



## **KPU Board of Governors - Regular Meeting**

**Date: December 2, 2020**

**Time: 4:00 pm – 4:35 pm**

**Via Blue Jeans: Please click on the link below to join the meeting.**

**<https://bluejeans.com/223754866?src=calendarLink>**

### **Phone Dial-in**

**+1.778.807.4955 (Canada (Vancouver))**

**+1.416.900.2956 (Canada (Toronto))**

**+1.438.788.3021 (Canada (Montreal, French))**

**+1.866.599.3622 (Canada (Toll Free))**

**Meeting ID: 223 754 866**





## Regular Meeting Agenda

### Board of Governors

**Date:** December 2, 2020

**Time:** 4:00 pm – 4:35 pm

**Via:** Blue Jeans Conferencing Bridge

<https://bluejeans.com/223754866?src=calendarLink>

**Phone Dial-in:** +1.778.807.4955 (Canada (Vancouver))

**Meeting ID:** 223 754 866

**Attending:** Kim Baird, Rhiannon Bennett, Sandra Case, Ivy Chen, Farhad Dastur, Alan Davis, Bob Davis, Amos Kambere, Michael McAdam, Mohammed Mahabub, Rajvir Mangat, Kim McGill, David Piraquive, Jack Wong

**Excused:**

*M = Motion to Approve  
D = Discussion  
I = Information  
E = Education*

**Presenters and Administrative Resources:** Steve Cardwell, Laurie Clancy, Tara Clowes, Marlyn Graziano, Ranminder Kaur, Brian Moukperian, Sandy Vanderburgh, Keri van Gerven

**4:00 pm Regular Board Meeting**  
**Closed Board Meeting to follow**  
**In camera Debriefing Session to follow**

Agenda Item	Resource	Action	Time	Page
1. Call to Order & Introductory Remarks	Sandra Case		4:00	
2. Conflict of Interest	Sandra Case			
3. Approval of Agenda	Sandra Case	M	4:00-4:01	3

**MOTION:** THAT the Board of Governors approve the regular meeting agenda for December 2, 2020.

4. Consent Agenda	Sandra Case	M	4:01-4:02	7
4.1. Minutes of the September 30, 2020 Regular Board of Governors Meeting				8
4.2. Program Discontinuance: Certificate in Public Safety Communications	Brian Moukperian	M	4:02-4:03	15

**MOTION:** THAT the Board of Governors approve the following items on the Consent Agenda:

- 4.1. Minutes of the September 30, 2020 Regular Board of Governors Meeting.
- 4.2. To discontinue the Certificate in Public Safety Communications program, effective January 1, 2021 as recommended by the Board Governance Committee.

5. Audit Committee Report	Michael McAdam	I	4:03-4:04	
5.1. Committee Chair Report				



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6. Finance Committee Report				
6.1. Committee Chair Report	Michael McAdam	I	4:04-4:05	
7. Governance Committee Report				
7.1. Committee Chair Report	Amos Kambere	I	4:05-4:06	
7.2. Joint Senate/Board Governance Retreat Agenda – December 10, 2020	Keri van Gerven	I	4:06-4:07	23
7.3. Board Planning Seminar Agenda - February 26, 2021	Keri van Gerven	D	4:07-4:09	25
8. Human Resources Committee Report				
8.1. Committee Chair Report	Sandra Case	I	4:09-4:10	
9. Board Representative to Senate – Schedule	Keri van Gerven	I	4:10-4:12	27
10. President's Report				
10.1. Report to the Board	Alan Davis	I	4:12-4:15	
11. Provost's Report				
11.1. Report to the Board	Sandy Vanderburgh	I	4:15-4:18	
12. Vice President, External Affairs				
12.1. Report to the Board	Marlyn Graziano	I	4:18-4:21	
13. Vice President, Finance & Administration's Report	Tara Clowes	I	4:21-4:24	
13.1. Report to the Board				
14. Vice President, Students				
14.1. Report to the Board	Steve Cardwell	I	4:24-4:27	
15. Senate Reports – meeting held on September 28, 2020 and October 26, 2020	Alan Davis	I	4:27-4:28	29
16. Next Meeting Agenda Contribution	Sandra Case	D	4:28-4:29	
17. For the Good of the Order	All	D	4:29-4:30	



## ***Regular Meeting Agenda***

### **Board of Governors**

**Date:** December 2, 2020

**Time:** 4:00 pm – 4:35 pm

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18. Feedback on the Meeting	All	D	4:30-4:32
19. Closing Remarks	Sandra Case		4:32-4:33
20. Appendix:			
20.1. <a href="#">Report to the Board of Governors</a>	Alan Davis	I	4:33-4:34
21. Next Meeting	Sandra Case	I	4:34-4:35
Regular Board Meeting			
Wednesday, February 3, 2021			
4:00 – 7:00 pm			
22. Adjournment	Sandra Case		4:35





**Board of Governors**  
**Agenda Item:**  
**Meeting Date:**  
**Presenter(s):**

**Regular Meeting**  
**#4**  
**December 2, 2020**  
**Sandra Case**

**Agenda Item:**        **Consent Agenda**

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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<b>Recommended Resolution:</b>	<b>THAT the Board of Governors approve the following items on the Consent Agenda:</b> <b>4.1 Minutes of the September 30, 2020 Regular Board of Governors Meeting;</b> <b>AND</b> <b>4.2 To discontinue the Certificate in Public Safety Communications program, effective January 1, 2021 as recommended by the Board Governance Committee.</b>
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**Attachments:**

1. Minutes of the September 30, 2020 Regular Board of Governors Meeting.
2. Program Discontinuance: Certificate in Public Safety Communications.

