

1. Call to Order John McKendry
2. Confirmation of Agenda
3. Approval of Minutes (October 31, 2011)
4. Business Arising from the Minutes
5. Chair’s Report..... John McKendry
6. Faculty Amalgamation Update (To be Distributed)..... Anne Lavack
7. Board Senate Task Force on Bi-Cameral Governance Update Task Force Member(s)
8. Senate Executive Committee John McKendry
9. Senate Standing Committee on the University Budget (No Report)..... Marc Kampschuur
10. Senate Governance Committee Dana Cserepes
 - 10.1. Academic and Career Advancement Bylaw Revisions
 - 10.2. Senate Bylaw Revisions
 - 10.3. Senate Standing Committees Membership Review
11. Senate Nominating Committee..... Mary Androsiuk
12. Senate Standing Committee on Academic Planning & Priorities Wade Deisman
13. Senate Standing Committee on Curriculum..... Dana Cserepes
 - 13.1. Program Revision: BA English Major and Minor Programs
 - 13.2. Program Revision: Bachelor of Arts Math Admission Requirements
 - 13.3. Program Revision: Bachelor of Arts 3rd Year Math Requirements
14. Senate Standing Committee on the Library (No Report) Romy Kozak
15. Senate Standing Committee on Policy Articulation (To be Distributed) Dana Cserepes
16. Senate Standing Committee on Program Review Kenneth Hughes
17. Senate Standing Committee on Tributes (No Report)..... Christine Crowe
18. Approval of Graduates Robert Hensley

Senate Agenda

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19. Items for Discussion

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

21. Adjournment

**SENATE****MEETING DATE:** *November 28, 2011***AGENDA #:** **3****PREPARED BY:** *Kerry Thompson*

Issue: **Approval of the Minutes of the October 31, 2011 Regular Senate meeting.**

For approval: **THAT Senate approve the Minutes of the October 31, 2011 Regular Senate meeting.**

Present

Adamoski, Robert	Hughes, Kenneth	Rankin, Graham
Au, Jennifer	Kampschuur, Marc	Pikios, Christina
Cserepes, Dana (Vice Chair)	Kozak, Romy	Royal, Wendy
Cunnin, Betty	Lavack, Anne	Tebb, Wayne
Davis, Bob	MacDonald, Cathy	Wade, Tally
Deisman, Wade (Vice Chair)	McKendry, John (Chair)	Wiens, David
Freeman, Tru	Michaels, Kari	Wood, Robert
Fung, Maggie	Mumford, Robert	
Girodat, Christopher	Penhorwood, Jan	
Guirguis, Mazen	Petrillo, Larissa	
Hoogbruin, Amanda		

Guests

University Secretariat

Merritt, Elizabeth
Thompson, Kerry

Regrets

Androsiuk, Mary	Crowe, Christine
Ash, Kristan	Hensley, Robert
Bubber, Arvinder	Scanlan, Lori
Bains, Harpreet	Stadnyk, Pamela
Coren, Art	Szendrei, Sarah

1. Call to Order

The meeting was called to order at 3:37pm.

2. Confirmation of Agenda

ACTION: Add Business Arising from the Minutes as a standing item to the Senate agenda

Moved by Ken Hughes, seconded by David Wiens THAT the agenda be approved as presented.

MOTION CARRIED

3. Approval of Minutes (September 26, 2011)

Moved by Rob Adamoski, seconded by Wendy Royal THAT the minutes of the September 26, 2011 Senate meeting be approved.

MOTION CARRIED

4. Chair's Report

New members George Verghese, Dean, Faculty of Design, and Anne Lavack, Provost and Vice President Academic were welcomed to Senate.

4.1 Board Retreat Information

The Board of Governor's retreat will be held on November 25 and 26, 2011. A retreat for both Senate and the Board is projected for Spring of 2012.

4.2 Board of Governors Correspondence to Senate Regarding Legal Opinion Request

A letter was received from the Board of Governors regarding initiating a request for legal opinion, if one is desired. It was noted that there is potential that Kwantlen may eventually consider a position which would provide in-house legal counsel.

4.3 Search Committee Appointments

The process for selecting Advisory Search Committee faculty members has been modified from previous searches to allow Faculty Council participation in selecting their own faculty representatives. Previously appointments were made by the Provost's office without consultation. A policy regarding search committee process is being drafted.

4.3.1 Dean of Science and Horticulture Advisory Search Committee

Moved by Anne Lavack, seconded by Jennifer Au THAT Senate appoint the following members of the Dean of Science and Horticulture Advisory Search Committee:

Patrick Duffy	Faculty, Chemistry	
John Inglis	Faculty, Math	
Fergal Callaghan	Faculty, Physics	
Susan Murray	Faculty, Horticulture	
Amandeep Cheema	Student Representative	MOTION CARRIED

4.3.2 Dean of Trades and Technology Advisory Search Committee

Moved by Anne Lavack, seconded by Dana Cserepes THAT Senate appoint the following members of the Dean of Trades and Technology Advisory Search Committee:

Al Sumal	Faculty, Welding	
Larry Rhodenizer	Faculty, Automotive	
Christina Heinrick	Faculty, Technology	
Wayne Andrews	Faculty, Carpentry	
Tanya Nikiforuk	Student Representative	MOTION CARRIED

Abstained: Wayne Tebb

4.3.3 University Librarian Advisory Search Committee

Moved by Anne Lavack, seconded by Dana Cserepes THAT Senate appoint the following members of the University Librarian Advisory Search Committee:

Jan Penhorwood	Librarian	
Colleen van de Voort	Librarian	
Linda Woodcock	Librarian	
Sigrid Kargut	Librarian	
Denny Hollick	Student Representative	MOTION CARRIED

5. Faculty Amalgamation Update

An update covering the internal processes for an amalgamation between Social Sciences and Humanities was discussed.

Issues raised:

- Inclusiveness and transparency in the process
- The name of the new Faculty
- The search process for Associate Dean position(s)
- Renewal terms and name of Faculty for the current Associate Dean of Social Sciences
- Hiring of Associate Deans prior to a Dean for the amalgamated department
- Timelines for searches urgency
- Communication
- Lack of policy to deal with search process

ACTION: Anne Lavack to review timelines and report back to Senate by the end of the week

ACTION: John McKendry to report back at next meeting regarding issues raised today

The issues will be brought back to the November 28, 2011 Senate meeting by John McKendry.

6. Board Senate Task Force on Bi-Cameral Governance Update

Moved by Bob Davis, seconded by Betty Cunnin THAT Senate appoint Romy Kozak as the interim representative from the Senate Standing Committee on Policy Articulation on the Task Force on Bi-Cameral Governance.

MOTION CARRIED

Note: The appointment is time-referenced and when a chair is elected to SSCPA, the chair will take the seat on the task force.

Abstained: Romy Kozak

7. Senate Executive Committee

7.1 Faculty Qualifications – Creative Writing

Moved by Dana Cserepes, seconded by Romy Kozak THAT Senate approve the Faculty Qualifications for Creative Writing as follows:

1. Department of Creative Writing Minimum Faculty Qualifications (Exclusive of New Media Specialists)

- a. Candidates must have a minimum of a Master's Degree in Creative Writing or a related discipline (candidates with academic distinction and/or awards preferred).
- b. Candidates must have at least three books or, if relevant, produced projects, which might include screenplays and plays, and a significant profile in their area of specialization; they must be active in their profession and have a current record of publications and active involvement in the writing community.
- c. Candidates must have relevant teaching experience at the post-secondary level.

