faculty member from each of the Library, Counselling, and Co-operative Education
- Associate Vice President, Academic
- One student
- Two deans/associate deans (to be selected by the Senate Nominating Committee in conjunction with the Vice President, Academic)
- Representative from the Office of the Registrar

Ex Officio Non-Voting

- Director of Educational Planning
- Vice Chair of Senate
- Vice President Academic

Terms of Office

Faculty Members – Three year term with one-third of these members to be selected each year.

Professional Support Staff Members – Three year term

Student Member - One year term

The seat of a committee member who fails to attend three meetings of the committee within an academic year may be declared vacant.

The committee has determined that it requires a minimum of three (3) senators as members. This number does not include the deans.

Administrative Support: University Secretariat

Senate Standing Committee on the Library

Mandate

- Advise the Chief Librarian on matters relating to the operation of the Library and the liaison between the Library and all fields of instruction and research & scholarship including:
 - Establishment of collection priorities and budgets between all fields of instruction and research & scholarship
 - Library responses to surveys and reviews
 - Strategic planning objectives
 - Major changes in library systems and operations
 - Accomplishment of annual objectives
- Report to Senate at least once a year
- Other duties as assigned by Senate

Common Features for all Senate Committees

(Resolution #12 approved by Senate, October 12, 2008)

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- Each Senate committee is comprised of some number of Senators, as appropriate for that committee.
- Each Senate committee is chaired by a Senator
- Chair of a committee should not be the administrator whose portfolio mirrors that of the committee.
- Committee membership will be reviewed annually. Members are eligible for reappointment.

Membership

Chair: Nominated by the committee

Will usually be elected in April from amongst the current membership for a two year term to commence the following September.

Voting Members:

- Chancellor
- President
- One faculty member from each Faculty
- One faculty who is not a member of a Faculty and not a Librarian
- One student
- One Library staff
- Three Librarians
- Representative from the Office of Advancement

Ex Officio Non-Voting

- Chief Librarian
- Vice President, Academic (or designate)
- Vice Chair of Senate

Terms of Office:

Faculty Members – Three year term with one-third of these members to be selected each year.

Library Staff Member – One year term

Student Member - One year term

The seat of a committee member who fails to attend two meetings of the committee within an academic year may be declared vacant.

The committee has determined that it requires a minimum of three (3) senators as members.

Meeting Frequency: A minimum of four (4) times a year

Administrative Support: University Secretariat

Senate Standing Committee on Policy Review

Mandate

Review new and existing policies that fall under the purview of Senate.

Other duties as assigned by Senate.

Common Features for all Senate Committees

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- Each Senate committee is comprised of some number of Senators, as appropriate for that committee.
- Each Senate committee is chaired by a Senator
- Chair of a committee should not be the administrator whose portfolio mirrors that of the committee.
- Committee membership will be reviewed annually. Members are eligible for reappointment.

Membership

Chair: Nominated by the members

Will usually be elected in April from amongst the current membership for a two year term to commence the following September.

Voting Members:

- Chancellor
- President
- One faculty member from each of any four Faculties, one of whom may be a faculty member who is not a member of a Faculty
- One Counsellor
- One Student
- One Representative from the Office of the Registrar

Ex Officio Non-Voting

- Vice President, Academic (or designate)
- Associate Vice President, Academic
- Director, Student Risk & Judicial Affairs (or designate)
- Registrar (or designate)
- University Secretary (or designate)
- Vice Chair of Senate

Terms of Office

Faculty Members –Three year term

Professional Support Staff – Three year term

Student Members - One year term

The seat of a committee member who fails to attend three meetings of the committee within an academic year may be declared vacant.

The committee has determined that it requires a minimum of two (2) senators as members.

Administrative Support: University Secretariat

Senate Standing Committee on Program Review

Mandate

THAT Kwantlen Polytechnic University, through the Senate Standing Committee on Program Review (SSCPR), performs regular and consistent reviews of educational programs and units of study that are under the jurisdiction of Senate.

THAT Kwantlen, through SSCPR, develops policies and procedures to coordinate and monitor the review of educational programs and units of study.

THAT SSCPR ensures that reports are provided to Senate on the implementation of recommendations arising from completed program reviews.

Common Features for all Senate Committees

(Resolution #12 approved by Senate, October 12, 2008)

- The Chancellor, President and Vice Chancellor are recognized as voting members of all committees. However, it is understood that they are unlikely to be able to attend most meetings and their presence or absence shall not count towards quorum.
- Each Senate committee is comprised of some number of Senators, as appropriate for that committee.
- Each Senate committee is chaired by a Senator
- Chair of a committee should not be the administrator whose portfolio mirrors that of the committee.
- Committee membership will be reviewed annually. Members are eligible for reappointment.