**Submitted by:**        Ranminder Kaur, Confidential Assistant to the Board of Governors

**Date submitted:**     November 18, 2020

**Present: Board**

Sandra Case / Chair  
Rhiannon Bennett  
Ivy Chen  
Farhad Dastur  
Alan Davis / President & Vice Chancellor  
Bob Davis  
Amos Kambere  
Mohammed Mahabub  
Rajvir Mangat  
Michael McAdam  
Kim McGill  
George Melville / Chancellor  
David Piraquive  
Jack Wong

**University Vice Presidents**

Steve Cardwell / VP, Students  
Laurie Clancy / AVP, Human Resources  
Tara Clowes / VP, Finance and  
Administration  
Marlyn Graziano / VP, External Affairs  
Sandy Vanderburgh / Provost & VP,  
Academic

**Presenters and University Resources**

Jennifer Duprey / General Counsel  
Candice Gartry / Interim Executive  
Director, Finance  
Brent Elliott / Director, Planning,  
Development and Sustainability  
Ranminder Kaur / Confidential Assistant to  
the Board of Governors  
Jaret Lang / Associate Vice President,  
Campus and Community Planning  
Lori McElroy / AVP, Planning and  
Accountability  
Keri van Gerven / University Secretary &  
Executive Assistant to the President & Vice  
Chancellor

**Regrets:** Amandeep Singh

1. **Call to Order and Introductory Remarks** The Chair called the meeting to order at 4:04 pm. The Chair introduced Ivy Chen, Bob Davis, Rajvir Mangat, David Piraquive and Jack Wong who recently joined the KPU Board of Governors and welcomed guests in attendance.
2. **Conflict of Interest** No other conflict of Interest was declared.
3. **Approval of Agenda** **Motion #01-20/21**  
**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Agenda for September 30, 2020.**
4. **Consent Agenda** **Motion #02-20/21**  
**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following item on the Consent Agenda:**  
**4.1. Minutes of the June 24, 2020 Regular Board of Governors Meeting.**  
**AND**  
**THAT the Board of Governors receive the following items for information:**



**4.2 KSA Annual Fee Change Letter - 2020-2021 Academic Year.****4.3 2021-22 and 2022-23 Academic Year Schedules.****4.4 Investment Account Update****5. Audit Committee Report****5.1 Committee Chair Report**

Committee Chair, Mr. McAdam advised that the Audit Committee met on September 30, 2020 and received an update on audit recommendations.

**6. Finance Committee Report****6.1 Committee Chair Report**

Committee Chair, Mr. McAdam advised that the item considered by the committee is included on the agenda.

**6.2 Executive Statement of Financial Information (SOFI) Public Bodies Report as at March 31, 2020**

Ms. Gartry commented that the Board Governance Manual states that the Finance Committee has a responsibility to review all public reporting by KPU to ensure that it represents a complete, accurate, and balanced picture of KPU's performance and financial situation (Sec 11.4.4 (b)) and noted that the Finance Committee reviewed this at its meeting on September 15, 2020.

Ms. Gartry presented the Statement of Financial Information (SOFI) - Public Bodies Report as at March 31, 2020 for submission to the Ministry of Advanced Education, Skills and Training pursuant to *Financial Information Act*.

**Motion #03-20/21**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Statement of Financial Information (SOFI) – Public Bodies Report for submission to the Ministry of Advanced Education, Skills, and Training as recommended by the Board Finance Committee.**

**6.3 Fiscal Year 2021/22 University Budget Planning**

Ms. Clowes commented that preparation for the fiscal year 2021/22 budget will focus on developing a budget that will maintain KPU's core teaching, learning, scholarship and service activities as far as possible.

Ms. Clowes mentioned that the intention is to prepare a budget for approval that is manageable within KPU's unrestricted accumulated surplus, and leaving enough funds to ensure business continuity for 2022/23.

Ms. Clowes noted that traditionally, administration has always presented a balanced annual budget, meeting the provincial Ministry of Advanced Education, Skills and Training mandate for balanced budgets. The COVID-19 global pandemic continues to significantly impact tuition and ancillary revenue streams across the BC post-secondary industry. The provincial ministry has indicated that post-secondary ongoing financial management

should be focused on ensuring any deficit can be covered by accumulated financial surpluses, with a view to recover financially at the end of the pandemic.

Ms. Clowes commented that ongoing financial projections show that KPU will continue to be impacted by decreasing tuition and ancillary revenue streams into the next fiscal year. Ms. Clowes noted that a five-year trend on revenues showed that the operating grant has been increasing only marginally, primarily to offset bargaining or statutory deduction increases. Tuition has been the primary driver of volatility in revenues.

Ms. Clowes commented that the most recently available Office of Planning and Accountability (OPA) tuition budget model projections for budget year 2021/22 indicates that we are anticipating a \$13 million decrease in tuition and fees. Ms. Clowes noted that the average cost per class is expected to increase 6% per year. This incorporates an assumption of an annual tuition price increase of 2% for both domestic and international students and the embedded assumption is that 26% of seats will be filled by international students. It was noted that one of the mechanisms to adjust offerings to increase capacity in high demand programs and courses is to work with the KFA.

