



REMINDER

Board Meeting is at the

Surrey Campus
12666 – 72nd Avenue

Cedar Building
Room 2110
(Board Room)

Directions to Campus:

- Park in parking lot off 126 Street for reserved parking. (You may park anywhere you like, but this lot is closest to the Cedar Building).



01-31-06

Surrey Campus
12666 72nd Avenue, Surrey

Directions to Meeting Room

- Cedar Building is the building closest to 72nd Avenue
- Board Room (2110) is on the second floor

3:00 pm Regular Board Meeting
In camera Board Meeting to follow

- | | | |
|------------|--|--------------------|
| 1. | Presentation / Kwantlen Student Association | 30 min. |
| 2. | Call to Order | |
| 3. | Approval of Agenda | 1 min. |
| 4. | Consent Agenda / Gord Schoberg | 1 min. |
| | 4.1. Minutes 21 November 2012 | Page 5 |
| | 4.2. Political Fundraising Policy | Page 10 |
| | 4.3. Campus Planning Policy & Procedures | Page 12 |
| 5. | Board/Senate Task Force on Bi-cameral Governance / No report | |
| 6. | Governance Committee / Gord Schoberg | |
| | 6.1. Board Retreat Agenda | Page 18 2 min. |
| | 6.2. Program Discontinuance: Bachelor of Design in Graphic Design for Marketing, Diploma Option | Page 22 5 min. |
| | 6.3. Maclean's Article "The New Underclass" | Page 24 |
| 7. | Finance & Audit Committee / Shane King | |
| | 7.1. Third Quarter Financial Report | Page 25 2 min. |
| 8. | Student Affairs Report / Gordon Lee, Ron Maggiore | Page 28 10 min. |
| 9. | President's Report / Alan Davis | Page 33 15 min. |
| | 9.1. Correspondence from the Ministry | Page 83 |
| 10. | <u>Senate Report – October 29, November 26, December 17, 2012</u> | Follow link |
| | 10.1. President's Senate Update / Alan Davis | Page 86 3 min. |
| 11. | Next Meeting Agenda Contribution / Gord Schoberg | 1 min. |
| 12. | For the Good of the Order / Gord Schoberg | 2 min. |
| 13. | Evaluation of the Board as a Group / Iman Ghahremani | Page 89 3 min. |
| 14. | Information Package | Page 91 |
| 15. | Adjournment | |

Next Meeting

**Regular Board Meeting
Wednesday March 27, 2013**

Cloverdale Campus, Room 1853
3:00-7:00 pm



Board:
Meeting Date
Schedule No.:
Prepared by:

Regular
30 January 2013
4.1
Sandi Klassen

BOARD ITEM / Consent Agenda

Issue: Minutes for Approval

For Approval: THAT the Board of Governors approve the minutes of 21 November 2012.

**Wednesday, November 21, 2012
Surrey Campus Boardroom 2110**

Present	Board Kristan Ash Alan Davis/ President Geoff Dean Iman Ghahremani Sandra Hoffman Shane King Jared Penland Kim Richter Gord Schoberg / Chair Lisa Skakun Launi Skinner Ken Tung Amrik Virk	University Vice Presidents Gordon Lee / Provost & VP Academic Harry Gray / VP Finance & Administration University Community Members Sandi Klassen / University Secretary Kathy Lylyk / Executive Director Finance Louella Mathias / Director Organizational Risk Kerry Thompson / Office of the University Secretary Shelley Wrean / General Counsel
Regrets	Arvinder Bubber / Chancellor Yuri Fulmer	

Call to Order The Chair called the meeting to order at 3:00pm.

Approval of Agenda **The agenda was approved by consensus with the following revisions:**

- **Add Item 6.6 Appointment of Chair, Board Appeals Tribunal**
- **Defer Item 7.3 Bylaw No. 4, Fees Revision**

Consent Agenda **Moved by Jared Penland, seconded by Kim Richter:**
THAT the Consent Agenda be approved **MOTION CARRIED**

Items included in the Consent Agenda:

- Minutes 19 September 2012

New Business ***Senate Advice re Board Appeals Tribunal Procedures***
The Board Appeals Tribunal *Procedures* and *Terms of Reference* were approved at the September 19, 2012 Board meeting. A resolution was passed at that meeting for the Board to reconsider the procedures section after seeking advice from Senate, as required by the *University Act*.

The Board reviewed advice regarding the *Procedures* provided by Senate at its October Senate meeting. Senate will now have the

opportunity to provide advice regarding the *Terms of Reference* at the November Senate meeting.

**Moved by Shane King, seconded by Kristan Ash:
THAT the Board of Governors approve the revised *Board Procedures as Final Appeal Board – Non-academic Misconduct*.**

MOTION CARRIED

**Board/Senate Task Force on
Bi-cameral Governance**

Review of Board Manual Excerpts

The Task Force has now reviewed specific sections of the Board Manual related to Board and Senate interaction. Changes to Section 3, *Bi-cameral Governance*, and Section 16, *Strategic Planning*, will be incorporated into the manual.

Governance Committee

Board Governance Items

- ***Bylaw Revisions***
- ***Board Governance Policies***
- ***Board Governance Manual***

Members discussed revisions to the Bylaws, the Board Governance Policies and the Board Governance Manual.

ACTION – Sandi Klassen to provide a list of Universities which have adopted similar conflict of interest definitions, and protocols for elected members.

**Moved by Kenneth Tung, seconded by Launi Skinner:
THAT the Board of Governors rescind the following Bylaws:
Bylaw No. 1, *University Board and Officers*
Bylaw No. 2, *Powers, Duties and Benefits of the President*
Bylaw No. 5, *Board Conduct and Conflict of Interest*
Bylaw No. 6, *Reimbursement of Expenses Incurred by Board Members*
Bylaw No. 10, *Board of Governors Oath of Office*;**

AND

**THAT the Board of Governors approve revisions to Bylaw No. 3,
Meetings of the University Board of Governors;**

AND

**THAT the Board of Governors renumber Bylaw No. 9 as Bylaw No. 1
and Bylaw No. 8 as Bylaw No. 2;**

AND

**THAT the Board of Governors rescind all Board governance policies
and appendices except Policies 2.2 *Accountability of the President*,
3.4 *Financial Planning/Budgeting*, 3.5 *Financial Conditions and
Activities* and 3.6 *Asset Protection*;**

AND

THAT the Board of Governors approve revisions to Policy 2.2, *Accountability of the President*;

AND

THAT the Board of Governors approve the Board Governance Manual (“Board Manual”) as establishing the governance structure and policies pursuant to which the Board will exercise its responsibilities and discharge its duties;

AND

THAT the Board of Governors reconsider the Board of Governors Appeals Tribunal Non-academic Misconduct Terms of Reference, that form part of the Board Manual, after seeking the advice of Senate.

**MOTION CARRIED
Opposed - Kim Richter**

Review Notice of Position

The Notice of Position document, provided to potential Board members via the Board Resourcing and Development website was reviewed. The document is updated each time a Board vacancy occurs.

Moved by Geoff Dean, seconded by Jared Penland:

THAT the Board of Governors approve the Notice of Position for 2013 Board vacancies, with minor revisions.

MOTION CARRIED

Board Retreat

Suggestions for the annual Board Retreat were solicited and suggestions can be sent to Sandi Klassen. The 2013 retreat is scheduled for February 22-23 and strategic planning will be the priority topic. Members are asked to hold the dates in their calendars.

Code of Conduct Signing

Board members each signed a code of conduct declaration.

Risk Management Update

Harry Gray and Louella Mathias presented an update from the Office of Organizational Risk, and reviewed the strategy for establishing an enterprise risk management system at KPU.

Appointment of Chair, Board Appeals Tribunal

Per section 14.4 of the Board of Governors Appeal Tribunal Terms of

Reference, the Board Chair appointed Lisa Skakun as Chair.

Finance & Audit Committee

Second Quarter Financial Report

The Second Quarter Financial Report ending September 30, 2012 was presented to the Board for information. Financial reports now include a narrative for additional context.

Draft Board Budget 2013-2014

The 2013-2014 draft Board Budget was reviewed. The budget has been reduced by 1% from last year, in the Community Activities line.

**Moved by Iman Ghahremani, seconded by Sandra Hoffman:
THAT the Board of Governors approve the Board Budget 2013-2014.
MOTION CARRIED**

Bylaw No.4/ Fees Revision

Deferred to the January 30, 2013 meeting to allow for student consultation.

Student Affairs Report

The report from Student Affairs was discussed. Operational changes resulting from a realignment of student service departments have been initiated. The Board discussed student retention, success and failure rates, and moving the First Year Experience and its associated initiatives forward.

The Board would welcome establishing Key Performance Indicators (KPI) and then receiving regular KPI updates.

President's Report

The President reviewed his report to the Board which included academic, service and administrative departmental updates. The report will eventually become a community report for posting on the President's web site.

The Board discussed the progress of the Strategic Plan, the success of the associated town halls and the fulsome feedback received from the KPU community.

The President's Advisory Team (PAT) will be phased out. The President will instead engage with a pool of students who will represent KPU at community events, as appropriate. The goal is to provide an inclusive environment in which a variety of students will have an opportunity to participate.

Senate Report – September 24, 2012

President's Update

The President updated the Board on Senate activities.

Full Program Proposal, Bachelor of Science Major in Applications of Mathematics

Presented for information only.

Next Meeting Agenda Contribution

The following items were suggested for future meeting agendas:

- an update on senior positions and postings
- an update on the recruitment and retention plan for senior positions
- an update on extended hours of operation during peak times of the academic year
- an update on plans for a Student Union building
- an update on the academic plan as it relates to new programs

Agenda items may be forwarded to Sandi Klassen.

For the Good of the Order

- Kristan Ash was congratulated on her re-election to the Alumni Association Board
- the Kwantlen University Chorus will be in concert on Friday, November 23rd
- Gord Schoberg reported that he has been in conversation with the Minister of Advanced Education

Evaluation of the Board as a Group

Launi Skinner observed that members as a whole contributed balanced feedback, and were positive and constructive in their comments and recommendations. Dialogue and reports were regularly driven by the vision and mission. Conversation was polite but vigorous when appropriate, and conflicting and diverse viewpoints were considered. More time was spent with strategic leadership than administrative detail. There was a clear distinction between the role of the Board and that of the President. Long term impacts were considered. Overall, board members were supportive of each other. Launi felt that this had been a very positive meeting.

It was agreed that reflection on the meeting is a valuable tool that should be maintained. Board members who have offered to mentor new members were thanked. Shelley Wrean and Sandi Klassen were thanked for their work on the Board Manual.

Information Package

Information included an updated events calendar.

Next Meeting

The next scheduled meeting is on Wednesday, January 30, 2013 at the Surrey Campus.

Adjournment

The meeting adjourned at 5:40pm.

BOARD CHAIR

BOARD ITEM / Consent Agenda

Issue: **Political Fundraising Expenses Policy**

For Information: At its September 19, 2012 meeting the Board of Governors approved the Political Fundraising Expenses Policy for University Comment. The Policy was posted to the comment site on November 20, 2012 for six weeks. No comments were received. It now comes to the Board for final approval.

The Policy is attached for reference.

For Approval: **THAT the Board of Governors approve the Political Fundraising Expenses Policy.**

Policy History	
Policy No. BD023	Revised:
Approving Jurisdiction Board of Governors	Reviewed:
Signed By	Effective: 13 01 30
Administrative Responsibility President	Approved: 13 01 30

Political Fundraising Expenses Policy

CONTEXT AND PURPOSE

It is recognized that the University’s mission of education is fundamental to a democratic society; however the University and its resources should not be used to promote partisan political causes and candidates.

SCOPE AND LIMITS

This policy is intended to cover Municipal, Regional, Provincial and Federal political fundraising events.

This policy applies to the Board of Governors, Senators and all Kwantlen employees.

STATEMENT OF POLICY PRINCIPLES

1. Claims for expenses incurred for political fundraising events or other partisan purposes are expressly prohibited.

BOARD ITEM / Consent Agenda

Issue: **Campus Planning Policy & Procedures**

For Information: As required by the University Act, Section 27 (2) (d) and (e) the Board has the power,

“in consultation with Senate, to maintain and keep in proper order and condition the real property of the university, to erect and maintain the buildings and structures on it that in the opinion of the board are necessary and advisable, and to make rules respecting the management, government and control of the real property, buildings and structures;

In consultation with senate, to provide for conservation of the heritage sites of the university, including any heritage buildings, structures and land of the university.”

Senate approved the Campus Planning Policy and Procedures as their response to the request for consultation at its March 26, 2012 meeting.

As recommended by the Board Finance & Audit Committee, the Board of Governors approved the Campus Planning Policy and Procedures for University comment at its September 19, 2012 meeting.

The Policy and Procedures were posted for University comment for six weeks. No comments were received. It now comes to the Board for final approval.

The Policy and Procedures are attached for reference.

For Approval: **THAT the Board of Governors approve the Campus Planning Policy and Procedures.**

	Policy History
Policy No. BD024	Revised:
Approving Jurisdiction Board of Governors	Reviewed:
Signed By	Effective: 13 01 30
Administrative Responsibility Vice President / Finance and Administration	Approved: 13 01 30

CAMPUS PLANNING POLICY

CONTEXT AND PURPOSE

Section 27 (2) of the University Act states... “the board has the following powers:
(d) in consultation with the senate, to maintain and keep in proper order and condition the real property of the university, to erect and maintain the buildings and structures on it that in the opinion of the board are necessary and advisable, and to make rules respecting the management, government and control of the real property, buildings and structures;

(e) in consultation with the senate, to provide for conservation of the heritage sites of the university, including any heritage buildings, structures and land of the university;”
(underlining added)

The requirements of the Act with respect to real property are addressed through the following University processes:

- (1) Campus Planning Including conservation of heritage sites: this policy
- (2) Capital expenditure: capital budget
- (3) Maintenance: annual operating budget
- (4) Control: internal operating practices

This Policy and related Procedures provides the principles and procedures that will guide the orderly development and renovation of facilities and infrastructure to support the University’s mission and mandate. Campus planning includes a master plan for the future development of each campus and a multi-year capital plan which will identify all major new construction, repair, renovation and adaptive reuse or demolition of campus buildings and grounds.

SCOPE AND LIMITS

This policy addresses all projects involving the preparation and periodic updating of all of the University's master plan and multi-year capital plans including the identification of any heritage sites (buildings and/or grounds) owned by the University.

STATEMENT OF POLICY PRINCIPLES

1. The campus planning process is driven primarily by the academic needs of the University.
2. The University's campus planning process is guided by a concern for the environment with the goal of minimizing the University's environmental footprint.
3. Issues involving concerns of a heritage nature are addressed by the University as part of its planning processes.
4. The University ensures that a master plan and a multi-year capital plan is prepared for each campus and updated as required according to the evolving needs of the University.
5. The master plan and multi-year capital plan, as they are prepared and undergo major modifications, are presented to Senate for review and comment and then presented to the University Board for its review and approval.

DEFINITIONS

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

RELATED POLICIES & LEGISLATION

Legislation

University Act, Section 27 (2) (d), (e)

Policies

None

RELATED PROCEDURES

Refer to the Campus Planning Procedures AD103

	Procedure History
Policy No. BD024	Revised:
Approving Jurisdiction Board of Governors	Reviewed:
Signed By	Effective: 13 01 30
Administrative Responsibility Vice President / Finance and Administration	Approved: 13 01 30

CAMPUS PLANNING PROCEDURES

DEFINITIONS

Campus Planning: Campus Planning, for the purposes of this policy, is an all-encompassing term that embraces the University's Master Plan for the future development of each campus as well as a Multi-Year Capital Plan which identifies all major new construction, repair, renovation and adaptive reuse of campus buildings and grounds.

Master Plan: A Master Plan is a conceptual layout for a site; it looks at existing buildings, the next phase of growth, and long-range growth; it outlines a logical phased growth plan and indicates the maximum potential usage of a site.

Multi-year Capital Plan: A Multi-Year Capital Plan identifies priority major renovation and expansion projects for funding consideration including a preliminary cost estimate. The Multi-Year Capital Plan is provided to the Ministry of Advanced Education as requested.

Units: The term Unit is used within these Policy and related Procedures documents to describe any of the University's Faculties, schools, divisions, departments and other operating entities with responsibility for organizing and managing some aspect of the University's activities. Again, for the purpose of this Policy and Procedures, the dean, manager or supervisor of a unit will be referred to as its Head.

PROCEDURES

Preamble

Developing a Master Plan and Multi-Year Capital Plan for the University's campuses is a complex process that responds to a number of different factors and circumstances:

1. Academic requirements
2. Institutional growth
3. Optimal utilization of campus sites and buildings
4. Changes in the nature of the programming offered by the University and the impact on the types of spaces required to deliver the programming
5. Building obsolescence
6. Program, service and campus economies of scale

The Campus Planning process is governed by the principles articulated in the Policy document:

1. The campus planning process is driven primarily by the academic needs of the University.
2. The campus planning process is guided by a concern for the environment with the goal of minimizing the University's environmental footprint.
3. Issues involving concerns of a heritage nature are addressed by the University as part of its planning processes.
4. The University ensures that a master plan and a multi-year capital plan is prepared for each campus and updated as required according to the evolving needs of the University.
5. The master plan and multi-year capital plan, as they are prepared and undergo major modifications, are presented to Senate for review and comment (in relationship to academic plans and priorities) and then presented to the University Board for its review and approval.

The University maintains an on-line document outlining the steps involved in the planning of capital projects. This document is updated from time to time to reflect various changes including best practices:

http://www.kwantlen.ca/_shared/assets/Facilities_Capital_Project_Development_Stages18032.pdf

The section that follows outlines the responsibilities of the key areas of the University involved in various phases of the Master Planning Processes.

Responsibilities of University Entities Involved in Master Planning Processes

Heads of University Units

Heads of University units are responsible for

1. The identification of short and long-term space requirements to support changes within their area of responsibility. This includes reductions in space requirements and any anticipated increases in requirements. Requirements are provided to the Director of University Space on a regular basis.