Membership

Chair: Nominated by the committee

Will be nominated in April by the committee from among the current membership for a two-year term to commence the following September.

Voting Members

- Chancellor
- President
- One faculty member from each Faculty
- One Librarian
- Associate Vice President, Academic
- Two deans/associate deans (to be selected by the Senate Nominating Committee in conjunction with the Vice President, Academic)
- Representative from Student Life and Community

- Representative from Institutional Analysis and Planning
- One student

Ex Officio Non-Voting

- Program Review Facilitators
- Program Review Coordinator
- Representative from the Office of the Registrar
- Provost and Vice President Academic
- Vice Chair of Senate

Terms of Office

Faculty Members – Three year term with one-third of these members to be selected each year

Professional Support Staff – Three year term

Student – One year term

The seat of a committee member who fails to attend three meetings of the committee within an academic year may be declared vacant.

The committee has determined that it requires a minimum of three (3) senators as members.

Administrative Support: University Secretariat

Senate Standing Committee on Tributes

Mandate

Establish and publish eligibility criteria and procedures for nominating candidates for honorary and emeritus designation

From time to time recommend modifications to criteria and qualifications for awards

Make recommendations to Senate on other matters concerning forms of recognition which may be referred to the Committee

Develop operational procedures to be followed by the Committee for the selection and recommendation of candidates for honorary degrees / awards

Invite nominations from the Kwantlen community and evaluate these nominations

Recommend candidates for honorary degrees / awards to Senate

Other duties as assigned by Senate

Common Features for all Senate Committees

(Resolution#12 approved by Senate, October 6, 2008)

- The Chancellor, President and Vice Chancellor are recognized as voting members of all committees. However, it is understood that they are unlikely to be able to attend most meetings and their presence or absence shall not count towards quorum.
- Each Senate committee is comprised of some number of Senators, as appropriate for that committee.
- Each Senate committee is chaired by a Senator.
- Chair of a committee should not be the administrator whose portfolio mirrors that of the committee.
- Committee membership will be reviewed annually. Members are eligible for reappointment.

Membership

Chair: Nominated by the committee

Will usually be elected in April from amongst the current membership for a two year term to commence the following September.

Voting Members:

- Chancellor
- President
- 1 dean
- 1 senator
- 2 faculty at large

Ex Officio Non-Voting

- University Secretary
- Vice Chair of Senate
- Representative from the Office of the Registrar

Terms of Office

Faculty Members – Three year term

Dean and Senator – Three year term

The seat of a committee member who fails to attend three meetings of the committee within an academic year may be declared vacant.

The committee has determined that it requires a minimum of two (2) senators as members.

Administrative Support: University Secretariat or designate

Senate Standing Committee on University Budget

Mandate

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

1. Those related to its role as an advisory body to Senate on matters within the jurisdiction of Senate , and
2. Those related to its role as an advisory role to the President and Vice Presidents on budgetary policy, processes and allocations.

Responsibilities:

- 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
- 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
- At the request of the President, Board of Governors and Senate, provide advice on matters related to the University's property, building and structures
- Assist the President and Vice Presidents in the development of budgetary policies, guidelines, processes and models
- Assist the President and Vice Presidents with the development of consultation and communication strategies related to budgetary matters
- Present the annual University budget to Senate
- Establish such subcommittees as needed to fulfill the Committee's responsibilities
- Other duties as assigned by Senate

Common Features for all Senate Committees

(Resolution #12 approved by Senate, October 12, 2008)

- The Chancellor, President and Vice Chancellor are recognized as voting members of all committees. However, it is understood that they are unlikely to be able to attend most meetings and their presence or absence shall not count towards quorum.
- Each Senate committee is comprised of some number of Senators, as appropriate for that committee.
- Each Senate committee is chaired by a Senator
- Chair of a committee should not be the administrator whose portfolio mirrors that of the committee.
- Committee membership will be reviewed annually. Members are eligible for reappointment.

Membership

Chair: Nominated by the committee

Will usually be elected in April from amongst the current membership for a two year term to commence the following September.

Voting Members:

- Chancellor
- President
- One faculty member from each Faculty
- Two deans
- One Librarian
- One faculty member who is not a member of a Faculty and not a Librarian
- One Professional Support Staff
- One representative from Information and Educational Technology (IET)
- One student

Ex Officio Non-Voting

- Vice President, Academic (or designate)
- Vice President, Finance & Administration (or designate)
- Executive Director, Finance
- Associate Vice President, Academic
- Vice Chair of Senate
- Chair of Senate Standing Committee on Academic Planning and Priorities

Terms of Office

Faculty Members – Three year term with one-third of these members to be selected each year

Professional Support Staff - Three year term

Student Member - One year term

The seat of a committee member who fails to attend three meetings of the committee within an academic year may be declared vacant.

