



SENATE

MINUTES OF REGULAR MEETING

Monday, January 27, 2020

4:00 p.m. – 7:00 p.m.

Surrey Campus Boardroom, Cedar 2110

Voting Member Quorum 18 members		Non-voting Ex Officio
Marti Alger Herbie Atwal Aimee Begalka Carlos Calao Natasha Campbell Bob Davis Robert Dearle Paola Gavilanez Rebecca Harbut Robert Ironside Guramritpal Singh Andre Iwanchuk	Amy Jeon Tahir Joseph Mansi Ranpal Sandhu Harshdeep Singh Waheed Taiwo Randal Thiessen Chris Traynor Catherine Schwichtenberg Tom Westgate	Zena Mitchell (Secretary) Farhad Dastur
		Voting Ex Officio
		Alan Davis (Chair) David Burns (Vice-Chair) Steve Cardwell David Florkowski Andhra Goundrey Stephanie Howes Brian Moukperian Todd Mundle Diane Purvey Sandy Vanderburgh Elizabeth Worobec
Regrets:	Senate Office	Guests:
Harleen Deol George Melville (Chancellor)	Meredith Laird Rita Zamluk	Rhiannon Bennett Deepak Gupta Gerard Laverty Kristie Dukewich Bilan Hassan Damanpreet Garcha Madison Orad Savannah Koop Joe Sass

1. Call to Order

David Burns, Vice-Chair of Senate called the meeting to order at 4:01 p.m.

2. Approval of Agenda

Waheed Taiwo moved the agenda be confirmed as circulated.

The motion carried.

3. Approval of Minutes, November 25, 2019

Chris Traynor provided the following edits for section 12.

*The committee received the written report from Chris Traynor, Chair of the Senate Standing Committee on Program Review. The Provincial Quality Assurance Process Audit is underway and will take place in December. Policy AC3 includes that the Chair of the Senate Standing Committee on Program Review will bring [cut: **reports of the final stage of the review process to the next meeting of Senate.**] completed program review Quality Assurance plans to Senate for information. These plans outline specific actions that Programs will take to sustain quality.*

*Chris Traynor provided an example of these specific actions [cut: **that was described**] in the Graphic Design for Marketing Quality Assurance plan. It contained the idea of offering design expertise to secondary students who were working on their yearbooks as a means of engaging with future students.*

Carlos Calao moved the minutes be accepted as amended.

The motion carried.

4. Chair's Report

The Chair introduced guests. The Chair announced changes in the organizational and physical location of the Senate Office. The Senate Office has moved from the Office of the Registrar to the University Secretariat under the Office of the President, and to room 1022, ACA Dean's Office, Cedar Building, Surrey. He reported the results of the Quality Assurance Review that noted the improvement of the governance process at KPU. He thanked the Senators for their work in serving and supporting Senate and its committees.

4.1. President's Report to Senate

The President presented his report.

4.2. Provost's Report to Senate

The Provost presented his report. He highlighted the formation of a committee to discuss ways to address the newly emerged coronavirus.

4.2.1. Sustainable Enrolment Planning Council Report

The Provost highlighted future steps of the Council, the impact of improved funding for waitlists, and the plans for future consultation with faculty and staff.

5. Senate Standing Committee on Curriculum

5.1. Consent Agenda

David Burns moved that Senate approve the attached list of new, revised and discontinued courses.

The motion carried.

5.2. Full Program Proposal: Certificate in Farrier Science

David Burns reported on the work done by the proponents to complete the revisions requested by the Senate Standing Committee on Curriculum.

Dean Brian Moukperian presented an overview of the program. He commended the work of Kristie Dukewich and Gerard Laverty in preparing the proposal.

Senate discussed criteria used to make strategic decisions on the relative costs of programs, considered the value of programs that meet the needs of the community, incorporating the ePortfolio method in this program into other trades programs, and the engagement of industry in the program.

David Burns, Chair of the Senate Standing Committee on Budget, reported on the review of the program budget by SSCUB. The Provost explained the composition of the overhead cost included in the budget. Joe Sass, Interim Vice-President, Finance and Administration, spoke to the subjective nature of making decisions to proceed with programs that are not cost-recovery. Gerard Lavery reported on the career and income prospects of students in the program, the high number of women in the KPU program, and the agricultural sectors and regions served by the program.

Action:

The Vice-Chair of Senate will meet with the Interim VP, Finance to consider the criteria for approving programs with a deficit budget.

The Vice Chair asked that the program be involved with the Animal Care Committee which is currently developing a policy for Animal Care at KPU.

David Burns moved that Senate recommend that the Board of Governors approve the full program proposal for the Certificate in Farrier Science, effective 1 September, 2020 with all courses being co-requisites of FARR 1131.

The motion carried.

6. Senate Executive Committee

No report.