Ms. Clowes noted that the 2021/22 budget will be presented to the Board of Governors on March 31, 2021 for approval.

*Mr. Piraquive joined the meeting.*

## **7. Governance Committee Report**

### **7.1 Committee Chair Report**

Committee Chair, Mr. Amos, advised that the items considered by the committee included the Board composition and succession plan. The committee noted Code of Conduct declarations were executed by new board members

### **7.2 VISION 2023: Progress Report for 2019/20**

Dr. McElroy commented that all 24 measures are reported in the annual Accountability Plan and Report that is submitted to the Ministry each summer. Dr. McElroy noted that two separate progress reports are provided to the Governance Committee and the Board: (a) a Progress Report is provided in the Fall, with the data reported in the Accountability Plan and Report, as well as an assessment of progress on each goal; and (b) a mid-year Progress Report which contains benchmark data.

Dr. McElroy advised that there are targets for all but one performance measure. For AEST metrics, the targets are established by the Ministry. For the other 12 metrics, the target was developed by the Office of Planning & Accountability and approved by the Board. The target for metric 5 will be developed once we have baseline data.

Dr. McElroy noted that for some measures an assessment was not made as it requires a comparison over time and no prior data exists. In these

cases, the data provides the baseline measure against which future progress will be assessed.

Members noted that some measures are not updated every year, and some measures were not collected in Spring 2020 due to the disruption caused by COVID 19.

## **8. Human Resources Committee Report**

### **8.1 Committee Chair Report**

Committee Chair, Ms. Case, thanked Mr. Kambere for chairing the first half of the meeting.

Ms. Case advised that the Human Resources Committee met on September 10, 2020 and the item considered by the committee included re-appointment of the University Registrar and received an update on the employee engagement program.

*The Chair welcomed Lekeyten, KPU Elder in Residence. Lekeyten welcomed the members of the committee, and expressed his good wishes for the year ahead.*

*The Chair thanked Lekeyten, KPU Elder in Residence, for his welcome to the shared traditional territories of the Kwantlen, Katzie, Semiahmoo, Coast Salish People and Tsawwassen First Nations.*

## **9. KPU2050 Draft Campus Master Plan and Recommended Directions**

Mr. Elliott presented the draft KPU2050 Campus Master Plan and commented that the draft plan outlines a shared long-term vision for all of KPU's four campuses, along with a set of guiding design principles.

Mr. Elliott commented that the draft plan illustrates and outlines recommended directions related to the future of our built form, open spaces and movement connections for the four physical campuses at Surrey, Tech, Langley, and Richmond.

Mr. Elliott noted that the draft plan will also identify recommendations that could deliver a pathway towards carbon neutrality and a more sustainable and resilient future and commented that the draft plan also outlines a set of Indigenous principles that inform us how we think about our KPU campuses today and in the future in relation to the land, people, and activities that take place on them.

Mr. Elliott mentioned that overall, the draft plan offers a holistic view of KPU's future, one that describes and visually illustrates the physical evolution of our campuses, upholds our sustainability commitments, and deepens efforts towards reconciliation; all of which are intended to help inform decision making related to our campuses for the next 30 years.

Mr. Elliott commented that the draft plan will serve as the basis for a series of upcoming virtual consultation opportunities and a survey to explore support and collect further feedback from our KPU community.

*Mr. Bob Davis joined the meeting.*

## **10. President's Report**

### **10.1 Report to the Board**

Dr. Davis advised that the President's Report was included in the Report to the Board of Governors and noted the significant number of activities around KPU featured in the report.

Dr. Davis advised that the Chancellor's virtual installation will take place on October 19<sup>th</sup>, followed by the Fall virtual convocation on October 20<sup>th</sup>, 2020.

**11. Provost's Report**

**11.1 *Report to the Board***

Dr. Vanderburgh advised that the Provost and VP, Academic Report was included in the Report to the Board of Governors.

Dr. Vanderburgh advised that offering high quality programing continues to be a key priority for KPU and commented that KPU courses are being delivered with both synchronous and asynchronous components and KPU is offering a limited number of courses with face-to-face experiential learning.

**12. Vice President,  
External Affairs  
Report**

**12.1 *Report to the Board***

Ms. Graziano advised that the Vice President, External Affairs Report was included in the Report to the Board of Governors. Ms. Graziano thanked her team (Marketing, Media and Communications, Advancement, Alumni Affairs) for all their work behind the scenes during the pandemic.

**13. Vice President,  
Finance and  
Administration**

**13.1 *Report to the Board***

Ms. Clowes advised that the Vice President, Finance and Administration Report was included in the Report to the Board of Governors.

**14. Vice President,  
Students Report**

**14.1 *Report to the Board***

Dr. Cardwell advised that the Student Services Report was included in the Report to the Board of Governors. Dr. Cardwell noted that all student services are running and that the staff are working hard to support students.

**15. Next Meeting Agenda  
Contribution**

Board members were asked to send contributions for the next meeting agenda to Ms. van Gerven at least two weeks in advance of the meeting.

**16. For the Good of the  
Order**

There were no additional items identified.

**17. Feedback on the  
Meeting**

Members noted technical difficulty faced by few members when joining the meeting.

