

**JOINT SENATE STANDING COMMITTEE ON  
ACADEMIC PLANNING & PRIORITIES  
AND ON UNIVERSITY BUDGET**

**Regular Meeting  
Friday, May 3, 2024  
10:00 a.m. – noon  
MS Teams Online**

**AGENDA**

1. Call to Order and Territorial Acknowledgement ..... Catherine Schwichtenberg 10:00
2. Approval of Agenda
3. Approval of Minutes
  - 3.1. Joint SSCAPP/UB – January 5, 2024
4. Chairs’ Report ..... Catherine Schwichtenberg 10:05
5. New Business
  - 5.1. Curriculum Inventory Management (CIM) - Programs Software..... Meredith Laird 10:10
6. Items for Discussion..... 10:35
7. Adjournment of Joint Committee

**SSCAPP AGENDA**

8. Approval of Minutes
  - 8.1. SSCAPP only – March 8, 2024
9. Associate Vice-President, Teaching and Learning Report .....Leeann Waddington 10:40
10. Items for Discussion
  - 10.1. Food Insecurity for International Students at KPU.....Mark Vardy 10:45
11. Adjournment

**JOINT SENATE STANDING COMMITTEE ON  
ACADEMIC PLANNING AND PRIORITIES AND  
ON UNIVERSITY BUDGET**

**Regular Meeting  
Friday, January 5, 2023  
10:00 a.m. – noon  
MS Teams Online**

<b>SSCAPP Voting Member Quorum: 5</b>		
Allyson Rozell Andhra Goundrey Andre Iwanchuk Diane Van der Gucht Fiona Whittington-Walsh	Ishant Goyal Sharmen Lee Shelley Strimbold	Alan Davis, Vice-Chair
		<b>Non-voting</b>
		Catherine Schwichtenberg Daniel Bernstein Diane Purvey Leeann Waddington Lori McElroy Melinda Schram Zena Mitchell
<b>Regrets</b>		<b>Guests</b>
Andreas Schwartz		Jamie Lamont
<b>SSCUB Voting Member Quorum: 6</b>		
Caroline Daniels Carley Hodgkinson, Chair Fergal Callaghan Fiona Whittington-Walsh Mike Mann	Reza Khakbaznejad Seanna Takacs Simren Sandhu Stefanie Singer Syeda Hafsa Travis Higo	Alan Davis
		<b>Non-voting</b>
		Catherine Schwichtenberg Chervahun Emilien Diane Purvey Peter Smailes
<b>Regrets</b>	<b>Senate Office</b>	<b>Guests</b>
Laura McDonald Stephanie Howes	Michelle Molnar Sonia Orlu (recorder)	Jamie Lamont Jeff Dyck Kristin Kidd

## **1. Call to Order and Territorial Acknowledgement**

The Chair, Catherine Schwichtenberg, called the meeting to order at 10:02 a.m.

## **2. Approval of Agenda**

**Sharmen Lee moved the agenda be confirmed as circulated.**

**The motion carried.**

## **3. Approval of Minutes, November 24, 2023**

**Caroline Daniels moved the minutes be accepted as circulated.**

**The motion carried.**

## **4. Chairs' Report**

Chair, Catherine Schwichtenberg acknowledged Carley Hodgkinson, the newly acclaimed Chair of the Senate Standing Committee on University Budget (SSCUB). Schwichtenberg noted that she and Hodgkinson will share chair duties for the Joint Committee moving forward.

## **5. New Business**

### **5.1. Fiscal 2024-25 University Budget**

Chervahun Emilien, Chief Financial Officer, presented the Fiscal 2024-25 University Budget to the committee (see agenda package).

The committee engaged in a comprehensive discussion on various aspects of the budget. Key points included the clarification that positions funded under the new budget are predominantly backed by one-time funding, implying these roles are not permanent.

Emilien elaborated on the allocation of the \$1.1 million increase in administrative salaries, highlighting significant investments in strategic positions. These include \$250,000 for the Office of Equity and Inclusive Community, \$210,000 for facilities management, \$171,000 towards Human Resources for accommodation specialists and reclassifications, and \$120,000 for IT for an Information Security Manager. Provost Diane Purvey explained that the allocation of \$400,000 in the academic portfolio is for hiring faculty earlier to facilitate better orientation and course preparation. This initiative is a pilot and is part of the one-time-only (OTO) funding for the next fiscal year.

