

## MINUTES

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<b>Present:</b>	Mary Androsiuk Dianne Crisp Dana Cserepes, Vice Chair Betty Cunnin Bob Davis John Fernando Aysha Haq Jody Gordon (ex officio)	Robert Mumford Joel Murray Jan Penhorwood Carolyn Robertson Derek Robertson Takashi Sato, Chair Marilynne Waithman Joel Whitemore
<b>Regrets:</b>	David Atkinson Farhad Dastur Dana Goedbloed Stephanie Howes	Steve Lee Judith McGillivray
<b>Secretariat:</b>	Sandi Klassen Karen Metzger, Recorder	
<b>Guests:</b>	Lyle Courtney Bea Pires	

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**1. Call to Order**

Takashi Sato called the meeting to order at 4:18 pm.

**2. Confirmation of Agenda**

**Moved by Dana Cserepes to approve the agenda as amended:** remove item 4 (Chair's Report), and add standing committee reports.

**APPROVED BY CONSENSUS**

**3. Approval of Minutes (Education Council, August 26, 2008)**

**Moved by Dana Cserepes to approve the minutes as amended.**

**APPROVED BY CONSENSUS**

**4. Standing Committee Reports**

**4.1. Degree and Program Assessment Committee (Dana Cserepes, Chair)**

Dana Cserepes noted that the *Degree and Program Assessment Committee (DPAC)*, whose new name will be the *Senate Standing Committee on Curriculum (SSCC)*, met Sept. 10, 2008 and reviewed and recommended for approval program revisions to the *Home Support/Resident Care Attendant* certificate program, which is on this agenda.

Takashi Sato explained to SSCC the proposed committee structure under Senate. As a result of the new structures, the *Guide for Program Development* will need to be revised.

Dana further stated that SSCC will be asking proponents bringing forward program revisions to provide more detailed information in chart form comparing the existing and the proposed program rather than just explaining the changes in memo form. SSCC is also working with Josh Mitchell, Director of Enrolment Services, to provide a checklist for program revision to ensure that all required

consultations take place prior to approval. Josh Mitchell is looking into the legal ramifications of making program changes midstream.

Jody Gordon knows of software to track the workflow related to program changes that is used by other institutions.

There was general discussion among senators about finding a way to post all programs and program revisions on a Website.

#### 4.2. Program Review Committee (Carolyn Robertson, Chair)

Carolyn Robertson distributed a printout of a PowerPoint presentation on the work of the *Program Review Committee*, to be renamed the *Senate Standing Committee on Program Review*, and drew attention to the major points for the benefit of new senators.

She noted that the program review process is continually being fine-tuned through the completed pilot reviews and the current reviews taking place, and that likewise the *Guidebook* is still being revised. She outlined the goals of the committee for 2008/2009. The initial proposed schedule of reviews is also being revised to reflect current reality.

She stressed the importance of developing a positive culture of program review at Kwantlen.

### 5. Sub-Committee Reports

#### 5.1. Curriculum Sub-Committee

Takashi Sato noted that there has not been a formalized mandate for this committee, and that one will be brought to Senate for approval as soon as possible. This committee looks at curriculum in a detailed manner. In the future, should faculties be asked to take more responsibility in this area, the system may need to be re-invented, and for that reason, it would be useful to broaden the membership. The committee will continue to function as it has been for the immediate future.

On Sept. 10, 2008, the committee reviewed the following course outlines:

#### NEW COURSES

ARTH 3100	Special Topics in Art History	Jan. 09
ASIA 2399	Readings in Asian Studies	Jan. 09
ELST 0137	Canadian Language and Culture	Jan. 09
ELST 0257	IELTS Test Preparation	Jan. 09
HIST 2375	Japan under the Shoguns, 1600 to 1868	Jan. 09
UCON 1099	Cross Cultural Job Search	Jan. 09

#### REVISED COURSES

HIST 3320	The Balkans from 1543 to 1918	Jan. 09
HIST 3327	History of Russia to 1917	Jan. 09
HIST 3328	History of the Soviet Union	Jan. 09
HIST 3330	Germany in the Long Nineteenth Century (1789 – 1914)	Jan. 09
HIST 3331	Twentieth Century Germany	Jan. 09
HIST 3350	China in the Twentieth Century: Reforms and Revolutions	Jan. 09
HIST 3360	British India 1857 to 1947	Jan. 09
HIST 3361	Indian Subcontinent since 1947	Jan. 09
HIST 3370	History of Modern Japan	Jan. 09
PHIL 3105	Life and Death	Jan. 09
PSYC 1100	Introduction to Psychology: Basic Processes	Jan. 09
PSYC 1200	Introduction to Psychology: Areas and Applications	Jan. 09

#### For information only:

<b>REVISED</b>	<b>requiring only divisional curriculum committee approval</b>	
ASIA 2250	South Asians Around the Globe	Jan. 09
MRKT 1235	Small Business Essentials	Sep. 08

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MRKT 1299	Consumer Behaviour	Sep. 08
MRKT 2333	Marketing Management 1	Sep. 08
MRKT 2340	Marketing Research	Sep. 08
MRKT 2444	Marketing Management	Sep. 08
MWIN 1105	Print Reading and Sketching	Aug. 08
PHIL 4110	Topics in Ethics	Jun. 08
PHIL 4117	Topics in Social and Political Philosophy	May 08
PHIL 4120	Topics in Philosophy of Religion	May 08
PHIL 4430	Topics in Philosophy of Mind	May 08
PHYS 1112	Reel Physics	Jan. 09
PSYC 3960	Program Evaluation	Jan. 09