There was no additional feedback on the meeting.

**18. Closing Remarks**

The Chair thanked everyone, including Board Members for attending and contributing to the discussions. The Chair encouraged new student board members to actively engage in the discussions at the meetings.

**19. Appendix:**

**19.1    *Report to the Board of Governors***

The September 2020 Report to the Board of Governors was received.

**20. Next Meeting**

The next meeting has been scheduled for Wednesday, December 2, 2020.

**21. Adjournment**

The meeting adjourned at 5:32 pm.

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**Board Chair**



**Board of Governors****Agenda Item:****Meeting Date:****Presenter(s):****Regular Meeting****#4.2****December 2, 2020****Brian Moukperian****Agenda Item:**      **Program Discontinuance: Certificate in Public Safety Communications**

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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<b>Recommended Resolution:</b>	<b>THAT the Board of Governors approve to discontinue the Certificate in Public Safety Communications program, effective January 1, 2021 as recommended by the Board Governance Committee.</b>
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**Board Committee Report:** At its meeting held on November 4, 2020, the Board Governance Committee approved to discontinue the Certificate in Public Safety Communications program, effective January 1, 2021 for recommendation to the Board of Governors.

**Context & Background:** The Certificate in Public Safety Communications program was suspended on May 28, 2018 as per approved by Senate. For more than two years, Future Students Office reports no inquiries into the Certificate in Public Safety Communications Program. The primary instructor for the Program retired on December 31, 2016.

On October 26, 2020, Senate approved the motion to recommend to the Board of Governors the discontinuance of the Certificate in Public Safety Communications Program, effective January 1, 2021.

**Key Messages:**

1. On Wednesday, September 9, 2020, Faculty of Trades and Technology Academic Planning & Priorities Committee passed a Motion to recommend to Faculty of Trades and Technology to discontinue the Certificate in Public Safety Communications program, effective January 1, 2021.
2. On Wednesday, September 16, 2020, Faculty of Trades and Technology Faculty Council passed a Motion to recommend to Senate to discontinue the Certificate in Public Safety Communications program, effective January 1, 2021.
3. No departments, Faculties and Schools are impacted by the discontinuance of the Certificate in Public Safety Communications program.

**Resource Requirements:** N/A

**Implications / Risks:** There are no legal, budgetary or curricular implications as a result of the program discontinuance.

**Board of Governors****Agenda Item:****Meeting Date:****Presenter(s):****Regular Meeting****#4.2****December 2, 2020****Brian Moukperian****Consultations:**

1. On March 3, 2020, Dr. Sandy Vanderburgh, Provost & Vice President, Academic provided Brian Moukperian, Dean, Faculty of Trades and Technology with a memo supporting and endorsing the proposal to discontinue the Certificate in Public Safety Communications program.
2. Candice Gartry, Interim Executive Director, Financial Services was consulted on June 25, 2020. Finance supports the recommendation to discontinue the program.
3. Zena Mitchell, University Registrar was consulted on June 25, 2020. There are no students who need to complete courses to graduate.

**Attachments:**

1. Memo from Senate to the Board of Governors re: Recommendation to Discontinue Certificate in Public Safety Communications.
2. Memo to Brian Moukperian, Dean, Faculty of Trades and Technology, from Dr. Vanderburgh, dated March 3, 2020, re: Proposal to discontinue Public Safety Communications Certificate program.
3. Memo to Faculty of Trades and Technology, Academic Planning and Priorities Committee, from Brian Moukperian, dated August 27, 2020, re: Recommendation to Discontinue Certificate in Public Safety Communications.

**Submitted by:**

*Brian Moukperian  
Dean, Faculty of Trades and Technology*

**Date submitted:**

*November 5, 2020*



## SENATE OFFICE MEMORANDUM

<b>TO</b>	Ranminder Kaur, Confidential Assistant, Board of Governors
<b>CC</b>	Josephine Chan, Special Assistant to the Provost
<b>FROM</b>	Rita Zamluk, Administrative Assistant, University Senate
<b>DATE</b>	October 27, 2020
<b>SUBJECT</b>	Program Discontinuance: Certificate in Public Safety Communications

On October 26, 2020, Senate recommended that the Board of Governors discontinue the Public Safety Communications Certificate, effective January 1, 2021. Attached are the documents reviewed by Senate. Please let me know if you need any further information.

*Program Change*

**Certificate in Public Safety Communications**

<input type="checkbox"/>	Approved for implementation.*
<input checked="" type="checkbox"/>	Requires significant revisions and must be resubmitted to Senate.*
<input checked="" type="checkbox"/>	Approved. Further steps required prior to implementation.
<input type="checkbox"/>	New Minor or Honours Program. Proceeds to Board as per Policy AC10.
<input type="checkbox"/>	Change has budgetary impact. Proceeds to Board as per Policy AC10.
<input checked="" type="checkbox"/>	Substantive curricular changes. Proceeds to Provost's Office as per Policy AC10.
<input checked="" type="checkbox"/>	Program discontinuance. Proceeds to Board as per Policy AC10.

\*Any required revisions or further steps are noted below.