Further inquiries revolved around the decrease in the academic capital budget, where Emilien clarified that the decrease was due to the completion of several significant projects. However, funds from the previous year are being carried forward for ongoing projects.

The committee also discussed the financial management strategy, particularly the challenges of operating within a surplus and the constraints imposed by the ministry. Emilien and President Alan Davis emphasized the difficulties of budgeting within the existing framework, highlighting the need for a more flexible approach to financial planning.

Additionally, the committee addressed the university's revenue composition, with Emilien noting that the Ministry operating grant constitutes about 33% of total revenue, with international student tuition being a significant revenue source. There were concerns about the recent government announcements on international students potentially impacting this revenue stream.

**Allyson Rozell moved the Senate Standing Committees on Academic Planning and Priorities and University Budget recommend that the Senate endorse and advise the President that the draft Fiscal 2024-25 Budget aligns with the Budget Principles and Priorities, as presented.**

**The motion carried.**

## **5.2. Program Suspension: Bachelor of Horticulture Science, Major in Urban Ecosystems**

A program review conducted in 2019 revealed that significant changes and a potential redirection of the program's focus were required. It was noted that more time was needed to complete these changes, leading to the proposal of a suspension period extending until August 2025.

Jamie Lamont, Chair – School of Horticulture, emphasized that during the suspension period, students currently enrolled in the program would receive support and guidance from the advising department and the Chair's Office. However, a specific restart date for the program could not be determined at that time.

The proposed suspension, from January 2023 to August 2025, is intended to allow sufficient time for the necessary program modifications and to go through the governance process, aiming to relaunch the program in the fall semester of 2025.

Catherine Schwichtenberg acknowledged the extensive review and work ahead, also noting that this program review is occurring alongside a broader department program review.

**Allyson Rozell moved the Joint Senate Standing Committee on Academic Planning & Priorities and on University Budget recommend that Senate approve the extension of the suspension of the Bachelor of Horticulture Science, Major in Urban Ecosystems program until August 2025.**

**The motion carried.**

## **6. Adjournment of Joint Committee**

The joint portion of the meeting was adjourned at 11:04 a.m.

## **7. Associate Vice-President, Teaching and Learning Report**

In addition to her written report, Leeann Waddington, Associate-Vice-President, Teaching and Learning highlighted the completion of additional technology-enhanced classrooms and the establishment of a lightboard recording studio at the Langley campus. This innovative studio, particularly beneficial for science and math departments, features a transparent whiteboard, allowing instructors to create visually engaging content. The recorded material shows instructors and their notes or diagrams in a clear, student-friendly format, enhancing the learning experience.

Waddington also discussed a new scheduling process developed in collaboration with the Registrar's office for these technology-enhanced classrooms. This process aims to ensure that the facilities are accessible to those who need them most. Additionally, with the Teaching and Learning team's offices currently undergoing a refurbishment, staff have been temporarily distributed across various campuses. This unique situation is being leveraged to enhance campus-wide engagement. The team plans to conduct rounds and organize open houses on all campuses, utilizing this opportunity to showcase the new spaces and innovative tools available.

Finally, Waddington informed the committee that a pilot program for onboarding new faculty, conducted with the School of Business, saw the successful integration of 10 faculty members through a blend of synchronous learning and online modules. This program was designed to develop teaching expertise and assist in course preparation. The feedback from the participants was highly positive, noting the exceptional level of support and orientation compared to other institutions. Waddington noted that discussions are ongoing regarding the timeline and details of the onboarding process, which will soon be presented to the Deans group for further discussion and implementation.

## **8. Adjournment**

The meeting was adjourned at 11:12 a.m.

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## JOINT SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES AND ON UNIVERSITY BUDGET

**Agenda Number:** 5.1

**Meeting Date:** May 5, 2024

**Presenter(s):** Meredith Laird

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**AGENDA TITLE:** Curriculum Inventory Management (CIM) - Programs software coming soon!