Vice President, Finance and Administration

The Vice-President, Finance and Administration is responsible for:

1. Providing leadership and advice to the University's campus planning activities
2. Ensuring that master plans and multi-year capital plans are developed and updated as required
3. Engaging the knowledge and expertise of University staff with knowledge of the requirements of the University and its various units
4. Engaging, as required, external, professional expertise to assist in the development of master plans and multi-year capital plans
5. Providing advice and recommendations to senior administration, Senate and the Board regarding site and building planning issues

Senate

The Senate is responsible for:

1. Providing advice on campus planning issues as it relates to academic plans and priorities
2. Reviewing and providing advice on master plans and multi-year capital plans

Board of Governors

The Board of Governors is responsible for:

1. Reviewing and providing advice on master plans and multi-year capital plans
2. Approving master plans and multi-year capital plans

RELATED POLICY

Refer to Campus Planning Policy AD103



Board:
Meeting Date
Schedule No.:
Presented by:

Regular
30 January 2013
6.1
Gord Schoberg

BOARD ITEM / Governance Committee

Issue: **Board Retreat Agenda**

For Information: The Board Governance Committee reviewed the attached Board Retreat Agenda and presents it to the Board for possible comments.

Also attached is a bio on guest speaker, Ken Steele.

Friday, February 22, 2013

1:30-1:45 pm	Welcome / Introductions	Thompson Room
1:45- 3:15 pm	The Road Ahead for Higher Ed: Emerging Trends 2013 / Ken Steele, Co-founder, Academica Group Inc.	
3:15-3:30 pm	Refreshment Break	
3:30-4:30 pm	Discussion: Implications of Ken Steele's Presentation	
4:30-6:00 pm	Free Time	
6:00 pm	Dinner & Networking	Tremonto Restaurant

Saturday, February 23, 2013

8:00 – 8:30 am	Breakfast	Thompson Room all day
8:30 – 10:00 am	Vision 2018 Update / Alan Davis	
10:00-10:30 am	Refreshment Break	
10:30 am – 12:00 noon	Issues Arising from Vision 2018, Part 1 <ul style="list-style-type: none"> a) Academic Plan / Alan Davis, Kathleen Bigsby b) KPU versus Kwantlen / Debate by Alan Davis and Geoff Dean c) Student Retention / Kathleen Bigsby 	
12:00-1:00 pm	Lunch	
1:00-2:30 pm	Issues Arising from Vision 2018, Part 2 <ul style="list-style-type: none"> a) Campus Identity / Alan Davis b) External Relations / Jeff Norris c) Other Issues Identified by the Board 	
2:30-3:00 pm	BC Political Context / Alan Davis	
3:00-3:30 pm	Wrap up	

Ken Steele



Bio

Ken Steele has become Canada’s most sought-after campus presenter because he continually synthesizes breaking news, research, data and trends, and delivers ever-changing, fast-paced, dynamic presentations incorporating rich media, great humour, and insights specific to the audience and institution. Ken engages a broad range of campus stakeholders with his unique and comprehensive perspective on higher education – as former academic, entrepreneur, co-founder of Academica Group, editor of Canada’s leading PSE news daily, and consultant to a hundred institutions across the country.

Former Academic

Ken is a “**lapsed academic**,” who earned more than 30 major graduate and undergraduate awards while studying English Literature at Western University and the University of Toronto. As a PhD student, he taught first-year Shakespeare, edited hundreds of electronic renaissance texts, published and presented, and launched an online SHAKSPER conference that persists 26 years later.

Award-winning Entrepreneur

Ken is also an **experienced entrepreneur** who has managed an advertising agency and three consultancies, won national awards for marketing strategy, and won regional business awards for public service and outstanding business achievement.

Co-Founder of Academica Group

For the past ten years, the company Ken co-founded, **Academica Group**, has conducted the largest PSE consumer studies in the world, amassing millions of insights into higher ed perceptions, trends, and marketing communications effectiveness.

Experienced Consultant

Ken has **consulted extensively** with a hundred colleges and universities across Canada, helping them interpret market research, understand their competitive context, and develop distinctive institutional strategies and brand positions.

Canada's Leading News Source

And last but not least, for the past six years more than 16,000 subscribers have come to rely on Ken as creator and editor of Canada's leading PSE news daily, ***Academica's Top Ten***, which concisely summarizes news, trends, best practices, and research insights affecting institutional strategy and branding, recruitment marketing, government policy, governance, curriculum delivery and pedagogical innovation, in Canada and around the world.

Retreat Topic:

The Road Ahead for Higher Ed: Emerging Trends 2013

(90-120 min or full-day workshop)

In this fast-paced, entertaining, and sometimes startling presentation, Ken synthesizes a vast array of research, news, trends and forecasts to provide an unparalleled “big picture” view of emerging trends shaping the course of higher education in Canada and around the world. Always up-to-the-minute and continually changing, “The Road Ahead” explores the signs of change in demographic projections, evolving social and political trends, growing economic pressures, budgetary responses from outsourcing to advancement, internationalization, new approaches to classroom pedagogy and a range of new technologies. Governing boards and senior administrators should note the warning signs of increasingly litigious students, precarious presidencies, and faculty unrest. In particular, Ken warns that the disintermediating power of the internet may seriously disrupt the traditional business model of higher education, with new global competition, open educational resources, and peer-to-peer learning sites.

BOARD ITEM / Governance Committee

Issue: **Program Discontinuance: Bachelor of Design in Graphic Design for Marketing, Diploma Option**

For Information: At its November 07, 2012 meeting the Senate Standing Committee on Curriculum (SSCC) reviewed the Program Revision memo (attached) from Graphic Design for Marketing regarding the withdrawal of the Diploma Option from the program. SSCC recommended Senate approve the program discontinuance.

At its December 07, 2012 meeting the Senate Standing Committee on Academic Planning and Priorities reviewed and recommended Senate approval of the discontinuance of the Bachelor of Design in Graphic Design for Marketing, Diploma Option.

The request was not sent to the Senate Standing Committee on University Budget since there are no financial implications of the request.

At its December 17, 2012 meeting, Senate approved the Program Discontinuance and recommended it to the Board of Governors for approval.

The Board Governance Committee reviewed the request at its January 16, 2013 meeting and recommend it to the Board for approval.

The University Act says the following:

Section 35.2(6) "The senate of a special purpose, teaching university must advise the board, and the board must seek advice from the senate, on the development of educational policy for the following matters:

(b) the establishment, revision or discontinuance of courses and programs at the special purpose, teaching university;"

For Approval: **THAT the Board of Governors approve the discontinuance of the Bachelor of Design in Graphic Design for Marketing, Diploma Option.**

MEMORANDUM

TO: Senate

CC: Ken Hughes

FROM: Carolyn Robertson

DATE: 11-Dec-12

SUBJECT: Bachelor of Design in Graphic Design for Marketing (GDMA) – withdrawal of Diploma option from program

At the Faculty of Design September 2012 Curriculum Committee meeting, GDMA's request to withdraw its Diploma option in readiness for the September 2013 student intake was approved. This request was further approved by the Senate Standing Committee on Curriculum (SSCC) at its November 7, 2012 meeting as well as the Senate Standing Committee on Academic Planning & Priorities (SSCAPP) at its December 7, 2012 meeting.

Rationale

The rationale for this request is three-fold:

1. A recommendation from External Reviewers who participated in GDMA's recent Program Review.
2. National/International standards in graphic design education are increasingly moving towards the accreditation of graphic designers, which typically requires the completion of a degree program at an accredited institution. Ontario – through the Association of Registered Graphic Designers of Ontario (RGD Ontario) – already has such a requirement.
3. Kwantlen's own data confirms that barely a handful of GDMA's students have chosen the Diploma option since the inception of Bachelor Degree in GDMA in 2004. Usually financial difficulty has been the reason for students to choose this qualification. There are, however, other avenues available to students, to take care of these types of situations.

Students who are currently in the program will not be affected by this change.

As both the intake process and curriculum are identical for degree and diploma students, the only difference is the student's length of time in the program.

Senate's approval is requested.



Board:
Meeting Date
Schedule No.:
Presented by:

Regular
30 January 2013
6.3
Gord Schoberg

BOARD ITEM / Governance Committee

Issue: **Maclean's Article "The New Underclass"**

For Information: Please follow the link to the Maclean's article, "The New Underclass". It is very important that Board Members read it.

http://www2.macleans.ca/2013/01/16/the-new-underclass/#.UPciv_LtSQw.email

BOARD ITEM / Finance & Audit Committee

Issue: **Third Quarter Financial Report**

For Information: The Third Quarter Financial Report and accompanying notes are attached following a review by the Finance & Audit Committee at its January 15, 2013 meeting.

Kwantlen Polytechnic University
Quarterly Projection of Operating Funds *
For Quarter Ending December 31, 2012

(in thousands)	Annual Budget FY12/13	Quarter ending December 31, 2012	Actual % of Budget FY12/13	Projection to March 31, 2013	Annual Budget FY11/12	Quarter ended December 31, 2011	Actual % of Budget FY11/12
Revenue:							
Grants	71,215	52,289		71,200	71,215	53,376	
Domestic tuition	36,809	23,925		34,600	34,921	23,658	
International tuition	11,181	9,562		13,700	8,968	7,904	
Access and other fees	4,243	3,012		4,200	3,760	3,150	
Interest, shop earnings and other income	3,640	2,615		3,600	3,590	2,967	
	<u>127,088</u>	<u>91,403</u>	72%	<u>127,300</u>	<u>122,454</u>	<u>91,055</u>	74%
Expenses:							
Salaries	86,151	61,499		86,200	85,526	59,759	
Benefits	19,072	13,182		19,100	17,818	13,961	
Salaries and benefits	<u>105,223</u>	<u>74,681</u>	71%	<u>105,300</u>	<u>103,344</u>	<u>73,720</u>	71%
Travel and professional development	2,276	1,641		2,300	2,185	1,366	
Supplies	3,946	2,360		3,900	3,984	2,483	
Fees and services	4,767	3,955		4,800	4,482	3,770	
Facilities	5,589	3,296		5,500	5,136	3,380	
Leases, property taxes and insurance	322	342		400	360	315	
Contributions to Kwantlen Polytechnic Unive	1,000	1,000		1,000	600	1,171	
Transfers to other funds	4,600	4,677		5,100	3,700	5,939	
Non-salary expenses	<u>22,500</u>	<u>17,271</u>	77%	<u>23,000</u>	<u>20,447</u>	<u>18,424</u>	90%
	<u>127,723</u>	<u>91,952</u>	72%	<u>128,300</u>	<u>123,791</u>	<u>92,144</u>	74%
Excess of revenue over expenses	<u>(635)</u>	<u>(549)</u>		<u>(1,000)</u>	<u>(1,337)</u>	<u>(1,089)</u>	

* includes Revenue Generating activities

Kwantlen Polytechnic University
Quarterly Projections for Operating Funds
For Quarter Ending December 31, 2012

Notes for December quarterly projections:

Revenue:

- Ministry Grant does not include any funding for Allowable Capital Allowance previously was part of the Ministry monthly transfer. Ministry changed process mid fiscal year and is now considering this allocation to be routine capital and institutions draw the funds down as required.
- Domestic tuition is slightly below target, which budgeted a 2% increase in enrollment. However, there is a slight decrease shown due to change in domestic ESL tuition; previously, students were charged tuition directly, but institutions now invoice the Ministry for these programs.
- International enrollments are up by 100 fte's from budget which results in a 22% favorable variance from budget.

Expenses:

- Salaries and benefits have increased due to progression through salary steps, and benefits costs have increased overall.
- Non salary expenses have for the most part decreased as we have encouraged all faculties and units to tighten controls over non-salary spending.
- Transfers to Kwantlen and other funds have been processed earlier than in prior years.

As in Q2, the Annual Budget column has been updated to include the changes that were approved by the Board for the midyear budget allocations.

At this time, the expectation with domestic enrollment being flat and other inflationary factors, the surplus will be less than in the previous year.

BOARD ITEM / Student Affairs Report

Issue: **Student Affairs Report**

For Information: Following is the Student Affairs Report, plus a document on extended hours of operation.

**DIVISION OF STUDENT AFFAIRS
BOARD OF GOVERNORS REPORT
JANUARY, 2013**

The following reflect highlights in the Student Affairs division since the last meeting of the Board:

ATHLETICS

❖ **Women's Basketball trip to Puerto Rico**

Women's basketball team travelled to PR from December 26 – Jan 2nd. They competed against three division 3 teams as part of an NCAA tournament.

❖ **PACWEST Updates**

- Men's Basketball athlete, Ali Bosir, continues to hold onto his #1 ranking in the country in rebounds.
- Badminton is currently ranked 2nd in the PACWEST with 2 tournaments remaining

CENTRE FOR CO-OPERATIVE EDUCATION AND CAREER SERVICES

❖ **Co-operative Education**

Co-op continued to build relationships with industry to expand work-integrated learning opportunities for students. During Fall 2012, 141 Co-op jobs were posted for students to begin in Spring 2013, an increase of 15% over the same period last year.

Organizations recruiting Kwantlen Co-op students for this period included Canada Revenue Agency, KPMG, City of Richmond, Sierra Wireless and PCL Construction. As of December, Spring 2013 placements were up 8% (65) over those of Spring 2012 (60).

❖ **Career Services Online Job Posting System**

Kwantlen's job posting system, Career Connection, saw 59 new employer contacts post 118 full-time, part-time, and volunteer job opportunities for students and alumni during November and December. This represents a 28% increase in new employer contacts and a 103% increase in the number of opportunities posted over the same time last year. Some of these new employer contacts to Kwantlen include the BC Ministry of Social Development, Hudson's Bay Company and the Economic Development Association of BC. In addition, 177 students and alumni joined the online job posting and career event system to access these valuable opportunities.

❖ Career Services Events

- **Careers in Accounting**
Career Services and Co-op hosted a “Careers in Accounting” event on November 23rd. Over 60 accountants (many co-op alumni and current employers) and 200 students attended this successful event.
- **Volunteer Expo – Richmond and Langley**
Planning began for two more events on the Richmond and Langley campuses (Richmond - January 22nd and Langley - January 23rd). These organizations include Canadian Cancer Society, Big Brothers Big Sisters, Elizabeth Fry Society and the Richmond Youth Service Agency.
- **Kwantlen’s Annual Career Day**
Scheduled for March 5th, 2013, Kwantlen’s annual Career Day brings together students, alumni, faculty and employers in a tradeshow environment. As of the end of December, Career Services had 30 employers committed to participating in the event including CGA, RCMP, BC Hydro and Telus

OFFICE OF NEW STUDENT PROGRAMS

- ❖ Launched over 20 helpful videos for prospective students in multiple languages (see <http://www.kwantlen.ca/futurestudents/events/helpfulvideos.html>)
- ❖ Initiated “Kwantlen Discovery Day”, a new recruitment event targeting Grade 12 students from local districts. This event was attended by more than 45 students and parents. We expect to see these numbers increase for the upcoming Langley school district event.
- ❖ Collaborated with the faculty of Academic and Career Advancement to identify new recruitment events and opportunities to meet the ACA developmental FTE targets. A new recruiter will be hired to focus more effort in this faculty.

OFFICE OF THE REGISTRAR

REALIGNMENT

- ❖ With the departure of Julia Denker in Enrolment Services, a re-organization of responsibilities at the director level staff was implemented as follows:

Associate Registrar: Admissions, Graduation, and Student Enrolment Services – Zena Mitchell

Associate Registrar: Registration, Records, and Systems – Warren Stokes

Associate Registrar: Student Financial Services – John Boylan

ADMISSIONS, GRADUATION, STUDENT ENROLMENT SERVICES

- ❖ Admissions staff collaborated with Assessment and Testing Services to streamline the recording of testing results. The outcome has resulted in faster turnaround time for admission processing.
- ❖ Records, IET and Registration worked together to revise our systems and business process to ensure all grades for all terms now roll nightly – year-round.
- ❖ Now electronically sending and receiving transcripts to/from the University of the Fraser Valley. Testing with UBC is underway.
- ❖ Established operational procedures for payment Transelect machines that meet Payment Card Industry (PCI) security compliance standards.

REGISTRATION, RECORDS, AND SYSTEMS

- ❖ Commenced the campus-wide Time Table Advisory Committee to establish university wide standards, regulations, best practices for academic timetables, and recommend the optimal class matrix.
- ❖ Launched a modified version of web-based course search tool, allowing students and public to search for available seats in Continuous Intake study blocks with instructor, date, and campus.
- ❖ Registration transitioned the reserved seats pilot project to full operational status. Four Faculties plus Co-Operative Education used reserve seats for spring 2013 registration.

STUDENT AWARDS AND FINANCIAL ASSISTANCE (SAFA):

- ❖ Delivered, in conjunction with the Royal Bank of Canada (RBC), the inaugural six (6) “Lunch & Learn” Financial Literacy Workshops during the month of November (Financial Literacy Month).
- ❖ Successfully implemented the National Student Service Loan Service Centre (NSLSC) Portal to electronically confirm enrolment for all out-province integrated loans.
- ❖ Final stage of discussions on the soft launch of a pilot Work Study Program (Feb 2013).
- ❖ In conjunction with the Student Engagement Office, established the Aboriginal Emergency Assistant Fund, that offers up to \$700 per student.

STUDENT ENGAGEMENT

❖ **Automated Appointment Scheduling System**

In collaboration with IET, a new online system that will enable students to make academic advising appointments has been identified. Implementation in Spring 2013 is anticipated.

❖ **January 2013 New Student Orientation**

295 new Kwantlen student attended new student orientation sessions at the Richmond, Surrey and Langley campuses on Thursday, January 3rd ahead of their first week of classes at KPU.

❖ **January 2013 Welcome Week**

Organized by the Kwantlen Student Association, Welcome Week for the Spring 2013 semester occurred January 7-10 at the Richmond, Langley, Cloverdale and Surrey campuses. A free pizza lunch was provided for all students who participated and various Kwantlen student clubs and service areas took advantage of the opportunity to set-up information booths.

❖ **Student Leadership Conference 2013**

KPU's 5th annual Student Leadership Conference will occur on Saturday, January 26th on the Surrey campus with its associated Spotlight on Student Leadership event featuring a number of free keynote sessions on Thursday, January 24th. Previous conferences have yielded extremely positive feedback from attendees and this year's promises to be no different with over 18 conference sessions for attendees to choose from and keynote addresses from KPU's own Dr. Alan Davis, Kim Baird of the Tsawwassen First Nation, author Chris Turner, and former Vancouver Canuck Ryan Walter.

❖ **Aboriginal Gathering Place Cedar Weaving Workshops**

October featured a free cedar weaving workshop for KPU students, faculty and staff lead by Nisga'a student Patricia Stewart. Spaces for the session filled nearly instantly and the workshop will be offered again in the spring with some dedicated sessions for international students.

