



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

**Date:** September 28, 2022

**Time:** 4:00 pm – 5:20 pm

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

### **Phone Dial-in**

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

**Conference ID: 395 271 445#**



## Board of Governors – Regular Meeting Agenda

**Date: September 28, 2022**

**Time: 4:00– 5:20 pm**

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

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

**Conference ID: 395 271 445#**

**Attending:** Ivy Chen (Chair), Rhiannon Bennett (Vice Chair), Kim (Kwuntlunaat) Baird, Michael Chang, Alan Davis, Bob Davis, Kelly Fredrick, Ishant Goyal, Amos Kambere, Mohammed Mahabub, Muhammad Afzal Malik, Takashi Sato, Harman Preet Singh, Waheed Taiwo, Jack Wong

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

### Regrets:

**Presenters & Administrative Resources:** David Burns, Laurie Clancy, Chervahun Emilien, Randall Heidt, Stephanie Howes, Ranminder Kaur, Lori McElroy, Diane Purvey, Peter Smailes, Keri van Gerven

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

<b>Agenda Item</b>	<b>Resource</b>	<b>Action</b>	<b>Time</b>	<b>Page</b>
1. Call to Order & Introductory Remarks	Ivy Chen		4:00-4:01	
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	Elder Lekeyten		4:01-4:06	
2. Approval of Agenda	Ivy Chen	M	4:06-4:07	3
<b>MOTION:</b> THAT the Board of Governors approve the regular meeting agenda for September 28, 2022.				
3. Conflict of Interest	Ivy Chen		4:07-4:08	
4. Consent Agenda	Ivy Chen	M	4:08-4:09	7
4.1. Minutes of the June 29, 2022 Regular Board of Governors Meeting				8

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

**4.1. Minutes of the June 29, 2022 Regular Board of Governors Meeting.**

- |  |             |   |           |    |
|--|-------------|---|-----------|----|
| 5. Governance Committee Report   |             |   |           |    |
| 5.1. Committee Chair Report  | Ivy Chen    | I | 4:09-4:10 |    |
| 5.2. AC13 Minimum Qualifications for Faculty Members: Draft Policy and Procedure | David Burns | M | 4:10-4:20 | 17 |

**MOTION:** THAT the Board of Governors approve the Policy and Procedure AC13 Minimum Qualifications for Faculty Members as recommended by the Board Governance Committee.

- |  |                   |   |           |    |
|--|-------------------|---|-----------|----|
| 6. Human Resources Committee Report  |                   |   |           |    |
| 6.1. Committee Chair Report  | Rhiannon Bennett  | I | 4:20-4:21 |    |
| 7. Audit Committee Report  |                   |   |           |    |
| 7.1. Committee Chair Report  | Mohammed Mahabub  | I | 4:21-4:22 |    |
| 8. Finance Committee Report  |                   |   |           |    |
| 8.1. Committee Chair Report  | Mohammed Mahabub  | I | 4:22-4:23 |    |
| 8.2. Executive Statement of Financial Information (SOFI) Public Bodies Report as at March 31, 2022 | Chervahun Emilien | M | 4:23-4:28 | 41 |

**MOTION:** THAT the Board of Governors approve the Statement of Financial Information (SOFI) Public Bodies Report as at March 31, 2022 for submission to the Ministry of Advanced Education, Skills and Training as recommended by the Board Finance Committee.

8.3. Additional Procurement greater than \$200,000

- |   |                   |   |           |    |
|---|-------------------|---|-----------|----|
| 8.3.1. Contract for Interpreting Services | Chervahun Emilien | M | 4:28-4:33 | 43 |
|---|-------------------|---|-----------|----|

**MOTION:** THAT the Board of Governors approve, subject to budgetary approval, the increase in contract for Interpreting Services greater than \$200,000 for as recommended by the Board Finance Committee.