*Program Development*

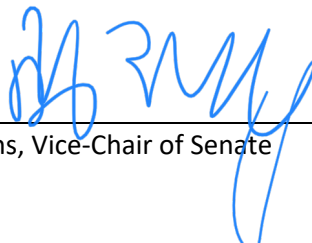
<input type="checkbox"/>	Concept Paper approved.* Proceeds to Board as per Policy AC10.
<input type="checkbox"/>	Full Program Proposal (FPP) approved.* Proceeds to Board and Provost's Office as per Policy AC10.
<input type="checkbox"/>	Requires significant revisions and must be resubmitted to Senate.*

\*Any required revisions or further steps are noted below.

*Other*

<input type="checkbox"/>	Approved for implementation.*
<input type="checkbox"/>	Requires significant revisions and must be resubmitted to Senate.*
<input type="checkbox"/>	Approved. Further steps required prior to implementation.*

\*Any required revisions or further steps are noted below.



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David Burns, Vice-Chair of Senate

October 26, 2020



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TO: Brian Moukperian, Dean, Faculty of Trades and Tech

CC: Josephine Chan, Special Assist-Provost, Provost and Vice President, Academic

FROM: Dr. Sandy Vanderburgh, Provost and Vice President, Academic

DATE: March 3, 2020

SUBJECT: **Proposal to discontinue Public Safety Communications Certificate program**

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In accordance with KPU [Policy AC10, Establishment, Revision, Suspension and/or Discontinuance of Programs](#) and requirements outlined in Section B.2.f. of the supporting [Procedures](#), I have reviewed your detailed proposal (attached) to discontinue the Public Safety Communications Certificate program.

This memo confirms my full support and endorsement on the Proposal to Discontinue the Public Safety Communications Certificate program.

A handwritten signature in black ink, appearing to read 'Sandy Vanderburgh', is written over a horizontal line.

Sandy  
Vanderburgh

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Dr. Sandy Vanderburgh  
Provost & Vice President, Academic  
Kwantlen Polytechnic University

MEMO TO: Academic Planning and Priorities  
Faculty of Trades and Technology

FROM: Brian Moukperian, Dean  
Faculty of Trades and Technology

RE: Recommendation to Discontinue Certificate in Public Safety Communications

DATE: August 27, 2020

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#### Background

On May 11, 2018, Dr. David Florkowski, Interim Dean, Faculty of Trades and Technology, presented a Motion to Senate Standing Committee on Academic Planning and Priorities to Recommend to Senate to Approve the Program Suspension of the Certificate in Public Safety Communications. The proposal to suspend the Certificate in Public Safety Communications program was subsequently approved by Senate, effective May 28, 2018.

As per B.2.e in Procedure AC10 *Establishment, Revision and/or Discontinuance of Programs*, a program that has been suspended for a minimum of two years may be proposed for program discontinuance as outlined in Procedure AC10 (see Section B.2.f).

#### Reasons for Discontinuance

- In 2018, inquiries directed to the public safety industry had found that both the RCMP and E-Communication organizations (Call Centers) hire directly and use a psychometric assessment tool for screening applicants.
- Since 2016, all intakes have been cancelled due to lack of qualified applicants.
- Senate approved the proposal to suspend the Certificate in Public Safety Communications in 2018.
- As of June 2020, Future Students Office reports no inquiries for the program.

#### Implications

- There are no legal, budgetary or curricular implications as a result of the program discontinuance.

#### Recommendation

Dean, Brian Moukperian recommends Faculty of Trades and Technology Academic Planning and Priorities (AP&P) recommend to Faculty Council to recommend to Senate and the Board to discontinuance the Certificate in Public Safety Communications program, effective January 1, 2021.

### **Enrolment**

Status	Fall 2014	Fall 2015	Fall 2016	Spring 2017	Spring 2017
Total Applications	34	47 First Choice 10 Second Choice	36 First Choice 20 Second Choice	12 First Choice 10 Second Choice	15 First Choice
Applications Incomplete	11	27	22	6	13
Qualified	19	16	8	5	2
Not Admissible	4	4	6	1	0
Offers Sent	19	16	8 2 offers declined	5 1 offer declined	Intake was cancelled before the offer stage
Offers Accepted	19	16	6 – intake cancelled	4 – intake cancelled	Intake cancelled before offer stage
Graduated	12	15	Intake cancelled	Intake cancelled	Intake cancelled

### **Proposal to Discontinue Certificate in Public Safety Communications**

#### **Impacted Credential**

Certificate in Public Safety Communications

#### **Location of the Program**

KPU Tech

#### **Faculty Offering the Program**

Faculty of Trades and Technology

#### **Anticipated Final Date of Discontinuance**

January 1, 2021

#### **Reasons for Discontinuance**

- Lack of enrolment demand

#### **Plans of Phasing-out of the Program**

1. No other departments units or programs will be impacted by the discontinuance.
2. Zena Mitchel, University Registrar was consulted on June 25, 2020. Since this was a cohort-based program, there are no students who need to complete courses to graduate.
3. Candice Gartry, Interim Executive Director, Financial Services was consulted on June 25, 2020. Finance supports the proposal to discontinue this Program. Brian informed her that the instructor had retired on December 31, 2016.