Respectfully submitted,

**Ron Maggiore
Vice Provost - Students**



Standard Hours of Operation: 8:30 to 4:30 Monday - Friday

Student Enrolment Services (SES) – Front Counter Hours of Operation

Campus	Phone	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
Langley	604.599.2000	9:00am 4:00pm	9:00am 4:00pm	9:00am 4:00pm	9:00am 6:00pm	1:00pm 4:00pm	Closed
Richmond	604.599.2000	9:00am 4:00pm	9:00am 4:00pm	9:00am 6:00pm	9:00am 6:00pm	9:00am 2:00pm	Closed
Surrey	604.599.2000	9:00am 6:00pm	9:00am 6:00pm	9:00am 4:00pm	9:00am 4:00pm	9:00am 2:00pm	Closed
Cloverdale*	604.599.2000	8:45am 5:00pm	8:45am 5:00pm	8:45am 3:30pm	8:45am 5:00pm	8:45am 5:00pm	Closed

*Students on the Cloverdale campus may access support services through the [Dean's Office](#).

SES Extended Hours during the First Week of Classes: 2013

Campus	Phone	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
Langley	604.599.2000	8:30am 7:00pm	8:30am 7:00pm	8:30am 7:00pm	8:30am 7:00pm	8:30pm 4:00pm	Closed
Richmond	604.599.2000	8:30am 7:00pm	8:30am 7:00pm	8:30am 7:00pm	8:30am 7:00pm	8:30pm 4:00pm	Closed
Surrey	604.599.2000	8:30am 7:00pm	8:30am 7:00pm	8:30am 7:00pm	8:30am 7:00pm	8:30pm 4:00pm	Closed
Cloverdale*	604.599.2000	8:30am 5:00pm	8:30am 5:00pm	8:30am 5:00pm	8:30am 5:00pm	8:30pm 5:00pm	Closed

All campuses are open until 6pm on the Fee Payment Deadline of each term



BOARD:
MEETING DATE:
SCHEDULE NO.:
PRESENTED BY:

Regular
January 30, 2013
9
Alan Davis

BOARD ITEM / President's Report

Issue: **President's Report**

For Information: Please see the attached document.

President's Report to the Board – January 21, 2013

2012 closed in style with the major announcement of funding for a new “School of Design” facility at KPU Richmond: Premier Clark and Minister John Yap along with Chip Wilson and staff from Lululemon joined us in an energetic event on December 7th. Planning is now underway in earnest to meet the deadlines and expectations of this project, and the announcement has stimulated discussions about the future of each campus, as also identified in the strategic plan discussions.

Development of the strategic plan continues according to our original timelines, and a second round of “town hall” events has concluded. Gordon Lee is leading the development of KPU’s Academic Plan within the framework of the university’s emerging goals and strategies.

I have continued my circuit of events and meetings with key community leaders, including an event hosted by Coast Capital Savings in Vancouver, the City of Surrey, SD 33, the Ladner and Langley Rotary Clubs.

The selection advisory committee for the recruitment of the Provost has been established and the position has been posted for several weeks. The review of applications begins on March 1st, with the process to be complete by May 31st. Other senior administrative recruitment processes are also well underway.

In November I attended the meeting of the International Association of Universities, and I will follow up with Stuart McIlmoyle, our new Associate VP for International Education regarding our continuing membership.

On January 7th, the 2013 honorary doctorates were announced, and further press will be engaged closer to the ceremonies on May 31st. A copy of the press release is attached.

Also attached are the regular reports of the various KPU Faculties and divisions. These will inform the first community report to be issued in June 2013.

For immediate release

January 7, 2013

KPU to honour four outstanding British Columbians with honorary degrees in 2013

(Metro Vancouver, BC) – Kwantlen Polytechnic University (KPU) is thrilled to announce its selection of four distinguished British Columbians who will receive honorary doctor of laws (*honoris causa*) at spring convocation this year. KPU’s list of honorary doctorates includes champions in women’s soccer, social activism, nonprofit organizations, and sustainable food production.

Captain of the Canadian women’s soccer team, Christine Sinclair, who was also named Canadian Athlete of the Year, and Canadian Female Athlete of the Year, is one of the game’s most prolific scorers and a talisman for our country. “I’m drawn to Kwantlen’s mission statement and appreciate the sense of commitment the university invests to build strong relationships among students, alumni and the community,” said Sinclair. “I am excited to accept this honorary degree, and will be very honoured to be part of the extended Kwantlen team, and that sense of team is indeed, very important to me.” Leading by example, Sinclair is universally respected by opponents, and her modesty, drive, and passion are hallmarks of her on-field persona.

For over 40 years, Charan Gill, author, entrepreneur, and founder of PICS, Progressive Intercultural Community Services, has initiated, operated and successfully run a variety of programs for immigrant youth, women, seniors and farm workers. “I am delighted to know that KPU is bestowing upon me the honorary doctor of laws degree in recognition of my community development work. It gives me great pleasure to accept this honour,” said Gill. “This encourages me to continue our work for the community to ensure intercultural understanding and acceptance so we can all live with peace and harmony.”

Currently CEO of the Vancouver YWCA, Janet Austin has committed herself to achieving women’s equality and improving the lives of women and their families. “I am deeply honoured to be recognized by Kwantlen Polytechnic University – an institution I greatly admire for its profound commitment to social, economic and environmental sustainability and to integrating academic learning with community engagement and civic responsibility,” said Austin. Through the YWCA Austin has emphasized social and community development including early learning and care for children, social housing, and advocacy for mothers without legal status.

Susan Davidson has been at the forefront of the Lower Mainland’s organic agriculture sector for over 20 years. An entrepreneur, fundraiser, leader in her community and founder of Glorious Organics Cooperative, Davidson’s major priority has been to grow the capacity of the organic agriculture sector in support of small-scale farms using sustainable practices. “I am so honoured to receive such distinguished recognition,” said Davidson. “Working together in education-industry-community partnerships is critical to deepening the resilient networks we need to feed our bodies and souls in these threatening times.”

“KPU is proud to recognize the diverse and extraordinary achievements of these four outstanding British Columbians,” said Dr. Alan Davis, president and vice-chancellor of KPU. “Our university recognizes these individuals for their distinguished, significant contributions and accomplishments. Their excellence continues to reflect positively upon their communities and KPU.”

Honorary degrees are awarded to those *honoris causa* (for the sake of honour) in recognition of dignified achievements or outstanding service to the public. Nominees are exceptionally distinguished: scholars, creative artists, public servants, persons prominent in the community and the professions, and others who have made significant contributions locally, nationally, or globally. Members of the community-at-large are invited to nominate honorary degree candidates.

Kwantlen Polytechnic University has been serving the Metro Vancouver region for 30 years, and has opened doors to success for more than 250,000 people. Four campuses—Richmond, Surrey, Cloverdale and Langley—offer a comprehensive range of sought-after programs, including business, liberal arts and science, design, health, trades and technology, apprenticeships, horticulture, and academic and career advancement. Over 18,000 students annually have a choice from more than 200 programs, including bachelor’s degrees, associate degrees, diplomas, certificates and citations. Please visit: kwantlen.ca.

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For more information on KPU contact:

Cara Johnson
Media Specialist

Tel: 604.598.6196
cara.johnson@kwantlen.ca

Provost & Vice President Academic

Major Initiatives

The Provost's office is currently engaged in the following initiatives.

- Work is progressing on a new admissions framework for KPU. An Arts Degree Pathway is under development and other pathways will follow. These pathways are intended to improve student success and retention.
- Searches for an Executive Director, Continuing & Professional Studies and a Dean of Business are underway. Search Advisory Committees have held their initial meetings and approved search documentation. Short list interviews are scheduled for May 2013.
- The Search for a Vice Provost Teaching and Learning is progressing. The Search Advisory Committee has reviewed an initial list of potential applicants.
- The development of an Academic Plan as a component of KPU's Strategic Plan is now underway. A Planning Secretariat that will be responsible for steering the development process held its first meeting in early January. A development process has been created and circulated to Senate. The academic plan will include goals, graduate outcomes, goals for teaching and learning and the scholarship of teaching and learning, goals for research and scholarship, as well as enrolment targets.

Personnel Changes

Stuart McIlmoyle, AVP International Education started work in early January. He is currently engaged in meetings with key personnel across KPU. Within the next few months, he will develop a draft plan for international education that will include strategies for increasing our international student numbers, diversifying our student recruitment and enrolling more international students in Faculties other than Business and Academic and Career Advancement.

The Provost has appointed Kathleen Haggith, Associate Dean, Faculty of Academic and Career Advancement Interim Dean of the Faculty. Kathleen has appointed Joel Murray as Acting Associate Dean. A search for a Dean will commence after the Board approves a new Policy that will guide future Senior Administrative Searches.

The Provost has restructured administration in the Faculty of Design in order to address the unprecedented demands of developing the Chip and Shannon Wilson School of Design over the next three years. George Verghese has been seconded to work directly on the project with responsibilities for developing the applied research component and for managing the development of the new building.

The Provost has appointed Carolyn Robertson, formerly Associate Dean Community and Health Studies, as Interim Dean of the Faculty of Design, and Mary Boni, a former Coordinator of Fashion Design, as Acting Associate Dean.

There have also been some changes in the Provost's Office. Shirley McKendry has left KPU to pursue other opportunities. The Provost has appointed Judie Phillips, formerly Assistant Dean of Arts at SFU to the position of Special Assistant to the Provost.

Steve Dooley has joined the Provost's Office as Director, Community Engagement for a period of six months. In this role Steve will be responsible for expanding KPU's community engagement activities and will work with the Provost's office on the academic planning process. Steve will support university efforts to build community partnerships with a wide

range of stakeholder groups including First Nations/Aboriginal; non-profit organizations and community tables; and the business sector. He will be responsible for the development, coordination and reporting of ongoing KPU partnerships that facilitate applied research and practicum opportunities. His community engagement role will include establishing and reporting on MOUs that formalize community partnerships.

Faculty of Academic and Career Advancement

Dean's Office

The Dean's Office of the Faculty of Academic and Career Advancement is in a state of transition, with a number of staffing changes to note. Former Dean, Christine Crowe, resigned from her position in November; her last day with the institution was December 31, 2012. Kathleen Haggith (former Associate Dean of the Faculty) was appointed Dean Pro Tem as of January 1, 2013. On January 7, 2013, Joel Murray, a current English Language Studies faculty member, began a six-month term as the interim Associate Dean. Trina Ojo, a staff member of the Dean's Office, and Susan Saint, an English Language Studies faculty member, returned to their positions after completing their terms as Loaned Representatives to the United Way. A replacement administrative assistant was also hired by the Dean's office. Over the next six months, the Dean's Office will be involved in a variety of initiatives including the development of a Faculty academic plan and the implementation of the Developmental Education Plan.

Programs – New, Revised, Reviewed

Academic and Career Preparation (ACP)

- ACP's Program Review of the Adult Basic Education (ABE) program is now entering the Action Plan phase, and timelines/completion dates for various actions have been listed and prioritized.
- Discussions continue with Admissions and Student Enrolment Services about major changes to the procedures for admission, registration and grade reporting for students in Continuous Intake (ABE) sections.
- ACP is anticipating increases in the number of Qualifying Studies sections offered in 2013-14 and subsequent years, as part of the Faculty of Academic and Career Advancement's plan to meet Developmental FTE targets mandated by the Ministry. Some restructuring of ACP's two course streams will be necessary as a result.

Access Programs for People with Disabilities (APPD)

Structure Review

Several simultaneous processes have been implemented in order to adjust to the current internal departmental changes and to meet demands of the program:

- determining the departmental priorities;
- reviewing internal guidelines and processes;
- revising internal roles and responsibilities of Chair and Instructional Associate (IA) Coordinator; and
- reviewing internal communication processes to ensure consistency and clarity of messages.

Program Re-design

The Working Group, now at the concluding stage for the tasks assigned, met with the department to share the proposed revisions and envisioned re-design of the new curriculum. The group, the Chair and the IA Coordinator and the Dean met to discuss implementation timelines. Therefore, the Department continues to be engaged in the re-design and re-development of program curriculum by:

- revising and suggesting course offerings and moving to a semester system;

- modifying and reviewing some of its processes to be more in line with those of the University; and
- continuing with the Academic Review/Program Revision 2011-2012 initiated by the Dean's Office as a response to the questions raised by the Senate Standing Committee on Curriculum (SSCC).

English Language Studies (ELST)

Accelerated English Language Studies Courses Update

The second session of the ELST accelerated mode courses (courses offered in seven versus fifteen weeks) finished on Dec 18, 2012. Although challenges were encountered with this first mid-semester intake in regards to registration, students were positive about this study opportunity.

An evaluation of this program offering will be conducted in collaboration with Institutional Analysis and Planning.

Marketing of ELST

A proactive marketing campaign targeting the domestic market is underway using conventional channels and social media.

Career Choices, Life Success (CCLS)

Needs Assessment

CCLS continues curriculum revision and course outline development to reflect the current classroom best practices. A comprehensive marketing strategy for CCLS was initiated in December 2012 to ensure the Department continues to operate at full capacity. Fall 2012 enrolment numbers were below the usual "full" and "wait-list" norm that CCLS Langley campus has enjoyed for the past 20 years.

Our Students

Access Programs for People with Disabilities (APPD)

APPD Employment Success

Twenty-two percent of current students will be employed during this season. This is a great achievement for our students and reflects the impact of our programs and KPU in the communities we serve.

Fundraising Campaign

APPD students and staff participated in the annual Purdy's fundraising campaign. Students sold, sorted and distributed the orders. The Department sold \$6,400 worth of orders, resulting in a profit of \$1,280 for APPD. The funds will be used to subsidize the student graduation dinner.

APPD Alumni Updates

Alumni in APPD are very active and engaged groups. Alumni groups at Surrey (18 alumni), Richmond (28) and Langley (35) campuses organized and participated in their annual Christmas dinners. Eighty percent of the attendees are currently employed. The recently elected Chair and Co-chair of the Richmond Alumni group ran their first meeting this month and thanked the group members for their support.

Our Faculty & Staff

ACP has had two searches for contract instructors this term, for both the English and the math/science halves of the Department. Four instructors have been added to the contract faculty lists. ELST also underwent a successful search process for their qualified faculty list.

Faculty Achievements

Two ACP instructors have a time-release for other duties at Kwantlen: Diane Walsh to the KFA, and Colleen McGeoff Dean to Program Review.

Arthur Ling, an ELST faculty member, also received time release to coordinate external partnership opportunities. Primary responsibilities for the coming year will include teacher training and serving as the instructional contact with our Fuyang partner.

New Chairs and Coordinators

In ACP, Aimee Begalka began a three-year term as Co-Chair in January 2013, replacing outgoing Co-Chair Danny Wrench.

APPD Staffing Needs

During the fall, the Department experienced multiple Instructional Associate (IA) staffing and coverage needs. The staff adjusted very well to the challenges under the direction of the new IA Coordinator and engaged in a search process to hire an additional auxiliary IA staff member.

Special Events

Payback: Debt and the Shadow Side of Wealth with guest speaker Margaret Atwood

ACP's next event will be February 16th 2013, when **Margaret Atwood** will speak at the Richmond Melville Centre for Dialogue. Registration begins at 3:30 pm with the event running from 4:00 p.m. to 8:00 p.m. The event also features a documentary based on Margaret Atwood's bestselling book *Payback: Debt and the Shadow Side of Wealth*, which offers a fascinating look at debt as a mental construct. The documentary traces how debt influences relationships, societies, governing structures and the fate of the planet.

Faculty of Arts

The Faculty of Arts greeted the New Year with two new Associate Deans, Dr. Romy Kozak and Dr. Diane Naugler. Dr. Kozak began her career at Kwantlen as an instructor in the English Department in 2004, shortly after completing her Ph.D. at Stanford University. She demonstrated her capacity for academic leadership as Chair of the English Department, as Chair of the Humanities and the Arts Faculty Councils, and as a university senator. Dr. Naugler completed her Ph.D. at York University in 2005 and was hired at Kwantlen in 2008 as an instructor in the Sociology Department. Thanks to her achievements in the classroom, effective communications and management skills, and a demonstrated ability to develop strong working relationships, Dr. Naugler was successful in her bid for the one-year Associate Dean position in January 2012. Drs. Kozak and Naugler have been hired into three-year terms, and I look forward to working with them in this capacity.

As well, Mr. Stephen Dooley (Sociology and Criminology) has been seconded by the Office of the Provost for six months to serve as Director, Community Engagement. The Faculty of Arts has a confirmed track record in community partnerships, applied research, and experiential learning opportunities and I am confident that these activities will be coordinated and strengthened with Steve Dooley's appointment.

The following list highlights some of the activities in the Faculty of Arts over the past few months:

- A program review in Criminology, complete with an Advisory Board meeting on November 6 and an external reviewers' visit on December 2, 2012. The external reviewers' report was received in early January and the Dean's Office is working with the department to develop an action plan.
- *Enabling Truths: Exploring the Shared Experiences of Institutionalization of Indian Residential School Survivors and People with Disabilities* was a one-day conference organized by Ms. Seema Ahluwalia (Sociology), Dr. Fiona Wittington-Walsh (Sociology), and Dr. Lisa Monchalin (Criminology), Surrey campus, November 9, 2012.
- *Modern Languages and the Intercultural Mind* was a one-day conference organized by the Modern Languages department, Surrey campus, November 16, 2012.
- *Strengths among people who are homeless*, presented by Dr. Roger Tweed at a Psychology Colloquium, Surrey campus, November 16, 2012.
- *Chocolates & Chats*, an AT-CURA Open House, was hosted at Surrey campus, December 12, 2012.
- In early January, the Political Science department submitted the action plan deriving from its recently completed program review.
- Arts Faculty Council established a Standing Committee on Research and Scholarship.
- Creative Writing department chair Billeh Nickerson, MFA, was elected interim chair of Arts Faculty Council.

School of Business

Student teams excel in the real world

At the Eighth Annual School of Business Annual Scholarships and Awards, November 15th, 2012, the recipients of 124 awards totaling \$147,446 were honored at the Surrey Art Centre. Almost all of these awards were created through the efforts of previous students of the BBA Entrepreneurial Leadership and Diploma in Marketing programs. These student initiatives have raised over \$3 million in support of postsecondary students.

Not all student accomplishments are recognized at the Annual Awards night.

