1. Call to Order ............................................................................................................... Alan Davis

2. Approval of Agenda

3. Approval of Minutes (November 24, 2014)

4. Chair’s Report
   4.1. President’s Report to Senate ................................................................. Alan Davis
   4.2. Provost’s Report to Senate ................................................................. Sal Ferreras

5. Senate Standing Committee on Curriculum .................................................. Dana Cserepes
   5.1 Program Revision: Diploma in Fashion Marketing
   5.2 Program Revision: Foundations in Design Certificate

6. Senate Executive Committee ........................................................................ Alan Davis

7. Senate Standing Committee on the University Budget ......................... Jennifer Au

8. Board / Senate Task Force on Bi-Cameral Governance .............................. Task Force Member(s)

9. Senate Governance Committee ................................................................. Steven Button
   9.1. Revision: Senate Bylaws

10. Senate Nominating Committee (to be distributed) ............................... Don McGonigal

11. Senate Standing Committee on Academic Planning & Priorities (no report)........ Robert Wood

12. Senate Standing Committee on the Library (no report) ............................ Tally Wade

   13.1. Academic Schedule
   13.2. AR10 (C30) – Priority and Scheduling of Registration Policy and Procedures
14. Senate Standing Committee on Program Review (no report).......................... Stan Kazymerchyk

15. Senate Standing Committee on Tributes (no report)........................................ Shawn Mason

16. Approval of Graduates......................................................................................... Robert Hensley

17. Items for Discussion.............................................................................................. Alan Davis

18. Next Meeting: January 26, 2015, 4:00 pm –7:00 pm, Surrey Campus

19. Adjournment
Issue: Approval of the Minutes of the November 24, 2014 Regular Senate meeting

For Approval: THAT Senate approve the Minutes of the November 24, 2014 Regular Senate meeting.
MINUTES
Senate Meeting
Monday, November 24, 2014
4:00 pm
Surrey Campus Boardroom (2110)

Present:
Au, Jennifer / Vice Chair
Button, Steven
Cheema, Amandeep
Cserepes, Dana
Davis, Alan / Chair
Donahoe, Patrick
Ferreras, Sal
Freeman, Tru
Haugen, Brian
Kampschuur, Marc
Kazymerchyk, Stan
Klimek, Connie
Kozak, Romy
Kumar, Gaurav
McGonigal, Don
Mason, Shawn
Michaels, Kari
Mundle, Todd
Murphy, Jerry
Pritchard Mark

Purvey, Diane
Robertson, Carolyn
Rose, Kim
Snaith, Brenda
Tebb, Wayne
Traynor, Chris
Wade, Tally
Westgate, Tom
Wood, Robert
Worobec, Betty

Regrets:
Bains, Harpreet
Hensley, Robert
Melville, George

University Secretariat:
Klassen, Sandi
MacKenzie, Maggie

1. Call to Order
The Chair called the meeting to order at 4:02 pm and welcomed new Senators Jerry Murphy, Romy Kozak, Amandeep Cheema and Chris Traynor.

2. Approval of Agenda
Moved by Kim Rose; seconded by Robert Wood:
THAT Senate approve the agenda.
MOTION CARRIED

3. Approval of Minutes October 27, 2014
Moved by Romy Kozak; seconded by Wayne Tebb:
THAT Senate approve the minutes of the October 27, 2014 Regular Senate meeting as amended.
MOTION CARRIED

4. Chair’s Report
4.1 President’s Report to Senate

The President’s Report to Senate and copy of the Submission to the Select Standing Committee on Finance & Government Services were received. Dr. Davis highlighted key issues identified in the report and advised that KPU was unable to present the submission in person but will endeavour to do so in future years.

4.2 Provost Report to Senate

The Provost Report will now be a standing report to Senate.

Dr. Ferreras advised that activities are aligned with the Academic Plan and that a six-month Academic Plan Report will be presented to Senate.
5. Senate Standing Committee on Curriculum

The report from the Senate Standing Committee on Curriculum was received and presented by Dana Cserepes.

5.1 Program Revision: Bachelor of Arts Minor in Geography

Moved by Dana Cserepes; seconded by Diane Purvey:
THAT Senate approve the revisions to the Bachelor of Arts Minor in Geography.  
MOTION CARRIED

5.2 Program Revision: Health Care Assistant Program (HCAP) English Language Admission Requirements

Moved by Dana Cserepes; seconded by Tru Freeman:
THAT Senate approve the revisions to the Health Care Assistant Program (HCAP) English Language Admission Requirements.  
MOTION CARRIED

6. Senate Executive Committee

6.1 Faculty without a Faculty Update

Dr. Davis advised that a revised proposal is under development for the establishment of a Faculty for faculty not currently in a Faculty to ensure they have a voice in governance at KPU. There would be no operational reporting structure changes. Todd Mundle, University Librarian, who already sits at the Senate table, would become the Dean for governance purposes only.

The proposal will be reviewed by the Provost and then presented to the Senate Standing Committee on Academic Planning & Priorities and the Senate Governance Committee.

7. Senate Standing Committee on University Budget

The report from the Senate Standing Committee on University Budget was received.

8. Board / Senate Task Force on Bicameral Governance

No report from the Board /Senate Task Force.

The next meeting is scheduled for November 27, 2014 and the Agenda is posted on the website. Mark Kampschuur is the Chair of the Board / Senate Task Force on Bicameral Governance.

9. Senate Governance Committee

The report from the Senate Governance Committee was received.

9.1 Notice of Motion: Revisions to Senate Bylaws

The Notice of Motion for revisions to the Senate Bylaws was received.
9.2 Revision: Faculty of Health Bylaws and Terms of Reference

A few minor corrections were identified. They will be forwarded to the Faculty of Health and included in the final version of the revised Faculty of Health Bylaws and Terms of Reference.

Moved by Jennifer Au; seconded by Tru Freeman:
THAT Senate approve the revisions to the Faculty of Health Bylaws and Terms of Reference as corrected. MOTION CARRIED

10. Senate Nominating Committee

10.1 Appointment of Senate Standing Committee Members

Moved by Don McGonigal; seconded by Robert Wood:
THAT Senate approve the following as members of Senate Standing Committees:

Senate Standing Committee on Academic Planning and Priorities
Jerry Murphy / Faculty of Academic and Career Advancement
Bruce Ferguson / Student

Senate Standing Committee on Library
Chris Traynor / Faculty of Academic and Career Advancement
Kimberley McMartin / Student

Senate Standing Committee on Program Review
Theresa Voorsluys / Division of Student Affairs
Chris Traynor / Faculty of Academic and Career Advancement

Senate Standing Committee on University Budget
Jerry Murphy / Faculty of Academic and Career Advancement
MOTION CARRIED

10.2 Appointment to the Academic Plan Implementation Task Force

Moved by Don McGonigal; seconded by Brian Haugen:
THAT Senate appoint the following faculty member to the Academic Plan Implementation Task Force:

Norm Chamberlain / Faculty of Trades and Technology
MOTION CARRIED

10.3 Appointment of Board/Senate Task Force Student Senator

Don McGonigal called for nominations for the appointment of a Student Senator to the Board / Senate Task Force on Bi-Cameral Governance.

Steven Button nominated Kari Michaels.
Kari Michaels accepted the nomination.

Don McGonigal called for nominations for a second time.
No further nominations were received.

Don McGonigal called for nominations for a third time. No further nominations were received.

Moved by Don McGonigal; seconded by Steven Button: THAT Senate appoint Kari Michaels as the student Senator on the Board/Senate Task Force on Bi-cameral Governance.

MOTION CARRIED

11. Senate Standing Committee on Academic Planning & Priorities

The report from the Senate Standing Committee on Academic Planning & Priorities was received.

12. Senate Standing Committee on the Library

No report from the Senate Standing Committee on the Library.

13. Senate Standing Committee on Policy Review

The report from the Senate Standing Committee on Policy Review was received.

Alan Davis was excused from the meeting and left the Boardroom. Vice Chair, Jennifer Au assumed the role of Acting Chair.

13.1 Presidential Search Advisory, Appointment and Re-appointment Procedures (HR22)

Jennifer Au confirmed that the Board approves the Presidential Search Advisory, Appointment and Re-appointment Policy and that Senate approves the Presidential Search Advisory, Appointment and Re-appointment Procedures.

Dr. Au highlighted the revisions to the Procedures and discussion ensued.

Moved by Kim Rose; seconded by Don McGonigal: THAT Senate approve the Presidential Search Advisory, Appointment and Re-appointment Procedures (HR22).

Amendment moved by Robert Wood; seconded by Wayne Tebb: THAT j. vi. in Section 4. ‘The Search Process’ of the Presidential Search Advisory, Appointment and Re-appointment Procedures (HR22) be amended to read, Advise the Board if the PSAC determines that fewer than two candidates meet the Presidential Candidate Profile when identifying the final short list of candidates for Board consideration.

AMENDMENT DEFEATED
Amendment moved by Brian Haugen; seconded by Diane Purvey: 
THAT j. v. in Section 4. ‘The Search Process’ of the Presidential Search 
Advisory, Appointment and Re-appointment Procedures (HR22) be 
amended to read, identify a final short list of not more than three 
candidates and return these to the Board.

AMENDMENT CARRIED

AMENDED MOTION CARRIED

It was further agreed that v. and vi. under j. in Section 4. ‘The Search Process’ would 
be reversed.

Alan Davis rejoined the meeting and reassumed the Chair.

14. Senate 
Standing 
Committee on 
Program 
Review

The Report from the Senate Standing Committee on Program Review was received.

15. Senate 
Standing 
Committee on 
Tributes

No report from the Senate Standing Committee on Tributes.

