



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

**Date: February 3, 2021**

**Time: 4:00 pm – 4:32 pm**

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

**<https://bluejeans.com/509317283?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: 509 317 283**





## Regular Meeting Agenda

### Board of Governors

**Date:** February 3, 2021

**Time:** 4:00 pm – 4:32 pm

**Via:** Blue Jeans Conferencing Bridge

<https://bluejeans.com/509317283?src=calendarLink>

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

**Meeting ID:** 509 317 283

**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:

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

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

**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 February 3, 2021.

4. Consent Agenda	Sandra Case	M	4:01-4:02	7
4.1. Minutes of the December 2, 2020 Regular Board of Governors Meeting				8
4.2. Program Discontinuance: Outdoor Power Equipment Technician	Brian Moukperian	M	4:02-4:03	13
4.3. Program Discontinuance: Power Line Technician	Brian Moukperian	M	4:03-4:04	25
4.4. Program Discontinuance: Fundamental, Intermediate, and Advanced Certificates of Completion in Adult Basic Education	Aimee Begalka	M	4:04-4:05	37

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

4.1. Minutes of the December 2, 2020 Regular Board of Governors Meeting.



## Regular Meeting Agenda

### Board of Governors

**Date:** February 3, 2021

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4.2. To discontinue the Citation in Outdoor Power Equipment Technician program, effective September 1, 2021.

4.3. To discontinue the Citation in Power Line Technician program, effective September 1, 2021.

4.4. To discontinue the Fundamental, Intermediate, and Advanced Certificates of Completion in Adult Basic Education, effective September 1, 2021.

- |   |                   |   |           |    |
|---|-------------------|---|-----------|----|
| 5. Audit Committee Report   |                   |   |           |    |
| 5.1. Committee Chair Report   | Michael McAdam    | I | 4:05-4:06 |    |
| 6. Finance Committee Report   |                   |   |           |    |
| 6.1. Committee Chair Report   | Michael McAdam    | I | 4:06-4:07 |    |
| 7. Governance Committee Report  |                   |   |           |    |
| 7.1. Committee Chair Report   | Amos Kambere      | I | 4:07-4:08 |    |
| 8. Human Resources Committee Report   |                   |   |           |    |
| 8.1. Committee Chair Report   | Sandra Case       | I | 4:08-4:09 |    |
| 9. President's Report   |                   |   |           |    |
| 9.1. Report to the Board  | Alan Davis        | I | 4:09-4:12 |    |
| 10. Provost's Report  |                   |   |           |    |
| 10.1. Report to the Board   | Sandy Vanderburgh | I | 4:12-4:15 |    |
| 11. Vice President, External Affairs  |                   |   |           |    |
| 11.1. Report to the Board   | Marlyn Graziano   | I | 4:15-4:18 |    |
| 12. Vice President, Finance & Administration's Report                       | Tara Clowes       | I | 4:18-4:21 |    |
| 12.1. Report to the Board including Q3 financial update                     |                   |   |           |    |
| 13. Vice President, Students  |                   |   |           |    |
| 13.1. Report to the Board   | Steve Cardwell    | I | 4:21-4:24 |    |
| 14. Senate Reports – meeting held on November 30, 2020 and January 25, 2021 | Alan Davis        | I | 4:24-4:25 | 55 |



## ***Regular Meeting Agenda***

### **Board of Governors**

**Date:** February 3, 2021

**Time:** 4:00 pm – 4:32 pm

**Via:** *Blue Jeans Conferencing Bridge*

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

**Meeting ID:** 509 317 283

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15. Next Meeting Agenda Contribution	Sandra Case	D	4:25-4:26
16. For the Good of the Order	All	D	4:26-4:27
17. Feedback on the Meeting	All	D	4:27-4:29
18. Closing Remarks	Sandra Case		4:29-4:30
19. Appendix:			
19.1. <a href="#">Report to the Board of Governors</a>	Alan Davis	I	4:30-4:31
20. Next Meeting	Sandra Case	I	4:31-4:32
Regular Board Meeting			
Wednesday, March 31, 2021			
4:00 – 7:00 pm			
21. Adjournment	Sandra Case		4:32





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

**Regular Meeting**  
**#4**  
**February 3, 2021**  
**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 December 2, 2020 Regular Board of Governors Meeting;</b> <b>AND</b> <b>4.2 To discontinue the Citation in Outdoor Power Equipment Technician program, effective September 1, 2021.</b> <b>4.3. To discontinue the Citation in Power Line Technician program, effective September 1, 2021.</b> <b>4.4. To discontinue the Fundamental, Intermediate, and Advanced Certificates of Completion in Adult Basic Education, effective September 1, 2021.</b>
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**Attachments:**

1. Minutes of the December 2, 2020 Regular Board of Governors Meeting.
2. Program Discontinuance: Outdoor Power Equipment Technician report.
3. Program Discontinuance: Power Line Technician report.
4. Program Discontinuance: Fundamental, Intermediate, and Advanced Certificates of Completion in Adult Basic Education report.

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

**Date submitted:**     January 20, 2021

**Present: Board**

Sandra Case / Chair  
Kim Baird / Chancellor  
Rhiannon Bennett  
Ivy Chen  
Farhad Dastur  
Alan Davis / President & Vice Chancellor  
Bob Davis  
Amos Kambere  
Mohammed Mahabub  
Rajvir Mangat  
Michael McAdam  
Kim McGill  
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  
Jeff Ho / Interim Executive Director,  
Finance  
Ranminder Kaur / Confidential Assistant to  
the Board of Governors  
Brian Moukperian / Dean, Trade and  
Technology  
Keri van Gerven / University Secretary &  
Executive Assistant to the President & Vice  
Chancellor

**Regrets:** David Piraquive

- 1. Call to Order and Introductory Remarks** The Chair called the meeting to order at 4:02 pm. The Chair welcomed Kim Baird who recently joined the KPU as Chancellor and Jeff Ho who joined KPU as an Interim Executive Director, Financial Services.
- 2. Conflict of Interest** No other conflict of Interest was declared.
- 3. Approval of Agenda** **Motion #05-20/21**  
**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Agenda for December 2, 2020.**
- 4. Consent Agenda** **Motion #06-20/21**  
**MOVED, SECONDED AND CARRIED 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**

**5.1 Committee Chair Report**

Committee Chair, Mr. McAdam advised that the Audit Committee met on November 24, 2020 and received the Emergency Preparedness Audit report and 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 included a financial update.

**7. Governance Committee Report**

**7.1 Committee Chair Report**

Committee Chair, Mr. Amos, advised that the items considered by the committee included Board Members' Terms of Office Expiring in 2021. Other items are included in the agenda.

**7.2 Joint Senate/Board Governance Retreat Agenda – December 10, 2020**

Ms. van Gerven advised that the Joint Board/Senate Governance retreat is scheduled to take place on December 10<sup>th</sup>, 2020 and will be held virtually via Microsoft Teams.

It was noted that this year's retreat would feature a keynote speaker, Gwynne Dyer, highlighting Universal Basic Income in Canada and its effect on Post-Secondary Education, followed by the workshops as below:

- Robert's Rules of Order with Chris Girodat
- Chairing in a virtual environment with David Burns
- Introduction to BPAS: KPU's Internal Audit and Protected Disclosure Systems with Rav Thind
- Microsoft Teams with IT

**7.3 Board Planning Seminar Agenda - February 26, 2021**

Ms. van Gerven noted that February 26, 2021 has been sent out as a date for the next Board Planning Session which will be held virtually.