James Dekker has been named a Chn'ook Scholar, for the second year. Chn'ook recognizes Aboriginal business students studying in institutions across BC who demonstrate personal and professional achievements and who have made significant contributions to the community. James is a BBA Human Resource Management student currently on a co-op work term with Citizenship and Immigration Canada. He is planning to be an exchange student to Switzerland next year prior to returning to Kwantlen to complete his BBA. James was one of the participants in the SPARK Program, the early intervention program. James acknowledges that "attending university was not even on my radar going into Grade 11" when his Surrey School Board teachers identified him as a candidate for early intervention support by SPARK.

A team of three BBA Entrepreneurial Leadership students, Michael Baxter, Geoff Wooley and Bryan Fisher earned accolades from President Dick Freeman of Plastics Solutions Inc. for their work on a major consulting project. Freeman said *"We have started the implementation process on the most important of their recommendations and fully intend to use the document going forward as a road map to further develop and grow our business."*

A team of four second year Accounting students, Clayton Dendy, Hardeep Rai, Anesha Kaid and Andy Nguyen, placed second in a field of 30 teams in the sixth annual Certified Management Accountants of British Columbia (CMABC) Case Competition. In two days the students had to do an analysis of a detailed case, present their analysis and recommendations to a committee of industry professionals and produce a three minute video commercial for the CMA program.

A team of four Computer Science and Information Technology students, Chris Yu-Chi Chu, Jeff W. Franzke, Andrew Payne and Antonio Su rose to the challenge of the Solomon Islands. In a matter of a few short weeks the students created a professional quality website for the Solomon Islands in Canada. The students, in conjunction with the Consul for the Solomon Islands developed the structure and content of the site including the design of the masthead. They also developed a detailed Website Maintenance Manual so that consular officials in Canada and Foreign Affairs officials in the Solomon Islands could maintain the site. The website is now operational and the students work can be viewed. <http://www.siconsulate.com/solomon-islands-in-canada/>

The Canadian Public Relations Society has been working for two years to design a standardized public relations knowledge exam for new graduates. A pilot project was created to test the skills and knowledge and any challenges with the exam itself. Students from KPU's Public Relations program were amongst students from five institutions who participated in the pilot project.

Faculty Initiatives

The Institute of Electrical and Electronics Engineers, IEEE recognized Dr. Abhijit Sen as a Life Member. Dr. Sen, a long time Faculty member with an impressive research and conference presentation record, is currently focusing his interests around wireless security.

Min Li Lian, from our Business Quants department, successfully defended her PhD dissertation in Finance from SFU and will convocate in Spring 2013.

With support for the CA Foundation, the Accounting Department of the School of Business, in conjunction with the Accounting department at Langara College, hosted a seminar "*Designing Courses for Significant Learning*" with Dr. Stewart Ross, the founding Director of the Center for Excellence in Teaching and Learning at Minnesota State University, as the seminar leader. Thirty plus accounting faculty participated along with a few faculty members from the Faculty of Arts.

Enrolment for the Spring 2013 term is holding. Enrolment for Spring 2013 is up 10.9 per cent over Spring 2011, but down marginally from Spring 2012.

The Economics Department continues to host a regular Economics Café. On November 20th Rob Scharff, Department of Economics was the speaker on "*The Economics of Beer*".

The Accounting Department hosted "*Careers in Accounting*", November 23, 2012. This highly successful event provides students with the opportunity to meet with and engage in discussion with several professional accountants for industry. The format, somewhat modeled after "speed dating", allows small changing groups of students to ask questions of several different people from within the industry in an afternoon. It allows potential employers to meet several accounting students and gain an appreciation of the quality of the KPU students. 185 students, 65 accountants from the industry, many who are KPU alumni, and 10 faculty, participated in the highly successful event.

In November the Surrey Board of Trade and the Marketing Department of KPU's School of Business launched the "Partners in Marketing" program. Individuals, organizations and small business in the community can request help with marketing challenges. They submit their request for assistance on-line and will get a response back from the Marketing department within five days confirming if the Marketing department will accept the challenge and a team of students, working under a faculty mentor, will be assigned. Requests started coming in right away and include everything from small businesses seeking help in creating a marketing plan, to prospective entrepreneurs seeking a better understanding of market potential, to not-for-profit organizations seeking to promote their cause.

Community & Health Studies

The Faculty of Community and Health Studies (CAHS) offers a range of programming in the areas of nursing, education, assessment, and professional studies. It includes the following credit offerings:

1. Bachelor of Psychiatric Nursing (*BPN*)
2. Bachelor of Science in Nursing (*BSN*)
3. Bachelor of Science in Nursing – Post Baccalaureate (*BSN-PB*)
4. Critical Care Nursing Certificate (*CCNG*)
5. Graduate Nurse: Internationally Educated Re-Entry Certificate (*GNIE*)
 - Graduate Nurse Qualifying Certificate (*GNQU*) – on hold
6. Graduate Nurse: Re-Entry Citation (*GNUR*)
7. Health Care Assistant Certificate (*HCAP*)
8. Health Unit Coordinator Certificate (*HAUC*)
9. Professional Studies
10. Special Education Teacher Assistant Certificate (*SETA*)

1. BACHELOR OF PSYCHIATRIC NURSING (BPN):

- As of December 2012, the BPN program has 103 graduates in the field of mental health in BC and two BPN graduates working in Alberta and Manitoba. Another has applied for registration to work in Arizona.
- The College of Registered Psychiatric Nurses of BC approval report is completed and will be forwarded to the Dean's office this week
- Semester 2 - Spring 2013 has the most students returning from semester 1. 34 students returned to semester 2 indicating an attrition rate of 15%, down from 45%. We are encouraged by this improvement

2. BACHELOR OF SCIENCE IN NURSING (BSN):

Attrition across the BSN Program

Year	Semesters	Number of Students	Comments
1	One	32-2 = 30 32	End of December: 1 failed Biology 1160 1 withdrew from BSN to return to BPN January intake: 32
	Two	32	End of December: This semester was not running in the Fall January: with same cohort: Accepted 2 returning students who had previously failed Biology 1160 One student withdrew and the next candidate awaiting re-entry will be asked to fill the seat Bringing the total of

Year	Semesters	Number of Students	Comments
			students re-entering to 3
2	Three	31-4=27 28+3=31	<u>End of December:</u> (cohort of Sept 2011-Jan 2015) 1 failed clinical → total of 4 students loss from this semester <u>January:</u> with a different cohort: (Jan 2012-May 2015) Accepted 2 returning students who had failed clinical + 1 transfer student
	Four	28	<u>End of December:</u> This semester was not running in the Fall <u>January:</u> Accepted 1 returning student who had previously failed the clinical course
	Consolidated Practice 2	24	<u>End of December:</u> (cohort of Jan 2011-May 2014) All students were successful <u>January:</u> This course is not running this semester
3	Five	31 24	<u>End of December:</u> (cohort Sept 2010-Jan 2014) Remaining students were all successful <u>January:</u> (cohort Jan 2011-May 2014) No change
	Consolidated Practice 3 & 4	30	<u>End of December:</u> All students were successful Consolidated Practice 4 takes place in the community. 8 students were accompanied by BSN faculty, Dianne Symonds for their clinical placement in the Philippines <u>January:</u> These courses are not running this semester
4	Seven	32 + 1 RN for one theory course	<u>End of December:</u> (cohort of Sept 2009-Jan 2013) 1 failed January (cohort of Jan 2010-May 2013)

Year	Semesters	Number of Students	Comments
		30+1=31	Accepted 1 international student from Brazil
	Eight	32	End of December: This semester was not running in the Fall January: no change
Total as of January 15:		210 (added only numbers in red & larger font)	

Admissions

- In the September 2012 intake, there was only one student who failed Biology 1160. This is the class that has the high GPAs, with averages greater than 90%. In previous classes, the number of Biology failures have been up to 10.

Curriculum

- In order to support the ongoing work on the course outlines, Cheryl Burnstein and Donna Cato stepped forward to take the lead with BSN Curriculum Committee. Deb Dunn has returned from her non-teaching semester and has taken the role of the BSN Curriculum Committee chair. Along with the continued work on the course outlines, restructuring of the committee is being considered to include more active participation of all faculty members.

Increase Student FTEs

- The change in student FTEs did not occur for this January 2013. BSN faculty would like to continue to work with KFA to plan for change with the September 2013 intake.

Registration Process

- The process that occurred for the January 2013 registration will be evaluated with the Registration department before the next registration starts for the Summer. There were a few glitches that will need to be reviewed – especially with registration for co-requisite courses external to the BSN Program. Overall, the HOLDING process worked well for the BSN clinical courses.

Faculty Preparation for Canadian Association of Schools of Nursing (CASN) Accreditation

- In order to begin preparation for the accreditation to occur in 2015, faculty decided at the January 7, 2013 BSN faculty meeting to attend the CASN Accreditation 101 webcast session to learn about the accreditation program and gain an overview of all the steps in an accreditation review.

3. BACHELOR OF SCIENCE IN NURSING – POST BACCALAUREATE (BSN-PB):

- June Kaminski received CASN and Canada Health Infoway Nursing Faculty E-health Award in Ottawa on November 13, 2012.
- Laurel Tien presented an Overview of VoiceThread to faculty on November 16, 2012 (recorded).
- June Kaminski presented an Overview of the BSN-PB Program for administration and faculty on December 13, 2012 (recorded).
- Semester 2 launched with the addition of two more faculties teaching (total of 4).
- Semester 3 Practice workload almost finalized, planning underway (begins May 2013).

- Issue of U Pass eligibility surfaced in January 2013 – students are designated as ‘online’ by system, when program is a hybrid one. Students wish to be recognized as full-time regular status and be eligible for the same services as campus-based students.
4. **CRITICAL CARE PROGRAM:**
 - no changes since October
 5. **GRADUATE NURSE INTERNATIONALLY EDUCATED (GNIE):**
 - GNIE program is fully subscribed graduating about 31 - 34 students per cohort with two intakes per year.
 - Planned program changes for Sept 2013 have been approved by the CAHS curriculum committee and the course outlines are now making their way through the governance approval process of the university.
 - A small report to CRNBC was required to explain some of the changes.
 6. **GRADUATE NURSE RE-ENTRY (GNUR):**
 - The GNUR program had a late start re: GNUR 1120 in an effort to increase the number of students registered into the course. The course began on October 9th with 21 students and will finish January 18th.
 - The next two courses, GNUR 1104 (Pharmacology) and GNUR 1180 (Workshops and Labs) will also have a late start, beginning February 4th. The summer semester will begin on time according to the Kwantlen timetable.
 - 14 students completed preceptorship within this time frame.
 - GNUR has an increasing number of students requiring accommodations especially when completing preceptorship. We have been working with Louella Mathias, Director of Organization Risk, to complete a risk assessment and develop mitigation strategies.
 7. **HEALTH CARE ASSISTANT PROGRAM (HCAP):**
 - 24 out of 28 students of the Fall 2012 intake were successful in semester one. Two of the students that did not master clinical have returned to repeat this course this term.
 - There are 21 students registered in the Spring 2013 term.
 - Nancy Graham, Coordinator of the program and long service employee of Kwantlen retired December 2012. Judith DeGroot is acting in the coordinator position until the selection process is completed.
 - Consultation process with Pat Bawtenheimer has commenced to explore program development options.
 8. **HEALTH UNIT COORDINATOR (HAUC):**
 - no changes since October
 9. **PROFESSIONAL STUDIES/INTERNATIONALLY EDUCATED NURSES (IEN) ASSESSMENT SERVICE of BC:**
 - This reporting period was a juxtaposition of slowing down and actually closing for two weeks over the holidays, contrasting with the urgency of January registration. Activity outside of the closure included registration for ongoing courses such as the Competency Assessment and Enhancement for Nurses (CAEN) and the ever popular Fit-testing. The BC IEN Assessment conducted assessments until 2012 December 21st and re-commenced 2013 January 09th. The BC IEN Assessment typically closes over the holidays for annual vacation as nursing candidates are reluctant to travel due to the increased cost for travelling over the peak holiday season as well as the imposed absence from family. During this reporting period there were fifty-nine (59) candidates serviced at the BC IEN Assessment Service for a variety of assessments. At the time of writing this report, registration for Spring 2013 indicates there are seventy-two (72) students registered for one hundred and two (102) courses. However, many of the registrations are for Fit-testing which is a requirement for all students entering clinical practice in the Health Authorities which is a service vis-a-vis a course.

- On 2012 November 7th, the PS Office successfully hosted a one day session for thirteen (13) delegates from China on behalf of the Office of International Education. The purpose of the session was to provide an overview of healthcare in Canada, health curriculum and a greater understanding of Canadian teaching and learning practices. The Director and a PS instructor worked collaboratively with the Health Care Assistant Program (HCAP) for a tour of the new home care lab, as well, HCAP students provided a demonstration in the high fidelity simulation lab.
- PS is currently meeting with representatives from the BC Ministry of Advanced Education and the BC Ministry of Health as part of a visioning exercise related to the development of a potential provincial curriculum for Case Management. If this initiative moves forward, there is an excellent opportunity to partner with other institutions throughout the province. The end result would be a collaborative provincial curriculum that would be housed online for open access through BC Campus.
- At a separate meeting with the BC Ministry of Advanced Education in early November, a discussion took place regarding the full time equivalency (FTE) numbers for professional studies, with the aim of changing the current formula. No further discussion has occurred to date.
- Further meetings have occurred with the BC Ministry of Health regarding a provincial initiative that would see eight priority health professions undergo a competency assessment process similar to that of the BC IEN Assessment Service for Nurses. The BC Ministry of Health is using the BC IEN Assessment Service for Nurses as the prototype for an integrated assessment service for health professions such as licensed practical nurses (LPN), laboratory technicians, physical therapists, occupational therapists, radiology technicians, etc.
- The Professional Studies Office and the BC IEN Assessment Service for Nurses is pleased to report a positive reporting period.

10. **SPECIAL EDUCATION TEACHING ASSISTANT (SETA):**

- On November 20th, SETA hosted another free Speaker Series event in the form of a Panel Discussion featuring speakers on topics related to: Students from Diverse Backgrounds and Settlement Work in Schools. Speakers included: David Rawnsley, Principal of Byrne Creek Elementary, Karen Dhillon, Richmond's CEDAR Program, Lisa Sadler, Settlement Worker in Langley School District, Marilyn Turnbull, Richmond School District Settlement Worker Program, and Sandra Bibby, Surrey Welcome Centre. The event was well attended and we received very positive feedback.
- November included a successful practicum experience for the second-year part-time Richmond students, and 66 Langley full-time students are currently beginning Spring semester with their first January practicum experience.
- SETA met for a second time with Alison McPherson who helped us with our preliminary work related to our curriculum review mission statement.
- November and December included two well-attended Information Sessions and Group Meeting follow-up sessions. Interest in the Langley full – time program is particularly strong at this time.
- Student attrition included two students who have left the program.
- Sylvia Woodyard along with other faculty members are engaging in research on use of the Smartboard.
- Bill Cowell established a rapport with Mahara Sinclair at the Richmond Campus learning around supporting students to strengthen their speaking skills. A twice-weekly English Conversation Group was established where the students were able to gather and participate before their classes each week. According to Mahara, feedback from the students is that they enjoyed it, they learned a lot, and they want to continue. In addition, some members of the group went on to become volunteer group leaders themselves.

- We have been receiving serious warnings around the high demand for EA's at this time. We are in dialogue with Langley SD and Richmond SD to meet their specific needs for staffing. This may be done in conjunction with Professional Studies. There has also been talk about the term "Education Assistant" rather than "SETA" or "TA", or SEA. (This will be an item for discussion in upcoming Curriculum Review).

Faculty of Design

The Faculty of Design's programs and activities reflect the polytechnic nature of Kwantlen and its mandate by:

- providing applied programs that integrate theory and practice;
- actively engaging with industry and the community;
- engaging students in applied research;
- providing access opportunities for students;
- offering a range of credit credentials that include an undergraduate certificate, a diploma, four degree programs, and a post baccalaureate diploma (to be implemented January 2014);
- providing continuing education offerings for a broad spectrum of community members, including high school students;
- providing professional studies for teachers and industry professionals;
- engaging in partnerships with other post-secondary institutions; and
- enhancing students' understanding of design, context, culture and global issues through international field school experiences and exchanges.

Given the level of engagement, commitment, and creative ideas of faculty and staff I have encountered over this past month, I see a high level of potential for expansion in all of the above areas.

Current Programs and Enrolments

Design programs continue to enjoy a high retention rate, with the exception of the Interior Design degree which has encountered a number of student withdrawals in the second year cohort due to serious illness. Student attrition in tightly locked cohort programs can have a significant impact. In order to counter this impact, the faculty will be developing progression and transfer guidelines that enable students from other institutions (both local and international) access to upper level courses in all programs. In addition, the Graphic Design for Marketing degree has successfully sought approval for specific courses to be open to all Kwantlen students. This allows for stronger fill rates and an opportunity for other students (for example, Business students) to gain insight and skills in Graphic Design.

Bachelor of Interior Design

The Bachelor of Interior Design Program (IDSN) underwent a major site review by their accrediting body, the Council for Interior Design Accreditation (CIDA) in October of 2012. The site reviewers provided extremely positive feedback during the exit interview and indicated they would be recommending a full six year accreditation for the program. Their written report and recommendation is expected by the end of January 2013; the Review Board will release its decision in late March 2013.

Since the site review, the program has received feedback from CIDA that it must comply with their liberal arts requirement of 30 undergraduate credits (the program currently meets Kwantlen's degree requirement of 18 undergraduate liberal arts courses). Previous accreditations had not raised this as an issue, nor was it raised during the site review. However, the program has responded quickly with a plan for minor revisions that enables it to

comply with this stipulation but does not compromise courses that provide primary evidence for accreditation requirements.

Bachelor of Design: Product Design

The Bachelor of Design: Product Design (DEPD) program began with its first group of students in September 2012. Tight space and unique equipment needs are issues to be resolved as these students progress to their second year and a new first year intake occurs in September 2013. Faculty and staff are investigating options for the long term needs of the program and a preliminary plan has been proposed.

Bachelor of Design: Graphic Design for Marketing

The Bachelor of Design: Graphic Design for Marketing (GDMA) program received approval from Senate in December 2013 to discontinue the offering of a Diploma in Graphic Design for Marketing. The decision to discontinue the diploma exit was based on a combination of factors, including current shifts in hiring practices to degree level entry, the future development of an accreditation body for degree level programs, and the very minimal number of students exiting at the diploma level over the past eight years. Students who are currently in GDMA will not be affected by this change.

