



KPU Board of Governors - Regular Meeting

Date: September 29, 2021

Time: 4:00 pm – 5:24 pm

Via Microsoft Teams: [Click here to join the meeting](#)

Phone Dial-in

+1 604-449-3508 (Canada (Vancouver))

Conference ID: *705 052 410#*



Regular Meeting Agenda

Board of Governors

Date: September 29, 2021

Time: 4:00 pm – 5:24 pm

Via Microsoft Teams: [Click here to join the meeting](#)

Phone Dial-in: +1 604-449-3508 (Vancouver)

Conference ID: 705 052 410#

Attending: Michael McAdam (Chair), Ivy Chen (Vice Chair), Kim (Kwuntiltunaat) Baird, Rhiannon Bennett, Sandra Case, Alan Davis, Bob Davis, Amos Kambere, Mohammed Mahabub, Rahul Malhotra, Muhammad Afzal Malik, Purru Sandhu, Takashi Sato, Waheed Taiwo, Jack Wong

Excused:

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

Presenters and Administrative Resources: Steve Cardwell, Laurie Clancy, Chervahun Emilien, Randall Heidt, Rajiv Jhangiani, Ranminder Kaur, 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	Michael McAdam		4:00	

We respectfully acknowledge that we live, work and study at KPU on the traditional and ancestral lands of the Coast Salish peoples, including those of the Kwantlen First Nation, who graciously bestowed their name on this university.

1.1. Welcome by KPU Elder in Residence	Lekeyten		4:01-4:06	
2. Approval of Agenda	Michael McAdam	M	4:06-4:07	3

MOTION: THAT the Board of Governors approve the regular meeting agenda for September 29, 2021.

3. Oath of Office – Rahul Malhotra	Michael McAdam		4:07-4:08	7
4. Conflict of Interest	Michael McAdam		4:08-4:09	
5. Consent Agenda	Michael McAdam	M	4:09-4:11	9
5.1. Minutes of the June 23, 2021 Regular Board of Governors Meeting				10
5.2. KSA Annual Fee Change Letter - 2021-2022 Academic Year		I		19



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

5.1. Minutes of the June 23, 2021 Regular Board of Governors Meeting.

AND

THAT the Board of Governors receive the following item for information:

5.2. KSA Annual Fee Change Letter: 2021-2022 Academic Year.

6. Audit Committee Report

6.1. Committee Chair Report

Mohammed
Mahabub

I

4:11-4:12

6.2. Appointment of the External Auditor

Chervahun Emilien

M

4:12-4:17

21

MOTION: THAT the Board of Governors approve the appointment of KPMG as External Auditor for three years commencing with the 2021/2022 reporting year, as recommended by the Board Audit Committee.

7. Finance Committee Report

7.1. Committee Chair Report

Mohammed
Mahabub

I

4:17-4:18

7.2. Executive Statement of Financial
Information (SOFI) Public Bodies
Report as at March 31, 2021

Chervahun Emilien

M

4:18-4:21

23

MOTION: 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.

7.3. GV4 Schedule of Signing Authorities

Chervahun Emilien

M

4:21-4:24

25

MOTION: THAT the Board of Governors approve the updated GV4 – Schedules of Commitment Authorities, Approval Authorities and Signing Authorities as recommended by the Board Finance Committee.

7.4. FY 2022/23 University Budget

Chervahun Emilien

I

4:24-4:34

27

Planning and Financial Status Update



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8. Governance Committee Report				
8.1. Committee Chair Report	Michael McAdam	I	4:34-4:35	
8.2. AC15 – Micro-credentials	Rajiv Jhangiani	M	4:35-4:50	29
MOTION: THAT the Board of Governors approve the Policy and Procedure AC15 Micro-credentials as recommended by the Board Governance Committee.				
8.3. VISION 2023: Progress Report for 2020/21	Lori McElroy	I	4:50-4:55	33
8.4. Academic Plan 2023: Progress Report for 2020/21	Sandy Vanderburgh	I	4:55-5:00	53
9. Human Resources Committee Report				
9.1. Committee Chair Report	Amos Kambere	I	5:00-5:01	
10. President's Report				
10.1. Report to the Board	Alan Davis	I	5:01-5:04	55
11. Provost's Report				
11.1. Report to the Board	Sandy Vanderburgh	I	5:04-5:07	
12. Vice President, External Affairs				
12.1. Report to the Board	Randall Heidt	I	5:07-5:10	
13. Interim Vice President, Finance & Administration's Report				
13.1. Report to the Board	Steve Cardwell	I	5:10-5:13	
14. Vice President, Students				
14.1. Report to the Board	Steve Cardwell	I	5:13-5:16	
15. Appointment to AVP, Program Planning and Curriculum Search Advisory Committee	Keri van Gerven	M	5:16-5:18	59

MOTION: THAT the Board of Governors ratify the appointment Rahul Malhotra as student Board member representative to the Associate Vice President, Program Planning and Curriculum Search Advisory Committee.



Regular Meeting Agenda

Board of Governors

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16. Senate Report – meeting held on June 28, 2021	Alan Davis	I	5:18-5:19	61
17. Next Meeting Agenda Contribution	Michael McAdam	D	5:19-5:20	
18. For the Good of the Order	All	D	5:20-5:21	
19. Feedback on the Meeting	All	D	5:21-5:22	
20. Closing Remarks	Michael McAdam		5:22-5:23	
21. Next Meeting Regular Board Meeting Wednesday, December 1, 2021 4:00 – 7:00 pm	Michael McAdam	I	5:23-5:24	
22. Adjournment	Michael McAdam		5:24	



KWANTLEN POLYTECHNIC UNIVERSITY

**BOARD OF GOVERNORS
OATH OF OFFICE**

I, _____ sincerely promise and swear (or affirm)
that I will truly, faithfully and impartially, to the best of my ability execute the duties and
responsibilities of the Board of Kwantlen Polytechnic University. I have read and agree to abide by
the Code of Conduct for Board Members (including the Conflict of Interest provisions) of Kwantlen
Polytechnic University as outlined in the Board Manual.

Board Member

Chair / Board of Governors

Date

**Board of Governors****Agenda Item:****Meeting Date:****Presenter(s):****Regular Meeting****#5****September 29, 2021****Michael McAdam****Agenda Item:** **Consent Agenda**

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT the Board of Governors approve the following item on the Consent Agenda: 5.1 Minutes of the June 23, 2021 Regular Board of Governors Meeting. AND THAT the Board of Governors receive the following item for information: 5.2 KSA Annual Fee Change Letter - 2021-2022 Academic Year.
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Attachments:

1. Minutes of the June 23, 2021 Regular Board of Governors Meeting.
2. KSA Annual Fee Change Letter - 2021-2022 Academic Year.

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

Date submitted: September 20, 2021

**Present: Board**

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

University Vice Presidents

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

Presenters and University Resources

Jennifer Duprey / General Counsel
 Chervahun Emilien / Executive Director,
 Financial Services
 Ranminder Kaur / Confidential Assistant to
 the Board of Governors
 Keri van Gerven / University Secretary &
 Executive Assistant to the President & Vice
 Chancellor

Regrets: Kim Baird / Chancellor

**1. Call to Order and
 Introductory Remarks**

The Chair called the meeting to order at 4:00 pm.

The Chair acknowledged KPU's commitment to reconciliation and recognition that that we live, work and study at KPU on the traditional and ancestral lands of the Coast Salish peoples, including those of the Kwantlen First Nation, who graciously bestowed their name on this university.

The Chair thanked outgoing board members, Dr. Farhad Dastur, Kim McGill and David Piraquive for their time and contributions to various committees and the full Board.

The Chair also thanked Ms. Marlyn Graziano, Vice President External Affairs and applauded Ms. Graziano for working meticulously to build a strong relationship with the Government.

2. Conflict of Interest

No other conflict of Interest was declared.

3. Approval of Agenda

Motion #22-20/21

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Agenda for June 23, 2021.

4. Consent Agenda

Motion #23-20/21

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following items on the Consent Agenda:

4.1. Minutes of the May 26, 2021 Regular Board of Governors Meeting.

AND

THAT the Board of Governors receive the following item for information:

4.2. That the Board of Governors approved via an e-vote on June 9, 2021 the revision to Bylaw No. 4.

5. Annual Report to the Board on the Sexual Violence & Misconduct Policy

Dr. Steve Cardwell introduced Jennifer Jordon who presented the annual report on the sexual violence and misconduct policy.

Ms. Jordon noted that the report has been drafted by the Director, Student Rights and Responsibilities in consultation with KPU's Sexual Violence & Misconduct Advisory Group to inform the President and Board of Governors of policy-related implementation activities that have taken place over the past year.

Ms. Jordon commented that each year, the president of a post-secondary institution must report to the governing body on the implementation of the post-secondary institution's sexual misconduct policy.

Ms. Jordon mentioned that the major activities undertaken from May 2020 to May 2021 fall into the following three categories: Strengthening process and practice, policy alignment and review, and education and awareness training.

Ms. Jordon mentioned that the Student Rights and Responsibilities Office (SRRO) has been successful in maintaining a connection with the KPU community during the pandemic during which KPU pivoted to largely working from home. Ms. Jordon commented that there have been more reports of online misconduct of a sexual nature, which it is probably safe to assume relates with the pivot to most of KPU's programming moving online. Ms. Jordon noted that the Student Rights and Responsibilities Office have been meeting with individuals virtually or by phone and that there does not appear to be any concern from individuals seeking services.

Ms. Jordon noted that the Student Rights and Responsibilities Office offers workshops on following topics:

- How to receive a disclosure;
- Bystander awareness; and
- Consent and healthy relationships.

Ms. Jordon noted that the Student Rights and Responsibilities Office will be utilizing the asynchronous trainings that will soon be launched by BC Campus and the Ministry of Advanced Education and Skills Training (AEST).

Ms. Jordon mentioned that when students return back to the campuses, the Student Rights and Responsibilities Office will continue to interact with students at all the campuses. Members noted that in-person workshops will be offered on the topics of "How to receive a disclosure"; "Bystander Awareness"; and "Consent and Healthy Relationships" which can also be delivered as one condensed workshop covering all three topics. Ms. Jordon commented that the Student Rights and Responsibilities Office will resume presenting across the KPU community, to students and

employees, about policy SR14 and the services the Student Rights and Responsibilities Office offers.

6. Audit Committee Report

6.1 Committee Chair Report

Members noted that the Audit Committee met on June 15, 2021 and received an update on casual service contract report.

7. Finance Committee Report

7.1 Committee Chair Report

Members noted that the Finance Committee met on June 15, 2021 and received an update on the IT Disaster Recovery Plan (DRP).

7.2 Management Discussion and Analysis supporting the approved Financial Statements for year ended March 31, 2021

Dr. Davis introduced Chervahun Emilien who presented the Management discussion and analysis report.

Ms. Emilien presented the draft Financial Statements for Year ending March 31, 2021 and highlighted the Statement of Financial Position, Statement of Operations and Notes to the Financial Statements.

7.3 FY 2022-23 University Budget including Budget Development Timeline, Executive Budget Priorities, and Budget Tenets and Philosophy

Dr. Davis presented the report and commented that the FY 2022-23 university budget development process is now in planning.

Dr. Davis commented that the Board of Governors has indicated they are expecting a balanced budget for the 2022-23 fiscal year. The university must ensure any priorities or tenets that are set can be achieved within a balanced budget framework. Members noted that the final budget will be presented for approval at the March 30, 2022 Board of Governors meeting.

Dr. Davis presented the Budget Tenets and Philosophy and commented that the Budget Tenets and Philosophy has been updated for the 2022/23 budget year. The university budget will address the changing environment related to COVID-19 post pandemic by maintaining sustained levels of staffing, core teaching and learning activities and the student experience.

8. Governance Committee Report

8.1 *Committee Chair Report*

Committee Chair, Mr. Amos, advised that the Governance Committee met on June 16, 2021 and noted that all items discussed at the meeting are on the agenda.