Ms. van Gerven commented that key discussion will be around:

- Board AGB assessment follow-up: The Board's role in Assuring Educational Quality
- Post Covid-19 Scenarios and Financial Stability

Ms. van Gerven noted that the agenda is in draft format so if any member wants to add anything to the agenda they can contact the Board office.

**8. Human Resources Committee Report**

**8.1 Committee Chair Report**

Committee Chair, Ms. Case advised that there was nothing to report at this meeting.

**9. Board Representative to Senate – Schedule**

Ms. van Gerven commented that Dr. Dastur has committed to attend the Senate meetings in 2020. Ms. van Gerven noted that other members are encouraged to put their name forward to attend the meetings in the New Year with him. Ms. van Gerven commented that Board members are asked to contact the Board Office to coordinate attendance.

**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 noted that it is extremely safe at KPU campuses and there has been no transmission on any of the campuses so far.

Dr. Davis commented that Dr. Henderson, Director of the Institute for Sustainable Horticulture received the Synergy Award for Innovation from the Natural Sciences and Engineering Council of Canada.

Dr. Davis noted that Stephanie Howes won the Surrey Board of Trade 2020 Surrey Women in Business Award in the Corporate Leadership Category. Dr. Davis mentioned that Kwantlen Polytechnic University (KPU) instructor, Aisha Amijee was also awarded the BC Achievement Community Award which is given to 25 people from around B.C. who help build better, stronger and more resilient communities.

Dr. Davis also thanked Chancellor Kim Baird, Board member Rhiannon Bennett and former Board member and KPU student Samantha Jack for representing KPU at a panelist discussion at the Indigenous Dialogue Series: Perspectives in Indigenization. Dr. Davis noted that the keynote was given by KPU honorary doctorate recipient, Dr. Jo-Ann Archibald, who spoke to what reconciliation means in relation to Indigenous knowledge, Indigenous self-determination, and high quality education, and how all those who work and study at Kwantlen Polytechnic University can be engaged with Indigeneity and reconciliation in meaningful ways.

**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 Dr. Dola Pradan, Department of Geography was co-funded for his collaborative research project on the Socio-Economic Impacts of Cyclones and the Coping Strategies with a Special Focus on Women.

Dr. Vanderburgh noted that Dr. Kyle Jackson, Department of History, was conditionally funded for the publication of a scholarly monograph on The Mizo Discovery of the British Raj: Empire and Religion in Central Zoram, 1890-1920.

**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 noted that KPU held a Virtual Town Hall with Prime Minister Justin Trudeau and thanked Ms. McGill and her team for all their work behind the scenes.

Ms. Graziano commented that through KPU Foundation's Giving Tuesday campaign on December 1<sup>st</sup> more than \$77,000 was raised to support KPU students with financial need.

**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.

Ms. Clowes commented that the Campus Security and Risk departments will be amalgamated to provide better support to KPU and the Board on key risk areas.

**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 since September, the Future Student's Office has had 237 virtual drop-ins and 56 virtual Teams appointment. It was noted that they also attend the Post-Secondary BC recruitment circuit.

Dr. Cardwell mentioned that the Future Student's Office is continuing to support faculty by promoting and delivering virtual program specific information sessions and have hosted 24 information sessions so far.

Dr. Cardwell commented that the international recruitment team attended 150+ virtual fairs, covering target regions all over the world, such as Brazil, Vietnam, Nepal, Turkey and Russia. It was noted that the recruiters had to adjust their working time to match the time zones of the fairs.

**15. Senate Reports –  
meeting held on  
September 28, 2020  
and October 26, 2020**

Dr. Davis advised that the Senate Report for September 28 and October 26, 2020 was prepared by Dr. David Burns, Senate Vice-Chair and was included in the meeting package.

**16. 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.

**17. For the Good of the  
Order**

Dr. Dastur acknowledged Amandeep's appointment as a MLA. The Chair and other board members thanked Amandeep for his contributions to the KPU Board.

There were no additional items identified.

- |                                    |  |
|------------------------------------|--|
| <b>18. Feedback on the Meeting</b> | There was no additional feedback on the meeting.   |
| <b>19. Closing Remarks</b>         | The Chair thanked everyone, including Board Members for attending and contributing to the discussions.                         |
| <b>20. Appendix:</b>               | <b>20.1    <i>Report to the Board of Governors</i></b><br><br>The December 2020 Report to the Board of Governors was received. |
| <b>21. Next Meeting</b>            | The next meeting has been scheduled for Wednesday, February 3, 2021.   |
| <b>22. Adjournment</b>             | The meeting adjourned at 4:41 pm.  |

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**Board Chair**

**Board of Governors****Agenda Item:****Meeting Date:****Presenter(s):****Regular Meeting****#4.2****February 3, 2021****Brian Moukperian****Agenda Item:**      **Program Discontinuance: Citation in Outdoor Power Equipment Technician**

<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 Citation in Outdoor Power Equipment Technician program, effective September 1, 2021 as recommended by the Board Governance Committee.</b>
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**Board Committee Report:** At its meeting held on January 20, 2021, the Board Governance Committee approved to discontinue the Citation in Outdoor Power Equipment Technician program, effective September 1, 2021 for recommendation to the Board of Governors.

**Context & Background:** The Citation in Outdoor Power Equipment Technician was approved by Education Council in 2005. The program offered admission for only two terms – one in 2006 and one in 2007. In 2006, there were no qualified applications. In Spring 2007, there were four applicants, of which three were admitted into the program. KPU suspended this program in Spring 2007 due to low enrolment demand and lack of Apprenticeship Funding.

In addition, the College of Trades and Technology at that time (now known as the Faculty of Trades and Technology) was required to reduce its number of FTEs. Therefore, the Citation in Outdoor Power Equipment Technician was suspended so that more resources can be allocated to support other programs with strong demand.

The proposal to discontinue the Citation in Outdoor Power Equipment Technician has received support and endorsement from the Provost and Vice President Academic.

**Key Messages:**

1. The Citation in Outdoor Power Equipment Technician is being proposed for discontinuance due to low enrolment demand and lack of Apprenticeship Funding. The program was offered for only two terms (2006 and 2007), and was later suspended in Spring 2007.
2. There are no legal or financial impacts as a result of the proposed discontinuances. No other units, departments or programs will be affected by the discontinuance of this program.

**Board of Governors****Agenda Item:****Meeting Date:****Presenter(s):****Regular Meeting****#4.2****February 3, 2021****Brian Moukperian**

3. On November 30, 2020, Senate has recommended that the Board of Governors discontinue the Citation in Outdoor Power Equipment Technician program effective September 1, 2021.

**Resource  
Requirements:**

N/A

**Implications /  
Risks:**

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

**Consultations:**

1. Faculty of Trades and Technology AP&P (October 14, 2020)
2. Faculty of Trades and Technology Faculty Council (October 19, 2020)
3. Provost and Vice President Academic
4. University Registrar
5. Interim Executive Director, Financial Services

**Attachments:**

1. Memo and Proposal to Discontinue Citation in Outdoor Power Equipment Technician.

**Submitted by:**

*Brian Moukperian*  
*Dean, Faculty of Trades and Technology*

**Date submitted:**

*January 21, 2021*

## 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>	December 1, 2020
<b>SUBJECT</b>	Program Discontinuance: Outdoor Power Equipment Technician Citation

On November 30, 2020, Senate recommended that the Board of Governors discontinue the Outdoor Power Equipment Technician Citation. Attached are the documents reviewed by Senate. Please let me know if you need any further information.