Bachelor of Design: Fashion & Technology

Diploma in Fashion Marketing

The Bachelor of Design: Fashion & Technology (FASN) and Diploma in Fashion Marketing (FMRK) are currently undergoing Kwantlen's program review process as part of the regular cycle of reviews. Fashion successfully piloted Kwantlen's initial review process and was able to provide formative feedback that helped refine the process. It will now be piloting a more streamlined process for Program Review.

Evelyn May, Coordinator of both Fashion programs, recently strengthened partnerships and collaborations with local technical apparel professionals. She also created new relationships with universities such as the University of Calgary, University of Alberta, North Carolina State, the University of Philadelphia and with TC², the USA apparel industry think tank, in preparation for enhancing the technical apparel stream of the Fashion & Technology degree and the Post Baccalaureate Diploma in Technical Apparel Design.

Fashion faculty, Michael Pope and S Lee presented a paper at the Canada International Conference on Education (CICE) conference in Guelph, Ontario, in June 2012 titled *The Creative Well*, which was based on a second year fashion project they created. Their paper was one of a few chosen from the conference proceedings to be published.

Current Fashion program activities include student representation at the annual Telio student design competition held at Montreal Fashion Week in February, 2013. As well, Fashion faculty members will be presenting at the Home Economics Symposium in Richmond in late February.

Certificate in Foundations in Design

The Certificate in Foundations in Design (FIND) provides an opportunity for students who were not initially successful in their applications to Design degree programs to deepen their understanding of design fundamentals, hone their skills, and enrich their portfolios. A high number of graduates from this certificate seek further education and have successfully moved on to Design degree work at Kwantlen and other institutions. The FIND program was

reduced to one intake for September 2012. It is my intention to reinstate the second intake for September 2013 to meet the demand for Design education at Kwantlen and provide access for students with a broad range of skill development.

Commitments: Chip and Shannon Wilson School of Design

Post Baccalaureate Diploma in Technical Apparel Design

A small group of faculty members are currently in the process of writing the course outlines for this credential. They will be reconvening, finalizing, and validating the curriculum by the end of January 2013 to ensure that it is approved through the Senate process by March 31st, 2013. Revisions to the course framework and Admission Requirements will also go through process. The program will be ready to open for student applications by April 1st, 2013.

Technical Apparel Stream in Bachelor of Design: Fashion and Technology

The curriculum for Fashion and Technology has been revised to enhance student skills and knowledge in technical apparel design and production. Senate approvals have been received and changes will be incorporated in courses for September 2013.

International Enrolments

A number of opportunities to enhance international student enrolments in the Faculty of Design have been discussed with the new Associate Vice President International and plans are underway to establish an International Field School in Design in Vancouver for the summer of 2014. As well, international transfer agreements are being investigated to facilitate more seamless movement for students from top-ranked design schools in South America.

Continuing Education and Professional Studies

The Faculty of Design has been actively engaged in Continuing Education and Professional Studies activities and is poised to expand in this area. Design has enjoyed strong relationships with the school districts in the past and has engaged high school students (potential Kwantlen students) through their CE offering of a High Heel Camp in the summer. While this program was not offered in the summer of 2012, it will be reinstated for summer 2013. Design is currently partnered with UBC to offer courses for Home Economics teachers seeking professional development and teacher certification upgrades. As well, they offer a number of courses to industry professionals wanting to upgrade their skills and expertise. Personnel have been assigned to continue to expand these offerings; potential offerings include portfolio development, a full offering of Home Economics professional studies, and techniques for technical apparel prototyping and production.

Future Planning

Academic Planning

The Faculty of Design will engage in an academic planning process in February 2013 with the assistance of Arthur Fallick. The academic planning process will assist the Faculty in developing goals and strategies that align with the proposed Strategic Plan, feed into the development of the overarching Academic Plan, enable it to meet its current commitments to the Chip and Shannon Wilson School of Design, and continue to expand its offerings across the full range of its programming.

Highlighting the Faculty of Design's Polytechnic Activity

Community Engagement and Applied Research

A number of students in Keith Martin's GDMA 4110 – Corporate Communications Design 2 class engaged in a project in Fall 2012 that tasked them to assist the Minoru Seniors Centre and the Vancouver Parks Board's Arts and Health Program in rebranding their services to better reflect the global shift towards positive and active aging. The students developed individual business cases, engaged in applied research, developed new branding strategies, and presented their rebranding concepts and strategies to the agencies. The high quality of the students' work made for a difficult decision for the agencies. I am proud to report that Arts and Health are proceeding with the proposal presented by GDMA student, Jacinta Caughlan. She will continue to work with this client through the spring of 2013 to bring this project to completion. We will be hearing from the Minoru Seniors Centre shortly.

Faculty of Science & Horticulture

In collaboration with the Green Ideas Network, the School of Horticulture continued to see full houses at Green Wednesdays (public, environmental film and discussion evenings). In December, we hosted Daren Fleet, Senior Editor from the world renowned AdBusters magazine. In January, David Lavallee, the filmmaker of 'White Water Black Gold' was in attendance, as were members of the local advocacy group, PipeUp. At both these events, our guests enjoyed engaging post-film commentary and dialogue.

Horticulture/Business student, Charles Olson, is working with Career Services and HORT Coordinators to organize Branching Out, an annual student led career day. On January 31, over 20 employers will attend an afternoon of roundtable discussions and informal networking with students. Brian Minter has agreed to provide the closing remarks. http://www.mintergardens.com/bm_about.html

Betty Cunnin: Urban Forest Research Network. Presentation of Research Results on the Value of Urban Forests. SSHRC funded study. December 10, 2012.

Deborah Henderson: presentation: "Future fungal biopesticides from the 2011 bank of BC native beneficial fungi at the Institute for Sustainable Horticulture" at a meeting of the Canadian Ornamental Research Association (COHA) and participated in research planning for next Research Cluster proposal.

Deborah Henderson: article for Canadian Groundskeepers Magazine entitled: "Surviving a municipal cosmetic pesticide ban".

Deborah Henderson: awarded NSERC ARD level 1 grant for project entitled: "Developing a Trichoderma biofungicide product for management of soil-borne plant pathogens in ornamental plant production Phase I".

Deborah Henderson: accepted a 2 year appointment to the UBC Faculty of Land and Food Systems Advisory Council.

Kent Mullinix received \$50,000 from VanCity for the ISH Southwest BC Bio-regional Food System project, with potential for additional funding in subsequent years.

Kent Mullinix and Arthur Fallick participated in the Washington Tilth Conference Trade Show (Northwest's largest conference for organic/sustainable small scale agriculture and food systems) promoting the B. Sc in Sustainable Agriculture degree.

Kent Mullinix published in a chapter on 'Economics of urban and peri-urban small scale agriculture' in the Urban Farming Guide.

Kent Mullinix and Arthur Fallick attended the Food Systems Planning in Urban Regions Forum in Calgary on November 14. This resulted in their invitation to be a partner in the Western hub of a bio-regional food systems design and planning seven year \$7 million SSHRC Partnership Grant organized by the Alberta Provincial government Agriculture branch and the University of Alberta.

November 23, 2012: ISH and School of Horticulture hosted the Workshop on Developing Beneficial Fungi for Use in Pest Management with two special speakers:

Dr. Nina Jenkins, Pennsylvania State University, Pennsylvania

Mr. Todd Kabaluk, Agriculture and Agrifood Canada, Agassiz, BC

Workshop funding was provided by Growing Forward – a federal-provincial initiative, BC Investment Agriculture Foundation, and the Province of British Columbia.

November 24, 2012: Over 300 high school students from across the Lower Mainland, Fraser Valley, and Vancouver Island participated in Kwantlen Polytechnic University's (KPU) seventh annual Science Challenge the Richmond Campus. Teams of senior and junior high school students competed in five, one-hour, practical laboratory activities in biology, chemistry, engineering design, geology, mathematics, physics and **Science Jeopardy**. Scores were based on successful solution of design problems, good experimental technique and measurement skills, correct application of science

concepts, and correct use of data and calculations to draw conclusions. The hands-on activities are designed to be educational, entertaining, and challenging. The event is organized by Don Mathewson, Department of Physics. The Faculty of Science and Horticulture, staff and student volunteers took part in the event.

January 6, 2013: eight internship and co-op students (including students from Horticulture, Geography, EPT and Biology) left for Sancti Spiritus, Cuba, where they will be working on a variety of community-based sustainable agriculture projects in support of ISH- Cuban Food Security research. Kwantlen's Students for Development project (funding provided by CIDA and administered by AUCC) has facilitated student participation for the past 3 years.

Faculty of Science and Horticulture faculty and staff are spearheading KPU's first Science Rendezvous to be held on **May 11, 2013**, on the Langley Campus. **Dean Betty Worobec** will be the Academic Lead of this initiative. A Steering Committee also including faculty from the Faculties of Arts (Geography) Business (Computer Science) and CAHS will plan the event. Science Rendezvous is a national non-profit organization that partners with Canadian universities in a coordinated public awareness event through an annual one-day, cross-country science festival. The mandate is to celebrate and promote the importance of science to society and making science accessible to the general public. Science Rendezvous was founded in 2008 within the Greater Toronto Area and by 2012 over 35 institutions across nine provinces hosted events which attracted 150,000 attendees and more than 4,000 volunteers.

<http://www.sciencerendezvous.ca/>

Betty Worobec (Dean) has been part of the Science Promotion in BC; a province-wide initiative with the mandate to draft a Science Charter for BC entitled '**Commitment to Creating a Better Future Through Science**'. As per the draft charter, the goal is for the signatories to be 'committed to creating a vibrant province where active pursuit of scientific knowledge and technological innovation enables a healthy, prosperous and sustainable society'. The draft charter will be presented to government caucuses by the end of January with hopes to have both caucuses endorse the Charter and incorporate a science policy within their election platforms. As a Committee member, once the draft has been finalized, Betty will be charged with bringing the Charter to KPU Administration and Board for input and ultimate agreement for KPU to be one of the signatory groups.

Faculty of Trades and Technology

The Faculty of Trades and Technology promotes the mandate and polytechnic nature of Kwantlen by:

- Providing applied programs that integrate theory and practical hands-on skills training,
- Providing access opportunities for students through LMA programs, and incorporating front-line admissions in the Dean's office, and vocational trades admissions testing in our Learning Management Centre,
- Actively engaging with industry partners through association networks, ITA, ITOs and school districts,
- Providing continuing education programs for community members, and providing professional studies and upgrading for industry professionals,
- Engaging in partnerships with high school district training partners (ACE-IT programs),
- Supporting institutional development of FTE targets by providing training through LMA

Current Programs and Enrolments

Trades programs funded through the Industry Training Authority are reactive to industry demand which creates the need to continually evaluate program utilization targets and shift intake offerings enabling us to reach prescribed targets. In addition, the Trades faculty perform various recruitment functions such as attending monthly open houses, participating in regional trades and career fairs, and regularly speaking with industry contacts to improve student retention and bring awareness to the apprenticeship system. Although there are a number of program starts that occur throughout February and March, at the present time utilization targets of 79.9% in apprenticeship and 94% in foundation programs have been achieved and are expected to increase before the end of this fiscal year.

Academic programs which include Farrier, Public Safety Communications and CADD Technologies are in high demand and at capacity. Program capacity would not be attained without the continual support and participation of faculty in our monthly open houses, and maintaining relationships and regular contact with industry stakeholders.

Cloverdale Campus – Frontline Services

In May 2012 a decision was made to relocate Cloverdale Admissions staff to the Langley campus and to re-locate Frontline Student Support Services to the Office of the Dean. Support services to students have not been hampered by the change in location. This change has provided a pathway to open dialogue between Student Enrolment Services, the Office of the Dean and faculty as we collaborate in a continual search for service improvements to our diverse student population.

The Cloverdale Campus and students eagerly await the release of an on-line registration system which was anticipated in Fall 2012. To date, registration in most programs remains a manual process supported by staff. In addition the recent announcement that Admissions staff will be relocated from Langley to Surrey campus has created a sense of urgency for online registration implementation for Cloverdale staff and students. It is anticipated that the on-line registration system will create improvements to services for both students and staff.

Cloverdale Campus – Trades Vocational Admissions Testing

Student Enrolment Services and the Office of the Dean have implemented a service improvement pilot concentrated on vocational trades' admissions testing. In November 2012, the Cloverdale Learning Management Centre became responsible for prospective trades' student admission test invigilation, instead of having staff from the Surrey Testing Centre travel to Cloverdale once per week to offer this testing. This service improvement will not only improve

admissions testing access but will also provide operational efficiencies within both departmental areas. It is through the support of Student Services and the Learning Management Centre testing staff that the Cloverdale Campus has provided this opportunity for increased student support and access.

Cloverdale Campus – International Student Opportunities

In November, the Faculty of Trades and Technology, in collaboration with the Office of International Students and Scholars, hosted a delegation from China for a two-day meeting to discuss trades training in Canada, the apprenticeship system, and Kwantlen's process regarding student enrolment in Trades and apprenticeship programs. The provincial and national apprenticeship models were discussed. While the ITA does not fund international students in trades programs, discussions on how to support these opportunities are being pursued with senior leadership.

We are currently working with International Education on potential opportunities in the Kingdom of Saudi Arabia and India. We are participating in a consortium of CBIE, ACCC and a number of Canadian Colleges to deliver programming in the Kingdom of Saudi Arabia. This proposal is being developed and a meeting with Senior Administration is planned for Monday, January 21, 2013 to determine next steps.

Cloverdale Campus – Continuing Education

The Cloverdale Campus is a recognized Welder Testing Facility in the province which provides ongoing and increasing revenues that are utilized for continual shop improvements, and which benefit our ITA funded programs, CE, as well as industry training and upgrading.

CE activity is also quite significant in the areas of Low Voltage Control, Building Restoration, Building Service Worker, and the recently announced, Introduction to the Trades.

The third cohort of Low Voltage Control Level 1 is currently running. Level 2 is in the design phase with a targeted delivery of Spring, 2013. The Building Restoration and Building Service Worker programs are intended to be delivered in partnership with Surrey and Maple Ridge School Boards in February and March, 2013. In addition, work is underway to deliver Building Restoration with the Metis of Surrey at Surrey College, a branch of the Surrey School Board. Introduction to Trades will run with the First Nations in Squamish and the Cloverdale campus.

Cloverdale Campus – Program Growth/Changes

We have met twice with our Industry Ad Hoc Program Advisory Committee for the Co-op Apprenticeship Diploma program (CODA) in Metal Fabrication. The Program Proposal has been reviewed and endorsed by the industry representatives of the Ad Hoc committee. It is being prepared for SSCC and subsequently to Senate for approval.

- Industry needs assessments, tours and interviews were conducted in September, 2012.
- Metal Tech CODA concepts were completed in November, 2012.
- The initial meeting with the Employer group was held November 27, 2012.
- The Program Concept was approved by the Faculty of Trades and Technology Academic Planning and Priorities Committee on November 28, 2012.
- Faculty Council for Trades and Technology approved the Program Concept December 12, 2012.
- The employer group endorsed the Metal Tech CODA program Concept on January 8, 2013.
- The completed KPU Program Concept Form, including letters of industrial support and endorsement submitted January 9, 2013.
- To be filed with SSCC January 21, 2013.
- Plan to launch in Sept. 2014.

- The implementation of Plumbing and Electrical Level 3 to commence March, 2013.

The ITA introduced standardized level exams and inter-provincial exams arranged through the office of the Dean and invigilated through an external agency. Currently undergoing a pilot moving from paper standardized exams to online exams in various programs.

Cloverdale – Centralized Purchasing/Inventory Management

Centralized purchasing, inventory management, Health and Safety, and use of Technical Support Staff is underway in our Faculty with the hiring of our Coordinator of Program Inventory and Support. Jeff Brown started his new role on January 14, 2013. In this role Jeff will be responsible for centralizing all Faculty and Staff purchasing of supplies and capital equipment. Jeff will also implement the Faculty of Trades and Technology Inventory Management software with a goal to optimize the purchasing of all instructional supplies and equipment. Jeff is also responsible for the coordination of all Instructional Support staff and tool rooms.

The goal is to optimize the use of instructional equipment and supplies, to increase utilization and efficiencies, to coordinate the deployment of support staff, and to reduce equipment and supplies losses due to theft.

Cloverdale Campus – Personal Protective Equipment

All faculty, staff, visitors and students have been instructed in the appropriate use of Personal Protective Equipment (PPE) and widespread use is adopted across all programs in the Faculty of Trades and Technology.

Cloverdale Campus – Capital Equipment Purchases

Significant capital equipment purchasing is underway to use the \$733K we received from the MCE grant. All capital equipment has been identified, and in the process of being acquired. Quotes will be sent to Finance by February 5, 2013.

Other capital equipment is being purchased with the \$150K made available for the 2012-2013 academic year.

Residual capital equipment funds are being spent on items not paid for by the MCE grant. Equipment such as the Rapid Prototyping machine (CADD), test equipment for electrical, air handling equipment for Welding, etc.... have been identified by faculty. The POs should be ready to go before February 5, 2013.

Cloverdale Campus – First Nations Partnerships

Significant activity with local First Nations is underway in Carpentry and Welding. Delivery of Foundation programs is in progress with Squamish, Pemberton and the First Nations Employment Society, both at the First Nations Training Centers and on-site at Cloverdale Campus.

Library Services and Learning Centres

Library Services

1) Library To Go!

Now you can take the library with you! From mobile devices we have two ways for you to use our resources:

- **BookMyne** - download our Library app for free! For use with iPhone and Android.

BookMyne allows you to:

- search the library catalogue
- place holds for material
- view library checkouts
- check your due dates
- setup 'due soon' option
- renew your library materials

- **Library Mobile Site** - Find it at <http://libguides.kwantlen.ca/mobile/4289>. The mobile site allows users to access information on:

- Library Hours
- Library Locations
- Search Library Resources
- Subject Guides
- My Library Account

2) **Free scanning service** started in January. Surrey and Cloverdale Libraries provided self-serve scanning while at Richmond and Langley the service is staff mediated. Future upgrades to photocopiers will permit self-serve at all libraries. This should happen by Fall 2013.

3) Completion of minor technology and furniture upgrades in Langley:

- new study furniture (6 study tables, 24 study chairs, 4 “club” chairs with tablets);
- expanded OPAC area with the latest green client technology and new computer furniture; upgrade added 15 new computers.

4) Notable additions to the collection in Fall 2012. These are fully accessible on or off campus:

- Canadian Publishers Collection and Ebrary Academic Complete ebook collections combined contain over 90,000 titles and counting.
- Films on Demand subscription provide access to thousands of streaming educational videos from their Master Academic and Career & Technical Education Collections.