8.2 *Accountability Plan & Report 2020/21*

Dr. McElroy highlighted that the Accountability Plan & Report 2020/21 is an annual report that fulfills the requirement of public sector organizations to operate under the Taxpayer Accountability Principles and to meet the requirements of the Ministry's Accountability Framework.

Dr. McElroy noted that the Strategic Priorities section of the report details how KPU has addressed both Ministry priorities, as communicated in the 2020/21 Mandate Letter, as well as KPU's priorities to address our strategic goals. This year KPU has added information on how KPU has responded to the pandemic. KPU is also required to report on plans to address priorities in the 2021/22 Mandate Letter, but the Ministry has postponed that due to the pandemic.

Dr. McElroy noted that the report will be signed by the Board Chair, and the President for submission to AEST.

Motion #24-20/21

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the 2020/21 Accountability Plan & Report for submission to the Ministry of Advanced Education and Skills Training as recommended by the Board Governance Committee.

8.3 *Newly Appointed and Elected Board Members*

Ms. van Gerven presented the report and commented that the terms of office of four appointed members expire on July 31, 2021, one of which is an Alumni nominee. All four of the members are eligible for reappointment. There is one vacancy on the Board since Mr. Singh stepped down from the KPU Board in November 2020 after officially declared successful in the election.

Ms. van Gerven noted that Ms. Case is only eligible for a 6-month extension to December 31, 2021.

Members noted that the Board office was informed by the Ministry on June 2, 2021 that the Ministry is working on the appointments and there are still a few levels of approval to go through. The Ministry will be in a position to notify KPU in early July.

Ms. van Gerven mentioned that four newly elected members will also be joining the Board as of September 1, 2021.

9. Human Resources Committee Report

9.1 *Committee Chair Report*

Committee Chair, Ms. Case advised that the Human Resources Committee met on June 17, 2021 and received an update on appointment of Associate Dean, Faculty of Health.

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 commented that an Engagement Meeting with Andrew Mercier (MLA for Langley) took place on June 30, 2021.

Dr. Davis passed his gratitude to Ms. Graziano and commented that Ms. Graziano has worked diligently over the years to build a strong relationship with the Government.

10.2 *Fall 2021 and the New KPU*

Dr. Davis commented that KPU is relying on the COVID-19 Return-to-Campus Primer and the lessons learned over the past year to plan for a return-to-campus in September with a new approach to learning and working at KPU – the New KPU.

Dr. Davis noted that KPU will continue to embrace the innovations developed during the pandemic for both remote and blended learning and working opportunities, and utilize the disruption caused by the COVID-19 pandemic to creatively innovate a new future for KPU.

Dr. Davis mentioned that recent student satisfaction surveys suggested that many enjoy the flexibilities of remote learning and a majority would like to preserve some elements, while others are missing the student life experience of physically being on campus. Members noted that scheduling is underway for the Fall and all plans will proceed in accordance with all existing and new safety measures.

Dr. Davis noted that many employees have expressed interest in more flexible and blended ways of working post-pandemic and commented that KPU has marked the Fall as a “transition semester” for our journey to the New KPU.

Dr. Davis commented that Faculties and Schools that require more hands-on learning, such as Trades and Science & Horticulture, will have a higher percentage of face-to-face delivery, given the nature of their programs.

Dr. Davis noted that in the event that B.C. experiences an unanticipated increase in COVID-19 case counts and/or lower-than-expected immunization rates, KPU is equipped to quickly and effectively revert back to remote learning, and will continue to exercise the safety protocols in place today.

Dr. Davis mentioned that KPU will be creative and agile and will use this as an opportunity to create a New KPU that stands in alignment with the VISION 2023 goals of improving experiences, increasing sustainability, fostering creativity and ensuring quality.

Dr. Davis stated that the health and safety of all employees and students will be paramount throughout this transition.

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 noted the appointment of Ms. Sarah Beasleigh as Associate Dean, Faculty of Health. Members noted that Ms. Beasleigh will be joining KPU on June 30, 2021.

Dr. Vanderburgh mentioned that the search for Dean, Faculty of Science and Horticulture was unsuccessful and did not attract strong candidates. However, in the meantime, the current Dean, Dr. Elizabeth Worobec has agreed to stay with KPU until February 2022. Members noted that the search for new Dean will resume in the Fall.

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 and commended various teams within her portfolio.

13. Interim Vice President, Finance and Administration

13.1 *Report to the Board*

Dr. Cardwell advised that the Finance and Administration Report was included in the Report to the Board of Governors and commended various teams within his interim portfolio.

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 and commended various teams within his portfolio.

Dr. Cardwell commented that the Orientation and Transitions team hosted the Summer new student 2021 Orientation and First Year Festival. Over 2,500 new students attended 38 virtual sessions, run in partnership with Departments and Faculties across KPU.

Dr. Cardwell advised that the KPU International met its international student enrolment targets for Summer 2021. There are 1,176 new international students enrolled for the summer semester. Admissions for Fall 2021 are on target.

- 15. 2021/22 Mandate Letter from Minister of Advanced Education, Skills and Training (AEST)**

The Chair mentioned that the focus of the 2021/22 Mandate Letter outlines the guiding principles of the government, which should help prepare KPU's 2021/22 Institutional Accountability Plan and Report (IAPR). The Mandate Letter also confirms KPU's mandate, under the *University Act*, provides government's annual strategic direction and sets out key performance expectations for the 2021/22 fiscal year.

The Chair commented that the letter is signed and submitted to the Ministry of Advanced Education and posted on the Board website, as required by the Provincial Government.
- 16. Senate Reports – meeting held on May 31, 2021**

Dr. Davis advised that the Senate Report for May 31, 2021 was prepared by Dr. David Burns, Senate Vice-Chair and was included in the meeting package.

Dr. Davis noted that Dr. Amy Jeon, Senator for the Faculty of Science and Horticulture, was elected as Vice Chair through acclamation.

Dr. Davis thanked the outgoing Chair, Dr. Burns for his time and contributions to Senate and various Senate Sub-Committees.
- 17. 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.
- 18. For the Good of the Order**

There were no additional items identified.
- 19. Feedback on the Meeting**

Mr. Kambere thanked KPU for the convocation video for Spring 2021 ceremony.

Board members thanked the outgoing members of the Board for their time and contributions to various committees and the full Board.

There was no other feedback on the meeting.
- 20. Closing Remarks**

The Chair thanked everyone, including Board Members for attending and contributing to the discussions.
- 21. Election of the Chair and Vice Chair**

Ms. van Gerven conducted an election process through acclamation. Mr. McAdam as Board Chair, and Ms. Chen as Board Vice Chair were confirmed as of July 1, 2021 for a year until July 31, 2022 in accordance with Section 24 of the Board Manual. The Board Chair, and Vice Chair must be an Appointed Member of the Board. The Chair, and Vice Chair may be re-elected up to a maximum of three consecutive years.

Board members and the management thanked the outgoing Chair, Ms. Case. Members noted that Ms. Case - a 6 year appointed member has been a member and chair of HR committee, board chair and also served on various search committees.

22. Appendix: **22.1 *Report to the Board of Governors***

The June 2021 Report to the Board of Governors was received.

23. Next Meeting The next meeting has been scheduled for Wednesday, September 29, 2021.

24. Adjournment The meeting adjourned at 5:02 pm.

Board Chair

**March 12, 2021**

Dr. Steve Cardwell
KPU Vice-President, Students

Re: KSA Annual Fee Change Letter – 2021-2022 Academic Year

Dear Dr. Cardwell,

Pursuant to Section 21(1) of the *University Act* of British Columbia, please consider this letter as formal notice of fees of the Kwantlen Student Association for the **2021-2022 academic year** for consideration at the **MARCH 2021** KPU Board of Governors Meeting.

Pursuant to the November 2015 referendum tying fees to the Canadian Consumer Price Index (CPI), the KSA fees listed below have been increased by 2.0% for the 2021-2022 academic year from their previous levels during the 2020-2021 academic year. During the same periods, CFS fees have increased by 0.7170 per cent.

1. Operating Fund:

- a. Beginning **1 September 2021** - For semester-based students, \$9.92 per student plus \$3.32 per credit to a maximum of \$53.06 per semester;
- b. For fixed-term and continuous intake students, \$3.16(from \$3.14) per week.

2. Advocacy Service:

- a. Beginning **1 September 2021** - For semester-based students, \$0.28 per credit;
- b. For fixed-term and continuous intake students, \$0.23 per week.

3. Bursary Fund:

- a. Beginning **1 September 2021** - For semester-based students, \$1.10 per student;
- b. For fixed-term and continuous intake students, \$0.11 per week.

4. Clubs and Events Fund:

- a. Beginning **1 September 2021** - For semester-based students, \$0.70 per credit;
- b. For fixed-term and continuous intake students, \$0.61 per week.

5. Intramurals (ActiveKSA) Fund:

- a. Beginning **1 September 2021** - For semester-based students, \$0.35 per credit;
- b. For fixed-term and continuous intake students, \$0.30 per week.

6. Lobby Fund:

- a. Beginning **1 September 2021** - For semester-based students, \$0.40 per credit;
- b. For fixed-term and continuous intake students, \$0.35 per week.

7. Peer Support Program:

- a. Beginning **1 September 2021** - For semester-based students, \$0.28 per credit;
- b. For fixed-term and continuous intake students, \$0.23 per week.

8. Reboot Computer Service:

- a. Beginning **1 September 2021** - For semester-based students, \$0.37 per credit;
- b. For fixed-term and continuous intake students, \$0.32 per week



Please consider the environment before printing

9. START Volunteer Program Fund:

- a. Beginning **1 September 2021** - For semester-based students, \$0.44 per credit;
- b. For fixed-term and continuous intake students, \$0.38 per week.

10. SUB Capital Fee:

- a. Beginning **1 September 2021** - For semester-based students, \$3.20 per credit;
- b. For fixed-term and continuous intake students, \$2.87 per week.

11. Multi-Pass & U-Pass BC Fees:

- a. Beginning **1 May 2021** - \$43.35 per month U-Pass BC Fee for all eligible students.
- b. \$10.00 per month MultiPass Fee for all eligible students.
- c. These fees were previously combined on the KPU calendar, however, they are separate fees.

12. Canadian Federation of Students Fees:

- a. Beginning **1 September 2021** - For all KSA members \$4.79 per student per semester;

**13. All other fees remain at current collection rates. Social Justice / Student Publication Fee (The Runner) ;
/ Student Association Extended Health and Dental Plans**

In accordance with existing practices, when remitting fees to the KSA we would ask that KPU please continue to provide detailed breakdowns of each individual fee but deposit the fees into the appropriate KSA bank accounts for each fee category for auditing and accounting purposes.

Thank you for your continued cooperation and support of KPU students.

Respectfully submitted,

Gurdial Dhindsa
President; VP, Student Life

Benjamin Newsom
Executive Director

cc: Sandra Case, KPU Board of Governors Chair
Keri Van Gerven, KPU University Secretary
Rolando Navarro, KSA Financial Controller



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

Regular Meeting
#6.2
September 29, 2021
Chervahun Emilien

Agenda Item: Appointment of the External Auditor

Action Requested:	<input checked="checked" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT the Board of Governors approve the appointment of KPMG as External Auditor for three years commencing with the 2021/2022 reporting year, as recommended by the Board Audit Committee.
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Board Committee Report: At its meeting on September 14, 2021, the Board Audit Committee approved the appointment of KPMG as External Auditor for three years commencing with the 2021/2022 reporting year, for recommendation to the Board of Governors.

Context & Background: Section 33 of the *University Act* states that, “*Unless the Auditor General is appointed in accordance with the Auditor General Act, as the Auditor of the Board, the Board must appoint an Auditor to audit the accounts of the Board at least once each year.*”

In accordance with the *University Act*, the Audit Committee Terms of Reference state that the Audit Committee recommends to the Board the appointment of the External Auditor.

Key Messages: 1. KPMG was selected through RFP to act as KPU’s External Auditor for three years, commencing with the 2021/22 reporting year. KPU retains the option to extend the Service Agreement for two additional years (2024/25 - 2025/26), provided both parties agree to the renewal.