7. Senate Governance and Nominating Committee

7.1. Faculty Bylaw Revision: School of Business

David Florkowski moved that Senate approve the revisions to the School of Business bylaws.

The motion carried.

7.2. Committee Mandate and Membership Review: Senate Standing Committee on Research

David Florkowski reviewed the changes being presented.

Senate discussed the interface of the Office of Graduate Studies with the Senate Standing Committee on Academic Planning and Priorities, and the rationale for having Graduate Studies as part of the Senate Standing Committee on Research rather than SSCAPP.

Deepak Gupta, Steve Cardwell, and Sandy Vanderburgh answered questions from the committee. They reviewed the decisions made earlier to include an Office of Graduate Studies as part of the Senate Standing Committee on Research.

David Florkowski reported that SGNC will continue to reevaluate having the Office of Graduate Studies under the SSCR. The Provost agreed that eventually the Office of Graduate Studies will be on its own.

David Florkowski moved that Senate approve the revisions to the mandate and membership of the Senate Standing Committee on Research.

The motion carried.

8. Senate Standing Committee on Academic Planning and Priorities and on University Budget

8.1. 2021/2022 Draft University Budget

Natasha Campbell, Chair of the Senate Standing Committee on Academic Planning and Priorities opened the discussion with a review of the budget infographic prepared by Financial Services.

Senate discussed the methods that SSCAPP and SSCUB use to include the needs of KPU's evolving workforce when setting priorities, the importance of including the needs of the Learning Centre to provide student support, and the reallocation of full-time equivalent positions to shift resources between KPU operational units.

Todd Mundle, University Librarian, reported on the process of including support for students. Sandy Vanderburgh, the Provost, updated Senate on changes being considered for Continuing Professional Studies, and reallocation of administrative support services to provide staffing in areas of growth such as reducing waitlists. Joe Sass provided more details on the reallocation of resources between service areas, and matching FTE's to the administrative needs and priorities of the university.

Natasha Campbell moved that Senate advise the President that the 2020/2021 Draft University Budget enacts the priorities given on October 28, 2019.

The motion carried.

8.2. 2021/2022 Senate Budget Process

Natasha Campbell, Chair, Academic Planning and Priorities, updated the addition of two new items to the process.

Senate discussed ways to get budget information to more people, to add Faculty Councils updates into the Senate Budget Process, and to provide the support staff additional opportunities to review the budget.

Joe Sass responded that Financial Services is happy to provide education. The dates and locations are currently being prepared to present budget updates to Faculty Councils.

The President thanked the Chair of SSCAPP and SSCUB for their work in preparing the Senate Assessment Process during the past two years.

Rebecca Harbut moved to add the visits that Financial Services will make to Faculty Council next February to the Senate Budget Process.

The motion carried.

Natasha Campbell moved that Senate approve the draft Senate Budget Process and the 2021 / 2022 Key Dates with the addition of the Faculty Council visits in February 2021.

The motion carried.

Action: The Chair of SSCUB will meet with Financial Services to define ways to make the budget process more transparent, and then meet with SSCUB.

9. Senate Standing Committee on the Library

No report.

10. Senate Standing Committee on Policy

No report.

11. Senate Standing Committee on Program Review

No report.

12. Senate Standing Committee on Research

No report.

13. Senate Standing Committee on Teaching and Learning

Robert Ironside discussed the table *Distribution of DFW rates for UG courses in AY 18/19* included in his report.

The Committee discussed the need for faculty members to include the withdrawal date in course presentations so students are aware of the date, the need to have a mechanism to review the work of post-probationary faculty members, and tutoring requirements to assist students.

The Vice-Chair of Senate suggested that faculty members talk with the Teaching and Learning Commons for curriculum design. The Chair of SSC Teaching and Learning will send a reminder to faculty members to include the W date on their course presentations.

The Provost reported that the Academic Council will be discussing the DFW numbers at their next meeting. SEPC will also be reviewing the numbers.

As course outlines can become outdated, the Registrar suggested that a permanent link be set up for faculty members to include in their course outlines to ensure the accurate date is provided to students.

Mansi moves that the Chair, SSC Teaching and Learning send out a reminder to faculty to include the withdrawal dates in the course outlines.

The motion carried.

Robert Ironside reported on standardizing language for *campus based, blended* and *online* courses. Senators are encouraged to provide feedback on the definitions to the Chair of Teaching and Learning.

14. Office of the Registrar

14.1. Approval of Graduates to January 27, 2020

Zena Mitchell, University Registrar, presented the list of graduates.

The Committee discussed the number of nursing students in Health graduating with distinction.

The Chair thanked the Registrar for their work in compiling the list of graduates.

Herbie Atwal moved that Senate approve the list of graduates to January 27, 2020.

The motion carried.

15. Items for discussion

The Chair announced the departure of Herbie Atwal, and congratulated him on his work as an advocate for students.

16. Adjournment

The meeting adjourned at 5:23 p.m.