- |  |                   |   |           |    |
|--|-------------------|---|-----------|----|
| 8.3.2. Additional Procurement: New Badging platform greater than \$200,000 | Chervahun Emilien | M | 4:33-4:38 | 45 |
|--|-------------------|---|-----------|----|

**MOTION:** THAT the Board of Governors approve the procurement of a new Badging platform greater than \$200,000 as recommended by the Board Finance Committee.

8.4. FY 2022/23 and Budget 2023/24 Status Update	Chervahun Emilien	I	4:38-4:58	47
8.5. KPU Submission on Public Post-Secondary Funding Formula Review	Alan Davis	I	4:58-5:03	49
9. Appointment to the Search Advisory Committee, Vice President, Students	Alan Davis	M	5:03-5:06	51

**MOTION:** THAT the Board of Governors approve the appointment of community board member, Mr. Amos Kambere, to the Search Advisory Committee for Vice President, Students.

10. President's Report 10.1. Report to the Board	Alan Davis	I	5:06-5:10	
11. Provost's Report 11.1. Report to the Board	Diane Purvey	I	5:10-5:14	
12. Senate Report – meeting held on June 27, 2022	Alan Davis	I	5:14-5:15	53
13. Next Meeting Agenda Contribution	Ivy Chen	D	5:15-5:16	
14. For the Good of the Order	All	D	5:16-5:17	
15. Feedback on the Meeting	All	D	5:17-5:18	
16. Closing Remarks	Ivy Chen		5:18-5:19	
17. Next Meeting: Regular Board Meeting Wednesday, November 30, 2022 <b>Via MS Teams</b> 4:00 – 7:00 pm			5:19-5:20	
18. Adjournment	Ivy Chen		5:20	



## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #4**

**Meeting Date:** September 28, 2022

**Presenter(s):** Ivy Chen

Agenda Item	Consent Agenda
Action Requested	Motion
Recommended Resolution	<p><b>THAT the Board of Governors approve the following item on the Consent Agenda:</b></p> <p><b>4.1. Minutes of the June 29, 2022 Regular Board of Governors Meeting.</b></p>

**Attachments** 1. Minutes of the June 29, 2022 Regular Board of Governors Meeting.

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

**Date submitted** September 21, 2022

## BOARD OF GOVERNORS - REGULAR MEETING

*Regular Meeting Minutes*

*June 29, 2022*

*Surrey Campus, Cedar Boardroom 2110*

**Present: Board**

Ivy Chen / Chair  
Rhiannon Bennett / Vice Chair  
Michael Chang  
Alan Davis / President & Vice  
Chancellor  
Bob Davis  
Amos Kambere  
Muhammad Afzal Malik  
Michael McAdam  
Takashi Sato  
Waheed Taiwo  
Jack Wong

**University G7 members**

Steve Cardwell / VP, Students  
Laurie Clancy / VP, Human Resources  
Chervahun Emilien / Chief Financial Officer  
Diane Purvey / Pro Tem Provost & VP, Academic  
Peter Smailes / VP, Administration

**Presenters and Administrative Resources**

Jennifer Duprey / General Counsel  
Jennifer Jordan / Director, Student Rights and  
Responsibilities  
Ranminder Kaur / Confidential Assistant to the  
Board of Governors  
Lori McElroy / AVP, Planning & Accountability  
Keri van Gerven / University Secretary & Executive  
Assistant to the President & Vice Chancellor

**Regrets:** Kim (Kwuntlunaat) Baird /  
Chancellor  
Kelly Fredrick  
Mohammed Mahabub  
Purru Sandhu

Randall Heidt / VP, External Affairs

**Guests:** Armaan Dhillon, Kwantlen Student Association

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

The Chair called the meeting to order at 4:02pm.  
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.

**2. Approval of Agenda**

**Motion #35-21/22**  
**MOVED, SECONDED AND CARRIED THAT the Board of  
Governors approve the regular meeting agenda for June 29,  
2022.**

**3. Oath of Office**

The Chair administered the Oath of Office to Michael Chang.

**4. Conflict of Interest**

No other conflict of Interest was declared.