Resource Requirements: N/A

Implications / Risks: There is a risk that the appointment of KPMG as the University’ auditors would be perceived as biased as KPMG has been the University’s auditors for the last four years.

Consultations: N/A

Attachments:

1. [NRFP2872 – Financial Audit Services](#)
2. [NRFP2872 – Financial Audit Services – Evaluation Summary](#)

Submitted by: Chervahun Emilien, Executive Director, Financial Services
Date submitted: September 17, 2021

**Board of Governors****Agenda Item:****Meeting Date:****Presenter(s):****Regular Meeting****#7.2****September 29, 2021****Chervahun Emilien**

Agenda Item: **Statement of Financial Information (SOFI) – Public Bodies Report as at March 31, 2021**

Action Requested:

☒ Motion to Approve
☐ Discussion
☐ Information
☐ Education

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

Board Committee Report: At its meeting on September 14, 2021, the Board Finance Committee approved the Statement of Financial Information (SOFI) – Public Bodies Report and submission to the Ministry of Advanced Education, Skills, and Training for recommendation to the Board of Governors.

Context & Background: 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)).

Key Messages:

1. Chapter 8 of the *Financial Information Act*, administered by the Ministry of Finance and Corporate Relations, requires the University to submit a report each year including prescribed schedules of information.
2. The report is known formally as the 'Statement of Financial Information Pursuant to the *Financial Information Act*' and informally as the 'Public Bodies Report' or 'SOFI'.
3. The University is required to make the report accessible during business hours for review, and to provide copies as requested for a prescribed fee of \$5.00.

Implications / Risks: N/A

Consultations: N/A

Attachments: 1. [Statement of Financial Information \(For Year Ending March 31, 2021\)](#)

Submitted by: Chervahun Emilien / Executive Director, Financial Services
Date submitted: September 17, 2021



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

Regular Meeting
7.3
September 29, 2021
Chervahun Emilien

Agenda Item: **GV4 – Schedule of Signing Authorities**

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT the Board of Governors approve the updated GV4 – Schedules of Commitment Authorities, Approval Authorities and Signing Authorities as recommended by the Board Finance Committee.
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Board Committee Report: At its meeting on September 14, 2021, the Board Finance Committee approved the updated GV4 – Schedules of Commitment Authorities, Approval Authorities and Signing Authorities for recommendation to the Board of Governors.

Context & Background: A revised GV4 policy and procedures was approved in May 2020 and is not scheduled for another review until 2025. In the interim, annual review of the Schedules of Authorities should be done for accuracy and updated if required. The attached reflects the annual review of the Schedules of Authorities for 2021 and highlights changes in positions and titles over the last year as well as conformity with the University's brand guidelines.

Key Messages:

1. Schedules have been reformatted and updated to reflect new/discontinued positions/titles/offices and conformity with the University's brand guidelines.
2. The changes made are relatively minor.

Attachments:

1. [DRAFT Schedule A – Commitment Authority Table - Clean Version](#)
2. [DRAFT Schedule A – Commitment Authority Table – Tracked Changes Version](#)
3. [DRAFT Schedule B – Approval Authority Table - Clean Version](#)
4. [DRAFT Schedule B – Approval Authority Table – Tracked Changes Version](#)
5. [DRAFT Schedule C – Signing Authority by Unit - Clean Version](#)
6. [DRAFT Schedule C – Signing Authority by Unit – Tracked Changes Version](#)

Submitted by: Chervahun Emilien / Executive Director, Financial Services

Date submitted: September 17, 2021

**Board of Governors****Agenda Item:****Meeting Date:****Presenter(s):****Regular Meeting****#7.4****September 29, 2021****Chervahun Emilien****Agenda Item:** FY 2022/23 University Budget Planning and Financial Status Update

Action Requested:	<input type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	None
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Board Committee Report: At its meeting on September 14, 2021, Board Finance Committee discussed FY 2022/23 University Budget Planning and Financial Status update and is presented here for information.

Context & Background: The University requested and received approval for a deficit budget in 2021-2022. Quarter two analytics have been completed to determine its current status and its projected path to the end of the fiscal year.

The 2022-23 budget development process is now in the planning stages. Producing the annual budget for the university is a detailed process that begins shortly into the new fiscal year. Learning from the successful budget development process in 2021-22, multiple touchpoints with stakeholders throughout the budget development process are scheduled to take place. The final budget is scheduled to be approved at the March 30, 2022 Board of Governors meeting.

Key Messages:

1. Early review of Q2 results for 2021-22 indicate a favorable position for the University.
2. The Board of Governors has indicated they are expecting a balanced budget for the 2022-23 fiscal year. The University must ensure any priorities or tenets that are set can be achieved within a balanced budget framework.

Implications / Risks: N/A

Consultations:

- University Executive and Senior Administration
- KFA & BCGEU
- Senate Standing Committee on University Budget

Attachments: None

Submitted by: Chervahun Emilien, Executive Director, Financial Services
Date submitted: September 17, 2021

**Board of Governors****Agenda Item:****Meeting Date:****Presenter(s):****Regular Meeting****#8.2****September 29, 2021****Dr. Rajiv Jhangiani**

Agenda Item: Draft Policy and Procedure AC15 *Micro-credentials*

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT the Board of Governors approve the Policy and Procedure AC15 <i>Micro-credentials</i> as recommended by the Board Governance Committee.
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Board Committee Report: At its meeting on September 8, 2021, the Board Governance Committee approved the Policy and Procedure AC15 Micro-credentials for recommendation to the Board of Governors.

Context & Background: Draft Policy and Procedure AC15 were posted on the [KPU Policy Blog](#) from February 26 – April 8, 2021. Leading up to and during this time period, all Faculty Councils (and in the case of Health and Design, Chairs and additional Faculty committees) and three Senate Standing Committees (SSCC, SSC Policy, SSCAPP) were consulted for feedback. All feedback and corresponding responses have been provided in the attached “AC15 Consultation Feedback February-April 2021” document, with suggestions incorporated in the attached draft Policy and Procedure.

Responses to the blog comments were posted on the Blog throughout the 6-week public commenting period, and are attached herewith for ease of reference. In response to the comments and suggestions posted on the Blog, some revisions were made to the draft Policy and Procedure. These include:

- Affirmation that micro-credentials will be offered in accordance with existing university bylaws and policies
- Addition of a definition of the Digital Badge Committee
- Clarification of the definitions for Micro Course and Short Course
- Inclusion of key details that will be required in the Micro-credential outline form
- Assertion that proposals for credit-bearing micro-credentials must first receive approval from the relevant Faculty curriculum committee and Faculty Council prior to being submitted to the SMC Chair
- Revisions to the workflow of the Senate Micro-credentials Committee (SMC), including that the review will be performed by all members of the SMC (instead of a subset of 3 members), with a minimum response rate for approval of 7 out of 11 members for a decision, and an approval requirement of a simple majority
- Removal of the appeal process of the adjudication committee’s decision as the decision will now be made by all members of the SMC



Board of Governors

Agenda Item:

Meeting Date:

Presenter(s):

Regular Meeting

#8.2

September 29, 2021

Dr. Rajiv Jhangiani

- Revision of the timeline for the review of proposals by Department Chairs (in cases of potential duplication of offerings) from 5 working days to 10 working days
- Revision of the timeline for the periodic review of approved micro-credentials from 1 year to 2 years

Updates were also made to the Backgrounder & FAQs document to reflect recent developments, including the publication of white papers, reports, and frameworks related to micro-credentials in Canada.

Key Messages:

- 1. Comments and responses received during the 6-week public posting period on the KPU Policy Blog have been responded to and incorporated where appropriate (see attached).**
- 2. The revisions made to the policy and procedure have addressed the major concerns and questions raised and incorporated many of the suggested revisions offered during the consultation process.**
- 3. On June 28, 2021, Senate recommend to the Board of Governors the approval of Policy and Procedure AC15 *Micro-credentials*, with recommendation from Senate Standing Committee on Policy (June 2, 2021), Academic Planning and Priorities (June 4), and Curriculum (June 16).**

Resource

Requirements:

Policy AC15 will enable the development of Micro-credentials, which aligns with Vision 2023:

- C1: We will expand innovation in teaching, learning and curriculum
- D3: Through continuous improvement of all KPU programs and services, we will ensure that our graduates are well prepared for work and life

It also aligns with Academic Plan 2023:

- Strategy 7.3: Encouraging a leap forward in providing hybrid, online, and micro-credential delivery
- Strategy 2.6: Pursue and develop a new approach to adult learning education recognizing the need for alternative delivery modes capable of addressing the challenges and obstacles for this learner group.
- Strategy 1.5: We will renew our approach to adult learners to reflect their unique challenges and promote programs and services designed specifically for them.

Credit-bearing Micro-credentials will be developed and offered by academic programs and non-credit-bearing Micro-credentials will be developed and offered by Continuing & Professional Studies, in partnership with the Faculties.

**Board of Governors****Agenda Item:****Meeting Date:****Presenter(s):****Regular Meeting****#8.2****September 29, 2021****Dr. Rajiv Jhangiani****Implications /
Risks:**

As Canada's only Polytechnic University, KPU is well-placed to play a leading role in offering short, flexible, and competency-based offerings that will not only enhance the training provided to current students but will be especially attractive to and serve working adults who need upskilling or reskilling.

KPU has been involved in the development of a Provincial framework for Micro-credentials (expected to be published later this year) and we have the opportunity to be the first BC post-secondary institution with an approved policy and governance process for Micro-credentials.

Policy AC15 will also enable KPU to avail of both Provincial and Federal funding opportunities to develop and provide short-term training to support skill development in the wake of the COVID-19 pandemic. For example, over the past year the BC Provincial government invested \$4 million in the development of 24 Micro-credentials by 15 public post-secondary institutions and additional such funding opportunities are expected.

At both the national and international level it is clear that the offering of micro-credentials by colleges and universities will be a growth opportunity. Micro-credentials are seen as a way in which the post-pandemic workforce can be reskilled and upskilled in addition to business and industry realizing that not all of their workforce will require traditional diplomas and degrees in order to be successful. The approval of Policy AC15 will also enable KPU to work more closely with industry to help address identified labour market needs.

KPU administration is currently meeting with the Kwantlen Faculty Association to jointly develop the workload requirements for micro-credentials.

Consultations:

Please see "AC15 Consultation Feedback February-April 2021" and "AC15 Blog Comments and Responses" attached.

Attachments:

1. [Draft AC15 Micro-credentials Policy](#)
2. [Draft AC15 Micro-credentials Procedure](#)
3. [Micro-credentials at KPU: Background & FAQs](#)
4. [AC15 Consultation Feedback February-April 2021](#)
5. [AC15 Blog Comments and Responses](#)
6. [Policy Timeline AC15 Micro-credentials](#)

Submitted by:

Dr. Rajiv Jhangiani
Associate Vice President, Teaching and Learning
(Policy Developer)

Date submitted:

September 17, 2021

**Board of Governors****Agenda Item:****Meeting Date:****Presenter(s):****Regular Meeting****#8.3****September 29, 2021****Alan Davis & Lori McElroy****Agenda Item:** VISION 2023 Progress Report for 2020/2021

Action Requested:	<input type="checkbox"/> Motion to Approve <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	N/A
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Board Committee Report: At its meeting on September 8, 2021, the Board Governance Committee discussed Visions 2023 progress report for 2020/2021 and is presented for information.

Context & Background: There are 12 goals in VISION 2023, and one metric for each of the 12 goals, plus 12 performance measures required by AEST. The AEST performance measures align with some of the goals in VISION 2023 and are included in our reporting on VISION 2023. All 24 measures are reported in the annual Accountability Plan and Report that is submitted to the Ministry each summer. In addition, two separate progress reports are provided to the Board: 1) a Progress Report is provided to in the Fall, with the data reported in the Accountability Plan and Report, as well as an assessment of progress on each goal; and 2) a mid-year Progress Report which expands on the Fall Progress Report with the addition of Benchmark data. The attached VISION 2023 Progress Report is the first of these.