The committee has determined that it requires a minimum of four (4) senators as members.

Administrative Support: University Secretariat

SENATE

MEETING DATE: *December 12, 2011*

AGENDA #: *13*

PRESENTED BY: *Dana Cserepes*

Issue: **Senate Standing Committee on Curriculum**

For Information: **The Senate Standing Committee on Curriculum met on November 30, 2011**

The committee approved revisions to:

- Bachelor of Design in Product Design
- Approved the request for an extension of the variance granted to the Access Programs for People with Disabilities (APPD). The new date is December 2012. The committee will receive regular updates on the progress being made.
- Approved the addition of a new option under the Computer Aided Design and Drafting (CADD) Certificate. The new option is Mechanical. Four existing courses will be utilized. No new courses are required.

**SENATE****MEETING DATE:** *December 12, 2011***AGENDA #:** *13.1***PRESENTED BY:** *Dana Cserepes****Issue:*** Program Revision: Bachelor of Design in Product Design***For approval:*** THAT Senate approve the revision to the Bachelor of Design in Product Design, Year 1.

MEMORANDUM

TO: Senate

CC: Kenneth Hughes

FROM: George Verghese

DATE: 1-Dec-11

SUBJECT: Bachelor of Design in Product Design – revised curriculum for Fall 2011 implementation

At the Faculty of Design's November 4, 2011 special Curriculum Committee meeting, Product Design's revised curriculum was approved. On November 30, 2011, this revision was presented and approved by SSCC. Upon approval by Senate at its December 12, 2011 meeting, the program plans to implement the changes in Fall 2012 and accepts applications from December 13, 2011.

RATIONALE

Upon reflection and further discussion, the Dean and Coordinator of the program saw the need to rework the existing curriculum to consolidate the overall relationship of courses and further invest on horizontal bonding for students as they progress through the degree. Certain courses will be accessible to students in programs in the Faculty of Design and also to other areas at Kwantlen. The revised curriculum consists of three main "streams", namely, Creativity and Innovation, Technology, and Interdisciplinary and Leadership. The last stream produces resonance to the university's mission to make students leaders in society; it plants the seeds for design thinking and understanding aspects of change.

The attached chart explains the direction that the revised curriculum will be heading.

Senate's approval is requested.

Att'd.

Revised Product Design Plan

November 30, 2011

Aim of Product Design Program: To transform graduates into flexible, thinking and capable designers who will become creative leaders in a dynamic industry.

Approx. 51/120 Credits CREATIVITY & INNOVATION STREAM (Design & Concept Courses)	Approx. 21/120 Credits TECHNOLOGY STREAM (Technology & Production Courses)	Approx. 48/120 Credits INTERDISCIPLINARY & LEADERSHIP STREAM (Breadth & Social Context Courses)	
The What	The How	The Who and When	The Why and How
Graduating innovators dealing with pliable materials for changing social contexts	Understanding the constraints & potential of technologies	Collaborating with and transforming industries and markets	Creating leaders in society for the challenges of today and tomorrow
Includes: <ul style="list-style-type: none"> - Innovative problem-solving with flexible materials - Exploratory design - Design thinking - Qualitative and quantitative research - Elements & Principles - Design process - Searching - Manipulating - Envisioning - Identifying needs - Observing - Analysis - Technologies - Professional management - Challenging conventions - Aesthetic sensibility - Functional concerns - Creating strategies - Pushing boundaries and widening the design opportunity - Brainstorming - Considering multiple options - Identifying worthy challenges to solve - Designing for multifunctionality 	Includes: <ul style="list-style-type: none"> - Materials - Properties - Characteristics - Methods - Processes - Technologies - Computer skills - Modelling - Testing and Evaluating - Production - Infrastructures - Human factors - Creating prototypes - Transforming - Flexibility 	Includes: <ul style="list-style-type: none"> - Engaging with other disciplines - Clients - Manufacturers - Entrepreneurs - Marketers - Consumers (behaviour and preferences, e.g. mainstream, aged, children, special needs etc) - Workers, recreational, rescuers needs) - Individual contributor - Specifications - Supervision - Quality control - Timelines - Budgetary considerations - 'Cradle to grave' cycles - History - Case studies - Cultural studies - Presentations - Written presentation skills - Oral presentation skills - Visual presentation skills - Team work 	Includes: <ul style="list-style-type: none"> - Risk-taking - Critical thinking - Lateral thinking - Resilience - Cultural values - Flexibility - Ethics & Values - Sustainability - Ecology - Legal issues (e.g. intellectual property, non-disclosure agreements) - Adaptation - Strategy - Citizenship - Professional design practice - Analysis and synthesis - Documenting and recording - Philosophies & attitudes - Professional associations