16. Election 
Results and 
Senator 
Resignation

Alan Davis presented the Election Results advising that Jerry Murphy and Chris 
Traynor of the Faculty of Academic & Career Advancement were elected to Senate 
effective November 4, 2014.

17. Approval of 
Graduates

Moved by Dana Cserepes; seconded by Shawn Mason: 
THAT Senate approve the graduates to November 24, 2014. 

MOTION CARRIED

18. Items for 
Discussion

Jennifer Au presented Marc Kampschuur with a token of appreciation on behalf of 
Senate for his service as the Faculty of Business representative for the past three 
years. Dr. Au also congratulated him on his new role as the Board of Governors’ 
representative to Senate.

Gaurav Kumar expressed his thanks for the award he received at the 26th Annual 
Scholarships & Awards Dinner.

19. Next Meeting

December 15, 2014, 4:00 pm – 7:00 pm, Surrey Campus

20. Adjournment

The meeting adjourned at 4:56 p.m.
SENATE
MEETING DATE: December 15, 2014
AGENDA #: 4.1
PRESENTED BY: Alan Davis

Issue: President’s Report to Senate

For Information: For the short period since the last report to Senate, I will simply provide an update on recent activities.

The Employee Code of Conduct was submitted to the Minister of Finance in time for the November 30th deadline, and it has been posted (along with the underlying policies) on the KPU Web Site: Employee Code of Conduct.

On November 27th I attended the Richmond Chamber of Commerce Annual Business Awards and was pleased to present the New Business of the Year award on behalf of KPU. On November 28th I attended a meeting of the BC Business Council Innovation and Productivity Task Force, which included a long discussion with Minister Andrew Wilkinson (Technology, Innovation and Citizens’ Services).

Later that day the KPU Board of Governors held a recognition dinner for a number of members who have left the Board in the last year, including Gord Schoberg (July 31st), Launi Skinner (July 31st), Kim Richter (August 31st), Chris Girodat (August 31st), Arvinder Bubber (October 1st) and Shane King (December 31st). Kristan Ash will assume the role of Chair on January 1st, 2015, with Lisa Skakun as Vice Chair.

The KPU Alumni Association also held its AGM recently, with Harpreet Bains elected as president along with a number of new faces on the Association’s board.

On November 28th I presented to the KPU Administrative Council (about 50+ of the administrative managers and directors), focussing on the Vision 2018 metrics, targets and results, which are being finalised for a first (almost) full report early in 2015.

On November 29th I was pleased to attend the awards for the KPU Richmond Science Challenge: an amazing event hosted by Science and Horticulture faculty and staff, attracting high school students from all over the region, the Fraser Valley and even Vancouver Island.

On November 29th I attended the “100 Year Journey” recognition dinner for the Komagata Maru tragedy, where KPU was a key sponsor and highly profiled, and I was able to meet several pioneering South Asian families.
From November 30th to December 2nd, I was in Ottawa for the Colleges and Institutes Canada Day on the Hill, which included key meetings with Ministers and MPs, including Jinny Sims, MP for Newton and North Delta and Jasbir Sandhu, MP for Surrey North. There were good discussions about the need for infrastructure funding and more for applied research.

On November 4th I met with a group of BC educators who are working on expanding the role of the BC Educational credit bank.

On December 5th I was pleased to help open the KPU Model United Nations event. Later that day, I joined the KPA sponsored National Day of Remembrance and Action on Violence Against Women.

The President’s Committee on Diversity and Equity continues its good work and met last on November 18th, and its activities can be seen at PDEC.

On December 11th I attended one of the regular meetings of the BC Business Council, and then came back to KPU for President’s Council.

The next day, December 12th I attended a meeting with the other presidents in the BC Association of Institutes and Universities.
SENATE
MEETING DATE: December 15, 2014
AGENDA #: 4.3
PRESENTED BY: Alan Davis

**Issue:** Full Program Proposal: Piping Foundation Citation

**For Information:** Due to extenuating circumstances as outlined in the attached memo, the Piping Foundation Citation has not followed the normal program development process and is being brought directly to Senate for approval.

Attached: Memo
Full Program Proposal: Piping Foundation Citation

**For Approval:** THAT Senate approve the Full Program Proposal for a Piping Foundation Citation and recommend it to the Board of Governors for approval.
To: Senate

From: Brian Haugen, Dean, Faculty of Trades & Technology

Date: December 12, 2014

Subject: FPP Piping Foundation

The first program is scheduled to start January, 2015 and is a joint partnership between Squamish First Nations, North Vancouver School District and KPU. It will be offered off-site at the Squamish Nation Trades Centre.

It is fully funded by the ITA, and there are no foreseen budgetary issues or impact to KPU funding.

This FPP was approved by the Faculty of Trades and Technology Curriculum Committee on November 18, 2014 and the Faculty of Trades and Technology Faculty Council on November 19, 2014. This has not undergone the normal review process of having been considered by SSCC prior to it being submitted to Senate. Due to the urgency of this issue, we are requesting Senate’s consideration of this FPP.
**A. Executive Summary:**

**A1. Summarize the purpose of the proposal**

This program is designed for individuals that may not have the background, breadth of knowledge or industry connections that enable them to be hired in the piping trade as an apprentice. A Piping Foundations program, as prescribed by the National Occupational Analysis (NOA) and Industry Training Authority (ITA), would give students the practical and theoretical skills equivalent to a level one apprentice providing learners the opportunity to explore and pursue a career within the Piping trade. This program is taught to the content as prescribed by the ITA in the Piping Foundation Program Profile which states:

Students who complete the Foundation program are eligible for ITA credit in Pipefitter, Steamfitter, Sprinkler System Installer or Plumber Level 1 Apprenticeship and 375 work-based hours. Students will need to declare their intended apprentice field. KPU Apprentice Services will support students through this process.

**A2. Outline the key objectives and outcomes of the proposed program in one or two pages**

The skills provided in this program are critical as British Columbia continues to experience industrial and commercial growth. The changing demographics with the projected retirement of the aging workforce, the major LNG projects related to the BC Skills for Jobs Blueprint, and urban redevelopment continue to increase the demand for Pipefitters, Steamfitters, Sprinkler System Installers and Plumbers in this province.

This credential combines the current curricular content demanded by industry and the ITA with best practices in andragogical delivery in vocational education. Students will graduate with the necessary trade skills, academic and essential skills that will allow them to succeed in the trade and if they wish, move into certificate, diploma and degree programs.
Program Core Objectives:
- The establishment of basic skills for the piping trade
- The provision of the appropriate academic credential
- The provision of essential skills that will allow graduates to work effectively and professionally in collaboration with others.

Outcomes: The students will be able to:
- apply the knowledge and skills needed according to the National Occupational Analysis (NOA) for the piping trade
- utilize safe job-site practices
- demonstrate appropriate work habits for the industry
- read codes and drawings used in the trade
- apply the essential skills that underlie effective communication and professional attitudes

The Piping Foundations will be comprised of the following courses (outlines attached):
- PIPE 1101 Safe Work Practices
- PIPE 1105 Organization of Work
- PIPE 1110 Prepare & Assemble Piping Components
- PIPE 1121 Tools and Equipment

Program Rationale:

A3. Provide rationale for the credential

As prescribed by the ITA, the Piping Foundations program will be a maximum of 25 weeks in duration (may vary between 23 – 25 on dependent on Ministry or ITA funding). Students who successfully complete the 24 credit program will receive a Citation in Piping Foundation.

B. Program Description:

B1. State the goals and objectives of the new program

This program is designed to meet the growing demand of both learners and industry. Moreover, this program provides the opportunity for credit towards apprenticeship training. Students who successfully complete the Piping Foundations program and become sponsored apprentices will have the opportunity to continue their apprentice training through the progressive levels.

B2. Identify the target student audience(s) for this program

The Piping Foundations program is targeted for young adults, mature learners, individuals with general knowledge or interest in pursuing a career in the piping trades.

B3. State how the institution satisfied itself that there is not unnecessary duplication in the system
Kwantlen Polytechnic University has offered Plumbing Foundations for a number of years, and a program expansion to Piping Foundation requires a full program proposal and outlines to be adopted to ensure successful students are awarded credentialing and qualify for student loans. Piping Foundations is taught at other institutions, however due to Kwantlen’s student demographic there is high demand for this program to be offered.

**B4. Provide evidence of labour market demand**

WorkBC Official Website at [http://www.workbc.ca/Statistics/LNG/LNGMAIN.aspx](http://www.workbc.ca/Statistics/LNG/LNGMAIN.aspx) cites that “the Liquefied Natural Gas (LNG) sector is an important, emerging industry in British Columbia. And in order to support labour market planning and investments that will ensure B.C.’s workforce is equipped to meet the future needs of the sector, the government of B.C. contracted KPMG to develop occupational workforce projections for the LNG sector in the province The LNG workforce projections show workforce demand for occupations in the LNG sector for construction and operations phases between 2014 and 2023.” Steamfitters, pipefitters and sprinkler system installers are included in the top 10 LNG careers with highest workforce demand.