2. Department of Creative Writing Minimum Faculty Qualifications (New-Media Specialists Only)

- a. Candidates must have a minimum of a Master's Degree in Creative Writing or a related discipline (candidates with academic distinction and/or awards preferred).
- b. Candidates must have at least two major projects and a significant profile in their area of specialization.
- c. Candidates must have relevant teaching experience; post-secondary educational institutions preferred

MOTION CARRIED

8. Senate Standing Committee on the University Budget

A discussion on budget timelines occurred. Interested Senators are invited to attend upcoming budget meetings. There will not be a mid-year budget review.

9. Senate Governance Committee (no report)

10. Senate Nominating Committee

The nomination of Kari Michaels to the Senate Standing Committee on Academic Appeals. was removed.

Moved by Dana Cserepes, seconded by David Wiens THAT Senate approve the following as members of Senate Standing Committees:

Senate Nominating Committee

- Jennifer Au, Senator from Faculty of Science & Horticulture
- Chris Girodat, Student Senator

SSC Academic Planning & Priorities

- Christine Crowe, Senator from Faculty of Academic & Career Advancement
- Karen Inglis, Faculty of Humanities
- George Verghese, Faculty of Design

SSC Library

- Vicki Effertz, Library Staff

SSC University Budget

- Kari Michaels, Student Senator
- Christina Pikios, Senator from Faculty of Academic & Career Advancement

Task Force on Academic Rank & Advancement

- Alexandra Richmond, Faculty of Business

MOTION CARRIED

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

12. Senate Standing Committee on Curriculum

12.1 Program Revision: Special Education Teacher Assistant (SETA) Program Admission Requirements

Moved by Dana Cserepes, seconded by George Verghese THAT Senate approve the revision to the SETA program English proficiency entrance grade from a minimum of Communications 12 with a minimum grade of "C" to Communications 12 with a minimum grade of "A".

MOTION CARRIED

12.2 Program Revision: Recognition of Special Education Teacher Assistant (SETA) Program Credits for Graduates from 2001-2003 for use as elective credits for the Kwantlen BA, Major in General Studies

Moved by Dana Cserepes, seconded by Rob Mumford THAT Senate approve the use of SETA program credits from 2001-2003 for use as elective credits for the Kwantlen BA, Major in General Studies.

MOTION CARRIED

12.3 Program Revision: Bachelor of Business Administration Accounting Program

Moved by Dana Cserepes, seconded by Romy Kozak THAT Senate approve a revision to the wording of the graduation requirements for the BBA Accounting program. MOTION CARRIED

13. SSC Library Report

Senate received a report from the Committee.

14. Senate Standing Committee on Policy Articulation (no report)

15. Senate Standing Committee on Program Review

Senate received a report from the Committee.

16. Senate Standing Committee on Tributes (no report)

17. Approval of Graduates

Moved by Dana Cserepes, seconded by Christopher Girodat THAT Senate approve the Graduates to October 31, 2011. MOTION CARRIED

18. Dean's Honour Roll

Senate received a list of Dean's Honour Roll recipients for Spring and Summer 2011.

19. Items for Discussion

A forum on Intellectual Property will be held on Thursday, November 3rd, from 7:00-9:00pm. Senators are invited to attend.

A student and judicial affairs panel on student conduct will be held on Wednesday, November 2, from 9:00-11:00am.

20. Adjournment

The meeting adjourned at 6:04pm.

SENATE

MEETING DATE: November 28, 2011

AGENDA #: 7

PREPARED BY: Dana Cserepes

Issue: Board Senate Task Force on Bi-cameral Governance Update

For Information: Program Approval Process

Recommendations

Preamble:

The essence of achieving a successful model of bicameral governance is not to focus on which body has final approval over a particular issue, although attention must be given to the wording of the University Act, but rather to determine how the skills and abilities of each of the members of the Board and Senate can best be used to achieve the University's mission and educational goals.

Most Board members would agree that, with a few exceptions, Board members are appointed for their corporate governance skills rather than an intimate knowledge of academic issues. Similarly, most members of Senate would agree that their expertise lies in dealing with academic issues rather than corporate governance. The skills of the two bodies complement each other and this needs to be recognized and capitalized on.

The following recommendations and the procedures that follow have been developed to recognize that the Board and Senate can and should share a joint responsibility to review and approve programs and that each brings a unique perspective and set of skills in carrying out this duty.

It is recommended that:

- (1) The Board and Senate share the responsibility of reviewing and approving the establishment and significant revision of programs.
- (2) The Board's review be exercised, primarily, at the Program Concept stage where the documentation includes those issues that the Board is most concerned about and where it has the most expertise.

This recommendation is supported by the following:

- (1) The approach takes advantage of the expertise of each of the two key bodies in the University
- (2) It is consistent with the University's desire to establish a more collaborative form of governance
- (3) The Board continues to maintain its overall fiscal responsibility through its approval of the University operating budget

1. Procedures to Ensure Bi-Cameral Governance Regarding Program Establishment and Significant , Revision Process

The following draft procedures have been agreed to regarding the role of the Board and Senate in the establishment and significant revision of programs. The intent is to follow the interim protocol for one year and then review it with a view to establishing policy.

COMMUNICATION RE PROGRAM ESTABLISHMENT, REVISION AND DISCONTINUANCE BETWEEN BOARD AND SENATE

1. The Board Standing Committee on Student and Academic Experience (BSCSAE) and the two Senate Standing Committees on Curriculum and Academic Planning and Priorities , will act as the primary communication channels between the Board and Senate on issues involving programs. The Committees should meet, together, several times at key points through the year to ensure that there is a common understanding about the University's educational goals and priorities, both short and long-term, that program proposal processes are current and clearly understood, as well as to identify potential program proposals that are being considered.

DEVELOPMENT OF UNIVERSITY MISSION AND EDUCATION GOALS

2. The Senate and its respective committees have a role to play (Senate advises the Board and the Board must seek advice) in the development of the University's mission statement and its educational goals (section 35.2 (6) (a). This occurs in practice although a policy does not currently exist.

DEVELOPMENT OF PROGRAM CONCEPTS FOR THE ESTABLISHMENT AND REVISION OF PROGRAMS (Note that the program concept documents, while preliminary in nature, require an extensive and comprehensive analysis of all aspects of a program; the concept document form has been developed by the University and is identical for degree and non-degree programs.)

3. The appropriate employees develop program concept documents using the University's "Guide for Program Development, Program

Revision and Implementation Review” consistent with the University’s educational goals and the University Policy, “Criteria for Program Establishment, Revision or Discontinuance” (in process of development). The program concept documents include information related to:

- a. Links to the University’s mission and strategic objectives (F.3)
- b. Academic structure and program description (D, F)
- c. Student recruitment market (E.1)
- d. Demand for graduates (G.2)
- e. Cost/revenue analysis (J)

It should be noted that the current version of the concept document includes a thorough analysis of costs while the revenue analysis consists of a simple statement outlining how a new program is to be funded. It is recommended that this section of the concept document be expanded to include a more detailed analysis of the revenue impact associated with introducing a particular program. The Provincial funding formula is currently on a block basis and, therefore, does not associate funding with specific programs. As well, tuition fees for provincially funded programs are currently locked into a standard rate with a limited annual increase. However, there are a number of factors, related to a specific program, that may have an impact on funding, for example:

- Tuition fees for new or substantially new programs can be different from the standard fee
- Laboratory, material and other program-related fees can be imposed at a different rate if the program is new or substantially new
- A program that is designed to accommodate section sizes at the upper limit permitted by the Collective Agreement will generate significantly more in tuition fees than a program that has smaller section sizes because of various limitations such as laboratory capacity.
- Programs offered outside of the Provincial funding formula (such as international programs) can be offered at whatever fee rate the University decides to impose
- There may be a deliberate strategy to offer certain University programs (within the University funding formula) that, nevertheless, are funded out of other revenue streams (e.g. international education activities)

REVIEW AND APPROVAL OF PROGRAM CONCEPT DOCUMENTS

4. While all elements of a program concept document are critical to assess the potential success of a program, the role of the Faculty Council, SSSC, SSCAPP and Senate will be to satisfy themselves and, ultimately, the University Board that the academic issues listed in b, c and d above are adequately addressed.
5. It is recognized that the Faculty Council, SSSC, SSCAPP and

Senate may also wish to consider and comment on the relationship of a program to the mission and strategic objectives of the University as well as elements of the cost/revenue analysis and this is to be encouraged.