**DISCONTINUED:**

ABTA 1291	Medical Terminology Level I	Sep. 05
CHEM 1094	Preparation for General Chemistry	Jan. 08
FINA 1122	Modern Art: 1850 – 1944	Sep. 08
HIST 2345	Ancient and Imperial China	May. 09
MFAB 1140	Basic Metal Fabrication	Aug. 06
PRLN 1241	Organizational Communications	Aug. 08

**APPROVED FOR Q-STATUS:**

MATH 3150	The Structure of Mathematics	24-Jul-08
MATH 3250	Geometry	24-Jul-08
MATH 3322	Vector Calculus (Calculus IV)	24-Jul-08
MATH 3421	Ordinary Differential Equations	24-Jul-08
MATH 3450	History of Mathematics	24-Jul-08
MATH 4150	Number Theory	24-Jul-08
MATH 4250	Special Topics in Mathematics	24-Jul-08

**5.2. Policy Review Committee (Dana Goedbloed, Chair)**

Takashi Sato reported on Dana Goedbloed's behalf that a number of policies revised due to the change in the institutions' status are ready for review, but that the scheduled Oct. 6, 2008 meeting has been rescheduled to a future date because it conflicted with the additional Senate meeting scheduled for that date.

**6. Program Revision: Home Support/Resident Care Attendant Certificate**

Dana Cserepes distributed a revised memo providing additional information requested by SSCC about the proposed revisions to the *Home Support/Resident Care Attendant* certificate program. The revisions include removing two non-academic entrance requirements that had not proved to be good predictors of student success. SSCC recommended approval of the proposed revisions.

There was general discussion about making letters of recommendation more effective by specifying topics to be covered in such letters. Senate will provide feedback to the proponents based on this discussion.

**Moved by Dana Cserepes, seconded by Derek Robertson THAT Senate approve the revisions to the *Home Support/Resident Care Attendant* certificate program as presented.**

**MOTION CARRIED.**

For January 2009 implementation.

Proponents will be given printed follow-up instructions.

**7. Program Revision: Associate of Arts in Geography**

Lyle Courtney and Bea Pires attended to speak to the proposed revisions to the *Associate of Arts in Geography*. Lyle explained that the essence of the proposed revision is to reflect current reality. Inadvertently, the program had been changed in the calendar to replace courses with approved new courses without going through the required program approval process.

It is not expected that any students will be disadvantaged by these revisions. Jody Gordon will work with the proponents to ensure the correct Calendar information.

Takashi Sato noted that an ad hoc committee is continuing to look into the issue of breadth requirements for associate of arts degrees, and that the *Associate of Arts in Geography* may need to be revised at a future date depending on the outcome of the committee's work.

**Moved by Derek Robertson, seconded by May Androsiuk, THAT Senate approve the revisions to the AA in Geography as presented.**

**MOTION CARRIED.**

Proponents will be given printed follow-up instructions.

**8. Approval of Graduates**

Jody Gordon noted that according to the Act, Senate is required to approve graduates. As students complete their programs of study throughout the year, a list of graduates will be brought to Senate from Enrolment and Registrar Services for approval on a monthly basis to allow students to graduate in a timely manner. She explained that the list presented at this meeting is a cohort from Community & Health Studies, and that the date shown on the printout is a default date in the Banner system. Senate approval is a way of making the approval public.

Approval of graduates will be a standing agenda item.

**Moved by Dana Cserepes, seconded by Dianne Crisp, THAT Senate approve the graduates from the Faculty of Community & Health studies as presented,**

**AND**

**That the candidates for undergraduate degrees, diplomas, certificates and citations, as recommended by the Faculties, be granted the credentials for which they were recommended, and that a committee composed of the registrar, the dean, and the Chair of Senate be empowered to make any necessary adjustments.**

**MOTION CARRIED.**

**9. Approval of membership: Interim Senate Nominating Committee**

Mary Androsiuk explained that the *Interim Senate Nominating Committee* has been actively involved in seeking members for itself and for the Interim Senate Tributes Committee, which needs to secure nominations for the February 2009 convocation for honorary degrees and emeritus designations. Members of the existing Tributes Committee are being asked to continue on the committee, and more members are needed according to the new guidelines.

The *Interim Senate Nominating Committee* will be trying to fill all the required Senate standing committees. Mary reminded senators that they will be required to sit on at least two senate committees, and asked them to think about which committees they would like to sit on and to email their preferences to Sandi Klassen.

**Moved by Dana Cserepes, seconded by Jan Penhorwood, THAT Senate approve the membership of the Interim Senate Nominating Committee as presented.**

**MOTION CARRIED.**

**10. Approval of membership: Interim Senate Tributes Committee**

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**Moved by Dana Cserepes, seconded by Joel Murray, THAT Senate approve the membership of the Interim Senate Tributes Committee as presented.**

**MOTION CARRIED.**

**11. Next meeting:** Oct. 6, 2008, 4:15 pm, G 2110

**12. Adjournment:** Dana Cserepes moved to adjourn the meeting at 5:45 pm.