As with most sectors of the labour force, skill shortages are occurring as the aging workforce reaches retirement. Further, as the Liquefied Natural Gas (LNG) sector grows, as outlined in the BC Skills for Jobs Blueprint, there is a greater demand for skilled labour. Included in the blueprint was the following: “in 2013, Premier Christy Clark established the Premier’s LNG Working Group with representatives from organized labour, industry, First Nations and the provincial government to develop a road map to ensure British Columbia has the skilled labour force it needs to seize the opportunity of the LNG sector.” Between November 2013 and March 2014, the Working Group’s 18 representatives met and worked together to address some of the complex problems associated with LNG development. In April 2014, the Premier accepted all 15 of the recommendations contained in the Working Group’s Final Report.” A few of the working group recommendations for LNG skills training in BC included:

1. **Develop an ongoing structure with equal representation from industry (including contractor associations), organized labour, First Nations, and governments to participate and enable the skills training and workforce planning issues leading to employment in the LNG opportunity. The structure should be established in co-ordination with other LNG workforce activities already underway.**

2. **Begin planning and training British Columbians immediately for the LNG opportunity.**

3. **Aspire to a goal of having 25 per cent overall of the apprenticeable trades workforce on LNG-related construction projects and whether funding for apprentices can come from industry and/or government. In addition, government should consider having a minimum number of apprentices on public infrastructure projects.**

The Business Council of BC has stressed how the increase in construction and the concomitant decrease in the number of trades persons is creating a situation in which the work force is insufficient to meet the needs of the province.

While data projections from bodies such as Human Resources and Social Development Canada on specific trades are outdated, current analyses by BC Statistics of data for the trades in general show that of the total provincial workforce, trades occupations account for 12.3% of the labour demand, while the Kwantlen region accounts for 12.7% of the labour demand,

October 10, 2014 articles released by Media Relations, Ministry of Jobs, Tourism and Skills Training and Responsible for Labour notes that “Labour market projections contained in the Outlook indicate there will be more than one million job openings in B.C. over the next decade. The updated data also provides a strong foundation for ensuring that skills training decisions made through the BC
Jobs Plan and B.C.’s Skills for Jobs Blueprint are aligned with the needs of B.C.’s labour market and key sectors of our growing economy, including liquefied natural gas.

According to the Outlook, job openings are driven by a combination of trends - 68% of job openings are expected due to retirements, and the remaining 32% as a result of economic growth. Retirements are driving job openings across all occupations while economic growth is boosting openings in occupations like skilled trades.”

In an article September 16, 2014 by author Derrick Penner of the Vancouver Sun titled “Trades Authority launches training plan for B.C.’s prospective LNG industry” highlights the need for sector growth. ”B.C. is in a paradoxical situation at the moment: No major LNG proponent has made a commitment to proceed with its respective project, but whether or not they'll be able to find enough skilled labour to build the plants will be one of the major factors in any decisions they make… Trades in most demand, if plants go ahead, would include welders, steamfitters and pipefitters, carpenters and heavy equipment operators.

The province can’t forget the need for new gas-drilling crews and gas-field service workers either, according to analyst Lance Mortlock, a partner in the Canadian oil-and-gas practice of the accounting and consulting firm EY, formerly Ernst & Young.”

As a result of the above and monthly open houses hosted by KPU Tech, the Faculty has received high demand and numerous requests from the public and prospective students to offer this program.

C. Curriculum:

**C1. Describe the skills, knowledge, or other attributes students will develop from the program**

See the following Appendices and course outlines:

Appendix A – ITA Piping Program Outline available on the web at:


Appendix B – PIPE 1101

Appendix C – PIPE 1105

Appendix D – PIPE 1110

Appendix E – PIPE 1121

**C2. Describe the program/course structure**

The program will consist of both a theory and practical component:

The theory / classroom component totals 55% of the credit/time allotment and the practical / lab component totals 45% of the credits / time allotment. This program will consist of 4 courses:

- PIPE 1101
- PIPE 1105
- PIPE 1110
- PIPE 1121
Students must achieve a cumulative grade of 70% in order to successfully complete the program. (Not all courses need to get 70% to successfully complete, but cumulatively 70% must be attained).

Assessment methods will be directly related to the learning objectives/outcomes, competencies, content and essential skills of the courses. The assessment methods will include shop practice competency measures and written and oral tests.

Students that successfully complete the Piping Foundations program will be awarded a Citation from Kwantlen Polytechnic University.

C3. Identify the provincial, national and/or international certifications and standards achieved in the new program, if applicable

Student program completion information will be submitted to the Industry Training Authority of BC to review and approve a minimum of level 1 apprenticeship technical training credit and work based training hours (See Appendix F: ITA Piping Program Profile). This program is taught to the content as prescribed by the ITABC in the Piping Foundation Program Profile which states:

Credit for Apprenticeship:
“If you complete the Piping Foundation Program, you will receive credit for Level 1 technical training and 375 work-based training hours when you register with the ITA as an apprentice in the Plumber, Steamfitter/Pipefitter or Sprinkler System Installer programs.”

Piping technical training and professional progression is outlined on the ITA Program Profile (Appendix F) and on the web at http://www.itabc.ca/sites/default/files/program-information/sfpf-profile-sept-2014.pdf

Students that successfully complete progressive levels of piping trades training will be eligible for the Interprovincial Red Seal. As cited by Employment and Social Development Canada (ESDC) “Through the Interprovincial Standards Red Seal Program, tradespersons are able to obtain a Red Seal endorsement on their provincial/territorial certificates by successfully completing an interprovincial Red Seal examination based on common standards. The program acknowledges their competence and ensures recognition of their certification across Canada without further examination. While professional certificates or licenses are recognized by all jurisdictions under the Agreement on Internal Trade (AIT), the Red Seal provides the assurance that workers are qualified according to common standards of knowledge and competency as defined by industry. The Red Seal represents an interprovincial standard of excellence for the skilled trades prized by employers.

The Canadian Council of Directors of Apprenticeship (CCDA) is responsible for the management of the Red Seal Program. The CCDA works with industry to facilitate the development of a skilled labour force, and labour mobility across Canada.”

D. Program Consultations and Evaluation:

D1. List the other provincial post-secondary institutions consulted about the proposed program

1. Camosun College, John Gordon, Program Chair, Piping
2. BCIT, Ron Stewart, Chief Instructor, Piping – Expressed interest in what KPU is doing to expand the piping trade.
3. North Island College, Rob Hughes, Program Chair, Plumbing – Supports the model and the progression to various apprenticeship pathways.
Provide a list and summary of the nature of all other consultations

1. Industry Training Authority of BC (ITABC), Erin Johnston – Interested in model of delivery and collaboration of the various partners.
2. BC Safety Authority (BCSA)
3. Industry Partners:
   Altac Services: Jim Rowland – Supports the idea and wants students trained in most facets of the trade with an emphasis on professionalism. Stakeholders very interested and elaborated on their own company needs.
   Mechanical Contractors Association: Brian Bradshaw, President – Supports the idea and feels that this and future offerings will only raise the status of the pipefitting trade.
   Canadian Labour Association of Canada: Larry Richardson
   PCL Constructors Westcoast Inc.: Randy Callaghan

**D2. State whether or not the program meets the program eligibility requirements as outlined at www.bcsap.bc.ca**

This program meets the program eligibility requirements.

**D3. Indicate what policies/procedures are planned for ensuring adequate depth and breadth of ongoing review and evaluation once the program has been implemented**

The Piping Foundation program will follow KPU policy B.12 Program Review.

Also, program reviews take place on a regular basis through Articulation Committees, industry representation, the Industry Training Authority BC, and the National Occupational Analysis (NOA), coordinated through Employment and Social Development Canada (ESDC).

**D4. Indicate whether safety and other risk management factors have been addressed where appropriate**

Safety is a key component of the learning outcomes and will follow the requirements set by the ITA and WorkSafe BC. We have begun a risk management review which fits within the framework of all our programs.

**E. Admissions and Transfer:**

**E1. Indicate how the institution plans to ensure students’ ability to access the program through transfer**

As indicated in the ITA Program Outlines, students admitted to the Piping program are required to hold prerequisites of: a minimum “C” grade in English 12 or equivalent, or successfully complete vocational assessment testing at Kwantlen; and a minimum “C” in Apprenticeship and Workplace
Math 10, or Principles of Math 10 or Applications of Math 10, or equivalent, or successfully complete the vocational assessment testing at Kwantlen.

**E2. Describe how students will be able to transfer out of the proposed program into other programs within the same institution or at another institution**

Students who successfully complete the Piping Foundation program and become sponsored apprentices with valid ITABC issued Trade Worker Identification (TWID) will have the opportunity to return to Kwantlen Polytechnic University or to other institutions to continue their apprentice training in the progressive apprenticeship levels.

The Piping Foundation program offered by Kwantlen Polytechnic University would be recognised by the ITABC and as such Kwantlen graduates would be recognised by other trades training institutions for entry into their subsequent piping apprenticeship pathways.

**E3. Indicate how students will be able to transfer into related degree-level programs, if applicable**

Students who successfully complete the Piping Foundation program would be eligible for registration into the Steamfitter/Pipefitter Apprenticeship, Plumbing Apprenticeship or Sprinkler System Installer Apprenticeship Level 2 at Kwantlen Polytechnic University or other ITA approved educational training providers.

Students who successfully complete all required levels of apprenticeship training and Red Seal Certification will have the opportunity to apply to the Bachelor of Technology in Trades and Innovation.

**F. Other:**

**F1. Include any additional information not addressed in the sections above that may be helpful in better understanding the major components of the proposal**

See Course outlines.
SENATE

MEETING DATE: December 15, 2014
AGENDA #: 5
PREPARED BY: Dana Cserepes

Issue: Senate Standing Committee on Curriculum

For Information: The Senate Standing Committee on Curriculum approved the following program revisions via an electronic vote as per Senate Bylaw 2.14 Electronic Voting. The voting took place from November 20 to November 25, 2014.

- Diploma in Fashion Marketing
- Foundations in Design Certificate
**Issue:** Program Revision: Diploma in Fashion Marketing

**For Information:** On November 20, 2014 the Senate Standing Committee on Curriculum reviewed the program revision to the Diploma in Fashion Marketing, and approved a motion by electronic vote recommending revisions to Senate for approval.