6. The Senate will provide a report to the Board summarizing its assessment of the potential success of a program based on its review of the program concept document.
7. The Board will review and assess the non-academic issues addressed in the program concept document, particularly items a and e listed in item 3 above.
8. Again, it is recognized that the Board may also wish to consider and comment on various academic issues and, again, this is to be encouraged.
9. The Board will evaluate the program concept document based on the report from Senate as well as its own assessment.

RESOLUTION OF DIFFERENCES OF OPINION

10. If there is a difference of opinion between Senate and the Board about the approval of a Program Concept proposal then a meeting will be arranged between the Chairs and three members of each of the Board Standing Committee on Student and Academic Experience and the Senate Standing Committee on Curriculum, the Chair of the Senate Standing Committee on Academic Planning and Priorities, the dean and chair responsible for the program under consideration and the developer of the Program Concept document. The purpose of the meeting will be to identify differences of opinion and seek further information in an attempt to come to a shared position. Should the matter not be resolved, then a summary of the matter will be presented to the Board by the Board secretary and the Board will make the final decision.

DEVELOPMENT OF FULL PROGRAM PROPOSALS FOR THE ESTABLISHMENT AND REVISION OF PROGRAMS (Note that the full program proposal forms have been developed by the Ministry; issues addressed in the full program proposal are, primarily, of an academic nature; for example, there is no requirement to link the program proposal to the University's mission and educational goals nor to provide a cost/revenue analysis; the Ministry has assumed that this work has already taken place as part of the development of the Program Concept documents).

11. Appropriate employees develop full program proposal documents using the University's "Guide for Program Development, Program Revision and Implementation Review".

REVIEW AND APPROVAL OF FULL PROGRAM PROPOSAL DOCUMENTS

12. The Senate will review and approve the Full Program Proposal document for submission to the Post Secondary Institution Proposal System (PSIPS; peer review) based on its review.
13. After the peer review, the Full Program Proposal documents involving degree programs are submitted to the Degree Quality Assessment Board (DQAB).
14. The Board will not be required to review and approve the Full Program Proposal document unless there has been a significant change from the documentation reviewed by the Board at the Program Concept stage, e.g. links to the University's mission and strategic objectives, cost-revenue analysis.
15. If there has been a significant change in the issues reviewed by the Board at the Program Concept stage, then a report on those revisions will be presented to the Board by the appropriate academic employees and the Board will be asked to approve the revisions.

Rather than formalize this in policy and procedures, the program approval process will operate as an "interim protocol" for a year.

Policy B12 Program Review was identified as one that should be reviewed by the Task Force. The policy is consistent with practices at other universities. It was determined that there is no need for the reports to be presented to the Board for approval.

SENATE

MEETING DATE: *November 28, 2011*

AGENDA #: *10*

PREPARED BY: *Dana Cserepes*

Issue: **Senate Governance Committee**

For Information: **The Senate Governance Committee met on November 14, 2011**

The committee approved:

Bylaw revisions for the Faculty of Academic and Career Advancement

Bylaw revisions for Senate

Review of the following Senate Committees

- Senate Executive Committee
- Senate Governance Committee
- Senate Nominating Committee
- Senate Standing Committee on Curriculum
- Senate Standing Committee on the Library
- Senate Standing Committee on Program Review
- Senate Standing Committee on Tributes
- Senate Standing Committee on University Budget



SENATE

MEETING DATE: *November 28, 2011*

AGENDA #: *10.1*

PRESENTED BY: *Dana Cserepes*

Issue: **Academic and Career Advancement Bylaw Revisions**

For information: The Senate Governance Committee reviewed revisions to the ACA Bylaws at their November 13, 2011 meeting and recommend them to Senate for approval

For approval: **THAT Senate approve revisions to the Academic and Career Advancement Bylaws.**

MEMORANDUM

TO: Dana Cserepes, Senate Governance Committee Chair

CC: Sandi Klassen, University Secretariat

FROM: Christine Crowe, Dean, Faculty of Academic and Career Advancement

DATE: October 17, 2011

SUBJECT: ACA Faculty Bylaw Changes



At the ACA Faculty as a Whole business meeting on September 30, 2011, the Faculty voted on and passed the following four motions for changes to the ACA Faculty Bylaws. These are now being sent forward to the Senate Governance Committee for approval. A revised version of the Bylaws reflecting these changes is herewith attached.

Motion 1: That the ACA Faculty Bylaw 61 be reworded to add the following statement as the final sentence: "In the event that quorum is not met when a motion is time sensitive, voting on the motion may proceed via electronic means if calling an extraordinary meeting would not result in quorum."

Rationale and Background: This motion provides an alternate means of moving forward the business of the ACA Faculty Council in rare and unusual circumstances in which time is of the essence and a regular meeting of Faculty Council is not within the timelines required to deal with the matter at hand.

Motion 2: That the ACA Faculty Bylaws be amended to include the Associate Dean position as a continuous, voting member of Faculty Council.

Rationale and Background: This new administrative position plays a key role in the Faculty and must be a continuous voting member of Faculty Council as part of the responsibilities of this position.

Motion 3: That the ACA Faculty Bylaws be amended to increase the number of EDST representatives on Faculty Council from 1 to 2

Rationale and Background: As per Bylaw 39, the Nominations & Governance Committee has reviewed the size of the Department of Educational Studies. This department has grown from 2 to 4.5

faculty members. In order to be consistent with representation from other areas (i.e., APPD which has 4 faculty and 2 faculty positions on Faculty Council), the number of representatives should be increased to 2.

Motion 4: That the ACA Faculty Bylaws Appendix A be amended to change the name of the Assessment & Testing Advisor to the ACA Educational Advisor and the name of the Department of Learning Communities to the Department of Educational Studies

Rationale and Background: These are housekeeping changes due to position/department name changes.

Bylaws of the Faculty of Academic and Career Advancement

Bylaws of the Faculty of Academic and Career Advancement (Revised, September 2011)

Powers and Duties of the Faculty

1. The powers and duties of the Faculty of Academic and Career Advancement are established in part by the *University Act*, which currently describes the Faculty as having the power and duty:
 - a. to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business,
 - b. to provide for student representation in the meetings and proceedings of the Faculty,
 - c. subject to this Act and to the approval of the Senate, to make rules for the government, direction and management of the Faculty and its affairs and business
 - d. to determine, subject to the approval of the Senate, the courses of instruction in the Faculty,
 - e. subject to an order of the President to the contrary, to prohibit lecturing and teaching in the Faculty by persons other than appointed members of the teaching staff of the Faculty and persons authorized by the Faculty, and to prevent lecturing or teaching so prohibited,
 - f. subject to the approval of the Senate, to appoint for the examinations in each Faculty examiners, who, subject to an appeal to the Senate, must conduct examinations and determine the results,
 - g. to deal with and, subject to an appeal to the Senate, to decide on all applications and memorials by students and others in connection with their respective faculties,
 - h. generally, to deal with all matters assigned to it by the Board or the Senate, and
 - i. to form committees, as it sees fit, for the conduct of its affairs and business, and to empower such committees, where advisable, to report directly to the appropriate committee(s) of Senate.
2. A general rule made by the Faculty is not effective or enforceable until a copy has been sent to the Senate and the Senate has given its approval.