5) Copyright update

Many of you may be aware of the process that took place in 2011 where institutions under the Access Copyright interim tariff were ordered by the Copyright Board of Canada to answer a number of interrogatories (questions) on the copying and use of published works. At that time nine (9) questions were placed in abeyance until further notice. That time has come and KPU was one of 16 “lucky” ACCC institutions that had not signed the Access Copyright license but selected to answer the extra questions.

The questions revolve around the use of published materials for 75 courses (all sections) offered in the Fall 2012 semester. Lists and digital copies of published works were collated and sent. These included items on course syllabi,

course Moodle sites and course packs. With less than a month's time to respond we asked for and received tremendous and quick support from IET, Bookstore and every Faculty administration.

The Learning Centres

In September, 2012 the Learning Centres were placed within Library Services under the leadership of Todd Mundle (University Librarian) and Lyn Benn (Director for Student Development and Success). The change in reporting resulted in considerable expansion of programming and services to support student learning both within and outside the classroom. Through the implementation of a new Learning Centre services model, *Learning Excellence*, students can access individualized assistance for learning difficulties via Learning Strategists (faculty skilled in educational psychology, learning theory, disability support, adaptive technology, online support systems, language development – including ESL) along with peer tutoring, online writing tutoring (new), peer academic coaching (new for international students), peer assisted study sessions (PASS), access to intervention programs such as Academic Boost Camps, Early Alert supports, Sensational Saturday workshops and Exam Jams for skills development and motivational support. Around 3,000 students per year access these services and programs.

Beyond these services, Learning Centres staff and faculty work with faculty across the disciplines to design and adapt learning materials or teach learning strategies within a course to enhance the quality of learning and success in the context of the courses students are taking. This direct application of learning strategies and study skills is recognized through research as being the most effective approach to helping students learn.

The Learning Centres hire over 80 students per year as tutors, coaches, and study group (PASS) leaders. Student employees are interviewed by the Learning Centre in collaboration with subject area faculty prior to being employed. Student employees complete certified training programs for their area of support (tutoring, coaching, PASS) and senior tutors are eligible to apply for a Professional Tutor designation through the National Tutoring Association (NTA) upon completion of their programs and designated hours of tutoring. Students working through the Learning Centres develop personally and professionally as well as building capacity for better learning at Kwantlen. Engaged students stay at Kwantlen to complete their degrees and these student leaders gain more pride and proprietorship as they contribute to student development in the broader context.

Guided by the *Learning Excellence* model, the Learning Centres staff, faculty and student employees are making a considerable contribution to the overall quality of learning at Kwantlen.

Office of Research and Scholarship

November and December lie in the “down” months of research grant applications – our major submissions were reported for October. Results of these competitions will be announced in the Spring.

These are the “highlights” from the reporting period:

Research Chairs

- Nomination of our 3rd Canada Research Chair has been initiated – eligibility is being assessed.

SSHRC Insight Development Grants

- 8 Kwantlen faculty are working on these start-up level applications. ORS has been working with them as a group to share experiences and resolve issues. Deadline is Feb 1, so activity will increase as we approach that time.

Research Revenue

- Awards were made to 10 faculty who were either starting research, or starting a new area of research. These funds came from a federal grant awarded to the institution.

Kwantlen Innovation Incubator

- Feedback from WED was positive. As WED’s mandate has changed, we are working with them to re-write sections of the proposal (emphasis is now on technology and business services). We anticipate final submission by late January.

Communications and Marketing Services

The Communications and Marketing Services department serves the needs of all internal faculties and departments and works with them to promote their programs and events.

On average, there are about 175 marketing requests submitted to the Communications and Marketing Services department monthly. The requests are for a variety of materials including posters, banners, newsletters, brochures, event handouts, media releases, advertising and social media messaging.

A new internal communications tool was added in late 2012 – Digital Signage. There are 16 screens in total on our 4 campuses: 7 in Surrey, 5 in Richmond, 2 in Langley and 2 in Cloverdale. The screens are located at high traffic areas where students, faculty and staff can access information on current and upcoming campus programs and events. The screens can be programmed to run campus specific information and they are updated daily. This system is also the official emergency management system which is to be utilized in case of emergency.

Website re-design is a major project for the department at this time. The key objectives of the website upgrade are to increase functionality for the content editor of our website and enhance the end user experience in design, function and access to vital information.

Kwantlen.ca will be updated to an open-source platform. This upgrade will provide us with a suitable web platform and content management system (CMS) moving forward. The upgraded resource and capabilities of the system will enable the university to uphold its professional image through its external website while enabling staff to update content quickly and more efficiently.

Drupal is a highly extensible platform with 10,000+ available modules. The strong support from the open-source community ensures that the platform will remain relevant and up-to-date for the long term. The platform can be leveraged in the future to potentially provide additional functions like calendar publication and web 2.0 features for student engagement.

The major opportunities and benefits for the new Kwantlen.ca website are:

- Restructuring of the current information architecture so content will be easier to find.
- Improved design of the website so it is more appealing and attractive to view.
- Improved content management process so updates are enabled easily.
- Improvement of the structure of content available within each faculty and department.
- Implementation and regular review of search engine optimization strategies.
- Implementation and regular review of Google Analytics service, including set up of campaign tracking and reporting for on-going use.
- Development of website features to partner with KPU advertising campaigns.

An audit of all website pages has just been completed and the department is ready to start working on the new design and architecture. The anticipated completion date for the new website is April 30, 2013.

Kwantlen Media Coverage – Q3 2012 Summary

From October 1 to December 31, 2012, Kwantlen distributed a total of 28 press releases:

October 2012 included the following 11 press releases:

- Kwantlen welcomes Dr. Alan Davis as president with formal installation ceremony
- Kwantlen celebrates excellence at convocation ceremony
- Kwantlen, in partnership with other founding members of the Network to Eliminate Violence in Relationships (NEVR), to host conference
- Kwantlen instructor short-listed for *Carol Bolt Drama Award*
- Kwantlen invites you to attend the Special Education Teaching Assistant (SETA) Celebration of Inclusion Information Fair
- Kwantlen presents *A Pentland Celebration*
- Kwantlen's faculty of community health studies offers creative programming that ladder from certificate to degree
- Kwantlen's new president addresses Chinese-Canadian community
- Kwantlen recognized with BC Hydro's 2012 Power Smart Excellence Award
- Kwantlen Eagles named to PACWEST soccer all-star teams
- Kwantlen welcomed Dr. Craig Kielburger: keynote speaker for *Philosopher's Teahouse*

November 2012 included the following 12 press releases:

- Learning to live – Kwantlen launches adult literacy programs across the South Fraser Region
- Kwantlen students speak out about truth-telling, reconciliation and the path forward
- Kwantlen, in partnership with other founding members of NEVR, host successful conference, taking important first step towards a Domestic Violence Plan
- Kwantlen grad named one of the *Top 5 Under 5* interior designers in Canada
- Kwantlen instructor's novel made into *The Riverbank* film
- Kwantlen students help set the bar for professional communications
- Kwantlen's President's Ambassadorial Team kicks off third annual coat drive
- *Minister* Stephanie Cadieux discusses change with Kwantlen nursing students
- Kwantlen journalism student receives prestigious Webster Award
- World Leisure Organization awards Kwantlen's Richmond farm school with certificate of appreciation
- Kwantlen takes second place in the sixth annual Certified Management Accountants of British Columbia Case Competition
- Kwantlen faculty member wins the 2012 Nursing Faculty e-Health Award

December 2012 included the following 5 press releases:

- Kwantlen's Interdisciplinary Expressive Arts courses offer a unique approach to teaching and learning
- Kwantlen Science Challenge stimulates high school students to pursue science in university
- Kwantlen's Miss Representation Action Group welcomes Margaret Atwood at the February 16, 2013, screening of the feature documentary, *Payback*
- (press release translated in Punjabi) jlvn jwc is`Kxw- swaUQ &ryzr Kyqr iv`c kvWtiln v`loN bwlZ swKrqw poRgrwm AwrMB
- Ready, set, create! KPU announces new *Chip and Shannon Wilson School of Design*

Kwantlen's Media Coverage

During the third quarter, coverage was received on **459** occasions:

104 mentions in October 2012

183 mentions in November 2012

172 mentions in December 2012

Monetary Value

For the third quarter Kwantlen's total monetary value for media coverage was **\$668,548.97**.

The value of coverage varies depending on the circulation of each media outlet, ie. National publications have a higher value than local publications due to audience size – similarly, television and radio typically have higher values than print due to audience 'reach'.

Competitive Monetary Analysis

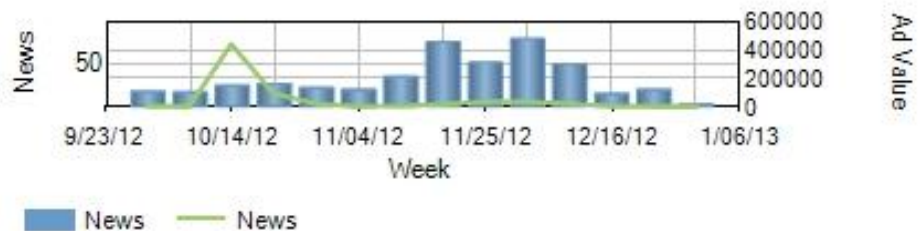
After reviewing our competitor's monetary value for the third quarter we found Kwantlen held the greatest ad value at **\$668,548.97**.

Here are our competitor's figures:

- \$329,972.52:** BCIT
- \$548,622.30:** Capilano University
- \$569,065.90:** Douglas College

News Clips vs. Ad Value by Date

This chart breaks down our coverage and mentions weekly: news, highlighted on the left identifies the number of mentions we receive each week and the corresponding value on the right.



Notable coverage KPU received during this time frame included:

- The announcement of the new Chip and Shannon Wilson School of Design
- The Learning Together program (KPU partners with the Richmond Public Library) to offer programs for parents wanting to gain workplace skills
- KSA campus pro-life group
- KPU accounting students placed second in the sixth annual CMABC Case Competition
- KPU coat drive
- Kwantlen awarded Hydro's Power Smart Award

Media Coverage by Faculty

Kwantlen received the greatest media coverage for press releases related to the School of Business.



Media coverage, top three Faculties:

- Business: **20.04%**
- Humanities: **15.25%**
- Design: **14.60%**

'none' category represents trigger words for Kwantlen that are not specified to a direct Faculty.

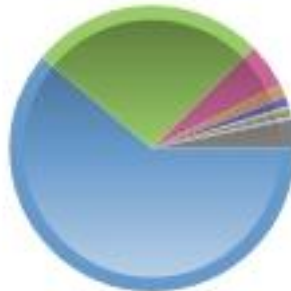
Color Name	Value	Pct.	Color Name	Value	Pct.
business	92	20.04 %	community and health	29	6.32 %
humanities	70	15.25 %	horticulture	6	1.31 %
design	67	14.60 %	science and mathematics	3	0.65 %
athletics and recreation	58	12.64 %	trades and technology	3	0.65 %
president's office	45	9.80 %	(None)	53	11.55 %
social sciences	33	7.19 %			

Please note the

Media Coverage by Source

With over 85%, the majority of Kwantlen's media coverage came from online sources. Here are the top three sources of coverage:

- Online consumer: **61%**
- Online News & Business: **25%**
- Newspaper: **5%**



Color Name	Value	Pct.	Color Name	Value	Pct.
Online, consumer	280	61.00 %	Wire service	1	0.22 %
Online, news and business	122	26.58 %	(None)	2	0.44 %
Newspaper	23	5.01 %	(International)	15	3.27 %
Online, trade/industry	7	1.53 %			
News/Release Distribution Service	5	1.09 %			
Television network	2	0.44 %			
Newspaper, community	1	0.22 %			
Online, technical/scientific/academic	1	0.22 %			

Facilities Services

CAPITAL PROJECTS	
PROJECT	COMMENTS
Richmond Campus Phase 1 Student Common Space #1 and #3 Renovation	Completion of new Student Common Spaces and installation of new furniture.
Langley Library Commons	Installation of gathering place and computer commons furniture and work stations.
Moves	16+ days of moving activity, relocating 41 people, relocating and shifting 300 pieces of furniture and equipment between campuses and transporting more than 90 items to BC Crown Asset Disposal.
Reduction of off-site storage facility use	Through disposal + upgrading, reduced monthly storage costs by \$2,400 .
Product Selection & Purchasing Assistance	Provided consultation, layouts and furniture specifications to 7 academic and administrative departments.
Furniture Retrofits	Reduced impact on academic and administrative budgets with the redistribution of surplus furniture for 56 furniture projects.
Richmond Lighting & Materials lab	Completion of design, renovation, furniture and storage systems installation.
Langley Community & Health Studies	Custom designed privacy graphics for 30+ windows in faculty office pod.
Signage	Custom design and install 30+ door, directional and wayfinding signage.
BC Hydro Power Smart Award Signage	Custom design and install BC Hydro Power Smart decals on Campus building entrances.
Langley Cafeteria	Completion of Langley cafeteria design proposal.
Surrey Arbutus to Fir – art asset storage	Coordinate move of large scale, valuable art into secure storage.
Surrey Main LEED Certification	Awarded LEED Silver for Surrey main Building project.

PREVENTATIVE MAINTENANCE (Represents highlights instead of details of the regular preventative maintenance program)	
PROJECT	COMMENTS
Roof and elevated areas fall protection measures for safety	Evaluated all roof and elevated areas for compliance with current WorkSafe BC regulations, developed specifications, installation requirements and project requirements to bring to compliance. Project at tender.
Energy Efficiency Training	Completed quarterly energy efficiency training for Facilities Services employees.
Energy Efficiency AHU equipment monitoring	Implemented a new process to monitor AHU systems key operational parameters and hours of scheduled operation to identify energy savings opportunities or system performance issues affecting energy efficiency and/or student and employee comfort.
Energy Efficiency Interval Metering	Completed phase one of interval metering project to provide detailed energy consumption information for electricity and natural gas using our building management automation system.
Life Safety Maintenance	Updated all work requirements to meet current BC Fire code 2012 edition.

Program	
Building Accessibility	The government required VFA audit of our buildings, identified a code compliance issue needing insulation under sinks to provide protection for persons in wheelchairs. VFA estimated \$37,674. Work was completed in house for less than \$2,000. Cost avoidance of \$35,764.
Washrooms Upgrades	A Power Engineer was hired in August 2011. First priority focused on washroom repairs to better maintain our aging facilities. He has completed 211 service visits to washrooms and completed over 930 hours of repairs and upgrades.
Electrical	Cloverdale campus – upgraded electrical junction boxes to seal units to reduce maintenance costs to remove fine metal powder that was accumulating on a regular basis. This also improves electrical safety.
Elevator Phones	Langley & Richmond campuses – added elevator emergency phones and connected them to our offsite monitoring station. Note: Cloverdale was previously completed and Surrey is pending.
Washrooms	Washroom sink taps in all main washrooms at Langley campus have been replaced due to their age (installed 1993) and unreliable operation.
Crawlspace Inspection	The crawlspace was previously classified as a confined space with maintenance and condition inspections contracted out quarterly. A consultant performed a re-evaluation and risk assessment and determined the crawlspace is not a confined space. The consultant’s assessment was used to improve safety measures and develop a safety training program for Facilities employees. The first in-house maintenance cycle completed with estimated annual saving of \$8,000. per year.
Ventilation Ducting	Surrey campus – installed and modified ventilation supply and exhaust ducting in Arbutus and Spruce buildings to improve supply and exhaust fan performance and improve student and Faculty environmental conditions.

FACILITIES OPERATIONS

Winter conditions	Facilities staff and landscape contractors worked effectively together to ensure campuses remained open during the regions snow falls and icy conditions. Crews responded to campuses by 5:00 am to ensure safe access was met for 07:00 am.
Announcement Chip and Shannon Wilson School of Design	Facilities operations assisted in the planning and set up required for the Richmond campus celebration announcement of a new School of Design building. Relocation of an external room booking client and a quick, day before event response were provided to ensure a success.
Richmond Campus Exterior Power Washing	Completed main entrance areas with significant visual improvements.
Protests on Campus, Facilities Staff Training	Front line Facilities staff and Security officers were provided refresher training on how to respond to protest activity on campus.
Campus Hours	Executive Director, Facilities Services, has established a cross functional working group to identify strategies to increase access to campuses for students and employees while minimizing cost.

Human Resources and Risk Management

Employee Relations

The bargaining representatives for KPU and the B.C. Government Employee's Union have reached a tentative agreement for the renewal of the expired collective agreement. The local parties met for a total of 12 days between October 5, 2010 and December 10, 2012. KPU and the BCGEU also participated at the Support Staff Compensation Template Table in December 2012. Ratification of the tentative agreement will take place by the BCGEU on January 16th followed by ratification by the KPU Board and PSEA.

In consultation with Finance, guidelines and a FAQ document has been created and posted on the HR website regarding candidate interview expenses and moving allowances for recruitment of out of town faculty, support staff and administration.

The roll out of a new student assistant employment contract as well as guidelines for the hiring of student assistants has been rolled out to the KPU community.

This area is actively involved in a lead support role for several senior administrative searches that are currently underway.

Employee Services

The review of the process for notifying academic departments of faculty members who are reaching post-probationary status is complete. To support compliance of the collective agreement provisions related to notification to faculty members, HR will advise the Academic Managers five months prior to the expiry of the faculty members' probationary period that the faculty member is approaching the end of their probationary period. A template document has been developed and will be provided to the Academic Manager for their use in notifying the faculty member that the probationary period has been successfully completed.

A new employee checklist has been developed to assist departments with the initial onboarding of new employees. The document is located on the HR website: http://www.kwantlen.ca/_shared/assets/New_Employee_Checklist24538.doc

Human Resources -- Health and Wellness

The Health and Wellness group launched the "RBC Banking at Work" program for employees. This provides employees with the option of using RBC related services at work. Orientation sessions were conducted at all campuses. Additionally, the first education seminar, "Investing for Your Life Stage: Preparing for Your Future", was presented.

The Manager of Health and Wellness, as Chair of the B.C. Colleges and Institutions Benefits Consortium, concluded the tendering and search process for the a new industry wide Benefit Consulting arrangement. The business was awarded to Mercer.

The group launched the "Weight Watchers at Work" program for employees, as part of the Wellness strategy.

The two Health and Benefit Consultants completed the Episodic Disability training program for certification.