**ACTION REQUESTED:** Information

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### Context and Background

A new module of software to support program development, CIM-Programs, will be launched in summer 2024.

CIM-Programs will support program development and revision by replacing the current set of forms with an online form and by automating workflow. CIM-Programs will integrate with the software supporting course outlines (CIM-Courses) and the University Calendar (CAT).

This software has been developed based on feedback gathered by the CourseLeaf Project Team, which includes members from IT, the Senate Office, the Office of the Registrar, and the Office of the Provost.

Training materials and demonstrations will be available prior to the launch and on an ongoing basis through the Curricular Support team.

### Key Messages

1. New software to support program development and change will launch in summer 2024.
2. Training materials will be available through the [Curriculum Hub](#). Demonstrations and information sessions will be regularly scheduled and may also be requested by contacting [oProCurriculum@kpu.ca](mailto:oProCurriculum@kpu.ca)

3. All users with access to CIM-Courses will automatically have access to CIM-Programs.
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**Submitted by**

Meredith Laird, Manager, Curricular Support

**Date submitted**

April 15, 2024

## SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES

**Regular Meeting**  
**Friday, March 8, 2024**  
**10:00 a.m. – noon**  
**MS Teams Online**

<b>SSCAPP Voting Member Quorum: 5</b>		
Allyson Rozell Andhra Goundrey Andre Iwanchuk Fiona Whittington-Walsh	Sharmen Lee Shelley Strimbold	<b>Non-voting</b>
		Catherine Schwichtenberg, Chair Daniel Bernstein Lori McElroy
<b>Regrets</b>	<b>Senate Office</b>	<b>Guests</b>
Alan Davis	Michelle Molnar Sonia Orlu (recorder)	Carroll Boydell
Andreas Schwartz Diane Van der Gucht Ishant Goyal		
Diane Purvey Leeann Waddington Melinda Schram Zena Mitchell		

### 1. Call to Order and Territorial Acknowledgement

The Chair, Carley Hodgkinson, called the meeting to order at 10:02 a.m.

### 2. Approval of Agenda

The required quorum for the Joint Senate Standing Committee on Academic Planning and Priorities and on University Budget (SSCAPP/UB) was not met due to an insufficient number of SSCUB voting members present.

The Chair sought approval from SSCAPP members for the SSCAPP-specific agenda.



**Fiona Whittington-Walsh moved the SSCAPP agenda be accepted as circulated.**

**The motion carried.**

**3. Approval of Minutes, January 5, 2024**

Quorum not met.

**4. Chairs' Report**

No report.

**5. Items for Discussion**

None.

**6. Adjournment of Joint Committee**

The joint portion of the meeting was adjourned at 10:04 a.m. due to an insufficient number of Senate Standing Committee on University Budget (SSCUB) voting members present.

**7. Associate Vice-President, Teaching and Learning Report**

Leeann Waddington's report can be reviewed in the agenda package.

**8. New Business**

**8.1. Program Discontinuance: Bachelor of Arts, Major in Community Criminal Justice**

Carroll Boydell, chair of the Criminology Department, detailed the program's challenges, including low enrollment and operational difficulties, leading to its suspension for failing to meet ministerial standards. Despite several attempts to revise and repurpose the program, ultimately, the decision was made to discontinue it due to sustained low interest and administrative hurdles. Boydell noted that the courses from the discontinued degree remain popular and may be repackaged into certificates or other qualifications.

**Allyson Rozell moved that the Senate Standing Committee on Academic Planning & Priorities recommend that Senate approve the discontinuation of the Bachelor of Arts, Major in Community Criminal Justice, effective September 1, 2024.**

**The motion carried.**

**8.2. Program Discontinuance: Bachelor of Arts (Honours), Major in Community Criminal Justice**

**Allyson Rozell moved that the Senate Standing Committee on Academic Planning & Priorities recommend that Senate approve the discontinuation of the Bachelor of Arts, Major in Community Criminal Justice, effective September 1, 2024.**

**The motion carried.**

**9. Items for Discussion**

None.