**Timeline of Activities**

Committee/Board	Action/Motion	Meeting Date	Submission Deadline
Faculty of Trades and Technology Academic Planning & Priorities (AP&P)	For recommendation to Faculty Council	September 9, 2020	September 1, 2020
Faculty of Trades and Technology Faculty Council	For recommendation to Senate	September 16, 2020	September 10, 2020
Senate Standing Committee on Academic Planning	For recommendation to Senate	October 2, 2020	September 25, 2020
Senate	For recommendation to the Board	October 26, 2020	October 16, 2020
Board of Governors Governance Committee	For recommendation to the Board	November 4, 2020	October 23, 2020
Board of Governors	For approval	December 2, 2020	November 30, 2020

**Endorsement by the Provost**

The Provost and Vice President Academic endorsed the proposal to discontinue the Certificate in Public Safety Communications program on March 3, 2020 (see attachment).

**Institutional Contact**

Brian Moukperian, Dean, Faculty of Trades and Technology  
604-598-6112  
brian.moukperian@kpu.ca



MAILING ADDRESS  
12666-72 Ave  
Surrey, BC, Canada V3W 2M8

### KPU Governance Retreat

December 10, 2020

[Microsoft Teams](#)

#### Agenda

10:00 a.m.	Welcome and Introductions by Dr. Alan Davis
10:05 a.m.	Keynote Address: Gwynne Dyer <i>Universal Basic Income in Canada and its effect on Post-Secondary Education</i>
10:45 a.m.	Break
11:00 a.m.	Audience Q&A moderated by Dr. David Burns
12:00 p.m.	Break for Lunch
1:00 p.m.	<b>Workshops, Round 1</b>  1. <a href="#">Robert's Rules of Order with Chris Girodat</a>  2. <a href="#">Chairing in a virtual environment with David Burns</a>  3. <a href="#">Introduction to BPAS: KPU's Internal Audit and Protected Disclosure Systems with Rav Thind</a>  4. <a href="#">Microsoft Teams with Don McGonigal</a>
2:15 p.m.	<b>Workshops, Round 2</b>  1. <a href="#">Robert's Rules of Order with Chris Girodat</a>  2. <a href="#">Chairing in a virtual environment with David Burns</a>  3. <a href="#">Introduction to BPAS: KPU's Internal Audit and Protected Disclosure Systems with Rav Thind</a>  4. <a href="#">Microsoft Teams with Don McGonigal</a>



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### **Keynote Address: Universal Basic Income in Canada and Post-Secondary Education**

Recommended Reading: A Federal Basic Income Within the Post COVID-19 Economic Recovery Plan by Royal Society of Canada: <https://rsc-src.ca/en/research-and-reports/covid-19-policy-briefing/federal-basic-income-within-post-covid-19-economic>

### **Workshop 1: Robert's Rules of Order with Chris Girodat**

Join Chris Girodat as he provides an overview of the basics of Robert's Rules of Order and how they can be used to ensure meetings are run effectively.

### **Workshop 2: Chairing in a Virtual Environment**

David Burns, Vice-Chair, Senate, takes you through the ins and outs of running digital meetings – from motions to motivation, everything you need to keep calm and chair on.

### **Workshop 3: Introduction to Internal Audit and Protected Disclosure at KPU**

Rav Thind will discuss the nature of engagements that are conducted by Business Performance and Advisory Services (BPAS). This workshop will include an overview of audits, advisory/consulting engagements and investigative processes.

### **Workshop 4: Microsoft Teams**

Microsoft Teams 201

That's right. This isn't 101. In this workshop I'll be digging into some of the cooler features that will help you to use MS Teams for meetings and collaboration. I'll be showing you things like voting, file sharing and editing, using meeting notes.





**Board of Governors**  
**Agenda Item:**  
**Meeting Date:**  
**Presenter(s):**

**Regular Meeting**  
**#7.3**  
**December 2, 2020**  
**Keri van Gerven**

**Agenda Item:**      **Board Planning Seminar – February 26, 2021**

<b>Action Requested:</b>	<input type="checkbox"/> Motion to Approve
	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Information
	<input type="checkbox"/> Education

<b>Recommended Resolution:</b>	<b>N/A</b>
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**Board Committee Report:**      At its meeting held on November 4, 2020, the Board Governance Committee discussed draft agenda for Board Planning Seminar scheduled for February 26, 2021.

**Context & Background:**      The Board of Governors holds an annual planning seminar to discuss governance topics and the challenges and opportunities facing KPU.

**Key Messages**

1. The 2021 Board Planning Seminar is scheduled for Friday, February 26, 2021 and will be held via Bluejeans Conferencing Bridge.
2. A draft agenda for this planning seminar is attached for discussion.

**Attachments:**      Board Planning Seminar – Draft Agenda

**Submitted by:**      Ranminder Kaur, Confidential Assistant to the Board of Governors

**Date submitted:**      November 18, 2020



## Planning Seminar Agenda

Board of Governors

February 26, 2021

Via Bluejeans Conferencing Bridge

The 2021 Planning Seminar discussion topics are based on 2 themes derived from the 2020 AGB Board Assessment:

- The Boards' Role in assuring Educational Quality, and
- Post Covid-19 Scenarios.