Key Messages:

1. 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 the Office of Planning & Accountability and approved by the Board. The target for metric 5 will be developed once we have baseline data.
2. Targets were achieved, or substantially achieved for 16 of the 24 measures. Targets were not achieved for 4 measures, but results were within 60 to 89% of the target. Four measures were not assessed because data wasn't available for an assessment. Some measures are not updated every year, and some measures were not collected in Spring 2021 due to the disruption caused by the pandemic. Explanations are provided for each.
3. An assessment of progress on each goal is provided.

Resource Requirements: The resources for assessing and reporting on progress are provided by the Office of Planning & Accountability. Resources to improve progress are expected to be covered by KPU's operating budget, but the assessment may identify areas where additional resources may be useful to improve progress.

**Board of Governors****Agenda Item:****Meeting Date:****Presenter(s):****Regular Meeting****#8.3****September 29, 2021****Alan Davis & Lori McElroy****Implications /
Risks:**

The measures, and their targets, are reported publically in the annual Accountability Plan and Report and reflect KPU's accountability to its students, the KPU Board, government, and the public.

Consultations:

Measures were developed in consultation with other departments, where relevant, and with the Board Governance Committee, prior to being finalized with the Board on November 21 2018.

Attachments:

VISION 2023 Progress Report, August 2021

Submitted by:

Alan Davis and Lori McElroy

Date submitted:

September 17, 2021

VISION 2023 Progress Report: August 2021



VISION » In 2023, KPU is a learning ecosystem rooted in a culture of **sustainability, creativity, and quality** that inspires our people and our communities.

MISSION » By thinking and acting together, we **transform lives and empower positive change.**

Introduction

This report on progress towards the VISION 2023 goals is based on the data reported in the 2020/21 Accountability Plan and Report. This report expands on the report by providing a commentary on progress made on each goal.

The table of contents is provided below. Please see the ‘*VISION 2023 Progress: By Goal and Metric*’ for an assessment of progress to date.

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VISION 2023 Progress: By Goal and Metric..... 3

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VISION 2023 Progress: By Goal and Metric

The following is a summary of progress made towards the VISION 2023 goals as of August 2021, based on the most recently collected data. Please see the Appendix for detailed results on each performance measure.

A. Experience: Students, employees and friends enjoy rich, engaging and supportive educational and working experiences.

A1. Goal: We will enhance the experience of our students

The results are mixed, with some declines since last year, likely due to the pandemic, but generally satisfaction levels remain high:

- ✖ The percentage of current students reporting satisfaction with their educational experience at KPU declined from 2019 to 2020. This is likely due to the impact of COVID-19 on their educational experience (metric 1).
- ✓ The percentage of recent KPU graduates reporting satisfaction with their education achieved the target of 90% for all but apprentices, which was substantially achieved (metric 2).
- ✓ Over 90% of recent KPU graduates assessed the quality of instruction at KPU positively, slightly lower than last year but still above target (metric 3).

A2. Goal: We will enrich the experience of our employees

Progress has been made between 2018 and 2021:

- ✓ Proportion of employees who feel supported and valued increased from 72% to 76% (target is to increase %) (metric 4).

A3. Goal: We will delight our friends in their KPU experience

There is no data on this measure, as the pandemic delayed implementation of the survey to 2021 or early 2022. Progress on this goal will be measured through the following metric:

- Proportion of friends (e.g., external reviewers, advisory board members, community members) who feel their contributions to KPU are valued.
 - A survey was planned for Spring 2020 but was delayed due to COVID-19; it's now planned for Fall 2021 (metric 5).
 - The target will be developed once we have the first results.

B. Sustainability: Cultural, social, environmental and institutional sustainability are advanced.

B1. Goal: We will embrace all cultures and promote a renewed, authentic approach to Indigenization

Some progress has been achieved on this goal. Targets have been substantially achieved and achieved, respectively, for the following metrics:

- ✓ The proportion of students who perceived that students are treated fairly regardless of their background has remained high, with more than 80% agreeing for all attributes except English proficiency (metric 6). This increased to close to 80% in 2020. Students who are in diversity groups tend to have lower levels of agreement, however there was an increase for gender minority students over 2019, but a decrease for students over 30. Students with a disability, and LGBTQ+ students had similar rating to 2019.
- ✓ The percentage of domestic FTEs who are Indigenous increased slightly (3.5% in FY18/19 to 3.6% in FY19/20) (metric 7).

B2. Goal: We will foster environmental sustainability through our offerings, research and operations

The target has been achieved for this metric, reflecting progress since last year:

- ✓ KPU's self-ranking on the institutionalization of sustainability practices (using the STARS system) has increased to 4, the maximum score (metric 8). The target is to achieve the maximum score (4).

B3. Goal: We will integrate planning to ensure KPU operations are aligned with our resources, thus sustaining quality and institutional health

The target has been substantially achieved for this metric:

- ✓ The average number of seats filled per class offered increased slightly from 21.9 to 22.3, just short of its target (23) (metric 9).

C. Creativity: KPU's innovation, scholarship and research benefit KPU, its students and society.

C1. Goal: We will expand innovation in teaching, learning and curriculum

Substantial progress has been made on this goal, based on this metric:

- ✓ The proportion of educators who were satisfied with the resources available to innovate increased from 37% to 57% from 2019 to 2021 (target is to increase %) (metric 10).

C2. Goal: We will expand activity, funding, intensity and impact of research and scholarship

Substantial progress has been made on this goal, based on this metric:

- ✓ The proportion of faculty who were satisfied with support for research increased from 24% to 41% from 2019 to 2021 (target is to increase %) (metric 11).

C3. Goal: We will embolden creative problem solving across KPU's operations

Based on the Employee Insights Survey, we substantially achieved the target, but haven't made progress on this goal:

- ✓ The proportion of employees who believe that KPU supports the development of new ideas that contribute to our future success remained at 63% (target is to increase %). Note the data for 2019 were recoded for comparability due to a change in the response scale (metric 12).

D. Quality: Continuous improvement builds confidence and reputation.

D1. Goal: Through continuous improvement of all KPU programs and services, we will ensure that our graduates are well prepared for work and for life.

Progress continues to be made towards this goal. KPU graduates are doing well, as indicated by the three metrics pertaining to KPU graduates. Although the target for the number of program reviews completed was not achieved, this was due to delays caused by the need to shift to online learning. Over the course of the year, faculty have made good progress on the reviews.

- ✖ Seven program reviews were completed, compared to the target of approximately nine each year; some reviews were delayed by a few months in the early part of the pandemic as faculty had to focus on pivoting to online teaching (metric 13).
- ✓ The unemployment rate of recent KPU graduates increased from the prior year, but so did overall unemployment, so it remained well below the target (18.9%), reflecting the high employability of KPU graduates even with the economic challenges resulting from the pandemic (metric 14).
- ✓ Over 85% of recent KPU graduates agreed their education helped them develop skills (metric 15).

- ✓ The majority of recent KPU graduates reported their program-developed knowledge and skills are useful on the job; the target of 90% was achieved for apprentices, trades and degree graduates, and substantially achieved for diploma, associate degree, and certificate grads; note there is a high amount of variation for this metric (metric 16).

D2. Goal: We will hold each other responsible for our promises and our expectations

There was a slight increase since 2019 for this metric, and the results of the Employee Insights Survey show high agreement with this goal.

- ✓ The proportion of employees who perceive co-workers at KPU work together to achieve goals increased slightly from 79% to 81% in 2021 (target is to increase %). Note the data for 2019 were recoded for comparability due to a change in the response scale (metric 17).

D3. Goal: Be accountable to our partners, governments and communities

Progress towards this goal has been disrupted due to the pandemic. This goal is assessed through two types of metrics: a survey of the community, and achievement on Ministry metrics related to the number of domestic students served. The community survey is only conducted every few years and was last conducted in 2018, so there is no new data to report on this metric. The other metrics pertain to the number of seats filled by domestic students and the number of credentials awarded to domestic students. Only the Health FTE target has been met. Domestic developmental enrolments have declined considerably during the pandemic, contributing to the overall decline in our domestic FTEs. Because of the pandemic, the ITA did not set seat utilization targets for Trades Foundation and Apprentice programs.

- The community perception survey has not been conducted since 2018 so is not assessed; this survey will likely be repeated in 2022 (metric 18).
- ✖ The Ministry has a complex method for measuring the number of graduates (metric 19). Only domestic students are included, and a moving three-year average is compared against a target that is based on the average credentials awarded in the past three years, weighted by year-over-year change in domestic FTEs. The number of credentials awarded by KPU to domestic students is declining, as is the number of domestic FTEs. Note, the growing number of credentials to international students are not included in the Ministry metric.
- ✖ Domestic FTEs continue to decline. In FY19/20, there were 7,615 domestic FTEs (83% of target); this total includes Health FTEs and developmental FTEs, which have been declining (metric 20).
- ✓ Health FTEs remain above target at 829 FTEs (111% of target) (metric 21).
- ✖ Developmental FTEs declined substantially to 242 (69% of target; down from 401 in FY19/20); this is likely due to the pandemic as we have seen a decline in the students accepting offers to upgrade their English at KPU during the pandemic. Note, international students are excluded (metric 22).
- ITA-funded Foundation and Apprentice programs are measured against seat-utilization, not FTEs, but a utilization target was not set by ITA due to the pandemic (metrics 23-24).






Appendix: Performance Measures, Targets, and Results

The following pages present KPU's performance measures for assessing progress toward the goals in KPU's strategic plan, *VISION 2023*. The 24 measures include the performance measures required by the Ministry of Advanced Education and Skills Training (AEST), as well as those for the Industry Training Authority (ITA). The glossary provides definitions of terms and sources used for the performance measures.






Each measure has a performance target against which actual performance is assessed. For the AEST measures, the targets were set by AEST and assessed using the method outlined in the *Accountability Framework Standards Manual and Guidelines*. Targets for the KPU measures were developed in consultation with the KPU Board of Governors.

Assessment of Performance Measures

Performance is assessed using the scale below, which shows how KPU's assessment method is aligned with AEST's. The difference is that KPU's method allows for additional gradations marking progress toward achieving a target, not just whether the target has been achieved.

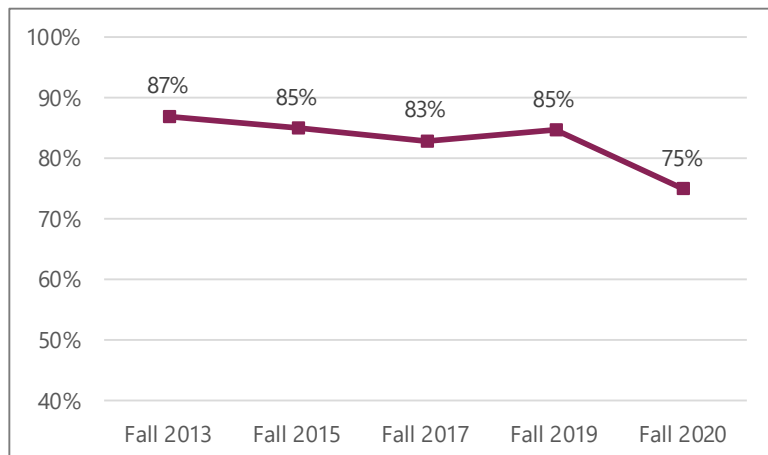
Assessment	Criteria
 Achieved	100% or more of target
 Substantially achieved	90% to 99% of target
 Not achieved	Between 60% and 89% of target
 Not achieved	Less than 60% of target
 Not assessed	No target, too few respondents, or margin of error too high

The table below provides a summary of the assessment on the 12 government (10 AEST, 2 ITA) and 12 KPU performance measures. In cases where multiple assessments are made for a single performance measure, the lowest of the assessments is assigned to the measure and is reported in the table.