**10. Adjournment**

The meeting was adjourned at 10:16 a.m.

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Associate Vice President, Teaching and Learning:  
**Report to The Senate Standing Committee on Academic Planning & Priorities  
and The Senate Standing Committee on University Budget**  
May 3, 2024 (for the period of April 5, '24 to Apr 19, '24)

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#### EVENTS & UPDATES

- The Teaching & Learning Commons is launching a support for rubric development for Gen AI considerations. The team will be available to provide feedback on assessment rubric design to “GenAI Proof” it. Feedback will focus on supporting instructors to refine their rubric to ensure it evaluates integrated learning, which is not easily replicated by GenAI.
  - Email [genAIRubrics@kpu.ca](mailto:genAIRubrics@kpu.ca) and feedback will be provided within 3-5 business days.
- We've launched a list of supports and learning opportunities for new faculty who will be starting their teaching journey this summer. These T&L supports can be accessed and completed asynchronously with 1:1 support from Strategists and Learn Tech Analysts through drop-ins and as required with a consultation. Learn more [HERE](#).
- We have prepared an action plan in response to the release of the Accessibility Plan and shared it with academic council as well as at a Provincial accessibility community of practice.
- The application cycle for TLIF and OER grants is now closed and the adjudication process complete, recipients will receive communication in the coming weeks. 16 applications for funding were received this cycle.
- Our latest T&L Commons newsletter has been published. [Read it here!](#)

#### WORKSHOPS AND EVENTS

- Check out our spring learning opportunities [here!](#)
  - [Technology Enhanced e-classrooms orientation May 8th](#)
  - [Instructional Skills for Lab instructors May 10th](#)
  - [Generative AI Workshop May 17<sup>th</sup>](#)
  - [Privacy and Records: a Primer for Faculty May 28th](#)

#### LEARNING TECHNOLOGIES

- Teaching and Learning Commons is in the final stages of preparing and implementing the universal login conversion to email address, the Moodle upgrade to version 4.1 and the addition of single sign on and the accessibility plug-in for WordPress.

#### OPEN EDUCATION

- We've worked with the registrar's office and chairs to improve the data collection for ZTC course sections, building in transparency for students during their registration process.
- Monday April 15<sup>th</sup> TL Commons hosted a wrap up party for the first round of UN SDG Champions, fall champion announcements coming soon.
- If you are interested in learning more about the ZTC Initiative, visit <https://www.kpu.ca/open/ztc>; for help finding OERs to use in your courses, ask your subject librarian <https://www.kpu.ca/library/finding-open-education-resources>.

## SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES

**Agenda Number:** 10.1

**Meeting Date:** May 3, 2024

**Presenter(s):** Mark Vardy

**AGENDA TITLE:** FOOD INSECURITY FOR INTERNATIONAL STUDENTS AT KPU

**ACTION REQUESTED:** Discussion

**RECOMMENDED RESOLUTION**

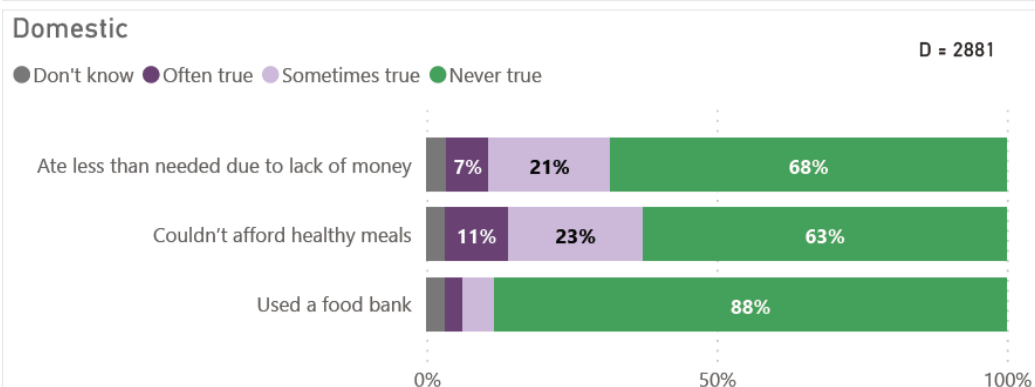
### Context and Background

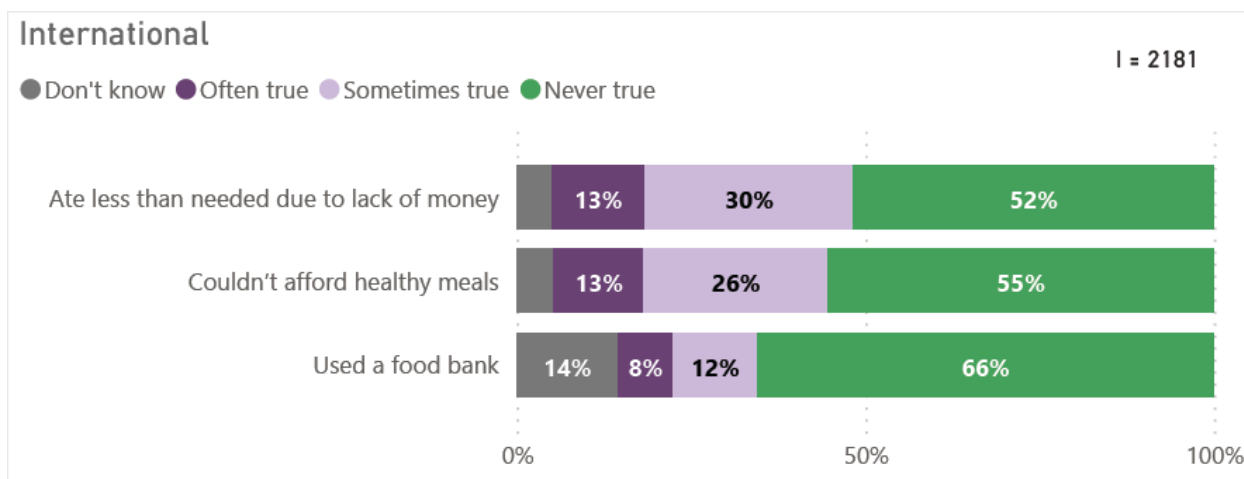
The Arts Standing Committee for Faculty and International Student Success notes with great concern the challenges international students are currently facing in accessing food banks in Canada. Food insecurity has routinely been a subject of campus conversation, but recent news reports confirm that international students are being increasingly stigmatized for using an important lifeline.

As explained in this Toronto Star article from Nov 18th, “Food banks from coast to coast are seeing a surge of international students looking for help. It has prompted one operator in Brampton to ban them from using its services—setting off a flurry of controversy.” This CBC article from Nov 13th adds some context as to why international students are being ostracized.

International students at KPU are not immune to these issues. Data from KPU’s Student Satisfaction Survey show that International students “Ate less than needed due to lack of money” and “Couldn’t afford healthy meals” at a rate higher than Domestic students. International students at KPU also report going to food banks more frequently than Domestic students.

#### Frequency of Food Insecurity in the Previous 3 Months





## Key Messages

In light of the above considerations, Arts Faculty Council appeal to KPU's leadership to take these actions:

1. Issue a statement to the KPU community that reassures international students that there are support services for those dealing with food insecurity and that they can be accessed freely and without judgment. This step will counter efforts to scapegoat these students.
2. Host a pop-up food bank on one of the KPU campuses in the near future. It is reassuring that there are existing measures against food insecurity at KPU, but we believe that more options are needed right now. We could follow the model of Toronto's Sai Dham Food Bank in offering a bag of essentials (rice, flour, sugar, salt, a variety of lentils, and a few personal hygiene products) to any student in need.
3. We also suggest initiating outreach to major grocery chains such as Save-On-Foods and Superstore to explore potential partnerships or support mechanisms that could support our KSA Food Bank, thereby providing much-needed assistance to our student community.

These actions would have the double effect of helping those dealing with food insecurity, and it would also boost the morale of the KPU community to see the institution provide an additional safety net for those who are overextended.

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## Submitted by

Mike Vardy, Criminology Instructor

## Date submitted

April 19, 2024