*Program Change*

**Outdoor Power Equipment Technician Citation**

<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.
<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 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*

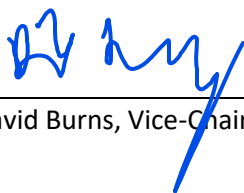
<input type="checkbox"/>	Concept Paper approved.* Proceeds to Board as per Policy AC10.
<input type="checkbox"/>	Full Program Proposal (FPP) approved.* Proceeds to Board and Provost's Office as per Policy AC10.
<input type="checkbox"/>	Requires significant revisions and must be resubmitted to Senate.*

\*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.



David Burns, Vice-Chair of Senate

November 30, 2020



## SENATE

Agenda Item: 8.1.2

Meeting Date: November 30, 2020

Presenter: David Burns

### Agenda Item                      Program Discontinuance: Outdoor Power Equipment Technician

Action Requested	Motion
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<b>Recommended Resolution</b>	<b>THAT Senate recommend that the Board of Governors discontinue the Citation in Outdoor Power Equipment Technician.</b>
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#### Senate Standing Committee Report

On November 13, 2020 the Senate Standing Committee on Academic Planning and Priorities recommended that Senate recommend that the Board of Governors discontinue the Citation in Outdoor Power Equipment Technician.

#### Context & Background

The Citation in Outdoor Power Equipment Technician was approved by Education Council in 2005. The program offered admission for only two terms – one in 2006 and one in 2007. In 2006, there were no qualified applications. In Spring 2007, there were four applicants, of which three were admitted into the program. KPU suspended this program in Spring 2007 due to low enrolment demand and lack of Apprenticeship Funding.

In addition, the College of Trades and Technology at that time (now known as the Faculty of Trades and Technology) was required to reduce its number of FTEs. Therefore, the Citation in Outdoor Power Equipment Technician was suspended so that more resources can be allocated to support other programs with strong demand.

The proposal to discontinue the Citation in Outdoor Power Equipment Technician has received support and endorsement from the Provost and Vice President Academic.

#### Key Messages

1. The Citation in Outdoor Power Equipment Technician is being proposed for discontinuance due to low enrolment demand and lack of Apprenticeship Funding. The program was offered for only two terms (2006 and 2007), and was later suspended in Spring 2007.

2. There are no legal or financial impacts as a result of the proposed discontinuances. No other units, departments or programs will be affected by the discontinuance of this program.
3. It is proposed that the discontinuance for the Citation in Outdoor Power Equipment Technician become effective September 1, 2021.

**Consultations**

1. Faculty of Trades and Technology AP&P (October 14, 2020)
2. Faculty of Trades and Technology Faculty Council (October 19, 2020)
3. Provost and Vice President Academic
4. University Registrar
5. Interim Executive Director, Financial Services

**Attachments**

Memo – Citation Discontinuance Outdoor Power Equipment Technician

**Submitted by**

*David Burns, Chair  
Senate Standing Committee on Academic Planning and Priorities*

**Date submitted**

*November 17, 2020*

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**TO:** Brian Moukperian, Dean, Faculty of Trades and Technology

**C:** Josephine Chan, Special Assistant to Provost on University Policy;  
Zena Mitchell, University Registrar; David Burns, Vice-Chair, Senate

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


**DATE:** October 27, 2020

**SUBJECT:** Proposal to discontinue Citation in Outdoor Power Equipment Technician 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 Citation in Outdoor Power Equipment Technician program.

This memo confirms my full support and endorsement on the Proposal to discontinue the Outdoor Power Equipment Technician program.



Digitally signed by Sandy  
Vanderburgh  
DN: cn=Sandy Vanderburgh, o, ou,  
email=sandy.vanderburgh@kpu.ca,  
c=CA  
Date: 2020.10.28 21:39:22 -07'00'

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

## **Proposal to Discontinue Citation in Outdoor Power Equipment Technician**

### **Impacted Credential**

Citation in Outdoor Power Equipment Technician

### **Location of the Program**

KPU Tech

### **Faculty Offering the Program**

Faculty of Trades and Technology

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

September 1, 2021

### **Reasons for Discontinuance**

Low enrolment demand and lack of Apprenticeship Funding

### **Background**

The Citation in Outdoor Power Equipment Technician was approved by Education Council in 2005. The program offered admission for only two terms – one in 2006 and one in 2007. KPU suspended this program in Spring 2007. (This pre-dates Senate). Prior to the Citation in Outdoor Power Equipment Technician program, KPU offered a Certificate in Outdoor Power Equipment Technician program, as late as 2004. The changeover took place in 2005/2006.

In 2006, there were no qualified applications. In Spring 2007, there were four applicants, of which three were admitted into the program.

There is a note on file (dated June 6, 2007) commenting that the Citation in Outdoor Power Equipment Technician was suspended due to FTE reduction for Trades. Apparently, the College of Trades & Technology (today known as Faculty of Trades and Technology) was required to reduce its number of FTEs. There were 48 FTEs attributed to the Citation in Outdoor Power Equipment Technician program.

The note indicates the Citation in Outdoor Power Equipment Technician was suspended so that Kwantlen can offer those programs in which there was strong demand.

### **Consultation and Impact**

1. No other departments units or programs will be impacted by the discontinuance.
2. Zena Mitchell, University Registrar, was consulted on September 30, 2020.
3. Candice Gartry, Interim Executive Director, Financial Services was consulted on September 30, 2020. Finance supports the proposal to discontinue this Program.

**Timeline of Activities**

<b>Committee/Board</b>	<b>Action/Motion</b>	<b>Meeting Date</b>	<b>Submission Deadline</b>
Faculty of Trades and Technology Academic Planning & Priorities (AP&P)	For recommendation to Faculty Council	October 14, 2020	October 6, 2020
Faculty of Trades and Technology Faculty Council	For recommendation to Senate	October 21, 2020	October 15, 2020
Senate Standing Committee on Academic Planning & Priorities	For recommendation to Senate	November 13, 2020	October 30, 2020
Senate	For recommendation to the Board	November 30, 2020	November 20, 2020
Board of Governors Governance Committee	For recommendation to the Board	January 20, 2021	January 8, 2021
Board of Governors	For approval	February 3, 2021	January 22, 2021

**Endorsement by the Provost**

The Provost and Vice President Academic will be providing a memo to Dean, Brian Moukperian, endorsing this proposal to discontinue the Citation in Outdoor Power Equipment Technician program.

**Institutional Contact**

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

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**TO:** Brian Moukperian, Dean, Faculty of Trades and Technology

**C:** Josephine Chan, Special Assistant to Provost on University Policy;  
Zena Mitchell, University Registrar; David Burns, Vice-Chair, Senate

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

**DATE:** October 27, 2020

**SUBJECT:** Proposal to discontinue Citation in Outdoor Power Equipment Technician 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 Citation in Outdoor Power Equipment Technician program.

This memo confirms my full support and endorsement on the Proposal to discontinue the Outdoor Power Equipment Technician program.

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

## **Proposal to Discontinue Citation in Outdoor Power Equipment Technician**

### **Impacted Credential**

Citation in Outdoor Power Equipment Technician

### **Location of the Program**

KPU Tech

### **Faculty Offering the Program**

Faculty of Trades and Technology

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

September 1, 2021

### **Reasons for Discontinuance**

Low enrolment demand and lack of Apprenticeship Funding

### **Background**

The Citation in Outdoor Power Equipment Technician was approved by Education Council in 2005. The program offered admission for only two terms – one in 2006 and one in 2007. KPU suspended this program in Spring 2007. (This pre-dates Senate). Prior to the Citation in Outdoor Power Equipment Technician program, KPU offered a Certificate in Outdoor Power Equipment Technician program, as late as 2004. The changeover took place in 2005/2006.