Attached: Memorandum outlining the Program Revision

**For Approval:** THAT Senate approve the revisions to the Diploma in Fashion Marketing program.
At the October 2014 Wilson School of Design Curriculum Committee meeting and the November 2014 Senate Standing Committee on Curriculum (SSCC), The Diploma in Fashion Marketing (FMRK) program revision was approved for implementation in Fall 2015.

CHANGES | RATIONALE

The revision streamlines course offerings and removes courses that are no longer needed. It includes the following:

1. **Change ACCT 1110 Introductory Financial Accounting I to an elective and make BUQU 1130 Business Mathematics a required course:** ACCT 1110 Introductory Financial Accounting I has proven to be a challenge to students (a failure rate of 75% campus-wide due to the assessment exams at 50% or higher). It is not required for FMRK students who do not plan to ladder to BBA (retaking will incur unnecessary time and expenses). It is replaced by BUQU 1130 Business Mathematics, which contains sufficient content in preparing students for FMRK 2205 Fashion Buying. For students who plan to ladder to BBA, the following description is included in the calendar:

   "If planning to ladder to a BBA degree program at Kwantlen, consult a School of Business educational advisor as early on as possible to confirm entrance requirements."

2. **Remove ACCT 1230 Business Statistics from current list of electives and add BUQU 1230 Business Statistics:** Similar to (1), ACCT 1230 Business Statistics is replaced by BUQU 1230 Business Statistics.

3. **Remove CBSY 1105 Introductory Computer Applications from the current list of electives:** FMRK 1105 Computers for Fashion Marketing is a required course that has evolved since its introduction to include design-related software such as Adobe Photoshop, Illustrator and InDesign. It is the recommendation of FMRK that CBSY 1105 Introductory Computer Applications (redundant) be removed to avoid duplication and unnecessary expense for the FMRK students.

IMPACT

The program’s planned revision will have no impact on current students.

A chart showing the program revision is attached with changes shown in red. Senate approval is requested.

[Signature]

Att’d. FMRK ProgramPlan_Proposed Revision_31Nov2014.PDF
Diploma in Fashion Marketing – program revision (November 2014)

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**Laddering to Kwantlen Bachelor of Business Administration (BBA) Degrees**

If planning to ladder to a BBA degree program at Kwantlen, consult a School of Business educational advisor in the school of business as early on as possible to confirm entrance requirements.
Electives
Electives may be taken at any time based on availability and having met prerequisites where applicable. Four of the five electives required (3-credit each for a total of 15 credits) must be selected from the following list. One of the five electives required (3-credits) may be selected from any program or area of study including courses from the list below.

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SENATE

MEETING DATE: December 15, 2014

AGENDA #: 5.2

PREPARED BY: Dana Cserepes

Issue: Program Revision: Foundations in Design Certificate

For Information: On November 20, 2014 the Senate Standing Committee on Curriculum reviewed the program revision to the Foundations in Design Certificate, and approved a motion by electronic vote recommending revisions to Senate for approval.

Attached: Memorandum outlining the Program Revision

For Approval: THAT Senate approve the revisions to the Foundations in Design Certificate.
MEMORANDUM

TO: Senate

CC: Marge Damon, Coordinator, Foundations in Design (FIND), The Chip & Shannon Wilson School of Design

FROM: Brenda Snaith, Chairperson, Curriculum Committee, The Chip and Shannon Wilson School of Design

DATE: December 10, 2014

SUBJECT: Foundations in Design (FIND) Certificate – program revision

At the October 2014 Wilson School of Design Curriculum Committee meeting and the November 2014 Senate Standing Committee on Curriculum (SSCC), the Foundations in Design (FIND) program revision was approved.

PROGRAM REVISION

FIND students are required to complete a total of 30 credits (27 credits of core Foundations in Design courses and 3 credits of specified electives) to graduate. The program is rearranging and adding electives as shown in the chart below. An elective may not be offered every year. All are 3.0 credit courses.

Program Revisions # 1, 2 and 3
1. Replace FIND 1120 Design History 1 with FIND 1220 Interdisciplinary Design History II (required course)
2. Rename FIND 1120 from ‘Design History 1’ to ‘Design Connections: Ancient World’
3. Rename FIND 1220 from ‘Interdisciplinary Design History II’ to ‘Interdisciplinary Design History: 1750 onward’

Program Revision # 4
4. Add FIND 1240 Introduction to the Mac Digital Design Studio to the choice of electives

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RATIONALE

There are currently two history courses in the FIND program, one is a required course -- FIND 1120 Design History 1 (relates primarily to the ancient world), and the other is an elective course -- FIND 1220 Interdisciplinary Design History II (relates to disciplines of design from the Industrial Revolution (1750) to the present day). As there is only room for one required history course in this one-year certificate program, it is the recommendation of FIND faculty that FIND 1220 becomes the required history course, and that FIND 1120 assumes a role as an elective.

FIND 1240 Introduction to the Mac Digital Design Studio (3 credits), is a new elective course that offers students the opportunity to develop essential digital skills using design-related software (Adobe Photoshop, Illustrator, and InDesign). Computer skills will enhance the hands-on skills students develop throughout the FIND program, and will enable them to create digital portfolios to support their applications to design programs in B.C and elsewhere upon graduation from FIND. This course will also appeal to the greater KPU student body, including visiting and exchange students, as there are no pre-requisite or co-requisite requirements.

IMPLEMENTATION

**Program Revisions # 1, 2 and 3** (FIND 1120 and 1220 switching places as required versus elective courses) – to be implemented in **Fall 2015**

**Program Revision # 4** (FIND 1240 as an additional elective course) – to be implemented in **Spring 2015**

A Program Model (indicating both old and new programs) is attached for your reference. Senate approval is requested.

Brenda Snaith

Att’d.
## FOUNDATIONS IN DESIGN

### PROPOSED REVISION (OCT. 2014)

#### CURRENT FIND PROGRAM

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**Choose One Elective**

- FIND 1220: Interdisciplinary Design History II
- FIND 1230: Drafting for Design

#### PROPOSED REVISED FIND PROGRAM

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**Choose One Elective**

- FIND 1120: Design History: Ancient World
- FIND 1230: Drafting for Design
- FIND 1240: Introduction to the Mac Digital Studio

**Required Elective Course (3 Credits)**
SENATE
MEETING DATE: December 15, 2014
AGENDA #: 7
PRESENTED BY: Jennifer Au

Issue: Senate Standing Committee on University Budget

For Information: The Senate Standing Committee on University Budget (SSCUB) met on December 5, 2014.

The Ministry of Advanced Education announced on December 4, 2014 that beginning on January 1, 2015, public post-secondary institutions in BC will be allowed to charge tuition for adult upgrading courses, including domestic ESL programs. The University Administration advised SSCUB that they are attempting to clarify the details with the Ministry.

The committee recognizes that the current budgetary process of only evaluating and prioritizing new budget asks ignores what’s in the base budget. However, in keeping with the Resource Planning Task Force’s recommendations and timeline for switching to a new budget model, the 2015/16 budget will be developed using the current allocation model. The SSCUB will review the Resource Planning Task Force’s report with a view towards beginning work on moving towards using the new budget model for the 2016/17 budget.

The committee discussed what strategies KPU should use to balance its budget and what budget proposals it would recommend as having the highest priority for developing the draft 2015/16 budget (based on Vision 2018, the KPU Academic Plan, and Senate’s Academic Priorities). After a fulsome discussion, the SSCUB recommended the following priorities, in no particular order, for funding in the 2015/16 budget:

- Bachelor of Design in Product Design
- Associate Dean for the Chip and Shannon Wilson School of Design
- Advisors for all the Faculties
- Electrical and Plumbing 4th year capital start-up costs
- Sustainable Agriculture and other Science degrees, as prioritized by the Dean of Science and Horticulture
- Continued funding of domestic ESL
The Board / Senate Task Force on Bi-cameral Governance met on November 27, 2014.

The Task Force discussed the Mission, Vision and Values Policy and Procedures and suggested revisions.

The results of a scan of teaching universities in BC show that while some institutions have a policy regarding Library and Resource Centre, others do not. The Provost and the University Librarian agree that in light of the KPU library practices, a policy is not required. Sal Ferreras will confirm that the library practices are posted on the website.

The Provost noted that the Program Approval Procedures outlines 27 steps from idea through to implementation. Work is underway to streamline the process, and a working draft will be presented to SSCAPP and SSCC.

**Strategic Enrolment Management (SEM) Planning Update**

The Provost presented a document entitled “Strategic Enrolment Management Planning at KPU: An Update”, noting that work is underway in many areas and that the critical path outlines the steps leading to commencement of the approval process in May. A formal SEM plan is scheduled to launch by July 2015.

The Task Force discussed the SEM update and noted the following highlights:

- The SEM will be a driver in budget development as well as other areas such as workforce planning.
- The SEM Planning Group will disband once the Enrolment Plan is approved. Activities will be driven by Vision 2018 and the KPU Academic Plan.
- Plans are in place for organization-wide consultations with Faculties and Administrative departments. The first step is to provide the conceptual context which can be achieved through a Sharepoint site.
- Each Faculty must be involved in the KPU SEM Plan and follow a coherent process for the creation of a SEM specific to their own Faculty, i.e., What is the Faculty’s Vision for the next 5-10 years? How will the Faculty contribute to Vision 2018? How does the Faculty’s programming differentiate KPU from other institutions? What are the opportunities?
Development of Educational Policy on report on new non-credit programs offered under service contract [University Act 35.2(6)(c)]

The Provost provided an update, noting that discussions continue in areas such as strategy, reporting, and jurisdiction. It was noted that the Continuing Education calendar did not come to Senate and that under the University Act 32.2(6)(c), the Board seeks advice on the development of educational policy on non-credit courses. Sal Ferreras will update Senate on these activities. Sandi Klassen will send a copy of a previously developed draft Continuing Education and Contract Services Policy and Procedures to Dr. Ferreras to inform future policy development.