	Gov't	KPU	Total
 Achieved	5	5	10
 Substantially achieved	3	3	6
 Not achieved	2	2	4
 Not achieved	0	0	0
 Not assessed	2	2	4
	12	12	24

»»» Enhanced Student Experience

1. Proportion of students reporting satisfaction with their educational experience at KPU



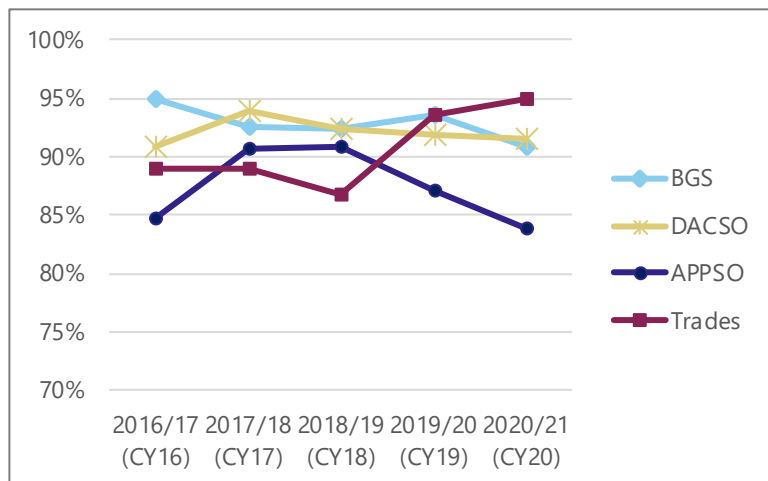
Assessment:

Not achieved

Target: > previous rating

Notes: KPU measure (Student Satisfaction Survey [SSS]). This survey was originally conducted every two years. Starting in 2019, the survey is conducted annually.

2. Proportion of graduates that report satisfaction with their education (AEST)



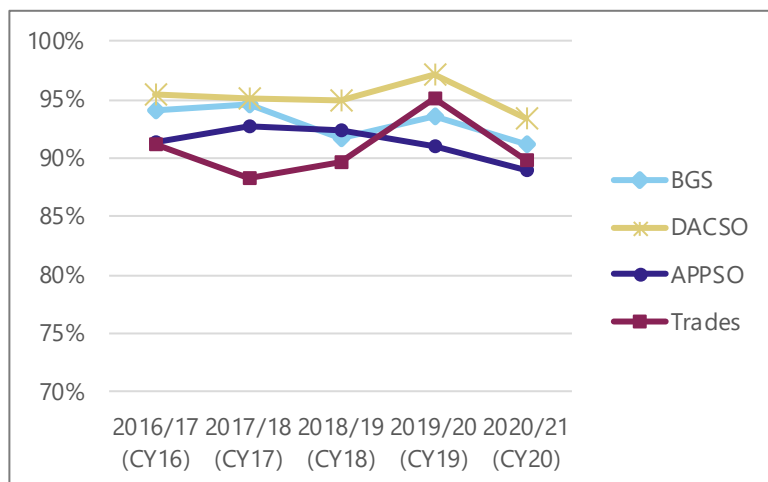
Assessment:

Achieved for BGS, DACSO, Trades
Substantially achieved for APPSO

Target: ≥ 90%

Notes: AEST measure (BC Student Outcomes Surveys [BCSOS]). The years presented in the chart represent the reporting year (e.g., “2018/19”) and the year in which the data was collected (e.g., “CY18”).

3. Proportion of graduates that assess their quality of instruction positively (AEST)



Assessment:

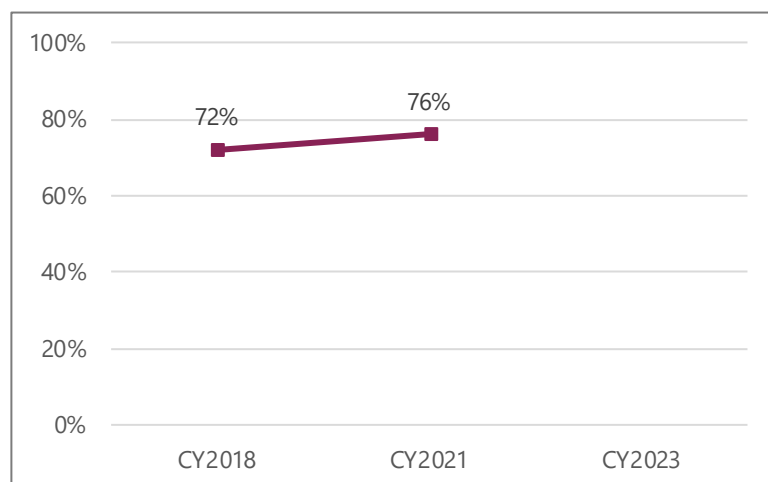
Achieved

Target: ≥ 90%

Notes: AEST measure (BCSOS). The years presented in the chart represent the reporting year (e.g., “2018/19”) and the year in which the data was collected (e.g., “CY18”). APPSO meets the target when taking margin of error into account.

»» Enriched Employee Experience

4. Proportion of employees who feel supported and valued



Assessment:



Achieved

Target: > previous rating

Notes: KPU measure (Employee Insights Survey [EIS]). The biennial employee survey was delayed due to the circumstances arising from COVID-19.

Composite measure of three questions: “My co-workers treat each other with dignity and respect,” “At work my opinion counts,” and “My manager provides the support I need to succeed.” Note the scale changed: in 2018, a six-point scale was used (strongly agree, agree, slightly agree, slightly disagree, disagree and strongly disagree). In 2021, the standard five-point scale was used (strongly agree, somewhat agree, neither agree nor disagree, somewhat disagree and strongly disagree). The percentages reported in the graph include all respondents who agreed to any extent, including those who selected “slightly agree.”. In 2018, 51% of respondents selected “agree” or “strongly agree.”

»» Delighted KPU Friends

5. Proportion of friends (e.g., external reviewers, advisory board members, KPU Foundation) who feel that their contributions to KPU are valued

Assessment:



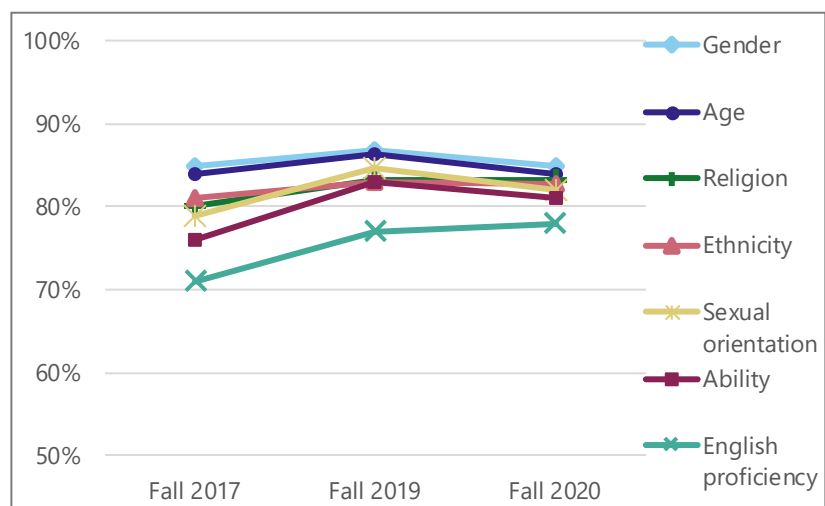
Not assessed

Target: To be developed

Notes: KPU measure. This is a new measure that was to be implemented in Spring 2020 through an annual KPU-based survey. It was delayed due to the circumstances arising from COVID-19. The survey is now being planned for Fall 2021.

» Multiculturalism and Indigenization

6. Proportion of students that perceive that all groups are treated fairly at KPU



Assessment:

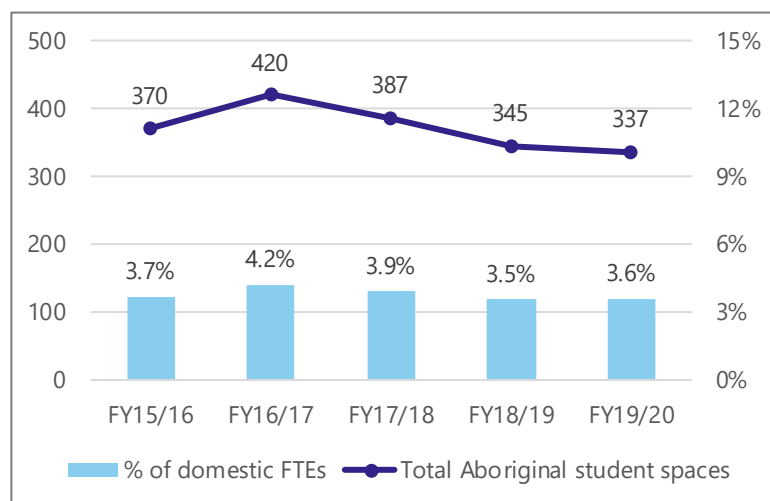
Achieved for English proficiency
Substantially achieved for all others

Target: > previous rating

Notes: KPU measure (SSS). In several instances, those within the group in question were less likely to indicate positive perceptions than others.

For example: in 2020, when rating whether students are treated fairly regardless of gender, students who reported having trans experience, being non-binary or Two-Spirit, or questioning their gender identity ($n = 191$)¹ had an agreement rate of 74% compared to 86% of cisgender students ($n = 4,300$); for ability, students with a disability ($n = 1,254$) had a 74% agreement rate compared to 85% of those who did not identify this way ($n = 3,116$); for sexual orientation, LGBTQ+ students ($n = 991$) had a 80% agreement rate compared to 85% of heterosexual students ($n = 3,106$); and for age, 78% of students 30 or older ($n = 601$) agreed compared to 85% of those under 30 ($n = 4,263$). Compared to 2019, the agreement ratings of gender minority students have improved (+7%), whereas the agreement ratings provided by students aged 30 or over have decreased (-5%). Students with a disability and LGBTQ+ students have similar ratings compared to 2019.

7. Number of Aboriginal student spaces (AEST)



Assessment:

Achieved

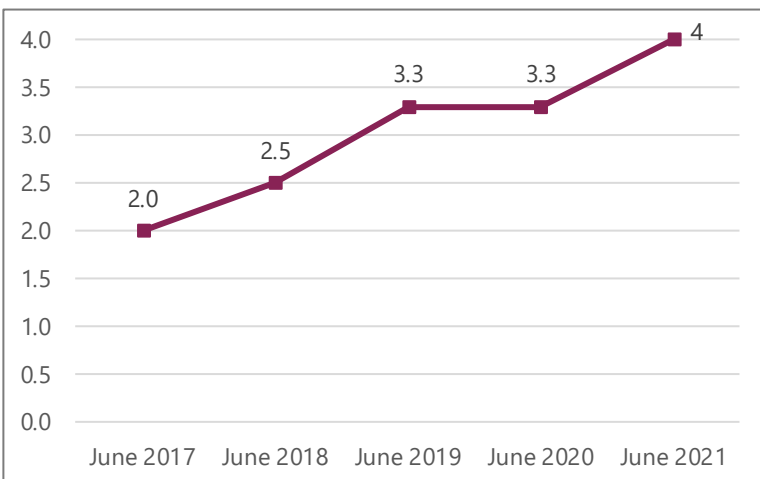
Target: Aboriginal FTEs as % of total domestic FTEs > previous year

Notes: AEST measure (Central Data Warehouse [CDW]). The years presented in the chart represent the year on which the data is based (e.g., "FY18").

¹ n denotes the number of respondents in the specified category.

»» Environmental Sustainability

8. STARS ranking of institutionalization of sustainability



Assessment:



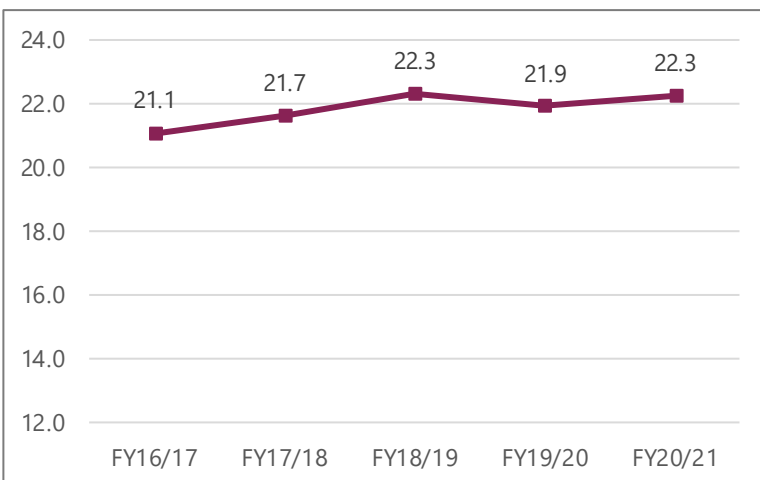
Achieved

Target: 4 (maximum score)

Notes: KPU measure. KPU Sustainability Committee self-assessment using the Sustainability Tracking, Assessment & Rating System (STARS) framework for colleges and universities to measure KPU's sustainability performance.