In 2006, there were no qualified applications. In Spring 2007, there were four applicants, of which three were admitted into the program.

There is a note on file (dated June 6, 2007) commenting that the Citation in Outdoor Power Equipment Technician was suspended due to FTE reduction for Trades. Apparently, the College of Trades & Technology (today known as Faculty of Trades and Technology) was required to reduce its number of FTEs. There were 48 FTEs attributed to the Citation in Outdoor Power Equipment Technician program.

The note indicates the Citation in Outdoor Power Equipment Technician was suspended so that Kwantlen can offer those programs in which there was strong demand.

### **Consultation and Impact**

1. No other departments units or programs will be impacted by the discontinuance.
2. Zena Mitchell, University Registrar, was consulted on September 30, 2020.
3. Candice Gartry, Interim Executive Director, Financial Services was consulted on September 30, 2020. Finance supports the proposal to discontinue this Program.

**Timeline of Activities**

<b>Committee/Board</b>	<b>Action/Motion</b>	<b>Meeting Date</b>	<b>Submission Deadline</b>
Faculty of Trades and Technology Academic Planning & Priorities (AP&P)	For recommendation to Faculty Council	October 14, 2020	October 6, 2020
Faculty of Trades and Technology Faculty Council	For recommendation to Senate	October 21, 2020	October 15, 2020
Senate Standing Committee on Academic Planning & Priorities	For recommendation to Senate	November 13, 2020	October 30, 2020
Senate	For recommendation to the Board	November 30, 2020	November 20, 2020
Board of Governors Governance Committee	For recommendation to the Board	January 20, 2021	January 8, 2021
Board of Governors	For approval	February 3, 2021	January 22, 2021

**Endorsement by the Provost**

The Provost and Vice President Academic will be providing a memo to Dean, Brian Moukperian, endorsing this proposal to discontinue the Citation in Outdoor Power Equipment Technician program.

**Institutional Contact**

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



**Board of Governors****Agenda Item:****Meeting Date:****Presenter(s):****Regular Meeting****#4.3****February 3, 2021****Brian Moukperian****Agenda Item:**      **Program Discontinuance: Citation in Power Line Technician**

<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 Citation in Power Line Technician program, effective September 1, 2021 as recommended by the Board Governance Committee.</b>
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**Board Committee Report:** At its meeting held on January 20, 2021, the Board Governance Committee approved to discontinue the Citation in Power Line Technician program, effective September 1, 2021 for recommendation to the Board of Governors.

**Context & Background:** The Citation in Power Line Technician was approved by Education Council on September 3, 2003 and was implemented in 2005. Applicants were last admitted into the Citation in Power Line Technician program in Spring of 2007, with no offers of admission beginning in 2007. Since the 2008-2009 academic year, intakes for the program has been postponed as a result of a lack of enrolment demand. All courses in this program have been formally discontinued.

The proposal to discontinue the Citation in Power Line Technician has received support and endorsement from the Provost and Vice President Academic.

**Key Messages:**

1. The Citation in Outdoor Power Equipment Technician is being proposed for discontinuance due to low enrolment demand and lack of Apprenticeship Funding. The program was offered for only two terms (2006 and 2007), and was later suspended in Spring 2007.
2. There are no legal or financial impacts as a result of the proposed discontinuance. No other units, departments or programs will be affected by the discontinuance of this program.
3. On November 30, 2020, Senate has recommended that the Board of Governors discontinue the Citation in Power Line Technician program effective September 1, 2021.

**Resource Requirements:** N/A

**Board of Governors****Agenda Item:****Meeting Date:****Presenter(s):****Regular Meeting****#4.3****February 3, 2021****Brian Moukperian****Implications /  
Risks:**

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

**Consultations:**

1. Faculty of Trades and Technology AP&P (October 14, 2020)
2. Faculty of Trades and Technology Faculty Council (October 19, 2020)
3. Provost and Vice President Academic
4. University Registrar
5. Interim Executive Director, Financial Services

**Attachments:**

1. Memo and Proposal to Discontinue Citation in Power Line Technician.

**Submitted by:**

*Brian Moukperian*  
*Dean, Faculty of Trades and Technology*

**Date submitted:**

*January 21, 2021*

## 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>	December 1, 2020
<b>SUBJECT</b>	Program Discontinuance: Power Line Technician Citation

On November 30, 2020, Senate recommended that the Board of Governors discontinue the Power Line Technician Certificate. Attached are the documents reviewed by Senate. Please let me know if you need any further information.

*Program Change*

**Power Line Technician Citation**

<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.
<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 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.



David Burns, Vice-Chair of Senate

November 30, 2020

## SENATE

Agenda Item: 8.1.1

Meeting Date: November 30, 2020

Presenter: David Burns

### Agenda Item      Program Discontinuance: Power Line Technician Citation

Action Requested	Motion
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<b>Recommended Resolution</b>	<b>THAT Senate recommend that the Board of Governors discontinue the Citation in Power Line Technician.</b>
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#### Senate Standing Committee Report

On November 13, 2020 the Senate Standing Committee on Academic Planning and Priorities recommended that Senate recommend that the Board of Governors discontinue the Citation in Power Line Technician.

#### Context & Background

The Citation in Power Line Technician was approved by Education Council on September 3, 2003 and was implemented in 2005. Applicants were last admitted into the Citation in Power Line Technician program in Spring of 2007, with no offers of admission beginning in 2007. Since the 2008-2009 academic year, intakes for the program has been postponed as a result of a lack of enrolment demand. All courses in this program have been formally discontinued.

The proposal to discontinue the Citation in Power Line Technician has received support and endorsement from the Provost and Vice President Academic.

#### Key Messages

1. The Citation in Power Line Technician is being proposed for discontinuance due to low enrolment demand.
2. There are no legal or financial impacts as a result of the proposed discontinuances. No other units, departments or programs will be affected by the discontinuance of this program.
3. It is proposed that the discontinuance for the Citation in Power Line Technician become effective September 1, 2021.

#### Consultations

1. Faculty of Trades and Technology AP&P (October 14, 2020)
2. Faculty of Trades and Technology Faculty Council (October 19, 2020)
3. Provost and Vice President Academic
4. University Registrar

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**TO:** Brian Moukperian, Dean, Faculty of Trades and Technology

**C:** Josephine Chan, Special Assistant to Provost on University Policy;  
Zena Mitchell, University Registrar; David Burns, Vice-Chair, Senate

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


**DATE:** October 27, 2020

**SUBJECT:** Proposal to discontinue Citation in Power Line Technician 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 Citation in Power Line Technician program.

This memo confirms my full support and endorsement on the Proposal to discontinue the Citation in Power Line Technician program.



Digitally signed by Sandy Vanderburgh  
DN: cn=Sandy Vanderburgh, o, ou,  
email=sandy.vanderburgh@kpu.ca, c=CA  
Date: 2020.10.28 21:39:47 -07'00'

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

## **Proposal to Discontinue Citation in Power Line Technician**

### **Impacted Credential**

Citation in Power Line Technician

### **Location of the Program**

KPU Tech

### **Faculty Offering the Program**

Faculty of Trades and Technology

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

September 1, 2021

### **Reasons for Discontinuance**

- Lack of enrolment demand

### **Background**

The Citation in Power Line Technician was approved by Education Council on September 3, 2003, and later by the President on October 21, 2003. The Program took effect in 2005. Applicants were last admitted into the Citation in Power Line Technician program in Spring of 2007. There were no offers of admission in 2007.