Bachelor of Design (Product Design) Program

Start-Up: September 2012

Year 1

Revised Plan: November 30, 2011

	CREATIVITY & INNOVATION STREAM		TECHNOLOGY STREAM	INTERDISCIPLINARY & LEADERSHIP STREAM	
1 Fall	DEPD 1100 Design Methods and Materials <i>3 Credits</i> New section for DEPD based on FIND 1100	FIND 1110 Drawing for Design <i>3 Credits</i> Existing FIND course	DEPD 1120 Computer Fundamentals <i>3 Credits</i> New course for DEPD based on similar courses elsewhere, e.g. GDMA	DEPD 1130 Design Thinking <i>3 Credits</i> New course for DEPD	ENGL 1100 Intro to University Writing <i>3 Credits</i> Existing KPU course
1 Spring	DEPD 1210 3D Design: Product Design <i>3 Credits</i> New section for DEPD based on FIND 1210	FIND 1150 Designing for Humanity <i>3 Credits</i> Existing FIND course	DEPD 1220 Digital Technologies for Product Design <i>3 Credits</i> New course for DEPD	DEPD 1230 Transformative Thinking for Product Design <i>3 Credits</i> New course for DEPD	FIND 1220 Interdisciplinary Design History II <i>3 Credits</i> Existing FIND course

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**KWANTLEN
POLYTECHNIC
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SENATE

MEETING DATE: December 12, 2011

AGENDA #: 13.2

PRESENTED BY: Dana Cserepes

Issue: Access Programs for People with Disabilities Variance Extension

For approval: THAT Senate approve the extension to the curriculum variance for the Access Programs for People with Disabilities program.



MEMORANDUM

TO: *Senate*

CC: *Christine Crowe
Dean, Faculty of Academic and Career Advancement
Kerry Thompson
University Secretariat*

FROM: *Kathleen Haggith
Associate Dean, Faculty of Academic and Career Advancement*

DATE: *December 1, 2011*

SUBJECT: **Request for Extension: Access Programs for People with Disabilities (APPD)**

A handwritten signature in black ink, appearing to be 'K. Haggith', written over the 'FROM' field.

On behalf of the Faculty of Academic and Career Advancement, Access Programs for People with Disabilities (APPD), I respectfully request an extension to the curriculum variance that was granted to the program until December 2012. This request was approved by the Senate Standing Committee on Curriculum at their meeting on November 30, 2011.

While the program has engaged in significant discussion about the process for the program revision and evolution, this work is not yet completed. In addition to the process work that has occurred in the last year as a result of the APPD Program review, the program also recently underwent a structural review (which focused more on Human Resource areas). That said, while this type of review is different than that of the curriculum revision and development, it does juxtapose that review as the information of both elements are necessary for the development of a revised program.

We are currently in the process of recruiting an individual who will complete a needs assessment of the program's curriculum structure and content, and complete the initial development work. Based on the work that was completed in the last year, and the timelines of this new position, we are confident that we can have this program proposal and curriculum developed by fall 2012.

Thank you for your consideration of this request. Please do not hesitate to contact me if you have any questions or require further information prior to the meeting.

MEETING DATE: *December 12, 2011*

AGENDA #: *14*

PREPARED BY: *Romy Kozak*

Issue: **Senate Standing Committee on the Library Report**

For information: The Senate Standing Committee on the Library met on November 24, 2011. No motions arose from the meeting, but the committee heard and discussed a variety of interesting and informative presentations. Highlights included the following:

1. An update on the Library's Vision and Goals:

The Library has organized their vision and identified specific priorities in five key areas: collections, teaching, services, environment, and presence. More detail is available at http://www.kwantlen.ca/_shared/assets/Library_vision18512.pdf;

2. A review of the 2010-11 student survey:

Over 2300 students responded to the email call for participation in the bi-annual survey, an increase of more than 100% over the last student survey. Evaluation of the results focused on disparities between the importance of a particular service, facility, or resource and satisfaction levels with that service, facility, or resource. Results were broken down by campus, area of study, and course level. In general, satisfaction levels were good and corresponded with importance, but several areas for improvement were identified, including availability of selected electronic resources and access to quiet study areas and printing facilities.