**5. Approval of Consent Agenda****Motion #36-21/22**

**MOVED, SECONDED AND CARRIED** the Board of Governors approve the following item on the Consent Agenda:

**5.1. Minutes of the May 25, 2022 Regular Board of Governors Meeting.**

**6. Annual Report to the Board on the Sexual Violence & Misconduct Policy (SR14)**

Ms. Jordan presented the annual report on the sexual violence and misconduct policy (SR14) and 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. Jordan 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. Jordan mentioned that the major activities undertaken from May 2021 to May 2022 fall into the following three categories: Strengthening process and practice, policy alignment and review, and education and awareness training.

Ms. Jordan commented that institutions had the autonomy to develop policy and procedures that reflected their own institutional realities and noted that the Post-Secondary institutions were not resourced with additional funding to support the implementation and ongoing support of this policy.

Ms. Jordan noted that at KPU, the scope of the policy is the whole of the University Community: employees and students. Ms. Jordan commented that the Student Rights and Responsibilities Office has a broader mandate than just implementing and administering Policy SR14 and providing support to the university community on sexual violence and misconduct. The Student Rights and Responsibilities Office's mandate also includes administering the Student Non-Academic Misconduct policy (ST7) and handling reports of students displaying behaviours of concern.

Ms. Jordan mentioned that the Student Rights and Responsibilities Office provides support and education to students impacted by sexual violence and misconduct, promotes education and awareness of Policy SR14 within the University Community, conducts investigations, and applies restorative practices to assist with informal or alternative resolution.

Ms. Jordan commented that the Student Rights and Responsibilities Office works with Human Resources if issues arises involving both employee and student. Ms. Jordan noted that issues involving employees only are dealt solely by Human Resources.

Ms. Jordan noted that the Student Rights and Responsibilities Office works in collaboration with other units within KPU to promote and provide education in various programming.

Ms. Jordan commented that KPU participated in the Sexual Violence & Misconduct survey in early 2022 which was coordinated via the Office of Planning and Accountability.

Ms. Jordan noted that KPU maintains both internal and external connections and commented that she chairs the KPU Sexual Violence & Misconduct Advisory Group. Members noted that Ms. Jordan is also a member of the Provincial Sexual Violence Advisory Group which is coordinated by the Ministry of Advanced Education and Skills Training.

Ms. Jordan commented that some of the mandated tasks from the Ministry were not funded and are, therefore, hard to achieve them due to resources capacity.

## **7. Audit Committee Report**

### ***7.1. Committee Chair Report***

Committee Vice Chair, Mr. Wong, advised that the Audit Committee met on June 14, 2022 and that there is nothing to report.

## **8. Finance Committee Report**

### ***8.1. Committee Chair Report***

Committee Vice Chair, Mr. Wong, advised that the Finance Committee met on June 14, 2022 and agenda items discussed at the meeting are on the agenda.

### ***8.2. Management Discussion and Analysis and Analytics supporting the approved Financial Statements for the year ended March 31, 2022***

Ms. Emilien presented the report and commented that Management Discussion and Analysis (MD&A) has been designed to supplement the audited financial statements for the year ended March 31, 2022.

Ms. Emilien noted that the report also contains the financial ratios that explains the financial health of the University. Ms. Emilien commented that the year-end analytics were conducted and were compared to last year's results and year over year comparatives are included within the report.

A member of the Board asked for clarity in the growth year over year in Administration vs. Faculty. Members noted that an analysis will be provided to the Board in the future.

### **8.3. FY 2023-24 University Budget Principles and Priorities, and Budget Development Timeline**

Ms. Emilien presented the report and commented that the FY 2023-24 university budget development process is in the planning stages and noted that the budget principles and priorities guide the process for the budget development process.

Ms. Emilien presented the budget principles and priorities and commented that the budget principles has been updated for the 2023/24 budget year. Members noted that the principle on International tuition has been changed to highlight that KPU will be realistic in budgeting international revenue, while allowing flexibility in the projection model to reflect ever changing situational facts surrounding international student enrollment in the current environment.