In the 2008/09 University Calendar, notation shows *that intakes for the Citation in Power Line Technician have been postponed*. Since then, all subsequent University Calendars have shown the same notation that the program has been postponed.

Kwantlen Polytechnic University Senate never formally suspended the Citation in Power Line Technician program as the Procedures outlined in Policy AC10 came into effect after the last intake cancellation occurred. All the courses within the Citation in Power Line Technician program have been formally discontinued.

### **Consultation and Impact**

1. No other departments units or programs will be impacted by the discontinuance.
2. Zena Mitchell, University Registrar, was consulted on September 29, 2020.
3. Candice Gartry, Interim Executive Director, Financial Services was consulted on September 29, 2020. Finance supports the proposal to discontinue this Program.

**Timeline of Activities**

<b>Committee/Board</b>	<b>Action/Motion</b>	<b>Meeting Date</b>	<b>Submission Deadline</b>
Faculty of Trades and Technology Academic Planning & Priorities (AP&P)	For recommendation to Faculty Council	October 14, 2020	October 6, 2020
Faculty of Trades and Technology Faculty Council	For recommendation to Senate	October 21, 2020	October 15, 2020
Senate Standing Committee on Academic Planning & Priorities	For recommendation to Senate	November 13, 2020	October 30, 2020
Senate	For recommendation to the Board	November 30, 2020	November 20, 2020
Board of Governors Governance Committee	For recommendation to the Board	January 20, 2021	January 8, 2021
Board of Governors	For approval	February 3, 2021	January 22, 2021

**Endorsement by the Provost**

The Provost and Vice President Academic will be providing the Dean, Faculty of Trades and Technology, a memo endorsing the proposal to discontinue the Citation in Power Line Technician program.

**Institutional Contact**

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



5. Interim Executive Director, Financial Services

**Attachments**

Memo – Citation Discontinuance Power Line Technician

**Submitted by**

*David Burns, Chair,  
Senate Standing Committee on Academic Planning and Priorities*

**Date submitted**

*November 17, 2020*

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**TO:** Brian Moukperian, Dean, Faculty of Trades and Technology

**C:** Josephine Chan, Special Assistant to Provost on University Policy;  
Zena Mitchell, University Registrar; David Burns, Vice-Chair, Senate

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

**DATE:** October 27, 2020

**SUBJECT:** Proposal to discontinue Citation in Power Line Technician 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 Citation in Power Line Technician program.

This memo confirms my full support and endorsement on the Proposal to discontinue the Citation in Power Line Technician program.

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

## **Proposal to Discontinue Citation in Power Line Technician**

### **Impacted Credential**

Citation in Power Line Technician

### **Location of the Program**

KPU Tech

### **Faculty Offering the Program**

Faculty of Trades and Technology

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

September 1, 2021

### **Reasons for Discontinuance**

- Lack of enrolment demand

### **Background**

The Citation in Power Line Technician was approved by Education Council on September 3, 2003, and later by the President on October 21, 2003. The Program took effect in 2005. Applicants were last admitted into the Citation in Power Line Technician program in Spring of 2007. There were no offers of admission in 2007.

In the 2008/09 University Calendar, notation shows *that intakes for the Citation in Power Line Technician have been postponed*. Since then, all subsequent University Calendars have shown the same notation that the program has been postponed.

Kwantlen Polytechnic University Senate never formally suspended the Citation in Power Line Technician program as the Procedures outlined in Policy AC10 came into effect after the last intake cancellation occurred. All the courses within the Citation in Power Line Technician program have been formally discontinued.

### **Consultation and Impact**

1. No other departments units or programs will be impacted by the discontinuance.
2. Zena Mitchell, University Registrar, was consulted on September 29, 2020.
3. Candice Gartry, Interim Executive Director, Financial Services was consulted on September 29, 2020. Finance supports the proposal to discontinue this Program.

**Timeline of Activities**

<b>Committee/Board</b>	<b>Action/Motion</b>	<b>Meeting Date</b>	<b>Submission Deadline</b>
Faculty of Trades and Technology Academic Planning & Priorities (AP&P)	For recommendation to Faculty Council	October 14, 2020	October 6, 2020
Faculty of Trades and Technology Faculty Council	For recommendation to Senate	October 21, 2020	October 15, 2020
Senate Standing Committee on Academic Planning & Priorities	For recommendation to Senate	November 13, 2020	October 30, 2020
Senate	For recommendation to the Board	November 30, 2020	November 20, 2020
Board of Governors Governance Committee	For recommendation to the Board	January 20, 2021	January 8, 2021
Board of Governors	For approval	February 3, 2021	January 22, 2021

**Endorsement by the Provost**

The Provost and Vice President Academic will be providing the Dean, Faculty of Trades and Technology, a memo endorsing the proposal to discontinue the Citation in Power Line Technician program.

**Institutional Contact**

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

**Board of Governors****Agenda Item:****Meeting Date:****Presenter(s):****Regular Meeting****#4.4****February 3, 2021****Aimee Begalka**

**Agenda Item:**            **Program Discontinuance: Fundamental, Intermediate, and Advanced Certificates of Completion in Adult Basic Education**

<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 Fundamental, Intermediate, and Advanced Certificates of Completion in Adult Basic Education, effective September 1, 2021 as recommended by the Board Governance Committee.</b>
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**Board Committee Report:**    At its meeting held on January 20, 2021, the Board Governance Committee approved to discontinue the Fundamental, Intermediate, and Advanced Certificates of Completion in Adult Basic Education, effective September 1, 2021 for recommendation to the Board of Governors.

**Context & Background:**        The Certificates of Completion in Adult Basic Education (ABE) have not been operational since 2012 due to a lack of enrolment demand in the programs, with the last ABE Certificate being awarded in 2001. Most required courses in these programs have already been discontinued, so students are not be able to complete the curricular requirements for the Certificates of Completion.

The English Upgrading department (formerly Academic and Career Preparation), which offered these three Certificates of Completion, was instructed by Senate through the GV9 process in 2019 to discontinue any offerings that are below the Grade 10 level.

**Key Messages:**

1. There are no students currently enrolled in these programs; most courses have already been discontinued, with the exception of two ENGQ courses that are still active and will be available to students as necessary at the Phoenix Kwantlen Learning Centre. Students will still be able to pursue upgrading courses even if the credentials are discontinued. No other departments are affected by the discontinuance of these Certificates of Completion.
2. There are no legal or financial impacts as a result of the proposed discontinuances.
3. On November 30, 2020, Senate recommended that the Board of Governors discontinue the Fundamental, Intermediate, and Advanced Certificates of Completion in Adult Basic Education effective September 1, 2021.

**Board of Governors****Agenda Item:****Meeting Date:****Presenter(s):****Regular Meeting****#4.4****February 3, 2021****Aimee Begalka**

**Resource  
Requirements:** N/A

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

**Consultations:**

1. English Upgrading department (formerly Academic and Career Preparation) (September 24, 2020)
2. ACA Standing Committee on Curriculum (September 24, 2020)
3. ACA Faculty Council (September 25, 2020)
4. Provost and Vice President Academic
5. University Registrar

**Attachments:**

1. Memorandum and Proposal Approval Status from Senate
2. Memo and Proposal to discontinue the Fundamental, Intermediate and Advanced Certificates of Completion in Adult Basic Education

**Submitted by:** *Aimee Begalka*  
*Dean, Faculty of Academic and Career Advancement*

**Date submitted:** *January 21, 2021*

## 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>	December 1, 2020
<b>SUBJECT</b>	Program Discontinuance: Adult Basic Education Certificates of Completion

On November 30, 2020, Senate recommended that the Board of Governors discontinue the Adult Basic Education Certificates of Completion. Attached are the documents reviewed by Senate. Please let me know if you need any further information.