An updated work plan for the Task Force was reviewed.

35.2(6)(h) – setting of the academic schedule / AR17 – Academic Schedule
  • In process

35.2(6)(c) – new non-credit programs or programs offered under service contract / AD4 - Continuing Education & Contract Services
  • In process

35.2(6)(f) Evaluation of Programs / AC3 Program Review
  • Discussed at Academic Council. The co-lead Lori McElroy.

35.2(6)(k) – the terms for affiliation with other post-secondary bodies / AR12 Transfer Credit and Advanced Standing Policy
  • Completed

27(2)(d) in consultation with Senate, maintain and keep in order real property, maintain buildings / BD020 Asset Naming Opportunities
  • Completed

35.2(6)(b) establishment, review or discontinuance of course and programs/35.2(6)(d) priorities for implementation of new programs and courses / AC10 Establishment, Revision, Suspension and/or Discontinuance of Programs
  • Will be on the Senate Standing Committee on Policy Review agenda in January

27(2)(f) with approval of senate, establish procedures for the recommendation, selection of candidates for president… / HR22 Presidential Search Advisory, Appointment and Re-appointment
  • Senate approved the Procedures on November 24, 2014.
  • The Board of Governors will consider the Policy at its January 28, 2015 meeting.

27(2)(r) with approval of Senate, to determine the number of students that can be accommodated at KPU or any faculty, with regard to resources and to make rules to limit admission or accommodation of students
  • Will be addressed by the Strategic Enrolment Plan
Discussion ensured regarding the role of observers at Task Force meetings, and it was agreed that

- Guests may be invited to attend a meeting to speak to an item on the agenda.
- The Chair, at his/her discretion, can recognize an observer to express their views on an agenda item but not engage in discussions.
Issue: Revision: Senate Bylaws

For Information: The Notice of Motion for revisions to the Senate Bylaws was submitted to Senate at the November 24, 2014 Senate meeting following the Senate Governance Committee’s review and recommendation for Senate approval.

Proposed Revisions:

2.05.1 – addition of language covering electronic participation at Senate Standing Committees.

2.15 – addition of language covering electronic participation at Senate meetings.

Section 5 – former Bylaw 2.15 has been moved to its own section so that its numbering remains constant when additions are made to Section 2. No changes have been made to the wording.

Proposed Motion: THAT Senate approve the following revisions to Senate Bylaws:

1. Addition of language regarding electronic participation at Senate and Senate Standing Committee meetings (2.15 and 2.05.1 respectively);

2. Moving the section on Bylaw Revisions (2.15) to a new section 5.
SENATE BYLAWS
(Revised October 6, 2008
Revised January 30, 2012
Revised June 25, 2012
Revised October 29, 2012
Revised December 17, 2012
Revised March 31, 2014
Revised May 26, 2014)

1. Terms and Conditions of Membership on Senate

1.01 Members of Senate, in their function as members of this body, do not act as
delegates of the bodies or constituencies from which they were drawn; rather, as
members, all must endeavour to serve the interest of the entire University to the
best of their ability.

1.02 The terms and office for voting members shall be consistent with the University Act.

1.03 Faculty, professional support staff, and student elections for Senate will be held in
the Spring semester each year.

1.04 The term of each elected faculty, staff, or student or appointed member shall
normally begin on September 1.

1.05 An elected member may resign from the Senate by giving the Chair notice in writing.

1.06 The seat of a member who leaves the constituency from which that member has
been elected shall be declared vacant.

1.07 Any member who will be absent from a meeting will notify the University Secretariat
prior to the meeting.

1.07.1 Voting by alternates is not permitted.

1.08 The seat of any elected member who fails to attend three meetings of Senate
between September 1 and August 31 may be declared vacant by the Chair.

1.09 In the event a seat of an elected member becomes vacant it shall be filled by the
candidate who received the most votes among those who were nominated but not
elected in the most recent election. In the event the seat was filled by acclamation,
the following steps will occur. If the seat is declared vacant between the months of
February and September, a by-election will take place in the fall to find a
replacement. If the seat is declared vacant between the months of October and
January and the remainder of the term is less than one year in length, a regular
election will occur in the spring and the outstanding months remaining on the
vacant term will be added to term of office for the seat up for election. If all the
seats in a given constituency are acclaimed, a random selection from the acclaimed
candidates will occur to assign the remaining term of office. If more than one seat is
being elected in this grouping, then the candidate who receives the most votes will
be awarded the extended term of office. If the remainder of the term is more than
one year, a by-election will occur.
1.10 Members of Senate shall commit to serving on a minimum number of its committees, as set from time to time by Senate.

2. Operational Procedures of the Senate

2.01 All proceedings of the Senate shall be governed by the most recent revision of *Robert’s Rules of Order*, except as otherwise provided.

2.02 A quorum of the Senate shall consist of 50 percent plus one of the voting members.

2.03 Any business conducted at a meeting (regular or otherwise) where there is no quorum present will be considered as unofficial and subject to ratification at the next meeting held where a quorum is present. Any communication coming out of a meeting where no quorum was present shall be prefaced with a clear indication the communication is subject to ratification.

2.03.1 While this provision covers a meeting called knowing there will likely be no quorum, it is possible for a regular meeting without a quorum to continue under this same provision, providing all members present are in agreement.

2.04 A simple majority of the members present and voting is required to carry a motion.

2.05 The Senate shall establish such committees, consisting of members or non-members, as the Senate from time to time may think fit and may specify the duties to be performed by such committees. Committees of the Senate may not assume any of the powers of the Senate and are restricted to making recommendations to the Senate unless otherwise tasked by Senate.

2.05.1 Electronic Participation at Senate Standing Committee Meetings

2.05.1.1 In person attendance at Senate Standing Committee meetings is preferable where at all possible.

2.05.1.2 Where attendance in person is not feasible, Senate Standing Committee members may participate in a committee meeting by telephone or other communication device that permits the participants to communicate adequately during the meeting.

2.05.1.3 A person participating in a meeting by such means is deemed to be present at the meeting and may vote through the telephone or other communication device being used.

2.05.1.4 Three weeks’ notice is required to participate electronically in a meeting.

2.05.1.5 The Chair of a Senate Standing Committee may determine that a meeting shall be held entirely by means of a teleconference that permits all participants to communicate adequately with each other during the meeting.
2.06 Members of the Kwantlen Polytechnic University community shall be encouraged to attend and observe meetings of the Senate. Observers will have no speaking or voting privileges.

2.07 From time to time the Senate may invite guests to make presentations to Senate meetings and to answer questions related to their presentations.

2.08 If a topic on the agenda contains material of a private or confidential nature, the Senate will have the right to close to observers that portion of the meeting in which that topic is discussed.

2.09 The Senate may hold such additional special meetings as are deemed necessary by the Senate or Executive Committee after serving notice of not fewer than five working days to Senate members.

2.10 A proposed agenda and supporting material for any meeting shall be circulated to Senate members not fewer than two working days prior to any meetings.

2.11 Approved minutes of the Senate will be made public and readily accessible.

2.12 Senate meetings will adjourn three hours after the scheduled time of commencement. The time for adjournment may be extended for a maximum of 30 minutes at a time at any meeting by a successful motion for extension, which is not debatable, and requires an affirmative vote of two-thirds majority.

2.13 Recording at Senate

2.13.1. Regular meetings of Senate will be recorded by the University to ensure the accuracy of the minutes and to promote the accuracy of any media articles regarding the matters discussed. In the spirit of transparency and accountability, the recordings will be posted to the Senate website. Recordings will be retained for six months unless determined otherwise by Senate, after which they will be deleted.

2.13.2. Audio recordings of public Senate meetings shall be allowed, provided that recording devices do not disrupt the meeting.

2.13.3. In camera meetings of Senate will not be recorded.

2.14. Electronic Voting

A vote by written resolution (through e-mail voting) may be called if required in order to deal with a matter outside of a regularly scheduled Senate meeting, at the determination of the Chair or Vice Chair of Senate. The items in question, in the view of the Chair or the Vice Chair, should not be controversial and do not require extensive background and explanation. A resolution approved by electronic mail ballot shall have the same force and effect as if passed at a regularly constituted meeting of Senate. The e-mail address used will be either the standard KPU address or one provided by individual Senate members / Committee members. The regulations for e-mail votes by the Senate are as follows:
a. The e-mail motion will be sent to all voting members.
b. Decisions by e-mail votes shall require a three quarters (75%) return of responses and a two thirds (66.6%) majority of those voting. Abstentions and holds will be counted in the determination of response rate, but are not counted as votes cast.
c. A minimum of three business days from the date of e-mailing shall be allowed to complete the poll.
d. Decisions made by the Senate by e-mail are deemed valid and approved. Results will be announced by e-mail and documented by the University Secretary in the official record of the Senate.
e. Standing Committee decisions by e-mail will be recommended to the Senate for approval at its next meeting.
f. Motions requiring a secret ballot will not be approved by e-mail balloting.
g. E-mail balloting will be facilitated by the University Secretariat / Governance & Policy.

Note:
Ratification votes shall be allowed for matters that have been thoroughly discussed in person.