<b>9:00 – 9:30 am</b>	<b>Teams meeting is open for networking and coffee</b>	<b>Bring your own beverage and pastry</b>
9:30 – 9:35am	Welcome and Introductions	Sandra Case Chair of the Board of Governors
9:35 – 10:30am	Board AGB assessment follow-up: The Board's role in Assuring Educational Quality	Dr. Alan Davis, President and Vice Chancellor Dr. Lori McElroy, AVP, OPA
<b>10:30-10:45am</b>	<b>Stretch Break</b>	<b>Fill up your coffee, tea etc. Virtual Fitness session from Sport &amp; Recreation</b>
10:45 – 12:00 noon	Post Covid-19 Scenarios and Financial Stability	Dr. Alan Davis, President and Vice Chancellor Dr. Sandy Vanderburgh, Provost & VP, Academic Marlyn Graziano, VP External Affairs Tara Clowes, VP, Finance and Administration Laurie Clancy, AVP, Human Resources Dr. Steve Cardwell, VP, Students
<b>12:00 – 12:30pm</b>	<b>Break/Networking</b>	<b>Have your own snacks ready</b>
12:30 – 1:00pm	In Camera with President	Board Members Only
1:00 – 1:45pm	In Camera Excluding President	Board Members Only
1:45 pm	Adjournment	



**Board of Governors**  
**Agenda Item:**  
**Meeting Date:**  
**Presenter(s):**

**Regular Meeting**  
**#9**  
**December 2, 2020**  
**Keri van Gerven**

**Agenda Item:** Board Representative to Senate

<b>Action Requested:</b>	<input type="checkbox"/> Motion to Approve
	<input checked="" type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Information
	<input type="checkbox"/> Education

<b>Recommended Resolution:</b>	N/A
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**Board Committee Report:** -

**Context & Background:** The Board of Governors appoints a Board member as its representative and non-voting member of Senate. This appointment is optional under legislation and is a bridge between the Senate and the Board, implemented as part of KPU's transition to bi-cameral governance.

**Key Messages**

1. In previous years, various Board members have served as a Board representative on a rotational basis. Since January 2019, Dr. Dastur has been the Board representative to Senate.
2. Members are encouraged to review the Senate meeting schedule and inform the Office of the Board of Governors a date when they will be able to attend a Senate meeting so that relevant materials can be sent to them in advance of the meeting.

**Attachments:** Senate Meeting Schedule

**Submitted by:** Ranminder Kaur, Confidential Assistant to the Board of Governors

**Date submitted:** November 18, 2020



**BOARD OF GOVERNORS  
SCHEDULE OF SENATE MEETINGS / BOARD REPRESENTATION  
(4:00 pm – 7:00 pm)**

<b>Senate Meeting Date</b>	<b>Board Representative</b>
Monday, September 28, 2020	Kim McGill Sandra Case Farhad Dastur
Monday, October 26, 2020	Farhad Dastur
Monday, November 30, 2020	Kim McGill Farhad Dastur
Monday, January 25, 2021	Mohammed Mahabub Farhad Dastur
Monday, February 22, 2021	Michael McAdam Farhad Dastur
Monday, March 22, 2021	Farhad Dastur
Monday, April 19, 2021	Farhad Dastur
Monday, May 31, 2021	Mohammed Mahabub Farhad Dastur
Monday, June 28, 2021	Farhad Dastur



**Board of Governors**  
**Agenda Item:**  
**Meeting Date:**  
**Presenter(s):**

**Regular Meeting**  
**#15**  
**December 2, 2020**  
**Dr. Alan Davis**

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**Agenda Item:** Senate Meeting Reports

<b>Action Requested:</b>	<input type="checkbox"/> Motion to Approve
	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Information
	<input type="checkbox"/> Education

**Recommended Resolution:** N/A

**Board Committee Report:** N/A

**Key Messages:** The Vice Chair of Senate provides meeting notes for the Board of Governors detailing the items approved by Senate at each of its meeting for information.

**Attachments**

1. Notes from the Senate Meeting held September 28, 2020.
2. Notes from the Senate Meeting held October 26, 2020.

**Submitted by:** Dr. Alan Davis, President & Vice Chancellor

**Date submitted:** November 18, 2020

## Notes from the Senate meeting of September 28, 2020

The aptly enumerated 13th Senate of Kwantlen Polytechnic University started in exactly the way one would expect. Microsoft Teams decided, about an hour prior to the meeting, that allowing persons to log in was the sort of bother best left to the following day. The Vice-Chair – long viewed as a bedrock of peace and serenity - evinced precisely the kind of existential panic one would expect. The Senators were, on the other hand, calm and persistent in retrying their logins. The meeting started on-time and improbably quorate.

The meeting itself began with the traditional welcome from our Elder-in-Residence, Lekeyten. It then moved to a farewell to the outgoing Chancellor, George Melville. The President noted the Chancellor's many good deeds and dedicated public service and thanked him for his commitment to the University. The Chancellor is, in the Vice-Chair's opinion, an entirely wonderful person.

Live long and prosper, Chancellor.

The President and Provost provided their usual reports, noting especially the ongoing work of managing safely the University's "restart" plan.

The SSC Curriculum proposed a number of course changes and no program revisions. Several program revision proposals were received in its monthly meeting, but none was quite ready to leave committee. These proposals are expected later this fall.

The Senate ratified the Executive Committee's decisions over the summer, approved a reappointment for Dr. Parthi Krishnan (the indefatigable Arts Curriculum Chair) on Senate Curriculum, updated membership and appointment protocols and clarified that Senate's bylaws apply to its committees.