*Program Change*

**Adult Basic Education Certificate of Completion**

<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.
<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 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*

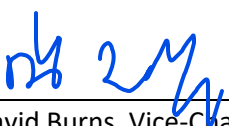
<input type="checkbox"/>	Concept Paper approved.* Proceeds to Board as per Policy AC10.
<input type="checkbox"/>	Full Program Proposal (FPP) approved.* Proceeds to Board and Provost's Office as per Policy AC10.
<input type="checkbox"/>	Requires significant revisions and must be resubmitted to Senate.*

\*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.

  
 David Burns, Vice-Chair of Senate

November 30, 2020



*Program Change*

**Adult Basic Education Certificate of Completion**

<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.
<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 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.

  
 David Burns, Vice-Chair of Senate

November 30, 2020

## SENATE

Agenda Item: 8.1.3

Meeting Date: November 30, 2020

Presenter: David Burns

### Agenda Item **Program Discontinuance: Adult Basic Education Certificates of Completion**

Action Requested	Motion
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Recommended Resolution	<b>THAT Senate recommend that the Board of Governors discontinue the Fundamental, Intermediate, and Advanced Certificates of Completion in Adult Basic Education.</b>
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### Senate Standing Committee Report

On November 13, 2020 the Senate Standing Committee on Academic Planning and Priorities recommended that Senate recommend that the Board of Governors discontinue the Fundamental, Intermediate, and Advanced Certificates of Completion in Adult Basic Education.

### Context & Background

The Certificates of Completion in Adult Basic Education (ABE) have not been operational since 2012 due to a lack of enrolment demand in the programs, with the last ABE Certificate being awarded in 2001. Most required courses in these programs, except for two, have already been discontinued, so students will not be able to complete the curricular requirements for the Certificates of Completion.

The English Upgrading department (formerly Academic and Career Preparation), which offered these three Certificates of Completion, has been instructed by Senate through the GV9 process in 2019 to discontinue any offerings that are below the Grade 10 level.

### Key Messages

1. There are no students currently enrolled in these programs; most courses have already been discontinued, with the exception of two ENGQ courses that are still active will be available to students as necessary at the Phoenix Kwantlen Learning Centre. Students will still be able to pursue upgrading courses even if the credentials are discontinued. No other departments are affected by the discontinuance of these Certificates of Completion.
2. There are no legal or financial impacts as a result of the proposed discontinuances.

	3. It is proposed that the discontinuance for the three Certificates of Completion become effective Fall 2021.
<b>Consultations</b>	<ol style="list-style-type: none"> <li>1. English Upgrading department (formerly Academic and Career Preparation) (September 24, 2020)</li> <li>2. ACA Standing Committee on Curriculum (September 24, 2020)</li> <li>3. ACA Faculty Council (September 25, 2020)</li> <li>4. Provost and Vice President Academic</li> <li>5. University Registrar</li> </ol>
<b>Attachments</b>	Memo and Proposal to discontinue the Fundamental, Intermediate and Advanced Certificates of Completion in Adult Basic Education
<b>Submitted by</b>	<i>David Burns, Chair Senate Standing Committee on Academic Planning and Priorities</i>
<b>Date submitted</b>	<i>November 17, 2020</i>

MEMORANDUM

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TO: Aimee Begalka, Dean, Faculty of Academic and Career Preparation

C: Zena Mitchell, University Registrar; David Burns, Vice-Chair, Senate; Josephine Chan, Special Assistant to Provost on University Policy; Chris Traynor, Chair, English Upgrading department

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

DATE: October 21, 2020

SUBJECT: **Proposal to discontinue the Fundamental, Intermediate and Advanced Certificates of Completion in Adult Basic Education**

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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 following programs:

- Adult Basic Education Certificate of Completion – Fundamental Level
- Adult Basic Education Certificate of Completion – Intermediate Level
- Adult Basic Education Certificate of Completion – Advanced Level

This memo confirms my full support and endorsement on the Proposal to discontinue the above three programs.

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

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**TO:** Sandy Vanderburgh, Provost and Vice-President, Academic

**CC:** Zena Mitchell, University Registrar; David Burns, Vice-Chair, Senate; Josephine Chan, Special Assistant to Provost on University Policy; Chris Traynor, Chair, English Upgrading department

**FROM:** Aimee Begalka, Dean, Faculty of Academic and Career Preparation

**DATE:** October 8, 2020

**SUBJECT:** Proposal to discontinue the Fundamental, Intermediate and Advanced Certificates of Completion in Adult Basic Education

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In accordance with University Policy AC10, Establishment, Revision, Suspension and/or Discontinuance of Programs, the Faculty of Academic and Career Preparation proposes the discontinuance of the following programs:

- Adult Basic Education Certificate of Completion – Fundamental Level
- Adult Basic Education Certificate of Completion – Intermediate Level
- Adult Basic Education Certificate of Completion – Advanced Level

The Faculty respectfully requests the Provost's endorsement of a Fall 2021 discontinuance because

- a) There are no students currently enrolled in these programs, nor have there been for several years;
- b) The Certificates of Completion in Adult Basic Education have not been operational since 2012, although some courses within the programs continued to be offered. **The last ABE Certificate was awarded in 2001.**
- c) The English Upgrading department (formerly Academic and Career Preparation), ACA Standing Committee on Curriculum, and ACA Faculty Council have endorsed the discontinuance. (See attached documentation.)

**Background and Rationale:**

The 2020-21 University Calendar explains the purpose of the Adult Basic Education Certificates of Completion as well as the courses required at each level:

The **Fundamental Certificate of Completion** recognizes a student's readiness to advance to the next level of high school completion and mastery of the fundamentals of reading, writing, and mathematics. Students will benefit from the fundamental level if they have difficulty with basic reading, writing, and math.

The **Intermediate Certificate of Completion** recognizes the equivalent completion of Grade 10. Students are well on their way to completing high school graduation, for direct entry into many trades and vocational programs, and for the GED. The courses within this certificate are currently under review.

The **Advanced Certificate of Completion** recognizes the equivalent completion of Grade 11. Upon completion, many students will be ready to challenge undergraduate course-work, and are ready to work towards BC Adult Graduation Diploma (Adult Dogwood). Completion of Advanced English will normally allow a student to succeed in the LPI test. *The courses within this certificate are currently under review.*

Curricular requirements for each level are outlined in the 2020-21 University Calendar (<https://calendar.kpu.ca/programs-az/academic-career-advancement/academic-career-preparation-adult-upgrading/adult-upgrading-certificates-completion/#requirements-text>)

The following courses required for the fundamental certificate have been discontinued:

- MATQ 0006 (disc 9/1/2015)

The following courses required for the intermediate certificate have been discontinued:

- ABEE 0070 (disc. 1/1/2008)
- ABES 0010 (disc. 1/8/2012)
- MATQ 0010 (disc 9/1/2014)

The following courses that were part of the advanced certificate have been discontinued:

- ABEE 0081 (disc. 1/1/2008)
- ABEB 0011 (disc. 9/5/2012)
- ABEB 0012 (disc. 9/5/2012)
- ABEP 0011 (disc. 9/5/2012)
- ABES 0010 (disc. 1/8/2012)
- MATQ 0011 (disc 9/1/2014)

It is therefore not possible for a student to complete the requirements of *any* of the Certificates of Completion in Adult Basic Education.