Faculty Membership

3. Membership of the Faculty of Academic and Career Advancement consists of:
 - All those employed within the Faculty of Academic and Career Advancement as an instructor, lecturer, assistant professor, associate professor, professor, or an equivalent position designated by the Senate (as of September 1 each year),
 - The Dean of the Faculty,
 - Associate Dean(s) of the Faculty,
 - The President of the University,
 - The Registrar, who is non-voting

4. The Faculty of Academic and Career Advancement endorses the principle of student participation in Faculty decision-making and will reflect this in the constitution of its Faculty Council and Standing Committees.
5. The Faculty of Academic and Career Advancement endorses the principle of instructional associate and non-teaching staff participation in Faculty decision-making and will reflect this in the constitution of its Faculty Council and Standing Committees.
6. The Dean is the Chair of the Faculty.
7. The Chair of Faculty Council shall hold the position of Vice-Chair of the Faculty ex officio.

Conduct of Business

8. The Faculty shall have at least two regular meetings per academic year.
9. In cases of urgency, extraordinary meetings of the Faculty may be called by the Chair or the Vice-Chair of the Faculty.
10. Notice of a meeting of the Faculty shall be sent to the members of the Faculty at least seven days in advance of a meeting.
11. The normal process of business at meetings of the Faculty shall be set by the Chair.
12. The quorum for meetings of the Faculty shall be twenty-five (25) voting members.
13. Robert's Rules of Order shall govern the conduct of all Faculty meetings, subject to interpretation by the Chair. Such matters on which these Bylaws lay down specific procedures shall be excepted from the foregoing.
14. The majority required to pass a resolution shall be 50 percent of the voting membership plus one, except in the case of adoption of or amendments to these Bylaws, when the majority required shall be two-thirds of the members voting.
15. Meetings of the Faculty shall normally be open to observers.
16. The Chair may recognize non-members on any matter of business.
17. The Faculty may decide at any time, by a majority vote of those present and voting, that a whole meeting or any part of a meeting be held *in camera*.
18. Minutes of open meetings of the Faculty shall be recorded and distributed to the University.
19. All documents presented to the Faculty shall normally be regarded as public. Nevertheless, the Chair may declare a document confidential, in which case the document shall be made available in advance only to members of the Faculty and, if appropriate, the Senate.

Powers and Duties of Faculty Council

20. The powers and duties of Council are delegated by the Faculty of Academic and Career Advancement. Unless otherwise addressed in these bylaws, Council shall have all the powers and duties ascribed to the Faculty by the *University Act*, and by the Board of Governors and Senate of the University.
21. Council shall make rules and regulations for the governance, direction, and management of ACA, including the creation of committees and the quorum necessary for conducting the business of its committees.
22. Council shall deal with all matters related to the business of Council that Faculty members bring forward to it.
23. Council shall deal with all matters related to the business of Council that the Senate, the Board of Governors, or the President assigns to it.

24. Appropriate representation of Faculty members shall be provided for in Council meetings and proceedings.
25. Council is responsible to ensure that appropriate student assessment practices and procedures (e.g., those related to entrance and placement) are maintained and followed.
26. Council shall make recommendations to Senate concerning new courses of instruction, plans, and/or programs, the deletion of courses of instruction, plans, and/or programs.
27. Council advises Senate in any matter—academic or otherwise—that affects the interests of ACA.
28. Council advises the President in any matter—academic or otherwise—that affects the interests of ACA.
29. Council nominates candidates for honorary credentials and awards.
30. Council may, by a two-thirds majority vote, recommend to the Dean that an extraordinary meeting of the Faculty be called to address a matter forwarded by Council to the Faculty for decision or advice.
31. Council may recommend changes to Council bylaws or those pertaining to Standing Committees of the Faculty. These recommendations must be approved by the Faculty of Academic and Career Advancement and by Senate as required.

Faculty Council Membership

32. Council shall operate as a representative council which reports annually to the Faculty as a whole.
33. All those appointed to positions within the Faculty (as of September each year) shall be eligible for election to Council.
34. Departmental representation on Council shall be as outlined in Appendix A.
35. Representation by members of the Faculty shall be distributed between departments based on the size and composition of the department.
36. APPD departmental representation shall include both faculty and instructional associates.
37. Each department shall determine the process for choosing, appointing, or electing its own Council representatives and inform Council of that process.
38. Composition of Council shall be reviewed annually in September, or as deemed necessary by Council or the Nominations and Governance Committee, in order to consider growth and other factors that may affect representation.
39. Each department shall nominate one student candidate. These nominations will go forward to the Nominations and Governance Committee, which shall recommend two representatives to the elected and ex-officio members of Council for endorsement. The student nominees must be current students or recent alumni of the nominating department.

Role and Term of Members

40. Members of Council, 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 serve the interest of the entire Faculty to the best of their ability.
41. Senate Bylaw No. 3, *Conflict of Interest*, applies.
42. Elections or recommendations for Council shall normally occur in the Spring semester each year.

43. The term of each elected member shall normally begin on September 1 and be two years. An elected member must have an appointment consistent with the length of term; however, term lengths may vary. Prior to any election, where applicable, a department may modify this term in order to ensure a staggering of terms and continuity of departmental representation. In no case may the term exceed three years. The member shall be permitted to serve a maximum of two consecutive terms.
44. Any member may resign from Council by giving the Chair written notice.
45. The seat of a member who leaves the Department from which that member has been elected/appointed to Council shall be declared vacant.
46. Any member who will be absent from a Council meeting shall notify the Chair prior to the meeting.
47. The use of alternates is not allowed.
48. The seat of a member who has three unexcused absences from meetings in any given year shall be declared vacant by the Chair.
49. Replacements to fill vacant seats shall be elected or appointed according to the usual process and shall serve the remaining term of office of the incumbent, at which point the normal election or appointment process shall be followed.
50. Council members shall commit to serving on a minimum number of its committees, as set from time to time by Council. Members who do not serve on a minimum number of committees may have their seat on Council declared vacant by the Chair.

Chair and Vice-Chair Roles

51. Voting members of Council shall elect one Chair from within the Council's voting membership. The election shall normally occur on or about September 1, and the normal term will be two years, or a shorter term corresponding with the Chair's Council term. The Chair shall be permitted to serve a maximum of two consecutive terms.
52. As a voting member of Council, the Chair shall have the same voting rights as any other member; however, the Chair shall protect the impartiality of this position by exercising this right only when the vote would affect the outcome, in which case a vote may be cast by the Chair, or the Chair may abstain. If the Chair abstains the results of the vote are announced without mention of the Chair's vote. In the case of a tie without the Chair's vote, the Chair may vote in the affirmative, and adopt the motion, or abstain, by which the motion is lost.
53. Voting members of Council shall elect a Vice-Chair from within Council's voting membership. The election shall normally occur on or about September 1, and the normal term will be two years, or a shorter term corresponding to the Vice-Chair's Council term. The Vice-Chair shall be permitted to serve a maximum of two consecutive terms.
54. The Vice-Chair will fulfill the duties of the Chair in the Chair's vacancy or absence and will assist in the performance of the Chair's duties.
55. The Chair or Vice-Chair may be removed by a two-thirds majority vote of voting Council members present and voting at a meeting of the Council called expressly for this purpose and at which a quorum has been achieved.
56. When necessary due to vacancy or absence of the Chair and Vice-Chair, the Dean shall serve as Chair pro-tem.