Security

Security met and liaised with the Newton Community Crime Prevention Society. They will be attending monthly meetings and will share information on prevention strategies.

Security met and liaised with City of Surrey Crime Reduction Strategy Manager. KPU is now on the list of contacts and attendance list for events and meetings that directly effect KPU or KPU surroundings.

In an effort to address an on-going issue with a small number of transient individuals at Langley, Security met and liaised with Gateway of Hope (GOH) directors. A “good neighbor” accord was set between the officers and the staff at GOH. GOH has agreed to help with the poor conduct of their patrons by refusing meals if the patrons disrespect KPU staff or property.

Risk

IMPROVING ACCOUNTABILITY

As part of our continuing efforts to improve accountability, the Risk Office:

- Initiated the compilation of a risk register with Business and Operations Managers of all faculties. Key risks have been identified. Development of appropriate mitigation strategies will commence next year.

ERM CONFERENCE

- Held the first ever BC Postsecondary institution ERM conference. It was a highly successful 2 day event. The feedback received was very positive. The BC Government has approached KPU to host another conference at the end of 2013.

ACROSS CAMPUS

Across campus, several operational areas receive risk management advice:

- Reviewed and assisted in the development of contracts, practicums and workplace agreements

Emergency Planning

Evacuation

Continued Evacuation Planning through the period. Conducted 2nd annual evacuation drill at Cloverdale on Nov 29. Selected and trained Fire wardens at Richmond, and evacuation drill is scheduled for Jan 18.

EOC

Continued to identify appropriate space. Technical and communication requirements are further refined. A costing exercise in underway

TALENS (Total Alert Notification System)

Submitted requirements input to a potential Capital Request/ Request for Proposal.

Training – Incident Command System for Higher Education Level 100 Training

Initiated development work. Alice Macpherson’s assistance in design, delivery and evaluation is to be confirmed.

Training – Multi-Hazards Planning for Institutions of Higher Education

Contacted US Federal Emergency Management Agency course manager for arrangement. A costing exercise is underway

Exercises and Drills - Richmond

See Evacuation. A post drill/evacuation debriefing will be conducted. Evacuation instructions for Richmond have yet to be signed by the President and Vice Chancellor

Miscellaneous

Registered KPU as an Amateur Radio Club with Call Signs

Information and Educational Technology (IET)

Strategic Initiatives

These are initiatives that help support and advance the University's strategic goals. The initiatives are grouped under programs that reflect the common goals they support.

Student Experience

Mobile apps for students

Bookmyne Mobile application for library services went live in December 2012. Students can now conduct all library transactions on mobile phones. The application currently supports iPhone only and support for Android phones will be available in the future.

Agile Infrastructure

Migrate Moodle to BCCampus Shared Service and cloud services

The migration is complete. After an extended evaluation period over the Fall 2012 semester, KPU has signed off on the commitment to use the BCCampus platform. Annual savings for the service is estimated to be \$80,000 in resources for ongoing maintenance and upgrade of the Moodle environment. KPU staff benefits from leveraging the knowledge of the BCCampus Moodle community. With the largest installation on the institutional level, the University also contributes significantly to the development of a mature and effective collaborative shared service model that benefits all participating institutions.

Term	Courses/Sections Delivered 2011/2012	Courses/Sections Planned 2012/13
Fall (Sep –Dec)		880 (operational)
Winter (Jan- Apr)	16 (pilot)	900 (operational)
Spring (May – Aug)	400 (pilot)	440 (operational)

Thin Client rollout

The next phase to rollout thin clients to replace desktops computers in staff and faculty areas was initiated, beginning with the Student Affairs offices. The goal is to install 700 units by June 2013.

Ubiquitous and fast wireless access

Implementation of secured wireless network for students and staff was completed in December 2012. The secured network provides the benefits of enhanced ease of use and security. Users of the secured WiFi are only required to login once for each device (as in home networks) and the data transmitted is encrypted.

Implementation of the Eduroam service was completed in December 2012. The service enables students and staff to access the WiFi network of participating institutions worldwide.

Operational Initiatives

Process Improvement

Lean Thinking

The University began its Lean Journey with the following activities:

- Introduction to Lean Thinking presentation at the 'Group of 50' meeting of excluded managers in November.

- Lean 101 training for the IET department.
- Lean White Belt training for a subset of IET manager and staff.
- 2 IET staff completed Service Green Belt training from Lean Sensei International (LSI). LSI is a Vancouver company recognized as the premier Lean Thinking training company in North America.
- KPU hosted the LSI Green Belt training module on Customer Value Innovation. The following KPU processes were taken through the improvement workshops (Kaizens) with a focus on enhancing value of the services to our students and faculty:
 - Queuing for student services
 - Faculty PD and vacation tracking
 - Facilities service request
 - IET customer service
- Process Improvement/Lean Steering committee was formed and chaired by Harry Gray. The committee will guide, support and sustain cross institutional improvement initiatives.
- A further 3 employees from ACA, Student Affairs and IET will attend the Green Belt training in January.

Infrastructure Renewal

Banner Students, HR and Finance systems

The major upgrade to Banner version 8.5 was successfully completed in early December 2012.

Antivirus Enhancement

Completed rollout of new antivirus program on all computers, replacing McAfee Antivirus with Microsoft ForeFront. The new program is more cost effective and robust. The outcome is a 90% reduction in incidents of virus and malware translating to a more efficient computing environment for staff and students, and substantial reduction in computer support.

Identity and Account Management

The project to enhance the account management was completed. The streamlined account provisioning process enables employee accounts to be provisioned quickly and efficiently, and enhances security by ensuring the right employees have the right access at the right time.

Renovation and Construction

Implement the technology infrastructure and office/classroom technology as part of the renovation and construction projects.

Langley Library Expansion

Completed the Langley Library Expansion in December 2012 with 13 additional thin client workstations. The use of thin client stations with small front print and silent operation contributes to the creation of an aesthetically pleasing and quiet environment for students.

Regulatory Compliance

These projects are required to meet regulatory and institutional commitments.

Information Security Awareness program

Following the launch of the Security Awareness program in October 2012, online training resources was made available to employees starting in November. To-date, over 200 employees have participated in the training program. IET will continue to promote and support the program which a key component of KPU's IT security practice.

Institutional Analysis and Planning

➤ **The HIGH SCHOOL STUDENT TRANSITIONS ANALYTICAL REPORT**

This report describes the most recent five years' of available data about the transitions to postsecondary education of high school graduates in Kwantlen's region and in BC. It was completed in November and posted online.

http://www.kwantlen.ca/_shared/assets/ST_Report_nov201224378.pdf.

➤ **STRATEGIC PLANNING**

The goals for KPU's 2013-18 Strategic Plan were finalized in November. In December a group that consisted of 25 administrators, faculty, staff and students from across the University brought a wide variety of experiences and perspectives to the development of strategies to be used to realize KPU's goals. The strategies are to be presented at sessions held at each campus in mid-January to give people the opportunity to comment on the proposed strategies. The information collected at the Strategy Consultation Sessions is to be reviewed by the Strategic Planning Task Force on January 24th and February 8th; the SPTF will forward its recommendations for the strategies to the President.

The next phase in the strategic planning process entails "stress testing" the strategic plan against four plausible future scenarios and then adjusting the plan as necessary. The scenarios are the output of the scenario planning process (spring 2012) that involved nearly 200 participants from across the University. Scenario planning helps: build institutional capacity for divergent thinking, test assumptions about the future, create opportunities for institutional dialogue, and ultimately, build a robust and resilient organization that is attuned to critical trends and future events that can greatly impact the University.

➤ **STUDENT APPRAISAL OF INSTRUCTION**

Between November 1st and December 11th, over 38,000 student appraisal surveys were distributed to students, some by web and some in-class. The overall response rate for the fall term was 35%. Reports were sent to instructors December 28th.

➤ **SURVEYS ADMINISTERED BY IA&P**

- in November:
 - Admitted Students who did not Register at Kwantlen
 - KPU Campus Bookstore Survey (students)
- in December:
 - One-Year Out Survey of Graduate Nurses

➤ **AD HOC DATA INTERNAL REQUESTS TO IA&P**

- 15 in November
- 13 in December

Student Affairs

The division includes the departments of *Aboriginal Student Services, Admissions and Student Enrolment Services, Assessment and Testing, Athletics, Co-operative Education and Career Services, Counselling, Educational Advising, New Student Programs, International Students and Scholars, Records and Graduation, Recreation, Registration and Student Information Systems, Services for Students with Disabilities, Student Awards and Financial Assistance, Student Life and Development, and Transfer Credit.*

ATHLETICS

Women's Basketball trip to Puerto Rico

Women's basketball team travelled to PR from December 26 – Jan 2nd. They competed against three division-3 teams as part of a NCAA tournament. This trip was funded through fundraising.

PACWEST Updates

Men's Basketball athlete, Ali Bosir, continues to hold onto his #1 ranking in the country in rebounds.

Men's Basketball is currently tied for 5th in the PACWEST conference.

Women's Basketball is currently tied for 5th in the PACWEST conference.

Badminton is currently ranked 2nd in the PACWEST with 2 tournaments remaining.

CENTRE FOR CO-OPERATIVE EDUCATION AND CAREER SERVICES

Co-operative Education

Co-op continued to build relationships with industry to expand work-integrated learning opportunities for students. During Fall 2012, 141 Co-op jobs were posted for students to begin in Spring 2013, an increase of 15% over the same period last year. Organizations recruiting Kwantlen Co-op students for this period included Canada Revenue Agency, KPMG, City of Richmond, Sierra Wireless and PCL Construction. As of December, Spring 2013 placements were up 8% (65) over those of Spring 2012 (60).

Career Services Online Job Posting System

Kwantlen's job posting system, Career Connection, saw 59 new employer contacts post 118 full-time, part-time, and volunteer job opportunities for students and alumni during November and December. This represents a 28% increase in new employer contacts and a 103% increase in the number of opportunities posted over the same time last year. Some of these new employer contacts to Kwantlen include the BC Ministry of Social Development, Hudson's Bay Company and the Economic Development Association of BC. In addition, during this period, 177 students and alumni joined the online job posting and career event system to access these valuable opportunities.

Career Services Events

- **Careers in Accounting**

Career Services and Co-op, in collaboration with the Accounting Faculty and students, hosted a "Careers in Accounting" event on November 23rd. This event highlighted the accounting profession and provided a networking opportunity with industry professionals for students and faculty. Over 60 accountants (many co-op alumni and current employers) and 200 students attended this successful event.

- **Volunteer Expo – Richmond and Langley**

Building on the success of the Surrey Volunteer Expo in September, planning began for two more events on the Richmond and Langley campuses in collaboration with Student Life and Development and the KSA. By the end of December, 18 community partners had committed to one or both of the upcoming dates (Richmond - January 22nd and Langley - January 23rd). These organizations include Canadian Cancer Society, Big Brothers Big Sisters, Elizabeth Fry Society and the Richmond Youth Service Agency.

- **Horticulture “Branching Out” Career Day**

In collaboration with the Horticulture Faculty and students, Career Services began planning a networking event for January 31st, 2013 with students, faculty and industry professionals to discuss best practices and share experiences in the field. Featuring guest speaker Brian Minter (Minter Gardens), this career event had 18 employers registered to attend as of the end of December.

- **Kwantlen’s Annual Career Day**

Scheduled for March 5th, 2013, Kwantlen’s annual Career Day brings together students, alumni, faculty and employers in a tradeshow environment. As of the end of December, Career Services had 30 employers committed to participating in the event including CGA, RCMP, BC Hydro and Telus.

NEW STUDENT PROGRAMS

- Launched over 20 helpful videos for prospective students in multiple languages (see: <http://www.kwantlen.ca/futurestudents/events/helpfulvideos.html>)
- Initiated “Kwantlen Discovery Day”, a new recruitment event targeting Grade 12 students from local districts. This event was attended by more than 45 students and parents. We expect to see these numbers increase for the upcoming Langley school district event.
- Collaborated more closely with the faculty of Academic and Career Advancement to identify new recruitment events and opportunities to meet the ACA developmental FTE targets.
- Continuing work with the Langley School District to increase the amount of Langley students eligible to be XCEL students at Kwantlen.

OFFICE OF THE REGISTRAR

Effective January 2, there was a re-organization of offices and re-assignment of portfolios for the director level staff as noted below. The Admissions Staff will be located on the Surrey campus, the Records Staff will be located on the Langley campus, and Student Enrolment Services (Front Counter) are now in the Admissions unit of the Office of the Registrar.

Associate Registrar: Admissions, Graduation, and Student Enrolment Services – Zena Mitchell

Associate Registrar: Registration, Records, and Systems – Warren Stokes

Associate Registrar: Student Financial Services – John Boylan

ADMISSIONS, GRADUATION, STUDENT ENROLMENT SERVICES

Admission Application Activity Summary Update

- **Spring 2013:** 3.77% increase in applicants or 2311 total applicants; 82% conversion rate.
 - **Summer 2013:** 23.32% increase in applicants or 423 total applicants to date.
 - **Fall 2013:** 3.05% and 22.73% increase in domestic and international applicants respectively to date or a total of 2543 applicants. The conversion rate is 62% for domestic and 30% for international students to date.
- Admissions worked with Assessment and Testing Services to streamline the recording of testing results. The outcome has resulted in faster turnaround time for admission processing.
 - Records, IET and Registration worked together to revise our systems and business process to ensure all grades for all terms now roll nightly – year-round.
 - Now electronically sending and receiving transcripts to/from the University of the Fraser Valley. Testing with UBC is underway.
 - Established operational procedures for payment Transelect machines that meet Payment Card Industry (PCI) security compliance standards.

REGISTRATION, RECORDS, AND SYSTEMS

- Commenced the campus wide Time Table Advisory Committee to establish university wide standards, regulations, best practices for academic timetables, and recommend the optimal class matrix.
- In partnership with IET, the Banner Student Information System Student module upgrade to version 8.5 was completed successfully.
- Launched a modified version of web-based course search tool, allowing students and public to search for available seats in Continuous Intake study blocks with instructor, date, and campus.
- Registration transitioned the reserved seats pilot project to full operational status. Four Faculties plus Co-Operative Education used reserve seats for spring 2013 registration.

STUDENT AWARDS AND FINANCIAL ASSISTANCE (SAFA):

- Delivered, in conjunction with the Royal Bank of Canada (RBC), the inaugural six (6) “Lunch & Learn” Financial Literacy Workshops during the month of November (Financial Literacy Month).
- Successfully implemented the National Student Service Loan Service Centre (NSLSC) Portal to electronically confirm enrolment for all out-province integrated loans.
- Final stage of discussions on the soft launch of a pilot Work Study Program (Feb 2013).
- In conjunction with the Student Engagement Office, established the Aboriginal Emergency Assistant Fund that offers up to \$700 per student.

RECREATION

- Active KPU Challenge engaged 118 people; the majority of which were KPU employees.
- Movember Dodgeball tournament attracted 14 teams; the majority of which were KPU students.

STUDENT ENGAGEMENT

January 2013 New Student Orientation

295 new Kwantlen students attended new student orientation sessions at the Richmond, Surrey and Langley campuses on Thursday, January 3rd ahead of their first week of classes at KPU. A chance to meet other new students and staff, to learn about campus services, resources and success tips, new student orientation is organized through KPU's Student Life and Development department and facilitated with the use of a volunteer team of student leaders.

January 2013 Welcome Week

Organized by the Kwantlen Student Association, Welcome Week for the Spring 2013 semester occurred January 7-10 at the Richmond, Langley, Cloverdale and Surrey campuses. A free pizza lunch was provided for all students who participated and various Kwantlen student clubs and service areas took advantage of the opportunity to set-up information booths.

Student Leadership Conference 2013

KPU's 5th annual Student Leadership Conference will occur on Saturday, January 26th on the Surrey campus with its associated Spotlight on Student Leadership events featuring a number of free keynote sessions on Thursday, January 24th. Previous conferences have yielded extremely positive feedback from attendees and this year's promises to be no different with over 18 conference sessions for attendees to choose from and keynote addresses from KPU's own Dr. Alan Davis, Kim Baird of the Tsawwassen First Nation, author Chris Turner, and former Vancouver Canuck, Ryan Walter.

Aboriginal Gathering Place Cedar Weaving Workshops

October featured a free cedar weaving workshop for KPU students, faculty and staff lead by Nisga'a student Patricia Stewart. Spaces for the session filled nearly instantly and the workshop will be offered again in the spring with some dedicated sessions for international students.

University Secretariat

During the period covered by this report (November 5, 2012 – January 11, 2013) General Counsel supported the work of each of the units of the University Secretariat (University Governance and Policy Support, Student Risk and Judicial Affairs, and Freedom of Information and Protection of Privacy) and provided legal advice to the Board, Senate and senior administration at Kwantlen. Detailed reporting of such legal advice is not included, given the public nature of this report.

An outline of the work undertaken by each of the separate units within the University Secretariat during the reporting period follows.

University Governance and Policy Support

The governance and policy support side of the University Secretariat has organized, supported and followed up on at least 23 Board and Senate meetings and committee meetings during the reporting period despite a one week break over Christmas.

The Board Governance Manual was approved by the Board of Governors at its November 21, 2012 meeting, and has been posted on the policy website. The link is:

http://www.kwantlen.ca/_shared/assets/board_manual_21_nov_201224213.pdf

Development of the Course Outline Database/Library continues as a result of the discontinuation of the Lotus Notes environment.

Student Risk and Judicial Affairs

Cases

The Office of Student Risk and Judicial Affairs (“OSJA”) received 11 new cases during the reporting period. Of those 11 cases six are currently under investigation, with one of the cases involving the Behavioural Intervention Team (BIT). Of the remaining five cases, two cases were referred to counselling and three had insufficient information for OSJA to proceed independently.

Ongoing work continues on previously opened cases, some involving the BIT.

OSJA Administration

Ongoing work continues on the OSJA protocols and procedures, web page and marketing campaign. Work on revision of the student conduct policy (C21) continues.

BIT

The OSJA continues to work on formalizing BIT protocols and procedures, and is working on creating an educational campaign in relation to BIT for the Kwantlen community. We are also collaborating with SFU to develop a community of practice with other post-secondary BIT chairs.

Catherine Dube, Director, Judicial Affairs and Student Risk Management assisted with the organization of the Provincial Risk Management conference in Post-Secondary Education held November 22 – 23 at Kwantlen’s Richmond Campus. This conference was organized jointly by Kwantlen’s Department of Organizational Risk Management and the Risk Management Branch of the Ministry of Finance.