The 2012-13 Academic Calendar included the following notation: "This program and credentials are currently under review; not all courses may be available in 2012-13." Similar notations appeared in the next two Calendars (2013-14 and 2015-16). Intakes were postponed indefinitely, effective for the 2016-17 academic year, up to and including the 2020-21 academic year.

The Office of the Registrar has confirmed that discontinuance of the Certificate of Completion in Adult Basic Education will not impact our ability to continue admitting students who wish to pursue upgrading.

#### Impacted credentials:

- Certificate of Completion in Adult Basic Education – Fundamental Level

- Certificate of Completion in Adult Basic Education – Intermediate Level
- Certificate of Completion in Adult Basic Education – Advanced Level

**Location of the programs:**

These programs were offered at the Surrey, Richmond, and Langley campuses; however, the intermediate and advanced certificates have not been offered since 2012. The fundamental level certificate was offered until 2016-17, when all intakes were postponed indefinitely.

**Faculty, Department, or School offering the programs:**

The programs were offered in the Faculty of Academic and Career Advancement, by the department of Academic and Career Preparation.

**Effective date of discontinuance:**

Fall 2021

**Reasons for discontinuance of the programs:**

1. Lack of enrolment demand. The three credentials have not functioned as programs for many years, although students continued to enroll in some of the courses offered. The purpose of the credentials was to mark the attainment of certain levels in Adult Basic Education; however, it was not necessary for students to enroll in the programs in order to take the courses. It seemed that the program as such did not interest students as much as the opportunity to take the courses and move through the levels.
2. The courses in these programs were all offered in the continuous-intake mode of instruction, which has been discontinued at KPU (except through a community partnership at one offsite location).
3. Most of the courses required for these programs have already been discontinued, making it impossible for students to complete the curricular requirements, even if they wanted to. [The only two courses still active are ENGQ 0064 and ENGQ 0065.]

**Plan for phasing-out of program:**

- Both the ACA Standing Committee on Curriculum and ACA Faculty Council have approved motions endorsing the discontinuance of the programs.
- The chair of the department offering the programs has provided a statement supporting the discontinuance
- There are no students currently enrolled in these programs; the courses that are still active will be available to students as necessary at the Phoenix Kwantlen Learning Centre.
- The Office of the Registrar has been informed of the discontinuance and has confirmed that students will still be able to pursue upgrading courses, even if the credentials are discontinued.
- No other departments are affected by the discontinuance of these certificates of completion.

- The English Upgrading department (formerly Academic and Career Preparation), which offered these programs, has been instructed by Senate through the GV9 process to discontinue any offerings that are below the Grade 10 level. All courses but two have already been discontinued.

**Institutional contact in case more information is required:**

Aimee Begalka, Dean, Faculty of Academic and Career Preparation

**Potential legal implications as a result of the program discontinuance:**

None



TO: Aimee Begalka, Dean, Faculty of Academic and Career Preparation

C: Zena Mitchell, University Registrar; David Burns, Vice-Chair, Senate; Josephine Chan, Special Assistant to Provost on University Policy; Chris Traynor, Chair, English Upgrading department

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

DATE: October 21, 2020

SUBJECT: **Proposal to discontinue the Fundamental, Intermediate and Advanced Certificates of Completion in Adult Basic Education**

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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 following programs:

- Adult Basic Education Certificate of Completion – Fundamental Level
- Adult Basic Education Certificate of Completion – Intermediate Level
- Adult Basic Education Certificate of Completion – Advanced Level

This memo confirms my full support and endorsement on the Proposal to discontinue the above three programs.

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

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**TO:** Sandy Vanderburgh, Provost and Vice-President, Academic

**CC:** Zena Mitchell, University Registrar; David Burns, Vice-Chair, Senate; Josephine Chan, Special Assistant to Provost on University Policy; Chris Traynor, Chair, English Upgrading department

**FROM:** Aimee Begalka, Dean, Faculty of Academic and Career Preparation

**DATE:** October 8, 2020

**SUBJECT:** Proposal to discontinue the Fundamental, Intermediate and Advanced Certificates of Completion in Adult Basic Education

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In accordance with University Policy AC10, Establishment, Revision, Suspension and/or Discontinuance of Programs, the Faculty of Academic and Career Preparation proposes the discontinuance of the following programs:

- Adult Basic Education Certificate of Completion – Fundamental Level
- Adult Basic Education Certificate of Completion – Intermediate Level
- Adult Basic Education Certificate of Completion – Advanced Level

The Faculty respectfully requests the Provost's endorsement of a Fall 2021 discontinuance because

- a) There are no students currently enrolled in these programs, nor have there been for several years;
- b) The Certificates of Completion in Adult Basic Education have not been operational since 2012, although some courses within the programs continued to be offered. **The last ABE Certificate was awarded in 2001.**
- c) The English Upgrading department (formerly Academic and Career Preparation), ACA Standing Committee on Curriculum, and ACA Faculty Council have endorsed the discontinuance. (See attached documentation.)

**Background and Rationale:**

The 2020-21 University Calendar explains the purpose of the Adult Basic Education Certificates of Completion as well as the courses required at each level:

The **Fundamental Certificate of Completion** recognizes a student's readiness to advance to the next level of high school completion and mastery of the fundamentals of reading, writing, and mathematics. Students will benefit from the fundamental level if they have difficulty with basic reading, writing, and math.

The **Intermediate Certificate of Completion** recognizes the equivalent completion of Grade 10. Students are well on their way to completing high school graduation, for direct entry into many trades and vocational programs, and for the GED. The courses within this certificate are currently under review.

The **Advanced Certificate of Completion** recognizes the equivalent completion of Grade 11. Upon completion, many students will be ready to challenge undergraduate course-work, and are ready to work towards BC Adult Graduation Diploma (Adult Dogwood). Completion of Advanced English will normally allow a student to succeed in the LPI test.  
*The courses within this certificate are currently under review.*

Curricular requirements for each level are outlined in the 2020-21 University Calendar  
(<https://calendar.kpu.ca/programs-az/academic-career-advancement/academic-career-preparation-adult-upgrading/adult-upgrading-certificates-completion/#requirements-text>)

The following courses required for the fundamental certificate have been discontinued:

- MATQ 0006 (disc 9/1/2015)

The following courses required for the intermediate certificate have been discontinued:

- ABEE 0070 (disc. 1/1/2008)
- ABES 0010 (disc. 1/8/2012)
- MATQ 0010 (disc 9/1/2014)

The following courses that were part of the advanced certificate have been discontinued:

- ABEE 0081 (disc. 1/1/2008)
- ABEB 0011 (disc. 9/5/2012)
- ABEB 0012 (disc. 9/5/2012)
- ABEP 0011 (disc. 9/5/2012)
- ABES 0010 (disc. 1/8/2012)
- MATQ 0011 (disc 9/1/2014)

It is therefore not possible for a student to complete the requirements of *any* of the Certificates of Completion in Adult Basic Education.

The 2012-13 Academic Calendar included the following notation: "This program and credentials are currently under review; not all courses may be available in 2012-13." Similar notations appeared in the next two Calendars (2013-14 and 2015-16). Intakes were postponed indefinitely, effective for the 2016-17 academic year, up to and including the 2020-21 academic year.

The Office of the Registrar has confirmed that discontinuance of the Certificate of Completion in Adult Basic Education will not impact our ability to continue admitting students who wish to pursue upgrading.