The Vice-Chair reported on the results of the 2020 Senate Effectiveness Survey. The report, which can be seen in full in the Senate package, indicates broad and significant progress in the key areas identified after the 2017 survey, with notable improvements in communication, information exchange, and a general increase in the extent to which Senate is thought to do what it is meant to do. Senators feel more conflicted, though, in making significant choices.

The joint meeting of SSC Academic Planning and Priorities and University Budget was too recent to permit business from that meeting to proceed to Senate this month. The VP Finance, Tara Clowes, did provide a budget background. KPU will be in a deficit position in the coming budget. This deficit can, if we are studious in saving what can be saved, be absorbed by our accumulated surplus. This surplus is not usually accessible to us for operational spending, but because of the fiscal pressure of the pandemic the Government of British Columbia is allowing post-secondary institutes to draw on their savings in this way.

Senator Calao filed his first written report as Chair of SSC Policy (see the package for the document), and the SSC Library had not yet met (and so did not have a report).

Speaking for SSC Program Review, the Vice-Chair noted the recent completion of the Fashion Marketing One Year Follow-Up Report and the External Review Report for Interior Design. He also reported that the research committee has been working on the status of post-doctoral fellows and that the much-anticipated Whitepaper on Research at KPU will be distributed shortly for consideration next month. In a

fifth and final committee report (for the day, at least), the Vice-Chair reported that the SSC Teaching and Learning had met recently to discuss concerns with proctoring software currently being used at other institutions. The Registrar brought forward the graduates for September, updated the Senate on the recent Senate elections (all faculty seats are now filled) and briefly previewed (no spoilers) an interesting new convocation format.

In the conclusion of the meeting, the Vice-Chair noted that this will be his final year in Senate and that work is underway to identify both the next Vice-Chair and replacement chairs for his other roles (Chair of SSCC, SSCAPP, SSCPR, SSCTL and SSCUB).

Live long and prosper,  
David P. Burns, Vice-Chair, University Senate.

The Senate's committees, being the bastions of polished rhetoric they are, encountered the following utterances this month:

"Senate is a lot like the Hotel California"

"I'm so sorry, David, if I had known you were in this meeting I wouldn't have made a JEDI reference."

Senator "I am worried I won't be able to fill shoes of the former chair (the Vice-Chair) on this committee"

Another Senator "Oh, not to worry, I suspect you might be able to add some dignity to proceedings."

## Notes from the Senate meeting of October 26, 2020

The October meeting of Senate was straightforward and productive.

Brent Elliot brought forward a report on the Campus Master Plan, including a presentation available in the Senate package summarizing the current state of thought on our campus in 2050. The Vice-Chair's hoped-for transporter pads were, sadly, not included. After this report the President updated Senate on the process to select the next Vice-Chair, including offering an orientation session in the new year to inform any candidates interested in running of the nature of the job. Total and utter seriousness is, of course, at the forefront of the needed qualifications.

The Provost included in his report this month a number of shout-outs to recent achievements made by the many tireless runners of the University community. Dean Howes, of the School of Business, for example, was recently recognized for her leadership by the Surrey Board of Trade. She is, the reader should be assured, entirely awesome.

As part of the ongoing implementation of Senate's decision on the GV9 proposal (to restructure the Faculty of Academic and Career Advancement) a series of name changes and updates to courses were passed, including most prominently the renaming of the Faculty itself to *Academic and Career Preparation*.

The Minor in Journalism was modified to increase student flexibility and the Sustainable Food Systems program aligned its entry requirements with those of other comparable post-secondary programs. The Senate passed academic schedules stretching out to the 2022/23 Academic Year and, notably, elected to continue extending the voluntary withdrawal deadline – a measure employed to recognize the difficulty students face studying during the pandemic.

Bylaw changes were brought forward from both ACA and the Faculty of Science and Horticulture, providing governance nerds across the community light reading for a long winter. Both pair well with Roberts Rules.

Notice of a proposal to amend the Senate's bylaws was also brought forward – with the changes themselves up for a vote as early as November's Senate meeting.

The Vancouver Film School was approved for institutional recognition, and the Public Safety Communications Certificate (a currently suspended program) was recommended to the Board of Governors for discontinuance.

An ambitious and wide-ranging paper on the future of research and scholarship at KPU, dubbed "The Whitepaper," made its long-awaited appearance at Senate. Given the breadth and diversity of proposals included therein, the President recommended he be assigned the work of preparing a plan for the coming discussions. He, the Provost and the Vice-Chair are expected to bring a plan for the process of debate to Senate next month. The paper is included in the Senate package.

Minor changes were made to the membership of the SSC Teaching and Learning and the SSC Program Review, and graduates were approved with a single late addition. Go grads.

The SSC Teaching and Learning proposed, and Senate endorsed, the following resolution:



THAT Senate supports student success and the requirement that all students have the right to access course information for all KPU courses on a secure learning management platform from the first day of term to the end of the semester.

Live long and prosper,  
David P. Burns, Vice-Chair, University Senate

The Vice-Chair, being of entirely staid disposition, would like to note the following utterances made in Senate meetings this month:

"Go dog!"

"Is that a vestigial hand or your new hand?"

"My I suggest that we abandon hands?"

"Harjit, with egg"

And the greatest of all,

Vice-Chair, "don't say that! Nothing can be too NSYNC!"

Registrar, "I don't have time for this, Bye Bye Bye."

The Registrar, having thusly dropped the mic, left the meeting.