»» Integrated Planning

9. Average number of seats filled per class



Assessment:



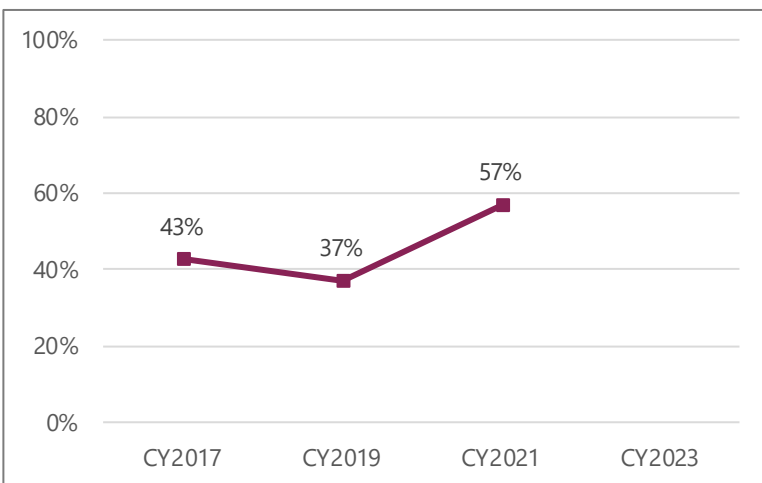
Substantially achieved

Target: 23

Note: KPU measure.

»» Teaching, Learning, and Curricular Innovation

10. Proportion of educators indicating satisfaction with the resources available to innovate



Assessment: ■

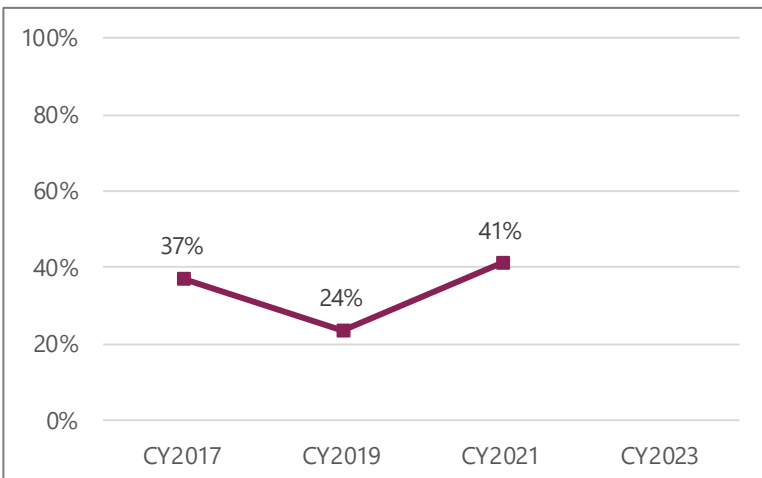
Achieved

Target: > previous rating

Notes: KPU measure (Teaching, Research, & Library Supports Survey [TRLSS]). The response rate for the 2021 survey was 37%, up from 26% in 2019 and 27% in 2017.

»» Research Activity and Intensity

11. Proportion of faculty reporting satisfaction with support for research



Assessment: ■

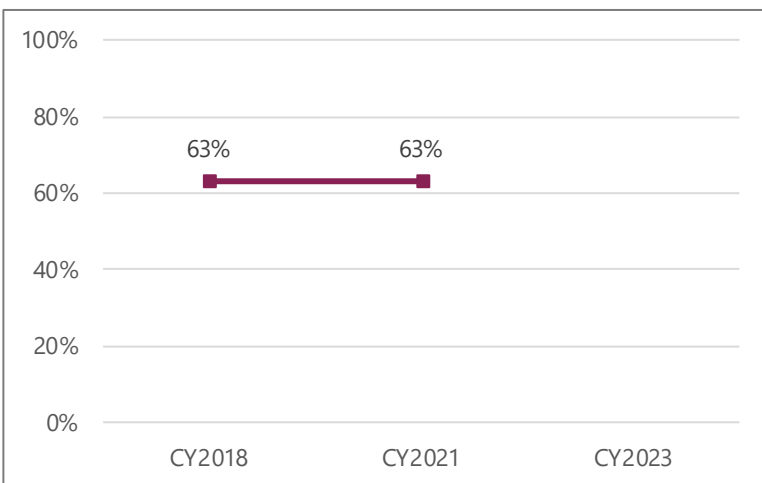
Achieved

Target: > previous rating

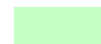
Notes: KPU measure (TRLSS). This survey also includes the responses of non-faculty staff members in instructional or research roles. The response rate for the 2021 survey was 37%, up from 26% in 2019 and 27% in 2017.

»» Support for Creative Problem-Solving

12. Proportion of employees who agree with the statement: “This organization supports the development of new ideas that contribute to our future success.”



Assessment:



Substantially achieved

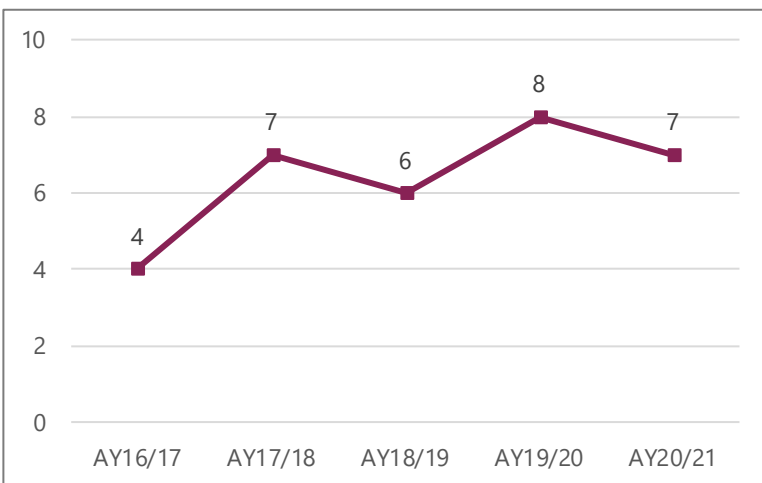
Target: > previous rating

Notes: KPU measure (EIS). The 2020 survey was delayed due to the circumstances arising from COVID-19. Note the scale changed: in 2018, a six-point scale was used (strongly agree, agree, slightly agree, slightly disagree, disagree and strongly disagree).

In 2021, the standard five-point scale was used (strongly agree, somewhat agree, neither agree nor disagree, somewhat disagree and strongly disagree). The percentages reported in the graph include all respondents who agreed to any extent, including those who selected “slightly agree.” In 2018, 28% of respondents selected “agree” or “strongly agree.”

»» Program and Service Improvement

13. Number of completed program reviews



Assessment:

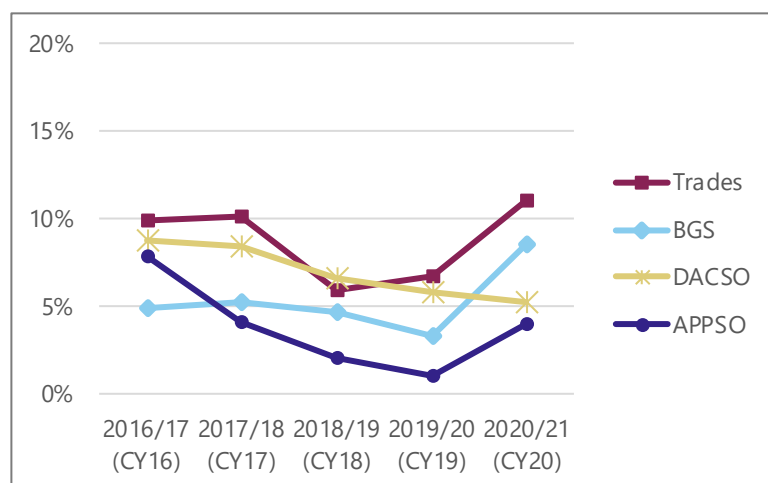


Not achieved

Target: Average of the past three years ≥ 9

Note: KPU measure (Senate Standing Committee on Program Review).

14. Graduate unemployment rate (AEST)



Assessment:

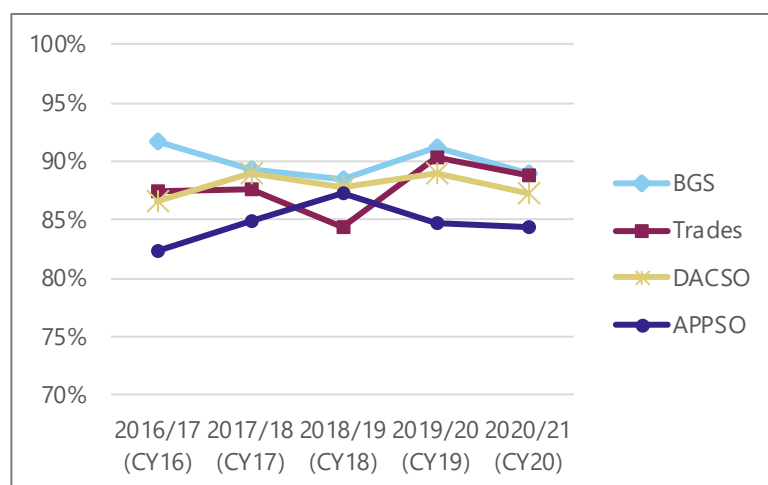


Achieved

Target: $\leq 18.9\%$

Notes: AEST measure (BCSOS). The years presented in the chart represent the reporting year (e.g., "2018/19") and the year in which the data was collected (e.g., "CY18").

15. Proportion of graduates who agree their education helped them develop skills (AEST)



Assessment:



Achieved

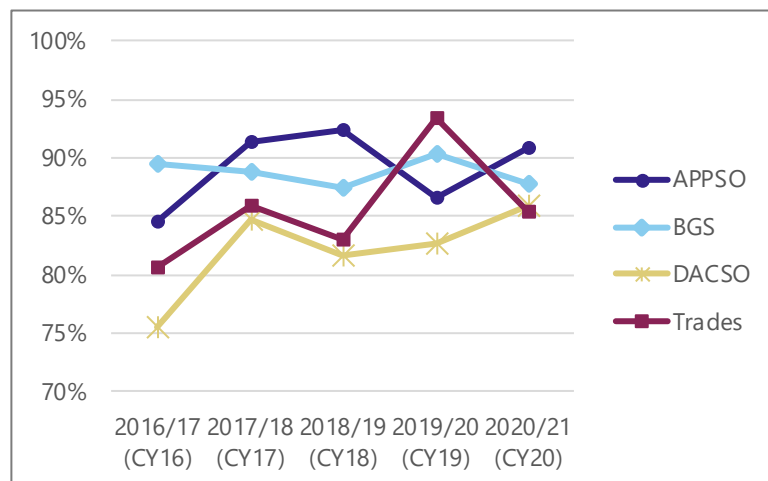
Target: $\geq 85\%$

Notes: AEST measure (BCSOS). The graph shows the average of the seven specific skills shown below. The years presented in the chart represent the reporting year (e.g., "2018/19") and the year in which the data was collected (e.g., "CY18"). APPSO meets the target when taking margin of error into account.

In the table below, the values for Trades for written and oral communication skills are omitted as per AEST's guideline: the margin of error for each value was greater than 10%.