#### Impacted credentials:

- Certificate of Completion in Adult Basic Education – Fundamental Level

- Certificate of Completion in Adult Basic Education – Intermediate Level
- Certificate of Completion in Adult Basic Education – Advanced Level

**Location of the programs:**

These programs were offered at the Surrey, Richmond, and Langley campuses; however, the intermediate and advanced certificates have not been offered since 2012. The fundamental level certificate was offered until 2016-17, when all intakes were postponed indefinitely.

**Faculty, Department, or School offering the programs:**

The programs were offered in the Faculty of Academic and Career Advancement, by the department of Academic and Career Preparation.

**Effective date of discontinuance:**

Fall 2021

**Reasons for discontinuance of the programs:**

1. Lack of enrolment demand. The three credentials have not functioned as programs for many years, although students continued to enroll in some of the courses offered. The purpose of the credentials was to mark the attainment of certain levels in Adult Basic Education; however, it was not necessary for students to enroll in the programs in order to take the courses. It seemed that the program as such did not interest students as much as the opportunity to take the courses and move through the levels.
2. The courses in these programs were all offered in the continuous-intake mode of instruction, which has been discontinued at KPU (except through a community partnership at one offsite location).
3. Most of the courses required for these programs have already been discontinued, making it impossible for students to complete the curricular requirements, even if they wanted to. [The only two courses still active are ENGQ 0064 and ENGQ 0065.]

**Plan for phasing-out of program:**

- Both the ACA Standing Committee on Curriculum and ACA Faculty Council have approved motions endorsing the discontinuance of the programs.
- The chair of the department offering the programs has provided a statement supporting the discontinuance
- There are no students currently enrolled in these programs; the courses that are still active will be available to students as necessary at the Phoenix Kwantlen Learning Centre.
- The Office of the Registrar has been informed of the discontinuance and has confirmed that students will still be able to pursue upgrading courses, even if the credentials are discontinued.
- No other departments are affected by the discontinuance of these certificates of completion.

- The English Upgrading department (formerly Academic and Career Preparation), which offered these programs, has been instructed by Senate through the GV9 process to discontinue any offerings that are below the Grade 10 level. All courses but two have already been discontinued.

**Institutional contact in case more information is required:**

Aimee Begalka, Dean, Faculty of Academic and Career Preparation

**Potential legal implications as a result of the program discontinuance:**

None





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

**Regular Meeting**  
**#14**  
**February 3, 2021**  
**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 November 30, 2020.
2. Notes from the Senate Meeting held January 25, 2021.

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

**Date submitted:** January 26, 2021

## Notes from the Senate meeting of November 30, 2020

The Senate meeting of November 2020 included the normal business of reporting and course outline revisions, but also a significant amount of noteworthy decision making.

The Senate's bylaws were revised – primarily in the interests of administrative clarity – after a long process of notice and discussion (including three visits to the Nominations and Governance committee). Modest revisions were made to the mandate and membership of the SSC Research and Graduate Studies and the SSC Curriculum.

The Power Line Technician and Outdoor Power Equipment Technician citations were recommended to the Board for discontinuance, alongside the Adult Basic Education Certificates of Completion.

VP Finance Clowes provided a presentation on the Draft University Budget 2021-22, which was endorsed by Senate. Her presentation is available in the agenda package at [KPU.ca/Senate](http://KPU.ca/Senate). Should the enrollment data change significantly the budget will be brought back to Senate for further discussion.

Senator Alger, Chair of the SSC Library, and Todd Mundle, University Librarian and KPU Jeopardy Superstar, brought forward the Strategic Plan for the University Library, 2021-23, which was duly endorsed by Senate.

The Quality Assurance Plans for Business Management and Counselling were presented to Senate, having recently been approved by the SSC Program Review.

Graduates were, as always, happily approved.

The Senate thusly adjourned to a closed meeting.

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 numerous Senate meetings this month:

KVG made the one-liners list this month – see if you can guess which one is our dear colleague.

"She is attacking my feet and legs... ok, she's not allowed back in the meeting"

"Well, in Science, I always like to talk about our chainsaw"

"Look, man, I know this is your life but I have to say.... That's funny."

"Suggestions from the Registrar are usually salient and worthy incorporating."

"David, are you frozen or being thoughtful?" (it was, for the record, the former)

"David, the only power of yours we respect is the imaginary kind."

"This is one is an authentic hand."



## **Notes from the Senate meeting of 25 January 2021**

The Vice-Chair gratefully writes this report as a guest on the traditional lands of the Coast Salish Nations of Musqueam, Tsleil-Waututh and Squamish.

The January meeting of Senate was, despite the deferral of its leading item, one of its most productive in recent memory.

The President's response to the paper, "Excellence in Research and Scholarship" (referred to as the "Whitepaper"), was brought forward to Senate. This response, created in consultation with the Provost and Vice-Chair, outlined for Senate a number of possible avenues for the discussion of different aspects of the Whitepaper's sweeping recommendations. After a brief discussion of the complexity of the document it was decided that the plan should be brought back to Senate's February session to enable further discussion of the proposed consultation plan.

After the usual passage of course changes the Senate proceeded to consider and pass changes to the Bachelor of Arts, Major in General Studies; Associate of Arts in Geography; Diploma in Fashion Marketing; Diplomas in Computer Aided Design and Drafting; Bachelor of Business Administration in Entrepreneurial Leadership; and the Bachelor of Arts Framework itself.

Any one of these change proposals is, on its own, worthy of mention. The proponents who brought them forward (Shelley Boyd, Parthi Krishnan, Christina Heinrick, Jimmy Choi, Amanda Bickell and Kristie Dukewich, respectively) have managed large and challenging projects spanning months or years. They are, at the same time, part of an enormous system of support staff, committee members, administrative leaders and faculty members across the University. Our system has, through these motions, made the kinds of changes our students deserve. They are driven by our program reviews and based on the best data we have. They have arrived at this last vote after months or years of consultation and debate – in some cases resulting in complete reconsideration of earlier ideas. They are championed, yes, but they are also built painstakingly by many others. You know who you are – thank you.

The bylaws of the Faculty of Academic and Career Preparation were modestly revised, and the minimum qualifications for faculty members in Business and Quantitative Methods, Public Relations and Applied Communications were also changed. The mandate and membership of the Senate Standing Committees on Tributes, and on Teaching and Learning, were updated, and the normal business of nomination to Senate meetings was conducted.

The Senate passed a motion to allow non-Senators to hold the role of Chair at a standing committee provided that a committee Vice-Chair (who would need to be a Senator) is also elected to report to Senate.

The President reviewed the protocol for the selection of the next Vice-Chair of Senate and reminded the Committee of the upcoming information session.

A new Department of the School of Business was endorsed, the Department of Business Graduate Programs. This proposal will now move to the Board of Governors for approval.

Senator Iwanchuk, Chair of SSC Tributes, received Senate approval for two new awards to be administered by his committee: the Distinguished Leadership Award and the Team Service Award.

The Registrar brought forward a hearteningly large list of graduates, including the Office of the Registrar's own Pal Trehan, Curriculum and Graduation Coordinator. Congratulations, Pal. The coordinator become the coordinated.

Finally, the Registrar identified the many vacancies that will be filled at Senate in the Spring 2021 election.

David P. Burns, Vice-Chair, University Senate

The Vice-Chair, comported as he is with utmost seriousness, wishes to convey the following sayings, overhead during the many deliberations of Senate's committees:

"This, I think, is the seedy underbelly of the David Burns show."

"You are gone, David, you are now merely a swirling void."

"The report is quite short as I haven't really done anything."

"The worst instructor of all – the dolphin."

"I'm sorry Mr. President, the kibble was audible."

"David, if the University isn't a safe space for you to be daft and ask questions there isn't one."