Rules for the Conduct of Voting by Electronic Means
1. A minimum of three business days’ notice shall be provided to all participants via e-mail by the University Secretary or designate. Such notice shall include:
   a. The subject line (or equivalent) stating “Senate (Senate Committee) Motion for Consideration”
   b. The motion and supporting documentation for the e-vote
   c. Date and timeframe
   d. Deadline for return of ballots
2. A second is not necessary for the motion to be considered.
3. If more than one main motion needs to be considered, each main motion will be sent in separate e-mails, with the subject line noting the motion number (e.g. Motion #1, Motion #2, etc.)
4. The following voting responses will be offered:
   a. Approve
   b. Reject
   c. Abstain
   d. Hold / Yes
   e. Hold / No
   f. Hold / Abstain (see definition below)
5. If one third of voting members of Senate (three of a Senate Committee) respond with “Hold”, the e-mail vote will be abandoned and the motion will be considered at the next Senate (Committee) Meeting.
6. A “confirm read” instruction will be included with the sent e-mail ballot.

7. Polls distributed via electronic mail must be returned via electronic mail to the specified electronic mail address included on the announcement of motion.

8. Once the deadline for return of ballots has passed, a follow-up message will be sent confirming whether the motion was carried (or not) and the decision will be recorded in the minutes of the next Senate (Committee) meeting.

**HOLD**: If this option is chosen, it indicates that the voter thinks the matter requires further discussion and needs to be discussed and voted on at a face-to-face meeting. The various “Hold” choices indicate the following:

- **Hold / Yes**: If one third of voting members do not indicate “Hold”, the response will be counted as a “Yes”
- **Hold / No**: If one third of voting members do not indicate “Hold”, the response will be counted as a “No”
- **Hold / Abstain**: If one third of voting members do not indicate “Hold”, the response will be counted as an abstention.

**Sample E-mail:**

**Background:**

**Recommendation:**
<insert>

**Process:**
This process is consistent with Senate Bylaw 2.14, which states:

**Insert Bylaw**

Senators are asked to respond to this e-mail by clicking on the “VOTE” button located at the top left hand side of the screen confirming:

1. Your agreement to participate in an electronic vote; and,
2. Response to options re voting on the recommendation noted above.

**Note:** If your e-mail program does not support the “voting function”, please send a REPLY e-mail message with your response.

3. The first electronic vote or reply email in favour of the recommendation will be the mover.
4. Votes will be cast using the “APPROVE”, “REJECT”, “ABSTAIN”, “HOLD/YES”, “HOLD/NO”, or “HOLD/ABSTAIN” buttons, located at the top left hand side of the e-mail message. After clicking the button you will see a prompt allowing for an opportunity to edit the response before sending in your vote. Once you are satisfied with your response, click on SEND.
5. If your e-mail program does not support the voting function, just send a “REPLY” e-mail message with your vote.
6. Responses should be sent in no later than (time/date).
7. Once all the responses have been received, a follow-up message will be sent confirming whether the motion was carried (or not).
8. The decision will be recorded in the next Senate (Committee) meeting minutes.

2.15 Electronic Participation at Senate Meetings:
   2.15.1 In person attendance at Senate meetings is required where at all possible.
   2.15.2 In extraordinary circumstances where attendance in person is not feasible, a Senator may participate in a Senate meeting by telephone or other communication device that permits the participants to communicate adequately during the meeting.
   2.15.3 One month’s notice is required to participate electronically in a meeting.
   2.15.4 A person participating in a meeting by such means is deemed to be present at the meeting and may vote through the telephone or other communication device being used.

2.15. Senate bylaws may be amended by:
   2.15.1 Giving notice of a motion to amend bylaws at a Senate Meeting;
   2.15.2 Voting at a subsequent Senate meeting with a two-thirds majority vote of those present and voting; and
   2.15.3 Fulfilling any other legislated requirements.

3. Conflict of Interest
   3.01 A conflict of interest arises when a Senate member’s private interests supersede or compete with his or her dedication to the interests of the University. This could arise from a real, potential, or apparent conflict of interest for a Senate member or related persons and may be financial or otherwise. For this purpose:

   3.01.1 A ‘real conflict of interest’ occurs when a Senate member exercises an official power or performs an official duty or function and at the same time, knows that in the performance of this duty or function or in the exercise of power there is the opportunity to further a private interest.

   3.01.2 A ‘potential conflict of interest’ occurs when there exists some private interest that could influence the performance of a member’s duty or function or in the exercise of power provided that he or she has not yet exercised that duty or function.

   3.01.3 An ‘apparent conflict of interest’ exists when there is a reasonable apprehension which reasonably well-informed persons could properly have that a Real Conflict of Interest exists on the part of the member.

3.02 Senate members must arrange their private affairs and conduct themselves in a manner to avoid conflict of interest. In cases where conflict cannot be avoided, a Senate member has an obligation to declare a conflict of interest prior to discussion
3.03 Where a Senate member is unsure whether he or she is in conflict, that member should raise the perceived potential conflict with the Senate, and the Senate should determine by majority vote whether or not a conflict of interest exists. The member perceived to be in conflict should refrain from voting on the issues. Where a conflict of interest is discovered after consideration of a matter, the conflict must be declared to the Senate and appropriately recorded at first opportunity. If the Senate determines that involvement of said member influenced the decision of the matter, the Senate shall re-examine the matter and may rescind, vary, or confirm its decision.

3.04 Any Senate member who perceives another member to be in conflict of interest in a matter under consideration must identify the perceived conflict to the Senate at the first opportunity. The Senate should determine by majority vote whether or not a conflict of interest exists and the member perceived to be in conflict should refrain from voting.

3.05 At its discretion, the Senate may invite the member in conflict to state his or her position on the issue in question prior to absenting himself or herself.

4. Vice Chair

4.01 Each year at the April meeting, voting members of the Senate will elect a Vice Chair from within the Senate’s voting membership.

4.02 The Vice-Chair will fulfill the duties of the Chair in the Chair’s absence and will assist in the performance of the Chair’s duties.

5. Bylaw Revisions

5.1 Senate bylaws may be amended by:

5.1.1 Giving notice of a motion to amend bylaws at a Senate Meeting;

5.1.2 Voting at a subsequent Senate meeting with a two-thirds majority vote of those present and voting; and

5.1.3 Fulfilling any other legislated requirements.
Issue: Senate Nominating Committee

For Information: At its December 15, 2014 meeting, the Senate Nominating Committee made the following recommendations for membership to Senate Standing Committees:

For Approval: THAT Senate approve the following as members of Senate Standing Committees:

Senate Standing Committee on Academic Planning and Priorities:
Romy Kozak, Senator / Faculty of Arts

Senate Standing Committee on University Budget:
Joyce MacKenzie / Faculty of Health
Issue: Appointment of the Academic Plan Implementation Task Force

For Information: Pursuant to the Provost’s memo of September 5, 2014, the Academic Plan Implementation Task Force will consist of one faculty member from each Faculty.

At its October 27, 2014 meeting, Senate approved the following faculty members to the Academic Plan Implementation Task Force:
- Mark Diotte / Faculty of Academic and Career Advancement
- Janine Hatfield / Faculty of Health
- Robert Dearle / Faculty of Arts
- Anita Braaksma / School of Business
- Takashi Sato / Faculty of Science and Horticulture

At its November 24, 2014 meeting, Senate approved the following faculty member to the Academic Plan Implementation Task Force:
- Norm Chamberlain / Faculty of Trades and Technology

For Approval: THAT Senate appoint the following additional faculty member to the Academic Plan Implementation Task Force:

- Evelyn May / Chip and Shannon Wilson School of Design
Issue: Senate Standing Committee on Policy Review Report

For Information: SSCPRev met on December 8, 2014.

The committee reviewed AR10 (C30) Priority and Scheduling of Registration Policy and Procedures, AC4 (C20) Student Evaluation and Grading Policy and Procedures and the Academic Schedule. Comments gathered during the committee’s review of the Policy and Procedures for AC4 (C20) will be considered by the author.

The committee endorsed AR10 (C30) Priority and Scheduling of Registration Policy and Procedures with some minor amendments.

The Committee confirmed that Option 1 and Option 2 of the Academic Schedule 2015-16 are both compliant with the Academic Schedule Policy (B1), except for section C3a “Reading Break”, and recommended Option 1 to Senate for approval.
Issue: Academic Schedule 2015-16

For Information: At its December 8, 2014 meeting, the Senate Standing Committee on Policy Review reviewed options for the Academic Schedule 2015-16. The Committee confirmed that Option 1 and Option 2 are both compliant with the Academic Schedule Policy (B1), except for section C3a “Reading Break”, and recommended Option 1 to Senate for approval.

Attached: Memorandum from Robert Hensley
Academic Schedule 2015-16, Options 1 and 2
2015-16 Calendar showing statutory closures

For Approval: THAT Senate approve the Academic Schedule 2015-16, Option 1.
TO: Senate
CC: Warren Stokes, Laura McDonald
FROM: Robert Hensley
DATE: December 08, 2014
SUBJECT: Academic Schedule 2015-16

The academic schedule for Fall 2015, Spring 2016 and Summer 2016 is presented for approval per policy B.1. This memo presents two schedules for consideration:

Option 1 – Follows the Scheduling Policy Work Group (SPWG) recommendation to move to a 13-week semester with 8 to 10 days of exams (as reported by the President at Feb 24, 2014 Senate)

Option 2 – Follows the traditional practices of KPU

In both options, special attention has been paid to ensure that equal numbers of teaching days for each day of the week, are maintained across all three semesters.

Holidays and Closures:
In both options, the following statutory holidays and institutional closures were extracted from the Ministry of Jobs, Tourism and Skills Training and Responsible for Labour, Statutory Holidays in British Columbia Factsheet (http://www.labour.gov.bc.ca/esb/facshts/statutory_holidays.htm) and the BCGEU and KPU Collective Agreement.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour Day</td>
<td>Mon, Sep 07, 2015</td>
<td>New Year's Day</td>
<td>Fri, Jan 01, 2016</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Mon, Oct 12, 2015</td>
<td>Family Day</td>
<td>Mon, Feb 08, 2016</td>
</tr>
<tr>
<td>Boxing Day (closure)</td>
<td>Mon, Dec 28, 2015</td>
<td>Canada Day</td>
<td>Fri, Jul 01, 2016</td>
</tr>
</tbody>
</table>

Respectfully submitted,

Robert Hensley
University Registrar
Option “1”
The following semester dates have been developed following typical BC semester dates (13-week) model. Spring withdrawal date has been adjusted to coincide with intersession/reading break dates.