Freedom of Information and Protection of Privacy

FOI Access Requests

Sixteen access requests were completed and closed during this period. Two new requests were received.

FOI Access Year End Report Completed

The 2012 year ended with a total of 31 requests. There were no appeals of Kwantlen's responses to the Office of the Information and Privacy Commissioner ("OIPC"), although certain files that closed during this reporting period are still within the time frame for filing an appeal (30 days).

Risk Management Conference - Nov. 22-23, 2012, Richmond campus

As part of the Provincial Risk Management conference in Post-Secondary Education, a joint presentation between Kwantlen's Information and Privacy Coordinator, Fatima Sakarya and Kash Basi, Senior Claims Examiner and Legal Counsel at the Ministry of Finance, Risk Management Branch, was conducted before a full house of attendees from both the postsecondary environment and the enterprise risk management private sector. The presentation covered the risks associated with privacy breaches and social media use in postsecondary education. The conference was well received and the Risk Management Branch of the Ministry of Finance has requested that it be conducted again next year.

Office of Advancement

Development Office

\$12M - Donation

A donation of \$8M from Chip and Shannon Wilson and \$4M from lululemon athletica was announced in 2012. Individually these are the two largest gifts ever committed to KPU. Also, combined this is the largest gift given to the new university, one of the largest gifts in BC, and a top gift in Canada for 2012.

This gift is being matched by the provincial government and KPU to create a \$36M design facility on the Richmond Campus. Construction will begin in 2013. In honour of this donation, our School of Design will be renamed the “Chip and Shannon Wilson School of Design”. This also represents the first naming of a school of design at KPU.

A media event was executed on December 7 to announce the gift and creation of the “Chip and Shannon Wilson School of Design” at KPU. Premier Christy Clark, Minister John Yap, and Chip Wilson were in attendance. Media monitoring surrounding the announcement revealed that a potential audience of more than 3 million people was reached.

Family Campaign

The 2013 Family Campaign is now underway. This is an opportunity for all faculty, staff, and board members to make a financial donation to KPU. This year’s campaign target is to raise \$175K, and have 100% participation from KPU senior leaders, the KPU Foundation Board, the KPU Alumni Board, and the Board of Governors. Jeff Norris will attend a future Board of Governors meeting to promote this campaign.

Foundation Golf Tournament

Mark your calendar! The Kwantlen Polytechnic University Foundation’s 3rd Annual Golf Tournament in support of student athletes is scheduled for Wednesday, May 22, 2013, at Northview Golf & Country Club, Surrey, BC.

There are many sponsorship opportunities, and we are looking for donations of silent auction items and prizes, and we hope you will be able to help us in this endeavour. Items such as gift certificates, gift baskets, sports/golf equipment, tickets to sporting events, electronics, household items, art, and jewelry, are just a few of the ideas that would make excellent auction and prize items. We hope you will also join us for a day of golf with your colleagues and register a foursome. For further information about sponsorship opportunities, please visit <http://www.kwantlen.ca/golf>.

Alumni Relations

Online Election

KPUAA had its first online election in November 2012. This was the Alumni Association’s first online election which helped quadruple its voter participation from the previous year. Twelve candidates stood for eight positions, and the alumni body voted in four new and four existing directors for the 2013/2014 term. In 2012, KPUAA saw the highest number of candidates interested in standing for election, and had the highest number of voters since its incorporation in 2008 with 119 voters who placed 468 votes.

Mentorship Program

A mentorship luncheon was held at the end of November for current students, who may be interested in getting an alumni mentor to help guide their transition from a student to industry. The event engaged a dozen students, four of whom have applied to have an alumni mentor. Alumni matches for them are currently being recruited.

Website Update

The KPUAA website was reorganized to make it more user friendly for alumni. The Alumni Relations office is also working with Kwantlen's IET department to set-up a strategic way for alumni to have WiFi access when on campus, which has been requested by alumni for some time.

Events

Alumni are being integrated into various Kwantlen events and will be speaking at the upcoming KPU Leadership Conference, Open House, and Career Week. The Alumni Relation's Office is assisting two alumni groups who are planning reunion events in the spring of 2013.

External and Government Relations

New Hire

Late in 2012 a position for Director of External and Government Affairs was advertised. By receipt of this report an offer of the position will have been made with a start date in February. This position will focus on strengthening KPU relationships with Municipal and Provincial Governments as well as serve as a key representative of KPU in the communities we serve.

Government Meeting

A series of meetings including Alan Davis and Jeff Norris, mayors, councilors, MLA's, MP's, and school board officials have been held in the past weeks, as well as upcoming weeks. In early February, Dr. Davis will have met all key government officials in our region in a one-on-one format.

Office of Supply and Business Services

WebReq Update:

The introduction of a new on-line electronic requisition process is now underway and I am pleased to report this soft launch is meeting all expectations with no unexpected problems, with credit to the high level planning and instruction materials provided by the Manager, Supply Services and the Supply Team.

As important as adoption and acceptance of this new purchasing system by user departments during this initial phase, is the hands on experience that the Supply Team is now having during this transitional process adapting to a new paperless workflow.

New Shared Service Savings:

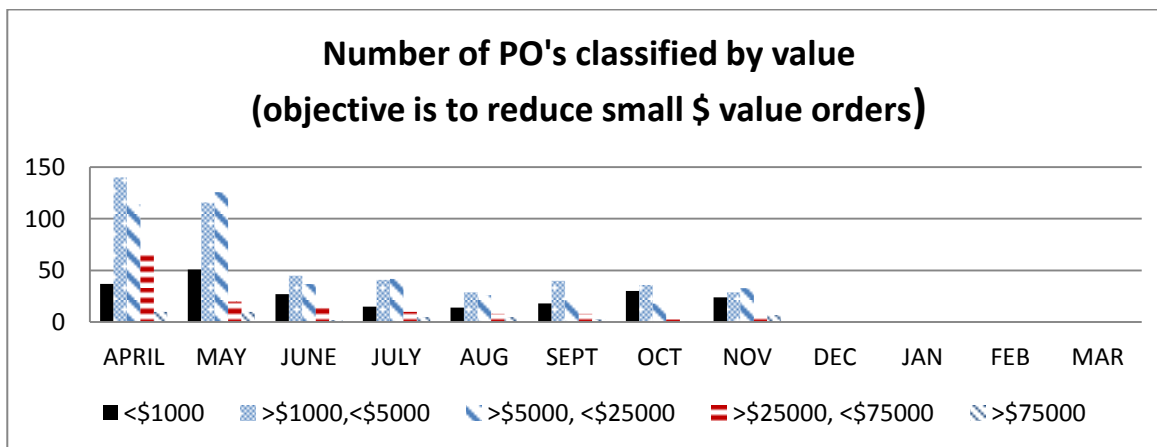
Whereas over the past 15 years Kwantlen's Supply Services has pursued a variety of shared procurement opportunities with the BC Education Cooperative Purchasing Group for requirements such as fine paper, lamps and ballasts, science and office supplies, a new shared service arrangement has just been initiated for disposal of the university waste stream.

Beginning in January, Kwantlen will now be included in the regional waste management contract developed by School District 75 (Mission) that includes SD 34 (Abbotsford), SD 42 (Maple Ridge), SD 33 (Chilliwack), and the University of the Fraser Valley. In addition to avoiding the administration costs of developing our own waste management contract, this will provide at least \$15,000 savings in the first 18 months of this new shared service arrangement.

Workload Efficiencies:

Recognizing an administrative cost of \$150 to \$250 to issue a Purchase Order, our Supply Services is ensuring that efficient process are available for the university for low dollar value purchases such as on-line systems contracts, long term comprehensive service contracts and the effective use of our Purchasing-Card (VISA) System.

In addition to avoiding the administrative costs for low dollar purchases, this approach allows the Supply Team to direct their efforts to the high dollar purchases where more cost reductions and contract value can be attained for the university, as demonstrated by the following table.



BOARD ITEM / President's Report

Issue: **Correspondence from the Ministry**

For Information: Attached is a letter from Deputy Minister of Advanced Education, Cheryl Wenezenki-Yolland in response to Kwantlen's Institutional Accountability Plan and Report for the 2011/12 reporting cycle.



JAN 14 2013

Board of Governors

Our Ref. 93804
File No.: 60240-60/KPU
280-30/CORR 2012

DEC 05 2012

Dr. Alan R. Davis
President and Vice Chancellor
Kwantlen Polytechnic University
12666, 72nd Ave
Surrey BC V3W 2M8

Dear Dr. Davis:

I am writing to you about Kwantlen Polytechnic University's (Kwantlen) Institutional Accountability Plan and Report (the Report) for the 2011/12 reporting cycle.

The reports are a central component of the accountability framework for public post-secondary education. As you may know, this year, to improve reporting consistency across the system, we implemented a new process for submitting and reviewing the reports. Please convey my thanks to your staff for adapting to the new process, and for the time and effort devoted to preparing the Report.

While acknowledging Kwantlen's achievement of many of its performance targets, I note with concern that Kwantlen did not achieve its enrolment targets in the areas of nursing and allied health programs and of developmental programs. I understand that Ministry staff have been in sustained discussions with Kwantlen staff to review and address the issues involved in the Nursing and Allied Health program area.

Further to the budget letter earlier this year and the 2012/13 Government Letter of Expectation, I also acknowledge that Kwantlen has developed a plan to improve its delivery in the developmental programs area. I understand the plan may require a degree of internal reprioritization of resources to support the necessary changes. I appreciate the efforts by Kwantlen to develop the plan and look forward to improvement in this program area of critical importance to your region. I encourage Kwantlen to work closely with Ministry officials should significant issues arise during the plan's implementation.

I read with interest, the explanations of the steps Kwantlen has taken to realize cost, energy and administrative efficiencies, and commend you for the creativity and discipline shown by Kwantlen staff and executive in doing so. I was also pleased to note the progress Kwantlen has made in defining the polytechnic mandate for itself and in creating and maintaining work-integrated learning opportunities for students.

.../2

Thank you again for helping ensure public accountability for post-secondary education.

Sincerely,



Cheryl Wenezenki-Yolland, CMA, FCMA
Deputy Minister
Advanced Education

pc: Honourable John Yap
Minister of Advanced Education, Innovation and Technology and
Minister Responsible for Multiculturalism

Mr. Gordon Schoberg, Board Chair
Kwantlen Polytechnic University

BOARD ITEM / Senate Report

Issue: **President's Senate Update**

For Information: There were two regular meetings of Senate since the last Board meeting. The following constitutes a summary of the actions taken at each meeting.

November 26, 2012

- The proposed composition of the Search Advisory Committee for the Provost/VP Academic with revisions. The membership of the Dean, School of Business Search Advisory Committee, with the addition of a faculty member from the Faculty of Academic and Career Advancement.
 - Valerie Warren, Faculty-Accounting
 - Mehdi Talwerdi, Faculty-Computer Science & Information Technology
 - Bob Benwick, Faculty-Business
 - Guoren Zhang, Faculty-Business & Quantitative Methods
 - Alexandra Richmond, Faculty-Communications/Public Relations
 - Colleen May, Faculty-Legal Administration Studies
 - Chamkaur Cheema, Faculty-Marketing
 - Andrea Danyluk, Business Student Representative
- The membership of the Executive Director, Continuing & Professional Studies Search Advisory Committee, with the addition of a faculty representative from the Faculty of Science and Horticulture.
 - Pat Bennett, Faculty-Faculty of Design
 - Kim Renwick, Faculty, School of Business
 - Al Sumal, Faculty, Faculty of Trades & Technology
 - Lori Shortridge, Faculty, Faculty of Community & Health Studies
 - Jared Penland, Student Board/Senate Representative
- Suspending classes on September 20, 2013 to allow students to

participate in a Truth & Reconciliation Commission of Canada's National Westcoast Event & KPU activities in order to achieve a more complete understanding of the history and legacy of the Indian Residential schools, and their lasting effects on Aboriginal communities, and the opportunities for us to work towards a better future based on a common understanding of our shared history.

- Revision to the Graduation requirements for the Public Safety Communications Program.
- Revision to the admission requirements for the Bachelor of Music in Musical Arts degree.
- Revision to the electives in the Bachelor of Music in Musical Arts degree.
- Extension of the curriculum variance for the Access Program for People with Disabilities to May 27, 2013.
- Establishment of Qualifications for Faculty Members - Asian Studies.
- Members of Senate Standing Committees:

Senate Standing Committee on Program Review

James Panabaker, Faculty, Faculty of Arts

Senate Standing Committee on the Library

Brian Pegg, Faculty, Faculty of Arts

Chris Burns, Faculty, Library

Senate Standing Committee on the University Budget

Alice MacPherson, Faculty

Sukey Samra, Professional Support Staff

Senate Standing Committee on Policy Articulation

Ann-Marie Davison, Faculty, Faculty of Science & Horticulture

Senate Governance Committee

Jane Gray, Professional Support Staff/ Senator

Senate Nominating Committee

Jane Gray, Professional Support Staff/Senator

Senate Standing Committee on Academic Appeals

Tabitha Swanson, Student, Faculty of Design

Derek Bender, Student, Faculty of Arts

Senate Standing Committee on Tributes

Kathleen Haggith, Dean, Faculty of Academic & Career Advancement, Senator

Pam Stadnyk as the Chair of the Senate Nominating Committee

- Graduates to November 26, 2012
- Senate meeting to be moved from Monday, December 10, 2012 to Monday, December 17, 2012.

December 17, 2012

- Revision to the Bachelor of Arts, Minor in Economics list of electives
- Revision to the Bachelor of Science in Nursing course numbering from NRS 2221 to NRS 2220
- Revision to the Bachelor of Business Administration, Accounting with the addition of CBSY 1105 as a required course and the addition of CBSY 2306 to the list of optional courses
- Revision to the Business Administration Diploma with the addition of BUQU 1230 as an alternative to MATH 2341
- Senate recommends the discontinuance of the Diploma option for the Bachelor of Design in Graphic Design for Marketing to the Board of Governors for approval
- Addition of a new Senate Bylaw 2.12 - Extension of Meeting Times
- The Senate Standing Committee on the Library (SSCL) form an Advisory Committee on Copyright as a subcommittee of SSCL
- Following as members of Senate Standing Committees

Senate Standing Committee on Academic Appeals

Tonya Myhedyn, Student, School of Business

Senate Nominating Committee

Henry Reiser, Dean, Faculty of Trades & Technology, Senator
Stan Kazymierchuk, Faculty, Faculty of Science and
Horticulture, Senator

Senate Standing Committee on Academic Planning & Priorities

Carolyn Robertson, Dean, Faculty of Design, Senator

Senate Standing Committee on the Library

Carolyn Robertson, Dean, Faculty of Design, Senator

Senate Standing Committee on Program Review

Nadia Henwood, Enrolment & Registrar Services
Terry Han, Associate Dean, School of Business

- Amandah Hoogbruin as Chair of the Senate Standing Committee on Tributes

- Graduates to December 17, 2012

BOARD ITEM / Evaluation of the Board as a Group

For Discussion: Iman Ghahremani is assigned to evaluate the Board's own performance at the 30 January 2013 Board meeting.

As agreed to at the November 21, 2012 Board meeting, the format of the evaluation has been simplified.

Board Meeting Evaluation

Date: January 30, 2013

What went well	What could we do better
To change for next time:	

1. Kwantlen "Upcoming Events / Activities 2013 (attached)

To be distributed:

2. Trusteeship – November/December 2012 – Governance and Intercollegiate Athletics: Boards must know the score

KWANTLEN UPCOMING EVENTS / ACTIVITIES 2013

****If you are planning to attend any of the upcoming events, please be sure to advise Sandi Klassen at 604-599-2079 (e-mail Sandi.Klassen@kwantlen.ca)****

<i>Date</i>	<i>Time</i>	<i>Event/Activity</i>	<i>Location</i>
2013			
Monday 28 January	4:00-7:00 pm	Senate	Surrey Campus Cedar 2110
Wednesday 30 January	3:00-7:00 pm	Board meeting	Surrey Campus Board Room Cedar Bldg, Room 2110
Thursday 7 February	5:30 pm 6:00 pm	Reception Faculty of Trades & Technology Awards Ceremony	Cloverdale Campus
Wednesday 13 February	4:00-6:00 pm	Governance Committee	Cloverdale Campus Rm 1853
Friday-Saturday 22-23 February	Friday 1:30 pm to 3:30 pm Saturday	Board Retreat	River Rock Casino Resort 8811 River Road, Richmond Thompson Room
Monday 25 February	4:00-7:00 pm	Senate	Surrey Campus Cedar 2110
Thursday 7 March	2:00-5:00 pm	Finance & Audit Committee	Cloverdale Campus Rm 1853
Wednesday 13 March	4:00-6:00 pm	Governance Committee	Cloverdale Campus Rm 1853
Monday 25 March	4:00-7:00 pm	Senate	Surrey Campus Cedar 2110
Wednesday 27 March	3:00-7:00 pm	Board meeting	Cloverdale Campus Room 1853
Wednesday 10 April	4:00-6:00 pm	Governance Committee	Cloverdale Campus Rm 1853
Saturday – Tuesday 20-23 April	Various	Association of Governing Boards Conference	San Francisco, CA
Monday 29 April	4:00-7:00 pm	Senate	Surrey Campus Cedar 2110

Thursday-Sunday 1-5 May	Various	Canadian University Boards Association (CUBA) (For Board Chair and University Secretary)	Calgary, Alberta
Tuesday 14 May	2:00-5:00 pm	Tentative – Finance & Audit Committee	Cloverdale Campus Rm 1853
Wednesday 15 May	4:00-6:00 pm	Governance Committee	Cloverdale Campus Rm 1853
Monday 27 May	4:00-7:00 pm	Senate	Surrey Campus Cedar 2110
Wednesday 29 May	4:00-6:00 pm	Governance Committee	Cloverdale Campus Rm 1853
Friday 31 May	TBA	Convocation – 2 ceremonies	Langley Events Centre
Friday 31 May	TBA	Chancellor’s Dinner	TBA
Friday 7 June	TBA	KPU Day for Employees	TBA
Wednesday 5 or 12 June	3:00-7:00 pm	Board meeting	Cloverdale Campus Room 1853
Monday 24 June	4:00-7:00 pm	Senate	Surrey Campus Cedar 2110
Wednesday 18 September	3:00-7:00 pm	Board meeting	Richmond Campus Conference Centre Room 2550, West Wing, Second Floor
Wednesday 20 November	3:00-7:00 pm	Board meeting	Surrey Campus, Cedar Room 2110