Skill	BGS	Trades	DACSO	APPSO
Written communication	90%	-	86%	73%
Oral communication	88%	-	85%	78%
Group collaboration	90%	83%	88%	85%
Critical analysis	92%	93%	88%	85%
Problem resolution	87%	92%	87%	88%
Independent learning	91%	97%	90%	86%
Reading and comprehension	86%	93%	88%	89%

16. Proportion of graduates reporting their program-developed knowledge and skills are useful for performing their job (AEST)



Assessment:

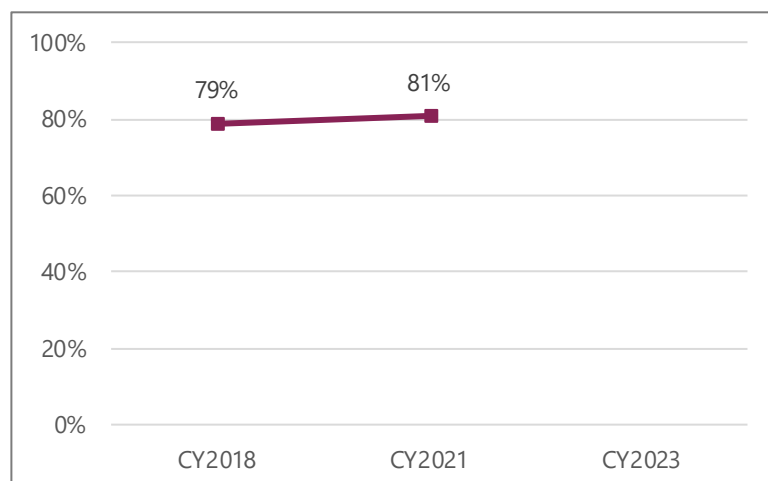
Achieved for APPSO, BGS, and Trades
Substantially achieved for DACSO

Target: ≥ 90%

Notes: AEST measure (BCSOS). The years presented in the chart represent the reporting year (e.g., "2018/19") and the year in which the data was collected (e.g., "CY18"). BGS and Trades meet the target when taking margin of error into account.

»» Internal Accountability

17. Proportion of employees agreeing with the statement: "My co-workers work together to achieve our goals."



Assessment:

Achieved

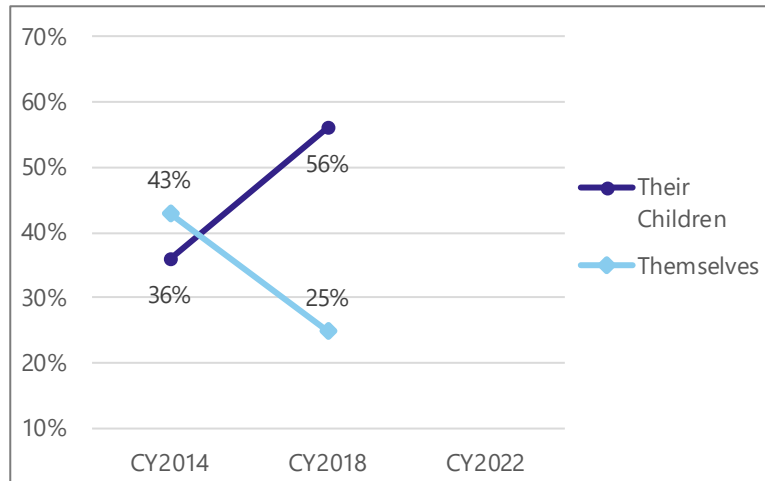
Target: > previous rating

Notes: KPU measure (EIS).

Note the scale changed: in 2018, a six-point scale was used (strongly agree, agree, slightly agree, slightly disagree, disagree and strongly disagree). In 2021, the standard five-point scale was used (strongly agree, somewhat agree, neither agree nor disagree, somewhat disagree and strongly disagree). The percentages reported include all respondents who agreed to any extent. In 2018, 57% of respondents agreed or strongly agreed.

External Accountability

18. Proportion of community members who would consider attending KPU themselves or would consider it for their children



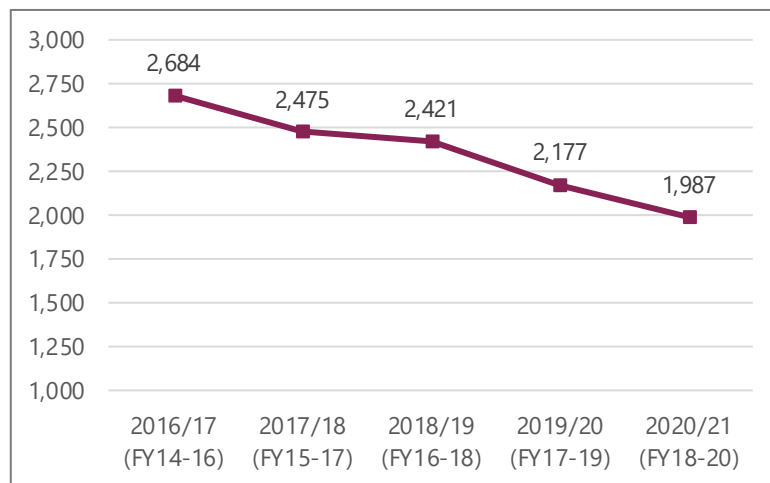
Assessment: Not assessed

Not assessed

Target: > previous rating

Notes: KPU measure (Community Perception Survey). Those who answer about attending for themselves have indicated an interest in pursuing post-secondary education. They may not be the same people who respond about their children.

19. Number of credentials awarded (AEST)



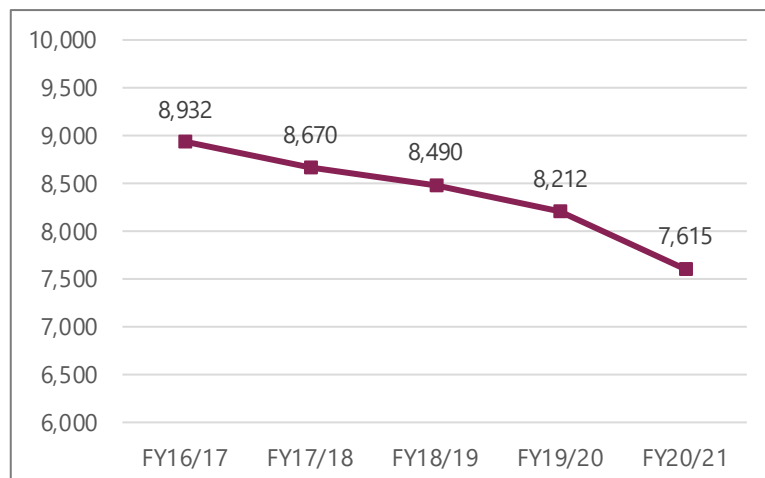
Assessment: Substantially achieved

Substantially achieved

Target: 2,117

Notes: AEST measure. Each figure represents the average number of credentials awarded to domestic students in the most recent three fiscal years. Targets are based on the average number of credentials awarded to Domestic students in the last three years and the year-over-year change in Domestic FTEs.

20. Number of domestic FTEs (AEST)



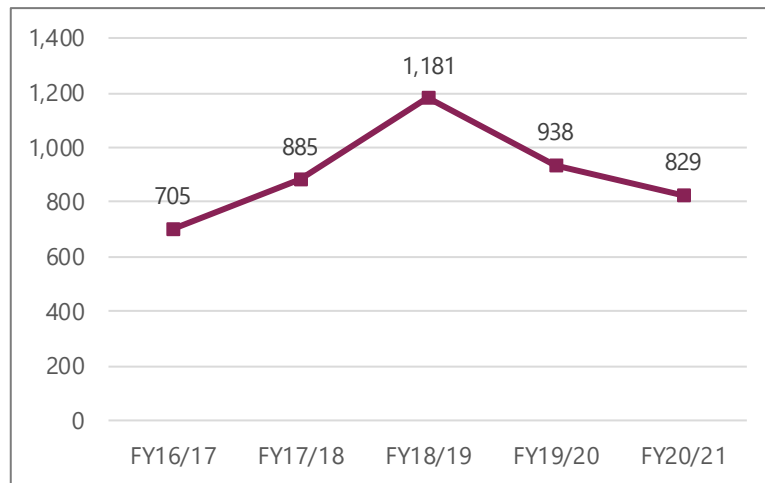
Assessment: Not achieved

Not achieved

Target: 9,149

Note: AEST measure. The decline is likely due to two factors: declining number of people aged 20 to 24 in the KPU region, plus the impact of the pandemic, which did impact developmental FTEs, as reported for metric 22.

21. Number of health FTEs (AEST)



Assessment:

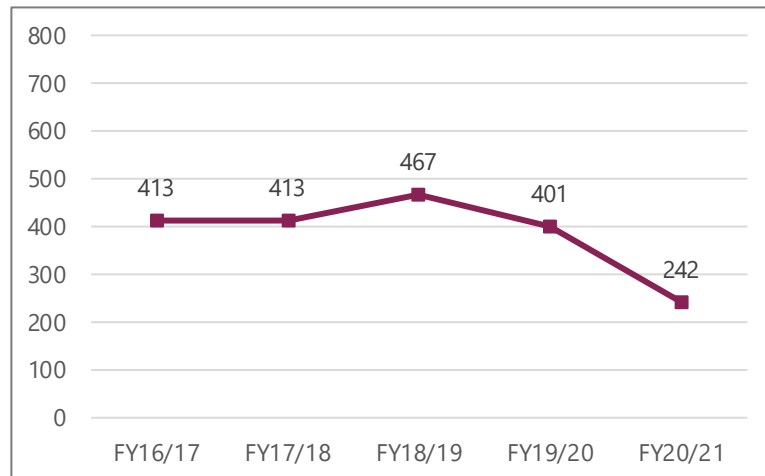


Achieved

Target: 748

Note: AEST measure.

22. Number of developmental FTEs (AEST)



Assessment:



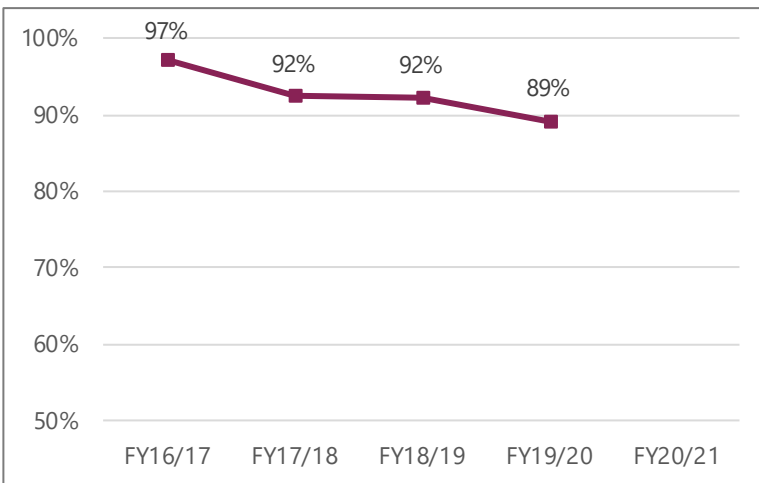
Not achieved

Target: 350

Notes: AEST measure. As of FY 2019/20, the Ministry adjusted the definition of developmental FTEs to exclude ASE FTEs, that is FTEs associated with programs for students with disabilities. Developmental FTEs for the previous years have been adjusted so that ASE FTEs are not included.

KPU has chosen to focus its limited resources on university-bound students who need to upgrade English to meet KPU admission requirements, or need to complete high school mathematics or sciences to meet course prerequisites. The KPU Pathway to Undergraduate Studies is an access pathway that allows students who want to pursue an undergraduate education but who do not meet KPU's English proficiency requirements an opportunity to upgrade their English to become undergraduate students. Students are given a Pathway offer when they don't meet the English proficiency requirements. The portion of students who accepted the offer of admittance to the Pathway was lower in each term in FY 2020/21 than it had been in the three terms before the pandemic. This may have been due to reluctance to take English upgrading courses online.