Comprehensive results of the survey are available at

http://www.kwantlen.ca/_shared/assets/Library_Student_Survey_201120481.pdf;

3. Budget submission 2012-13:

The Library submitted budget requests in three main areas:

- 1) Resources for New Degrees - \$126,729 ongoing capital (mainly to support annual subscriptions to online databases) and \$110,713 one-time operating (mainly to support acquisition of books). These requests correspond with the Library Impact Assessments from the new degree proposals. They do not include any increases in staff support for students using these resources; the committee expressed some concern about this absence, and hoped that further provision for such support might be possible in future budget cycles.
- 2) Renovation of the Langley Library - \$232,560 one-time capital. A substantial upgrade of the Langley library is a particular priority in light of the upcoming relocation of Community and Health Studies and the increased course offerings in other areas at that campus.
- 3) Sunday Open Hours at Langley - \$11,479 ongoing operating. This request would enable the Langley library to open for four hours on Sunday during Fall and

Spring semester, thus providing access to the Library seven days per week. Students based in both Surrey and Langley expressed a desire for such access in the 2011 student survey.

The Library also submitted a joint request with ORS, per instructions from the VP Academic, for an institutional repository that would enable access to the research and scholarship produced by Kwantlen faculty. The request consisted of \$12,900 one-time operating and \$19,300 ongoing capital requests to fund start-up of and ongoing subscription to Digital Commons. The Library received widespread written support from affected areas for all of its budget requests;

4. Procedures for students doing research in the library:

Students surveying other students for class projects are increasingly using library space (particularly on the Surrey campus) to conduct their research. To prevent such endeavours from having a negative impact on students who simply want a quiet place to study undisturbed, the library will allow student surveys to take place only in lobby or entrance areas for a maximum of four hours on one day, and will require students conducting the survey to submit a written request outlining their proposed activity and including an ethics approval form signed by their instructor. A link to the form was sent out to faculty via email on November 29 and December 1, 2011.

Library news included information about recent talks given at the library by faculty members Arleigh Reichl and Sheila Hancock, and about the conference for Western Canadian data librarians (ACCOLEDS) sponsored by Stats Canada (to be) held at the Richmond library Nov. 29-Dec. 1.

The Library Committee will meet again in Spring 2012.



**KWANTLEN
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SENATE

MEETING DATE: *December 12, 2011*

AGENDA #: *18*

PRESENTED BY: *Robert Hensley*

Issue: **Approval of graduates to December 12, 2011.**

For approval: **That Senate approve the graduates to December 12, 2011.**

Graduates for Senate Approval

SENATE MEETING: Monday, 12-Dec-2011

Graduates from the Faculty of Business

Diploma

Diploma in Accounting

Hardeep Dhillon
Charna Erlichman
With Distinction
Harpreet Virk
With Distinction

Diploma in Business Management

Alexander Gilles Courville

Diploma in General Business Studies

Maureen Meng Jung Chou

Diploma in Marketing Management, Cooperative Education Option

Shainul Zulfikar Ramji

Graduates from the Faculty of Community and Health Studies

Certificate

Certificate in Health Unit Coordinator

Jessica Martha Bilinski
Ramandeep Brar
With Distinction
Marinela Co Dalangin
With Distinction
Shawna Marie Evans
With Distinction
Davenderjit Kaur Sehra
With Distinction

Graduates from the Faculty of Humanities

Associate Degree

Associate of Arts Degree in English

Richmond Arceo Ocampo

Graduates from the Faculty of Science and Horticulture

Diploma

Diploma in Horticulture Technology - Landscape Design and Installation

Rheo Frank Bartels

Graduates from the Faculty of Social Sciences

Baccalaureate Degree

Bachelor of Applied Journalism - Concentration in Public Relations

Keira Jean Simmons

Bachelor of Arts - Double Minor in Criminology and History

Jenna Leigh Mackay

Certificate

Certificate in Criminology

Cheryl Michelle Jennings

Graduates from the Faculty of Trades and Technology

Citation

Citation in Welding - Level A

Zachary Cole Chitty

With Distinction

Steven Craig Wasstrom

Justin Gregory Zutter

With Distinction

Citation in Welding - Level B

Adam Donald Beaton

Michael Gordan Bovencamp

Scott Graham Dawson

With Distinction

Kevin Eugene Gaudet

With Distinction

Marshal Byron Geyer

Jared Garth Hamilton

With Distinction

Jonathan Harry Mintern

Tyson James Ratzlaff

With Distinction