**Full Semester Dates and Analysis:**
Full semester (four-month) dates for the 2015-16 Academic Year are recommended as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructional Days</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First day of classes</td>
<td>Tue, Sep 08</td>
<td>Mon, Jan 04</td>
<td>Mon, May 02</td>
</tr>
<tr>
<td>Reading break</td>
<td></td>
<td>Mon, Feb 22 to Sat, Feb 27</td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw</td>
<td>Tue, Oct 27</td>
<td>Mon, Feb 29</td>
<td>Mon, Jun 20</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Mon, Dec 07</td>
<td>Mon, Apr 11</td>
<td>Sat, Jul 30</td>
</tr>
<tr>
<td><strong>Exam Period</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final exams start</td>
<td>Wed, Dec 09</td>
<td>Wed, Apr 13</td>
<td>Tue, Aug 02</td>
</tr>
<tr>
<td>Final exams end</td>
<td>Sat, Dec 19</td>
<td>Sat, Apr 23</td>
<td>Fri, Aug 12</td>
</tr>
<tr>
<td>All Grades Submitted**</td>
<td>Wed, Dec 23</td>
<td>Wed, Apr 27</td>
<td>Wed, Aug 17</td>
</tr>
</tbody>
</table>

Actual days of instruction (holidays and closures removed) for each day of the week during the semester:

<table>
<thead>
<tr>
<th>Analysis</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Tuesdays</td>
<td>13</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>Wednesdays</td>
<td>12</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>Thursdays</td>
<td>13</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>Fridays</td>
<td>13</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>63</strong></td>
<td><strong>63</strong></td>
<td><strong>63</strong></td>
</tr>
<tr>
<td>Exam days</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

**Intersession Dates and Analysis:**
Intersession (two-month compressed) dates for the 2015-16 Academic Year are recommended as follows:

<table>
<thead>
<tr>
<th>Session One</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructional Days</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First day of classes</td>
<td>Tue, Sep 08</td>
<td>Mon, Jan 04</td>
<td>Mon, May 02</td>
</tr>
<tr>
<td>Last day to withdraw</td>
<td>Tue, Sep 29</td>
<td>Mon, Jan 25</td>
<td>Mon, May 23</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Mon, Oct 19</td>
<td>Sat, Feb 13</td>
<td>Mon, Jun 13</td>
</tr>
<tr>
<td><strong>Exam Period</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final exams start</td>
<td>Wed, Oct 21</td>
<td>Mon, Feb 15</td>
<td>Wed, Jun 15</td>
</tr>
<tr>
<td>Final exams end</td>
<td>Fri, Oct 23</td>
<td>Wed, Feb 17</td>
<td>Fri, Jun 17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session Two</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructional Days</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First day of classes</td>
<td>Mon, Nov 02</td>
<td>Mon, Mar 07</td>
<td>Mon, Jun 27</td>
</tr>
<tr>
<td>Last day to withdraw</td>
<td>Mon, Nov 23</td>
<td>Mon, Mar 28</td>
<td>Mon, Jul 18</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Sat, Dec 12</td>
<td>Mon, Apr 18</td>
<td>Mon, Aug 08</td>
</tr>
<tr>
<td><strong>Exam Period</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final exams start</td>
<td>Wed, Dec 16</td>
<td>Wed, Apr 20</td>
<td>Wed, Aug 10</td>
</tr>
<tr>
<td>Final exams end</td>
<td>Sat, Dec 19</td>
<td>Sat, Apr 23</td>
<td>Fri, Aug 12</td>
</tr>
</tbody>
</table>

Total days of instruction for each intersession are shown below:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Fall One</th>
<th>Fall Two</th>
<th>Spring One</th>
<th>Spring Two</th>
<th>Summer One</th>
<th>Summer Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays</td>
<td>5</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Tuesday</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Wednesdays</td>
<td>6</td>
<td>5</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Thursdays</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Fridays</td>
<td>6</td>
<td>6</td>
<td>5</td>
<td>6</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>29</strong></td>
<td><strong>29</strong></td>
<td><strong>30</strong></td>
<td><strong>29</strong></td>
<td><strong>30</strong></td>
<td><strong>29</strong></td>
</tr>
<tr>
<td>Exam Days</td>
<td>3</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>
Option “2”
The following semester dates have been developed following the traditional semester dates (14-week) model. The period between Session One and Session Two has been adjusted to ensure the needs of programmes offering courses in both Sessions can be accommodated. Spring intersessions do not overlap Reading Break.

Full Semester Dates and Analysis:
Full semester (four-month) dates for the 2015-16 Academic Year are recommended as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructional Days</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First day of classes</td>
<td>Tue, Sep 08</td>
<td>Mon, Jan 04</td>
<td>Mon, May 09</td>
</tr>
<tr>
<td>Reading break</td>
<td>Mon, Feb 22 to Sat, Feb 27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw</td>
<td>Tue, Nov 03</td>
<td>Mon, Feb 29</td>
<td>Mon, Jul 04</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Sat, Dec 12</td>
<td>Mon, Apr 18</td>
<td>Mon, Aug 15</td>
</tr>
<tr>
<td><strong>Exam Period</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final exams start</td>
<td>Mon, Dec 14</td>
<td>Wed, Apr 20</td>
<td>Wed, Aug 17</td>
</tr>
<tr>
<td>Final exams end</td>
<td>Wed, Dec 23</td>
<td>Sat, Apr 30</td>
<td>Sat, Aug 27</td>
</tr>
<tr>
<td>All Grades Submitted**</td>
<td>Mon, Jan 04</td>
<td>Wed, May 04</td>
<td>Wed, Aug 31</td>
</tr>
</tbody>
</table>

Actual days of instruction (holidays and closures removed) for each day of the week during the semester:

<table>
<thead>
<tr>
<th>Analysis</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays</td>
<td>12</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>Tuesdays</td>
<td>14</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>Wednesdays</td>
<td>13</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>Thursdays</td>
<td>14</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>Fridays</td>
<td>14</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>TOTAL</td>
<td>67</td>
<td>68</td>
<td>68</td>
</tr>
<tr>
<td>Exam days</td>
<td>9</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

Intersession Dates and Analysis:
Intersession (two-month compressed) dates for the 2015-16 Academic Year are recommended as follows:

<table>
<thead>
<tr>
<th>Session One</th>
<th>Fall</th>
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<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructional Days</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First day of classes</td>
<td>Tue, Sep 08</td>
<td>Mon, Jan 04</td>
<td>Mon, May 09</td>
</tr>
<tr>
<td>Last day to withdraw</td>
<td>Tue, Sep 29</td>
<td>Mon, Jan 25</td>
<td>Mon, May 30</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Mon, Oct 19</td>
<td>Sat, Feb 13</td>
<td>Sat, Jun 18</td>
</tr>
<tr>
<td><strong>Exam Period</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final exams start</td>
<td>Wed, Oct 21</td>
<td>Mon, Feb 15</td>
<td>Mon, Jun 20</td>
</tr>
<tr>
<td>Final exams end</td>
<td>Fri, Oct 23</td>
<td>Wed, Feb 17</td>
<td>Wed, Jun 22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session Two</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructional Days</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First day of classes</td>
<td>Mon, Nov 09</td>
<td>Mon, Mar 14</td>
<td>Mon, Jul 11</td>
</tr>
<tr>
<td>Last day to withdraw</td>
<td>Mon, Nov 30</td>
<td>Mon, Apr 04</td>
<td>Mon, Aug 01</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Sat, Dec 19</td>
<td>Mon, Apr 25</td>
<td>Mon, Aug 22</td>
</tr>
<tr>
<td><strong>Exam Period</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final exams start</td>
<td>Mon, Dec 21</td>
<td>Wed, Apr 27</td>
<td>Wed, Aug 24</td>
</tr>
<tr>
<td>Final exams end</td>
<td>Wed, Dec 23</td>
<td>Sat, Apr 30</td>
<td>Sat, Aug 27</td>
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</table>

Total days of instruction for each intersession are shown below:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Fall One</th>
<th>Fall Two</th>
<th>Spring One</th>
<th>Spring Two</th>
<th>Summer One</th>
<th>Summer Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays</td>
<td>5</td>
<td>6</td>
<td>5</td>
<td>6</td>
<td>5</td>
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</tr>
<tr>
<td>Tuesday</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
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<tr>
<td>Wednesdays</td>
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<td>5</td>
<td>6</td>
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<tr>
<td>Thursdays</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Fridays</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
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<td>TOTAL</td>
<td>29</td>
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</tbody>
</table>
2015-16 Academic Year Holidays and Closures At a Glance