Conduct of Business

57. Council shall normally have at least six (6) regular meetings per academic year. A schedule of meetings shall be set at the commencement of the academic year.
58. In cases of urgency, extraordinary meetings shall be called by the Chair of Council or upon written request of two-thirds of the voting members of Council.
59. Notice of meetings and proposed agendas shall be provided to the Faculty at least seven days prior to the meeting.
60. The quorum for meetings of Council shall be at least 50 percent of the voting membership plus one.
61. Meetings where no quorum is formed may proceed but will be considered unofficial. Any proceedings will be subject to ratification at the next Council meeting which forms a quorum. Any communication resulting from a meeting where no quorum is formed shall be prefaced with a clear indication that the communication is subject to ratification. **In the event that quorum is not met when a motion is time sensitive, voting on the motion may proceed via electronic means if calling an extraordinary meeting would not result in quorum**
62. Meetings shall normally be governed in conduct by Robert's Rules of Order. Such matters on which these Bylaws lay down specific procedures shall be excepted from the foregoing.
63. Council shall proceed with Faculty business at regularly scheduled Council meetings where there is a quorum. Council shall have the right to delegate business to Standing Committees and Ad Hoc committees, which shall make any recommendations to Council for consideration.
64. Council's agenda shall be set by the Chair (or Vice-Chair) in consultation with the members of Council.
65. To pass a resolution, meetings require a majority comprising 50 percent of the voting membership plus 1 present at the meeting—except in the case of adoption of amendments to the Bylaws, for which a majority comprising two-thirds of the voting members of Council shall be required. Any Bylaw amendment will be subject to ratification by the voting members of the Faculty as a whole, and Senate as required.
66. Meetings of Council will be open to all members of the Faculty and observers.
67. From time to time Council may invite guests to make presentation at Council meetings and to answer questions related to their presentations.
68. Council may decide at any time, by majority vote of those present and voting, that an entire meeting or any part of the meeting be held *in camera*
69. All documents presented to Council shall normally be regarded as public. Nevertheless, Council shall, in certain circumstances, declare a document to be confidential, in which case the document shall be made available only at the meeting and all copies retrieved. All documents deemed confidential are, however, subject to Freedom of Information requests.
70. Minutes of Council meetings shall be recorded and be made available to the University.
71. Administrative support for Council and its Standing Committees (as needed) shall be assigned by the Divisional Business Manager, Faculty of Academic and Career Advancement.

Committees of Faculty Council

72. Committees of Council are restricted to making recommendations to Council, and may not assume any of the powers of Council unless they are expressly delegated within these bylaws. Committees may be Standing or ad hoc Committees. Only Standing Committees will be delegated Council authority.
73. The following Standing Committees shall report to and be governed by Council:
 - a) Academic Planning and Priorities.
 - b) Assessment.
 - c) Communications.
 - d) Curriculum.
 - e) Nominations and Governance.
74. Standing Committees shall determine their membership as warranted; however, members of Standing Committees may include:
 - a) faculty members from the Faculty as a whole.
 - b) the Dean or designate.
 - c) the Chair or the Vice-Chair of Council.
 - d) the Divisional Business Manager or designate.
 - e) two voting Council members, appointed by Council.
 - f) one student representative, where possible, appointed by Council.
 - g) additional membership from the Faculty, as deemed appropriate by Council or the Standing Committee (e.g., the Assessment & Testing Advisor for the Standing Committee on Curriculum).
75. Quorum for meetings of Faculty Council Standing Committees shall be a simple majority of the total number of voting members.
76. Meetings where no quorum is formed may proceed but will be considered unofficial. Any proceedings will be subject to ratification at the next meeting which forms a quorum. 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.

Standing Committee on Academic Planning and Priorities

The Standing Committee on Academic Planning and Priorities shall:

- a) comprise membership as outlined in Bylaw 74 and a minimum of one member from each department within the Faculty.
- b) advise Council on the mission, educational goals, objectives, strategies, and priorities of the Faculty.
- c) advise Council on whether the establishment, revision or discontinuance of educational programs and other curricular changes support the mission, educational goals, objectives, strategies and priorities of the Faculty.
- d) advise Council on the priorities for implementation of new programs.
- e) advise Council on the establishment or discontinuance of departments of the Faculty.
- f) advise Council on whether the terms of affiliation, articulation, and other contractual agreements with other post-secondary institutions support the mission, educational goals, objectives, strategies and priorities of the Faculty.
- g) advise Council on processes for the development, review, implementation and communication of educational plans that support the priorities of the Faculty.
- h) advise Council on whether the Faculty budget proposal supports the academic priorities of the Faculty.
- i) review Program Reviews and action plans.
- j) make recommendations to Council on how research and scholarship within the Faculty may be facilitated, in support of the Faculty's mission, educational goals, objectives, strategies, and priorities.
- k) advise Council on the establishment, revision or discontinuance of research centres or institutes; research chairs and professorships; and other research-related matters requiring Council approval.
- l) establish such subcommittees as needed to fulfill the Committee's responsibilities.
- m) perform other duties as assigned by Council.

Standing Committee on Assessment and Testing

The mission and mandate of the Standing Committee on Assessment and testing is to ensure that students entering Academic and Career Advancement programs and other areas of the University served by this Faculty are efficiently and effectively assessed and appropriately placed.

In addition, the Standing Committee on Assessment shall:

- a) comprise membership as outlined in Bylaw 74.

Standing Committee on Communications

Mandate

Kwantlen's Faculty of Academic and Career Advancement is central to the university's role in providing accessible pathways and supportive preparatory programs for people in its region. Therefore the mandate of this Standing Committee is to help ensure that those pathways and programs are well-known, so that potential students who need our programs can become aware of them and find them.

The Committee will work with the ACA Dean's Office and with Kwantlen's Marketing & Communications Department to ensure that information about ACA's programs, and the pathways into them, are promoted to all relevant internal and external audiences.

The Committee reports to the Council. The Committee chair, or his or her designate, shall attend Council meetings for this purpose.

Membership

The Committee shall have the following voting members:

- One member from each department within the Faculty
- The Dean of the Faculty

The Committee chair shall be elected from among the faculty members of the Committee.

Other Kwantlen employees, from within the ACA Faculty or from other areas of the University, may join the Committee in a non-voting capacity, if they are willing and if the voting members of the Committee agree. The Committee may ask such other employees to join.

Standing Committee on Curriculum

The Standing Committee on Curriculum shall:

- a) comprise membership as outlined in Bylaw 74 and a minimum of one member from each department within the Faculty.
- b) exercise the delegated authority of Council to receive, review, and approve all curriculum offered for credit by the departments, and to recommend curriculum to Senate and its appropriate Standing Committees for approval.
- c) periodically review curricular and program components including, but not limited to, prerequisite structures, class format, credit assignment, learning outcomes, learning activities, assessment models, and prior learning assessment processes, and make such recommendations to Council as may be appropriate.
- d) ensure that all curriculum developed within the Faculty conforms to University policies and procedures;
- e) ensure appropriate consultation for courses.
- f) receive and review Program Concepts and Full Program Proposals (or such equivalent submissions as come to stand in their place) for new programs, consult with the Standing Committee on Academic Planning and Priorities, and report with recommendations to Council.
- g) review the implementation of new programs as required by Senate or its appropriate Standing Committee(s), and report with recommendations to Council.
- h) receive and review program revisions, and report with recommendations to Council.
- i) ensure that all curriculum materials are properly documented for approval and for use by other University departments (Registrar's Office, Admissions, Counselling, etc.).
- j) provide detailed minutes, including a list of curriculum approved at each meeting of the Curriculum Committee, for information, to the next scheduled meeting of Council.
- k) attend/ensure attendance by each department at provincial articulation meetings and bring reports back to Council.
- l) periodically review the Committee's mandate, composition, processes, and approval criteria and make such recommendations to the Nominations and Governance Committee as may be appropriate.
- m) establish such subcommittees as required to fulfill the Committee's responsibilities.

- n) perform other duties as assigned by Council.