Ms. Emilien noted that a change has been made to reflect the needs of KPU as well as the Mandate of the Province.

Ms. Emilien commented that a balanced budget is being put forward for the 2023-24 fiscal year. All budget principles and priorities will need to be achieved within the balanced budget framework.

Members discussed the budget principles and priorities at length and noted that the budget principle number 7 may need to be re-worded to explicitly mention the need for more administration resources requirements as a result of the work of the Anti-Racism Taskforce Group and the Indigenous Advisory Committee to reflect the growth in administration needed to implement their recommendations.

Dr. Davis noted that KPU will be meeting with the Ministry in the near future to discuss the unfunded Mandates that have accumulated over a period of time. Members noted that some of the projects are budgeted however, others needs to be included in the 2023/24 budget.

Ms. Emilien noted that the final budget will be presented for approval at the February 1, 2023 Board of Governors meeting for approval.

## **Motion #37-21/22**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve FY 2023-24 University budget Principles and Priorities, and Budget Development Timeline as recommended by the Board Finance Committee.**

### ***8.4. Additional Procurement greater than \$200,000***

Ms. Emilien presented the report and commented that part of the project was originally approved with the 2023 Budget. Since then, KPU has been made aware that services would be discontinued for its current content management system in November 2022 and would need replacement. Ms. Emilien noted the additional \$195,000 in spend would result in the total project being over \$200,000, therefore, Board approval is required to move forward.

Members commented that the motion should be more descriptive what it relates to for clarity. Ms. Emilien noted this as an action for any future procurement opportunity.

Following discussion, a revised MOTION to include a specific descriptive of what the budget relates to was proposed to read 'THAT the Board of Governors approve, subject to budgetary approval, one additional procurement opportunity **for required IT upgrade project** greater than \$200,000 as recommended by the Board Finance Committee.'

## **Motion #38-21/22 [REVISED MOTION]**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve, subject to budgetary approval, one additional procurement opportunity **for required IT upgrade project** greater than \$200,000 as recommended by the Board Finance Committee.**

## **9. Governance Committee Report**

### ***9.1. Committee Chair Report***

Committee Vice Chair, Ms. Bennett, advised that the Governance Committee scheduled for June 15, 2022 and received a yearly update on Academic Plan 2023 on the four-year Anniversary.

### ***9.2. Accountability Plan & Report 2021/22***

Dr. McElroy highlighted that the Accountability Plan & Report 2021/22 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 2021/22 Mandate Letter, as well as KPU's priorities to address our strategic goals.

Dr. McElroy commented that a new section on Sustainability work at KPU has been included in the Accountability report. This includes the Institute of Sustainable Food Systems at KPU Richmond and the Institute of Sustainable Horticulture at KPU Langley which provides students with the opportunity to work side-by-side with top researchers on projects that will benefit people in Canada and around the world.

Dr. McElroy commented that the report includes KPU's strategic direction and performance measure results along with contextual information to describe KPU's role in providing services to its students and communities. After a thorough review by the Ministry, all reports are posted on the Ministry of Advanced Education and Skills Training (AEST) website. The Accountability Report is also published on KPU website once Ministry approval is received however, it is sometime in the fall.

Dr. McElroy commented that the Accountability Report will be signed by the Board Chair, and the President for submission to AEST once approved by the Board of Governors. Dr. McElroy noted that the report cannot be shared publicly until Ministry approval is received.

### **Motion #39-21/22**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the 2021/22 Accountability Plan & Report for submission to the Ministry of Advanced Education and Skills Training as recommended by the Board Governance Committee.**

### ***9.3. Board Appointments: appointed and elected members***

Ms. van Gerven noted the appointment and re-appointments as advised by the Ministry. Members also noted elected student representatives who will also be joining the Board as of September 1, 2022 for a one-year term.