<table>
<thead>
<tr>
<th></th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Eve (closure)</td>
<td>Mon, Dec 31, 2015</td>
<td>1</td>
<td></td>
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<td>1</td>
<td>1</td>
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</tr>
<tr>
<td>Boxing Day (closure)</td>
<td>Mon, Dec 28, 2015</td>
<td>2</td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td></td>
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<tr>
<td>Christmas Eve (closure)</td>
<td>Thu, Dec 24, 2015</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Christmas</td>
<td>Fri, Dec 25, 2015</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td>4</td>
<td></td>
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<tr>
<td>Thanksgiving</td>
<td>Mon, Oct 12, 2015</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>5</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Remembrance Day</td>
<td>Wed, Nov 11, 2015</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td>6</td>
<td></td>
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</tr>
<tr>
<td>Labour Day</td>
<td>Mon, Sep 07, 2015</td>
<td>7</td>
<td></td>
<td></td>
<td>7</td>
<td>7</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Fri, Jan 01, 2016</td>
<td></td>
<td></td>
<td></td>
<td>8</td>
<td>8</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Easter Monday (closure)</td>
<td>Mon, Mar 28, 2016</td>
<td></td>
<td></td>
<td></td>
<td>9</td>
<td>9</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Family Day</td>
<td>Mon, Feb 08, 2016</td>
<td></td>
<td></td>
<td></td>
<td>10</td>
<td>10</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Victoria Day</td>
<td>Mon, May 23, 2016</td>
<td></td>
<td></td>
<td></td>
<td>11</td>
<td>11</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>Canada Day</td>
<td>Fri, Jul 01, 2016</td>
<td></td>
<td></td>
<td></td>
<td>12</td>
<td>12</td>
<td></td>
<td>12</td>
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<tr>
<td>BC Day</td>
<td>Mon, Aug 01, 2016</td>
<td></td>
<td></td>
<td></td>
<td>13</td>
<td>13</td>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

Mon, Aug 01, 2016
Issue: AR10 (C30) Priority and Scheduling of Registration Policy and Procedures

For Information: At its December 8, 2014 meeting, the Senate Standing Committee on Policy Review reviewed the Priority and Scheduling of Registration Policy and Procedures and recommended them to Senate for approval.

Attached: AR10 (C30) Priority and Scheduling of Registration Policy
AR10 (C30) Priority and Schedule of Registration Procedures

For Approval: THAT Senate approve the revisions to the Priority and Scheduling of Registration Policy and Procedures, AR10 (C30).
A. CONTEXT AND PURPOSE

Kwantlen Polytechnic University (KPU) commits to ensuring that students have equitable access to course offerings and recognizes that establishing a rational approach to the order in which students register is therefore necessary.

The purpose of this policy is to define the order in which students will be scheduled for registration and the principles that support the order.

B. SCOPE AND LIMITS

This policy applies to KPU students enrolled in Senate-approved curriculum where a need to provide a sequence to registration exists. This policy does not apply to students enrolling in courses or programs outside the jurisdiction of Senate, including Continuing / Professional Studies or Apprenticeship programs.

C. STATEMENT OF POLICY PRINCIPLES

The following principles are valued equally:

1. KPU is committed to creating a positive experience for new students by providing first priority access to courses.
2. KPU recognizes the importance of earlier access to courses for students as they near credential completion.
3. KPU supports academic exploration before a student focuses on a credential for graduation.
4. Once a student identifies a specific academic goal, transfer credit should be considered in calculating nearness to graduation.
5. KPU values academic achievement; therefore, students in good academic standing will receive higher-priority access to courses.
D. DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader’s interpretation of this Policy.

E. RELATED POLICIES & LEGISLATION

AC4 (C20) - Student Evaluation and Grading

F. RELATED PROCEDURES

Refer to *Procedures in Support of the Priority and Scheduling of Registration, AR10 (C30)*.

G. POLICY HISTORY

<table>
<thead>
<tr>
<th>Review Date</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Priority and Scheduling of Registration Procedures

A. DEFINITIONS

1. **Continuing registration period:**
   The registration period during which all new students who have missed the early application deadline, but have been admitted to the University can register.

2. **Declared student:**
   A student who has formally declared their program of intended completion.

3. **General interest registration date:**
   The date after which time tickets will not apply and seats are available on a first-come, first served basis.

4. **Good academic standing**

5. **Institutional GPA:**
   See “Institutional Grade Point Average” in Procedures for Policy AC4 (C20), *Student Evaluation and Grading*.

6. **Late registration date:**
   The date after which registration in a course requires the permission of the instructor, and may require the approval of the Dean and the University Registrar.
7. **New student:** The University classifies new students as:
   - Students who have not been previously admitted to the University per the applicant categories defined in KPU’s *Procedures in Support of the Admission Policy (Policy AR2)*; or
   - Students who have been admitted to the University through KPU’s re-application requirements as defined in KPU’s *Procedures in Support of the Admission Policy (Policy AR2)*.

8. **Scheduled registration period:** The registration period during which all continuing and new students who have met University deadlines will register.

9. **Time ticket:** The earliest time and date that a student can begin registering for courses in an instructional cycle.

### B. PROCEDURES

Prior to the scheduling of registration and assignment of time tickets, students will be classified into one of the following groups based on credits completed. When calculating credits completed for declared students, transferable credits will be included.

<table>
<thead>
<tr>
<th>Order</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First</strong></td>
<td>Individual students or groups of students requiring priority access to courses as defined by the Provost. Priority standing of an individual or group must be renewed each semester.</td>
</tr>
<tr>
<td><strong>Second</strong></td>
<td>New students.</td>
</tr>
<tr>
<td><strong>Third</strong></td>
<td>Declared students with 90 or more credits completed and in good academic standing.</td>
</tr>
<tr>
<td><strong>Fourth</strong></td>
<td>Declared students with 60 or more credits completed and in good academic standing.</td>
</tr>
<tr>
<td><strong>Fifth</strong></td>
<td>Students with 30 or more credits completed and in good academic standing.</td>
</tr>
<tr>
<td><strong>Sixth</strong></td>
<td>Students with less than 30 credits completed and in good academic standing.</td>
</tr>
<tr>
<td><strong>Seventh</strong></td>
<td>Any other student not previously identified.</td>
</tr>
</tbody>
</table>
1. The registration schedule will be ordered by group. Within each group, students will be ordered by Institutional GPA and assigned a registration time ticket. The order of registration considers only completed courses/grades.

2. In the event the quantity of students receiving the same time ticket is too large for the University’s systems to accommodate, the University Registrar will identify appropriate methods to distribute time tickets.

C. RELATED POLICY

Policy AR2 – Admission Policy
Policy AC4 (C20) – Student Evaluation and Grading
Policy L.7 - Minimum Academic Standards for Undergraduate Programs

D. PROCEDURES HISTORY

<table>
<thead>
<tr>
<th>Reviewed</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SENATE

MEETING DATE: December 15, 2014

AGENDA #: 16

PRESENTED BY: Robert Hensley

Issue: Approval of Graduates to December 15, 2014

For Approval: THAT Senate approve the graduates to December 15, 2014.
Graduates for Senate

SENATE MEETING: Monday, 15-Dec-2014

Graduates from the Faculty of Academic & Career Advancement

Diploma
Diploma in English Language Proficiency
Meshari Ahmeda Almasrahi
Ali Mohammedadnan Habiballah
Jocelyn Hoi Lam Kwok

Graduates from the Faculty of Arts

Baccalaureate Degree
Bachelor of Arts - Major in Psychology
Jacqueline Sarah Fitzsimmons

Associate Degree
Associate of Arts Degree in Anthropology
Amy Elizabeth Biermann
Associate of Arts Degree in General Studies
Jeffrey Ryan Tanaka
Associate of Arts Degree in Psychology
Saron Ruth Goebel
Samantha Alexandra Sunderland

Diploma
Diploma in General Studies
Gurdavinder Singh Dhaliwal
Rubaljeet Singh Smagh
Pang Jou Sung

Certificate
Certificate in Criminology
Angelina Maslova
Certificate in Special Education Teacher Assistant
Alex Robert Simpson
     With Distinction

Graduates from the Faculty of Business

Diploma
Diploma in Accounting
Manjit Singh Gill
Diploma in Business Administration
Haohui Qin
Amarpreet Singh Sahota
Gurjot Singh
Diploma in Business Management
Matthew Kerslake
Diploma in General Business Studies
Manpreet Kaur Bhander
Certificate
Certificate in General Business Studies
Jennifer Chia I Lin

Graduates from the Faculty of Health
Baccalaureate Degree
Bachelor of Science in Nursing
Jennifer Lynn Bramley
With Distinction
Christine Puno Leyson
With Distinction
Baldeep Mangat
With Distinction

Certificate
Certificate in Health Care Assistant
Manpreet Kaur Dhoot
Fiona Jane Sime
With Distinction

Certificate in Health Unit Coordinator
Amandeep Kaur Amrala
Jasleen Bains
With Distinction
Poriyanka Bhatt
Courtney Margaret Blondheim
With Distinction
Harkirat Brar
With Distinction
Yvonne Sylvia Brownmiller
With Distinction
Louanne Patricia Carlton
With Distinction
Mary Anne Castro
With Distinction
Ramandeep Kaur Chahal
With Distinction
Susan Ann Chamberlain
Kimberly Claire Dittrich
With Distinction
Nicole Patricia Green
With Distinction
Melita Christine Mercado
With Distinction
Jamie Peng
With Distinction
Corene Rae Ratcliff
With Distinction
Inderjit Kaur Sahota
With Distinction
Graduates from the Faculty of Trades and Technology

Citation

Citation in Carpentry/Building Construction (ACE-IT)
Hussain Ahmadzai
Devyn James Baumbrough
Ryan James Berg
Shae Gerald Figeroux
Matthew Norman Hart
  With Distinction
Vincent Leclerc
Michael Christopher Moore
Alexander Hans Offerhaus
Bradley Allan Rowbotham
  With Distinction
Jared Mathew Anthony Standish
Michael David Tremblay
Corey Richard Vallee
Jamie-Lee Cody Willis
Jordan Taylor Zubick

Citation in Welding - Level B
Tyler Reid Morris
Graduates for Senate – Addendum

SENATE MEETING: Monday, 15-Dec-2014

Graduates from the Faculty of Business
Certificate
Certificate in Marketing
Steven Hanju Lee