Standing Committee on Nominations and Governance

The Standing Committee on Nominations and Governance shall:

- a) advise Council on matters related to elections, including timelines for nominations, elections, and appointments as required to meet the needs of the Faculty, Faculty Council, and Standing Committees.
- b) advise Council on matters related to awards and recognitions, including timelines for nominations and selection.
- c) receive calls for nominations and ensure that nominations are made for all elections for the Faculty, Faculty Council and Senate, or other Kwantlen committees, where necessary.
- d) appoint or recommend members to serve on Council and Committees as outlined in these bylaws.
- e) advise Council on procedures for the recommendation and selection of Faculty representatives for university committees, and oversee these processes as requested by Council.
- f) advise Council on all matters related to the conduct of its business, its meetings and its proceedings.
- g) advise Council on matters related to duties of members and conflict of interest.
- h) coordinate the work of Council Committees, especially where consultation between Committees is required.
- i) regularly review the bylaws of, and provide advice to Council, which will make any recommendations to the Faculty for approval.
- j) review at least once every three years the configuration of Standing Committees, their membership, terms of reference, and their consultation and reporting relationships, and propose to Council any recommendations for change.
- k) establish such subcommittees as required to fulfill the Committee's responsibilities
- l) perform other duties as assigned by Council.

Appendix A - Membership Composition

<i>REPRESENTATION</i>	<i>NUMBER OF COUNCIL MEMBERS</i>	<i>Voting or Non-voting</i>	<i>Term</i>
<i>Academic and Career Preparation</i>	5	Voting	2 years
<i>English Language Studies</i>	5	Voting	2 years
<i>Access Programs for People with Disabilities</i>	3	Voting	2 years
<i>Career Choices and Life Success</i>	1	Voting	2 years
<i>Educational Studies</i>	2	Voting	2 years
<i>Instructional Member at Large</i>	1	Voting	2 years
<i>Dean</i>	1	Voting	Continuous
<i>Associate Dean</i>	1	Voting	Continuous
<i>Students</i>	2	Voting	1 year
<i>Divisional Business Manager</i>	1	Voting	Continuous
<i>Professional Support Staff</i>	1	Voting	2 years
<i>President or designate</i>	1	Voting	Continuous
<i>ACA Educational Advisor (if not already elected as the PSS representative above)</i>	1	Non-voting	Continuous
<i>ACA Sitting Senator (if not already elected as a departmental representative)</i>	2	Non-voting	Term of Senator appointment
<i>Registrar or designate</i>	1	Non-voting	Continuous
<i>TOTAL VOTING MEMBERS</i>	24		

Endnotes

ⁱ Items regarding land, labour, and law are usually dealt with at an *in camera* meeting. It should be noted that minutes and notes from *in camera* meetings are subject to Freedom of Information requests and it is advisable to only record the motion (passed or defeated) that results from the discussion. For instance, issues of student discipline might be discussed in camera.

SENATE

MEETING DATE: *November 28, 2011*

AGENDA #: *10.2*

PRESENTED BY: *Dana Cserepes*

Issue: **Senate Bylaw Revisions**

**For
information:**

The Senate Governance Committee reviewed the question of proxy (or substitution) for members of Senate.

Senate Bylaws currently state:

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

1.07.1 The use of alternates for elected members is not permitted.

1.07.2 The use of alternates for a member appointed to Senate by virtue of her/his position with the University is permitted only by those officially acting in that individual's capacity in all respects during her/his absence from the University and with prior notice to the University Secretariat.

In a survey of universities across Canada, only two of the 21 universities responding allowed for a substitution at Senate. The two allowing proxy did so only for students, with an alternate elected at the same time as the student.

The University Act is silent on the matter of substitutions or proxy at Senate.

Recommendation

Given this information, the Senate Governance Committee recommends the following revisions to Senate Bylaws:

1.07.1 The use of alternates is not permitted.

1.07.2 Delete

For approval:

THAT Senate approve revision to Senate Bylaw 1.07.1, removing "for elected members" and deletion of Bylaw 1.07.2.

SENATE

MEETING DATE: *November 28, 2011*

AGENDA #: *10.3*

PRESENTED BY: *Dana Cserepes*

Issue: **Senate Standing Committee Membership Review**

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

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

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

Senate Executive Committee

Mandate

Assists the Chair in setting the Senate meeting agenda

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

Other duties as assigned by Senate

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

Common Features for all Senate Committees

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

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

Membership

Chair: Nominated by the committee

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

Voting Members:

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

Quorum:

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

Terms of Office

Faculty Members – Three year term

Professional Support Staff – Three year term

Student Member – One year term

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

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

Administrative Support: University Secretariat

Senate Governance Committee

Mandate

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

Common Features for all Senate Committees

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

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

Membership

Chair: Nominated by the committee

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

Voting Members:

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

Ex Officio Non-Voting

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

Terms of Office

Faculty Members– Three year term

Professional Support Staff – Three year term

Student Senator– One year term

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

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

Administrative Support: University Secretariat

Senate Nominating Committee

Mandate

Ensure that nominations are made for all elections for Senate

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

Other duties as assigned by Senate

Common Features for all Senate Committees

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

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

Membership

Chair: Nominated by the committee

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

Voting Members:

- Chancellor
- President
- Four Senators
- One Student Senator

Ex Officio Non-Voting Members:

- Vice Chair of Senate

Terms of Office

Senators – Three year term

Student Senator – One year term

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

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

Administrative Support: University Secretariat

Senate Standing Committee on Curriculum

Mandate

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

Receive and review general curricular guidelines or requirements for programs.

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

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

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

One complete cycle of new degree and diploma programs

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

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

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

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

Other duties as assigned by Senate.

Common Features for all Senate Committees

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

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

Membership

Chair: Nominated by the committee

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

Voting Members

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

Ex Officio Non-Voting

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

Terms of Office

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

Professional Support Staff Members – Three year term

Student Member - One year term

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

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

Administrative Support: University Secretariat

Senate Standing Committee on the Library

Mandate

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

Common Features for all Senate Committees

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

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

Membership

Chair: Nominated by the committee

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

Voting Members:

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

Ex Officio Non-Voting

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

Terms of Office:

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

Library Staff Member – One year term

Student Member - One year term

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

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

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

Administrative Support: University Secretariat

Senate Standing Committee on Program Review

Mandate

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

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

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

Common Features for all Senate Committees

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

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

Membership

Chair: Nominated by the committee

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

Voting Members

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

- Representative from Institutional Analysis and Planning
- One student

Ex Officio Non-Voting

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

Terms of Office

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

Professional Support Staff – Three year term

Student – One year term

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

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

Administrative Support: University Secretariat

Senate Standing Committee on Tributes

Mandate

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

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

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

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

Invite nominations from the Kwantlen community and evaluate these nominations

Recommend candidates for honorary degrees / awards to Senate

Other duties as assigned by Senate

Common Features for all Senate Committees

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

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

Membership

Chair: Nominated by the committee

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

Voting Members:

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

Ex Officio Non-Voting

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

Terms of Office

Faculty Members – Three year term

Dean and Senator – Three year term

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

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

Administrative Support: University Secretariat or designate

Senate Standing Committee on University Budget

Mandate

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

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

Responsibilities:

- Advise Senate and its committees on the budgetary implications of matters within the jurisdiction of Senate and its committees, including proposals for new educational, research or other programs or initiatives, as required by Senate and its committees
- On behalf of Senate, and in consultation with the Senate Standing Committee on Academic Planning and Priorities, advise the President and Vice Presidents on the review and development of academic budgetary priorities, major capital plans, and the allocation of funds
- At the request of the President, Board of Governors and Senate, provide advice on matters related to the University's property, building and structures
- Assist the President and Vice Presidents in the development of budgetary policies, guidelines, processes and models
- Assist the President and Vice Presidents with the development of consultation and communication strategies related to budgetary matters
- Present the annual University budget to Senate
- Establish such subcommittees as needed to fulfill the Committee's responsibilities
- Other duties as assigned by Senate