23. Seat utilization for ITA-funded Foundation programs (ITA)



Assessment:

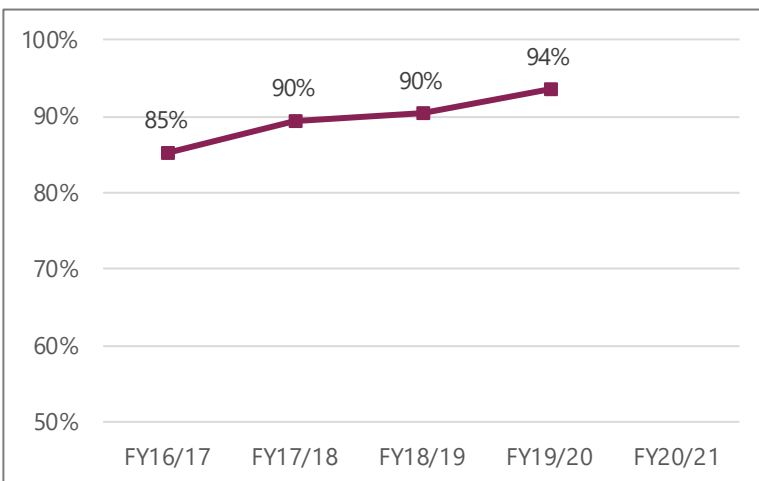


Not assessed

Target: None

Notes: ITA measure. The ITA did not set utilization targets for FY 2020/21 due to the pandemic.

24. Seat utilization for ITA-funded Apprenticeship programs (ITA)



Assessment:



Not assessed

Target: None

Notes: ITA measure. The ITA did not set utilization targets for FY 2020/21 due to the pandemic.

Glossary

AEST: BC Ministry of Advanced Education and Skills Training

APPSO: Apprentice Student Outcomes survey administered by BC Stats after apprentices complete their final year of training

AY: Academic year (i.e., September 1 to August 31)

BCSOS: BC Student Outcomes Surveys (umbrella term for APPSO, BGS, DACSO, and Trades surveys)

BGS: Baccalaureate Graduate Survey administered by BC Stats about two years after graduation

CPS: Community Perception Survey of the public in the KPU region, conducted as required

CY: Calendar year (i.e., January 1 to December 31)

DACSO: Diploma, Associate Degree and Certificate Outcome survey administered by BC Stats about 9 to 20 months after program completion

EIS: Employee Insights Survey of all KPU employees, conducted every two years; in 2018, it was called the Employee Engagement Survey

FTE: Full-time equivalent: For students, FTE equates to number taking a full load of five courses per term for two terms

FY: Fiscal year (i.e., April 1 to March 31); e.g., FY 2019 is fiscal year April 1, 2018 to March 31, 2019

ITA: Industry Training Authority, which funds and oversees apprentice training

SSS: Student Satisfaction Survey of all KPU students, conducted by KPU every year; prior to 2019, the survey was conducted every other year

STARS: The Sustainability Tracking, Assessment and Rating System, a voluntary, self-reporting framework for helping colleges and universities track and measure their sustainability progress

Trades: Trades foundation and trades-related vocational (TFTRV) student grouping as part of the BC Student Outcomes Surveys

TRLSS: Teaching, Research, & Library Supports Survey of KPU faculty members, instructional staff and research staff, conducted every two years; in 2019, it was called the Teaching, Learning, Scholarship, & Research Survey

If no source is specified, the data are from KPU administrative systems



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

Regular Meeting
#8.4
September 29, 2021
Dr. Sandy Vanderburgh

Agenda Item: Academic Plan 2023 – Impact Report on the three-year Anniversary

Action Requested:

- ☐ Motion to Approve
- ☐ Discussion
- ☒ Information
- ☐ Education

Recommended Resolution: N/A

Board Committee Report: At its meeting on September 8, 2021, the Board Governance Committee discussed Academic Plan 2023 – Impact Report on the three-year Anniversary and is presented for information.

Context & Background: The attached Academic Plan progress report is provided to indicate the third year of implementation status of the numerous strategies attached to the nine goals of the Academic Plan 2023.

Key Messages:

- 1. KPU is now into year 3 of the Academic Plan. Most of the strategies continue to show good progress despite the impacts of Covid-19.**
- 2. For many of the strategies the progress has been significant.**
- 3. We will continue to make progress on the Academic Plan for the 2021/2022 academic year.**
- 4. Generally, the goals and their related strategies have been attainable within Board approved budget allocations. In some cases, additional funding was available within existing budgets to support goal and strategy achievement.**
- 5. A limited number of strategies have not progressed as quickly due to the pandemic or, in some cases, the conditions for which the strategy was originally developed to address are no longer in place.**

Resource Requirements: No new resources are required or requested.

Implications / Risks: The fulfillment of the Academic Plan strategies is essential to the growth and development of structures, systems, programs and academic leadership.

Consultations: This report is provided to the Governance Committee of the Board of Governors and to the full Board with the understanding that the status of the initiatives outlined was provided through diverse consultations at the student, staff, faculty and administrative level. The report will also be provided to the University Senate.



Board of Governors

Agenda Item:

Meeting Date:

Presenter(s):

Regular Meeting

#8.4

September 29, 2021

Dr. Sandy Vanderburgh

Attachments: 1. [Academic Plan Dashboard Report September 08, 2021](#)

Submitted by: Dr. Sandy Vanderburgh, Provost and Vice President Academic

Date submitted: September 17, 2021



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

OFFICE OF THE PRESIDENT

As the semester starts at KPU this Fall, the University has adapted to changing circumstances very nimbly, having considered student preferences and concerns, as well as those of employees.

KPU has followed all directives and guidance from the BC Government during the pandemic and in so doing it stayed open, delivered fully on its mandate, and avoided any known transmission of the virus.

We are focused this Fall on instruction and student services, with more social and extra curricula activities and indoor events opening later this semester or in January.

Following the original Return to Campus directive from the Ministry of Advanced Education and Skills Training in March 2021, KPU consciously and openly decided to look at what had been learned during the pandemic regarding remote study and work. The University developed a plan that would still be largely campus-based but with an array of remote, digital options.

This plan was based on surveys of students and of employees, with both groups asking for more flexibility in work and study options, less travel to and between campuses, and so on.

To our surprise, for the Fall semester, demand was very high for our blended and online offerings and we actually had to shift some sections in order to reduce waitlists and to match student demand.

Many of KPU's offerings are still face to face, or offered in a blended mode, with more flexibility and choice in Business, Arts and Developmental programs. All hands-on experiences are on campus, as well as invigilated assessments such as exams.

KPU's adjustments for the first 2 months of the semester result from the Public Health Office indoor mask order and included more face to face classes being offered remotely. This approach has been met so far with universal support at KPU to optimize the student experience and to ensure a safe and effective learning environment.

KPU will not be extending the proof of vaccine order to instructional and service areas. In line with PHO guidance, the diligent use of masks indoors, reduced activity on campus, the promotion of vaccination for those who are eligible, and lots of good information on how to avoid all communicable diseases will reduce the risks of COVID-19 transmission.

I would like to express my appreciation to all faculty staff and leaders who made sure that the Summer was strong in terms of enrollments, and successful, and for adjusting almost daily as the new guidelines for the return to campus evolved in the late summer.

The Fall stable enrollment report suggests that we have grown in overall headcount and FTE, but with continued softening in domestic numbers.

Financially, KPU is in a strong position for 2021/2022, with a projection of coming with the books balanced, if not better.

During the summer a number of visits were made by a number of local politicians, both provincial and federal, and we were pleased to have the Honorable Anne Kang, Minister of Citizens' Services, visit KPU Tech recently. Here she is with MLAs Andrew Mercier and Mike Starchuk:



Since June I have continued work with key groups nationally and provincially, including CiCan, Polytechnics Canada, the Council for Adult and Experiential Learning, the BC Association for Institutes and Universities, Advanced Education and Skills Training, Post Secondary Employer's Association (PSEA) and BCNet. The executive team also completed its training with the Canadian Centre for Diversity and Inclusivity.

We opened the fall semester in grand style with the announcement of the \$8 million gift from George and Sylvia Melville, and the naming of the Melville School of Business.

Alan Davis, PhD

President and Vice Chancellor





Board of Governors Regular Meeting
Agenda Item: #15
Meeting Date: September 29, 2021
Presenter(s): Keri van Gerven

Agenda Item: **Appointment to AVP, Program Planning and Curriculum Search Advisory Committee**

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT the Board of Governors ratify the appointment of Rahul Malhotra as student Board member representative to the Associate Vice President, Program Planning and Curriculum Search Advisory Committee.
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Board Committee Report: -

Context & Background: The search for the Associate Vice President, Program Planning and Curriculum has already started and members have been appointment to be on the Search Advisory Committee.

Key Messages:

1. The process for the search and appointment of a Associate Vice President, Program Planning and Curriculum will follow Policy HR 20 [Search Advisory, Appointment and Re-Appointment of Senior Academic Administrator Positions](#), which includes the establishment of a “search advisory committee’ as prescribed in the Appendix to the HR 20 [Procedures](#).
2. The Advisory Committee shall be chaired by the Provost & Vice-President, Academic and shall consist of “one student Board member appointed by the Board”.
3. Provost & Vice-President, Academic is seeking one student Board member appointment to the search advisory committee.

Consultations: **Both student board members were consulted by the Board office over the summer. It was concluded that Rahul Malhotra will serve on the committee as Board representative given that second student board member, Purru Sandhu was already appointed to be on the Search Advisory Committee as Senate rep.**

Attachments: [Policy HR 20](#)
[Procedures HR20](#)

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

Date submitted: September 21, 2021



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

Regular Meeting
#16
September 29, 2021
Dr. Alan Davis

Agenda Item: Senate Meeting Report

Action Requested:	<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 June 28, 2021.

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

Date submitted: September 21, 2021

Notes from the Senate meeting of June 28, 2021

The final meeting of the 2020/2021 Senate was brief but productive. Michael McAdam, incoming Chair of the Board of Governors, visited to thank Senate for its contributions to the 2021-2022 budget process, and the President provided a report on planning for the Fall 2021 return to campus.

The Provost presented the first regular update on progress in discussion of the White Paper on Research and Scholarship – which included a wide range of conversations taking place across the University and a number of hopeful early accomplishments. The report is available in full in the Senate package.

In an unusually light curricular agenda a number of courses were formally moved into the new Business Graduate Programs department, and the Certificate in Foundations in Design was revised to make it easier for students to enter the program.

The Senate passed its yearly authorization for the Executive Committee to conduct urgent business during the summer closure, and minor changes were made to the Spring 2022 exam period (to compensate for the loss of a day to statutory holiday closure).

The incoming Vice-Chair announced the first Senate Orientation Day, which will take place (online) in August.

It was a busy month for the Senate Governance and Nominating Committee, which made appointments to Senate committees and to the Search Advisory Committee for the AVP, Program Development and Curriculum. Revisions were also approved to the bylaws of the Faculties of Educational Support and Development and Trades and Technology, and minimum qualifications for faculty in Operations and Technical Management were passed.

The recommendation of the SSC University Budget and SSC Academic Planning and Priorities to endorse the 2021-2022 Budget Principles and Priorities was approved by Senate. The Senate this year endorsed the executive priorities and added to this endorsement the request that special attention be given in the budget to funding for the needs of the post-pandemic “New KPU.”

AC15, KPU's proposed new policy on Microcredentials, completed its journey through Senate and was endorsed and forwarded to the Board of Governors for approval.

The Graduates to June 28, 2021, were approved with special note of the fact that our own Senator Taiwo is graduating with distinction.

The Vice-Chair, grateful for the support he has received in his time in Senate, packed up his gavel.

Thank you all,
David Burns

The Vice-Chair elect, unable to wrest from David Burns his final Notes from Senate, was powerless to prevent him from noting the following non-sequiturs uttered at Senate's many proceedings this month.

“When you are dating me you get a snowglobe on wheels!”

“David, you have pensive typing face”

“Was that Sir Mixalot?”

"That was a cheap shot" "...Noted"

"Maybe we should meet again when one of us actually knows something?"

"Where do the radioactive materials come in?"

"Donuts for all"

"I was going to write a play called the mice in Barney's nose"