Common Features for all Senate Committees

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

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

Membership

Chair: Nominated by the committee

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

Voting Members:

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

Ex Officio Non-Voting

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

Terms of Office

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

Professional Support Staff - Three year term

Student Member - One year term

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

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

Administrative Support: University Secretariat

SENATE

MEETING DATE: *November 28, 2011*

AGENDA #: *11*

PRESENTED BY: *Mary Androsiuk*

Issue: Approval of new members of Senate Standing Committees

For approval: The Senate Nominating Committee recommends THAT Senate approve the following members of Senate Standing Committees:

Senate Standing Committee on the University Budget

- Faculty of Humanities - Billeh Nickerson

Senate Standing Committee on Academic Appeals

- Faculty of Social Sciences - Richard LeGrand

MEETING DATE: *November 28, 2011*

AGENDA #: *13*

PREPARED BY: *Dana Cserepes*

Issue: **Senate Standing Committee on Curriculum**

For Information: **The Senate Standing Committee on Curriculum met on November 2, 2011**

The committee approved revisions to:

- **English BA Major and Minor**
- **BA Math Admission requirements**
- **Bachelor of Arts – 3rd year Admission requirements**
No change to the current admission requirements.

Providing an alternate pathway for students who have not achieved the grade 11 math requirement, but have demonstrated an ability to succeed in their 'Q' courses at University.

**SENATE****MEETING DATE: November 28, 2011****AGENDA #: 13.1****PRESENTED BY: Dana Cserepes**

Issue: Program Revision: BA English Major and Minor Programs

For approval: THAT Senate approve the revisions to the BA Major and Minor program as follows:

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

Proposed Changes to the B.A. English Program

Presented to Senate November 28, 2011

For approval:

1. The addition of ENGL 3390 – Aboriginal Narratives, Oral and Written to Area 4 and the addition of ENGL 4350 – Topics in Film Studies to Area 5 of the B.A. English program
2. A change in the required prerequisites for 3000-level ENGL courses from 3 credits to 6 credits of 2000-level ENGL courses

Rationale:

1. Addition of new courses: ENGL 3390 to Area 4 and ENGL 4350 to Area 5

Students completing a B.A. English Major must fulfill distribution requirements by taking courses in a variety of groups and areas. The newly developed course ENGL 3390 - Aboriginal Narratives, Oral and Written will be added to Area 4, which currently comprises other courses representing diverse literary traditions, including ENGL 3310 - Literature in Translation, ENGL 3340 - World Literature in English, ENGL 3345 - Diasporic Literatures, and ENGL 3360 - Writing Women/Women Writing. The newly developed course ENGL 4350 - Topics in Film Studies will be added to Area 5, which is at present a rather large area consisting of courses that do not fit elsewhere as they are not specific to a particular time period or national tradition. Our other upper-level film course, ENGL 3350 – Literature and Film, is also housed in Area 5.

The addition of these courses in these areas was approved by the Humanities Standing Committee on Curriculum at its May 20 and September 16, 2011 meetings, and by SSCC on November 2, 2011. As ENGL 4350 is currently being offered in Fall 2011, and ENGL 3390 will be offered in Spring 2010, we request an implementation date of December 1, 2011 so that students currently enrolled in these courses will be immediately able to use them towards the completion of their B.A. English degree.

1. Change in Prerequisites for ENGL 3000-level courses

When the B.A. English program began, we initially set our prerequisite requirement for entry into 3000-level courses at 3 credits (one course) of 2000-level ENGL. This threshold was relatively low in comparison to many other B.A. English programs, as our initial goal was to allow students to gain entry into upper-level courses as soon as possible. Now that our B.A. English programs have been underway for nearly three years in the case of the Major, and six years in the case of the Minor, instructors are perceiving that an excessive number of students in 3000-level courses frequently struggle with essential aspects of writing literary analyses. Many students are entering upper-level courses without adequate preparation or contextual background to successfully meet the demands of literary scholarship at this level, and the perceived consequence has been grades that are lower than they should be, and/or an excessive amount of class time spent dealing with issues that should be addressed at a lower level, to the detriment of concentrating on appropriate content for upper-level study.

At present the requirements for a B.A. degree in English, both Major and Minor, include 9 credits (three courses) at the 2000-level, i.e. ENGL 2316 - English Literature: 14th to 18th Centuries, ENGL 2317 - English Literature: 18th to 20th Centuries and one of ENGL 2301 - Canadian Literature in English or ENGL 2309 - Literature of the United States of America. The English department is not seeking any change to this 9-credit 2000-level requirement, but simply proposing that, rather than allowing students to move ahead to the 3000-level after completing only a single course or 3 credits at the 2000-level, they should first complete a second course (for a total of 6 credits) at the 2000-level before moving on to the 3000-level. In other words, we are requesting permission to increase the prerequisite requirement for 3000-level ENGL courses from 3 to 6 credits of 2000-level ENGL courses.

We believe that the extra preparation at the 2000-level will provide a more solid foundation for student success at the next level, and enable instructors to focus more exclusively on appropriate third-year curriculum. A 6-credit prerequisite requirement is also more in line with requirements at other institutions: UFV, VIU, SFU, and UBC all require two second-year courses as prerequisites for third-year courses.

Proposed Changes to the B.A. English Program

Presented to Senate November 28, 2011

The 2000-level credits may be earned by taking any of the national literature survey courses that students are required to take for the Major or Minor, and they may also be fulfilled by taking any of our elective 2000-level courses, such as ENGL 2350 - Critical Studies in Film or ENGL 2315 - The Comic Voice. We offer ten sections of 2000-level courses across all three campuses every year, including two to three iterations of each required 2000-level course. Students thus have ample opportunity to complete the 6-credit requirement before embarking on an upper-level course. We have requested data from Institutional Analysis and Planning as to how this change may affect enrolments in our 3000-level ENGL courses, but have not yet received any information.

The proposal that the prerequisites for ENGL 3000-level courses be changed from 3 credits of ENGL 2000-level courses to 6 credits of 2000-level ENGL courses was approved by the Humanities Standing Committee on Curriculum on March 18, 2011, and by SSCC on November 2, 2011. In order to allow current students sufficient time to acquire the additional 2000-level prerequisite course, we are proposing an implementation date of Fall, 2013 for the 6-credit requirement.

**SENATE****MEETING DATE:** *November 28, 2011***AGENDA #:** *13.2***PRESENTED BY:** *Dana Cserepes****Issue:*** **Program Revision: Bachelor of Arts Math Admission Requirements*****For approval:*** **THAT Senate approve the revisions to the Bachelor of Arts Math Admission Requirements.**

MEMORANDUM

TO: Senate

CC:

FROM: Faculty Councils, Faculties of Humanities and Social Sciences

DATE: Tuesday, November 15, 2011

SUBJECT: Changes to Math Admission Requirements for Bachelor of Arts Degrees

In alignment with the new high school math pathways being offered in BC high schools, the Faculty Councils propose that the minimum level of math competency for admission to the Bachelor of Arts be modified as follows:

Current requirement: Principles of Math 11 (C) or Applications of Math 12 (C) or equivalent

Proposed requirement: Pre-calculus 11, Principles of Mathematics 11 or Applications of Math 12 with a minimum grade of 'C' (or equivalent), or Foundations of Mathematics 11 with a minimum grade of 'C+' (or equivalent), or successful completion of Pre-calculus 12 or Foundations of Mathematics 12 (or equivalent).

The proposed requirement was approved by the Faculty Councils of Humanities and Social Sciences at their October 2011 meetings, and incorporates language clarifications recommended by S2C2.

**SENATE****MEETING DATE: November 28, 2011****AGENDA #: 13.3****PRESENTED BY: Dana Cserepes**

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

For approval: THAT Senate approve the revisions to the Bachelor of Arts 3rd Year Math Admission/Continuation Requirements.

MEMORANDUM

TO: Senate

CC:

FROM: Faculty Councils, Faculties of Humanities and Social Sciences

DATE: Tuesday, November 15, 2011

SUBJECT: Additional Admission/ Continuation Pathway for Bachelor of Arts Degrees (Third-year)

Currently, the admission/continuation requirements to the Bachelor of Arts at third-year requires:

- at least 60 credits of coursework with a cumulative GPA of 2.00, as well as a grade of 'C' in all required courses including the English writing requirement,
- 2 Quantitative courses,
- 12 credits of breadth courses,
- the language requirement,
- Principles of Math 11 or Applications of Math 12 (or equivalent), and
- all first and second year course requirements for their declared major and/or minor program(s).

The Bachelor of Arts framework also includes a quantitative graduation requirement; requiring students to complete a total of three quantitative courses (nine credits) to complete a B.A. degree, including one course from the Faculty of Science & Horticulture. Students are required to complete six of these credits during their first 60 credits in order to meet the continuation or third-year admission requirement above.

The proposal was approved by the Faculty Councils of Humanities and Social Sciences at their October 2011 meetings, and incorporates language clarifications recommended by S2C2.

Proposal: Substitute the following for the current third-year Math admission / continuation requirement:

Minimum grade of 'C' in either Principles of Mathematics 11, Pre-calculus 11, or Applications of Mathematics 12 (or equivalent), or Minimum grade of C+ in Foundations of Mathematics 11 (or equivalent), or successful completion of Pre-calculus 12 or Foundations of Mathematics 12 (or equivalent), or Minimum grade of C+ in the above 6 credits of Quantitative courses (3 credits of which must be from the Faculty of Science and Horticulture)

SENATE

MEETING DATE: *November 28, 2011*

AGENDA #: *16*

PREPARED BY: *Ken Hughes*

Issue: **Report from the Senate Standing Committee on Program Review**

The following issues were addressed at the last SSCPR meeting, November 28, 2011 (postponed from October 26):

• **Memo to SSCPR:** A memo was received from Anne Lavack, Provost & Vice President Academic, and Jane Fee, Associate Vice President, Academic:

“We have recently had a resignation of one of the program reviewers. For budget reasons we will not be filling the position at this time, and it is possible that the funding for this position may be reallocated during the budget process. The Provost’s Office will be re-examining the program review process to ensure that it is as efficient and effective as possible, given other advances that have taken place at Kwantlen (e.g., the development of the K-BIT tool; the NSSE survey, etc.). We value the Program Review process, but we are looking at ways to streamline this process and make it more cost-effective.”

A formal response has been sent to the Provost, inviting her to discuss the content of this memo at a future SSCPR meeting.

• **Applied Programs for People with Disabilities (APPD):** Presented its ‘One-Year Action Plan’ update, formally completing the Program’s program review requirements. Receipt of the report was formally acknowledged by SSCPR.

• **Psychology (PSYC):** Presented a ‘Strategic Planning Report’ outlining its pedagogical directions and goals, and identifying the infrastructure required to achieve these goals. The Program will present its ‘One-Year Action Plan’ update for SSCPR’s November 23 meeting.

• **Political Science (POLI):** Presented its Self Study report, which was formally accepted by SSCPR.

• **Philosophy (PHIL):** Presented a set of ‘Experience Notes’, listing their positive experiences with the program review process, and providing some tips to other programs engaged in program review.

• **SSCPR Budget:** Kathleen Bigsby, Director (IAP), presented, as information, a copy of a draft budget to be presented to Kwantlen, on November 16.

**SENATE****MEETING DATE: November 28, 2011****AGENDA #: 18****PRESENTED BY: Robert Hensley**

***Issue:* Approval of graduates to November 28, 2011.**

***For approval:* That Senate approve the graduates to November 28, 2011.**

Graduates for Senate Approval

SENATE MEETING: Monday, 28-Nov-2011

Graduates from the Faculty of Academic and Career Advancement

Diploma

Diploma in English Language Proficiency

Gurjit Singh Gill

Nuro Ugas Mohamed

Graduates from the Faculty of Business

Diploma

Diploma in Accounting

Jeffrey King Hong Chan

Ka-Man Lee

Jimmy Monga

Sir Edward Tumale Paclaon

Mitchel Del Rosario Ranara

Diploma in Business Administration

Tracey Vo

Diploma in Business Management

Adrienne Marie Debruyn

Diploma in General Business Studies

Gerald Prince Attipoe

Ricky Wai Kin Cheng

Nicholas Lee

With Distinction

Certificate

Certificate in Accounting

Yi Jen Wang

Certificate in Business Management

Francoise Jolois

Certificate in Computer Information Systems

Julie Anne Aver

Graduates from the Faculty of Community and Health Studies

Certificate

Certificate in Health Unit Coordinator

Harpreet Kaur Bagrian

With Distinction

Kim Biondic

With Distinction

Chelsea Bordignon

With Distinction

Danielle Marie Grainger

Ruth Rachel Hardy

Nicole Marie Ramsden

With Distinction

Jaskaren Singh

Certificate in Special Education Teacher Assistant

Nuro Ugas Mohamed

Rosa Yuk Fei Ng

With Distinction

Citation

Citation in Graduate Nurse Re-Entry

Christine Andrea DeLair

With Distinction

Graduates from the Faculty of Humanities

Diploma

Diploma in Fine Arts

Alison Jane MacDonald

Graduates from the Faculty of Science and Horticulture

Diploma

Diploma of Technology in Environmental Protection, Cooperative Education Option

Javier Orlando Gonzales

Graduates from the Faculty of Social Sciences

Associate Degree

Associate of Arts Degree in Criminology

Jessica Lea Hyde

Associate of Arts Degree in General Studies

Piotr Panel Kapela

Associate of Arts Degree in Psychology

Sarah Evelyn Boorman

With Distinction

Diploma Diploma in Criminology

Harmeet Singh Svadi

Diploma in General Studies

Ladan Nekoukar

Certificate

Certificate in Criminology

Kerry Elizabeth McGrath

Graduates from the Faculty of Trades and Technology

Certificate

Certificate in Automotive Service Technician

Tan Phat Dang

With Distinction

John Andrew Sauz de Grano

With Distinction

Manveer Dhaliwal

With Distinction

Rupinderpal Singh Dhindsa

With Distinction

Nathan Paul Enns

With Distinction

Patrick James Goosen

With Distinction

Kevin Allan Jensen

Brandon Matthew Jung

With Distinction

Glenn Kevin Kerrison

With Distinction

Dustin Vaughn Loewen

With Distinction

Derrick Brent Modelo

Michael Eduardo Najera

Geordi Alexander Shepherd

With Distinction

Adam Joseph Tuhkala

With Distinction

Certificate in Welding - Level C

Cale Clinton Andersen

Rick Andrews

With Distinction

Christopher Labucay Dafun

With Distinction

Michael Francisco deCarvalho

With Distinction

Joel Ronald Dymond

Timothy Joseph George

With Distinction

Daryl Robert Johnson

With Distinction

Thomas James Lorenzo Marinutti

With Distinction

Rohit Rehaan

With Distinction

James Michael Roberts
With Distinction

Jesse Scott

With Distinction

Aaron Anthony Van Egmond

With Distinction

Adrian Wasikowski

With Distinction

Ricky Dexter Harold Wiseman

With Distinction