## **10. Human Resources Committee Report**

### **10.1. Committee Chair Report**

Committee Chair, Ms. Chen, advised that the Human Resources Committee met on June 20, 2022 and approved the appointment of Dean position, Faculty of Arts.

## **11. President's Report**

### **11.1. 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 took an opportunity to thank Dr. Cardwell for serving KPU over a number of years and most recently as Vice President, Students. Members noted that Dr. Cardwell will be retiring in the summer. Dr. Davis commented that KPU is in the process of identifying a candidate for a Pro Tem Vice President, Students position.

Board members thanked Dr. Cardwell for his services to KPU and wished him well for the future.

Dr. Cardwell acknowledged that his five years at KPU has been highly enjoyable and in particular working with the President and has been a pleasure to serve KPU. Dr. Cardwell noted that he will be running for School Board in Vancouver.

## **12. Pro Tem Provost's Report**

### **12.1. Report to the Board**

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

Dr. Purvey advised members that in-person convocation was a success and that it was nice to see students and their families on campus celebrating success of our students. Dr. Purvey thanked Board member, Mr. Malik for attending convocation ceremony.

Dr. Purvey noted that KPU has submitted a proposal to the Ministry to offer Early Childhood Education program at KPU in conjunction with Capilano University. KPU is hopeful that the Ministry will fund the program which is scheduled to start in January 2023.

Dr. Purvey mentioned that there will be two new faculty positions from September as below:

- Lead Advisor - Disability, Accessibility and Inclusion

- Lead Advisor – Work Integrated Learning

Dr. Purvey commented that the above roles will help with bringing together all the work that is ongoing in those areas.

## 13. Senate Reports

Dr. Davis advised that the Senate Report for meeting held on May 30, 2022 was prepared by Dr. Amy Jeon, Senate Vice-Chair and was included in the meeting package.

Dr. Davis noted that Senate also met on June 27<sup>th</sup> and completed a lot of work that needed attention. Members noted that there will be no Senate meeting over July and August.

## 14. Next Meeting Agenda Contribution

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

## 15. For the Good of the Order

Dr. Davis noted that Dr. Purvey won the first Distinguished Leadership Award. Members noted that the nomination came from the Faculty of Arts and that the award was presented to Dr. Purvey during the Convocation ceremony.

There were no additional items identified.

## 16. Feedback on the Meeting

Dr. Davis reminded members that if upon reading the Board packages, if any board member wants further information, to reach out to the Board Office so management can have information at hand for discussion at the meeting and provide a productive information at the meeting.

There was no feedback on the meeting.

## 17. Closing Remarks

The Chair, Ms. Chen thanked Mr. McAdam for his 6+ years of service to KPU and commended him for his time, energy, thoughtfulness and inspiration. Ms. Chen noted that Mr. McAdam will be missed.

Mr. McAdam thanked fellow board members and KPU management.

The Chair thanked everyone, including Board Members for attending and contributing to the discussions.

## 18. Appendix

### **18.1. Report to the Board of Governors**

The June 2022 Report to the Board of Governors was received.

**19. Next Meeting**

The next meeting has been scheduled for Wednesday, September 28, 2022. Members noted that the Board Office will confirm whether the meeting will be held in-person or virtually.

**20. Adjournment**

The meeting adjourned at 5:21 pm.

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**Board Chair**



## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #5**

**Meeting Date:** September 28, 2022

**Presenter(s):** Dr. David Burns

**Agenda Item**      **Draft Policy and Procedure AC13 *Minimum Qualifications for Faculty Members***

Action Requested	Motion
<b>Recommended Resolution</b>	<b>THAT the Board of Governors approve Policy and Procedure AC13 <i>Minimum Qualifications for Faculty Members</i> as recommended by the Board Governance Committee.</b>

**Committee Report**      At its meeting on September 14, 2022, the Board Governance Committee recommended that the Board of Governors approve Policy and Procedure AC13 *Minimum Qualifications for Faculty Members*.

**Context & Background**      Since May 2021, a number of key parties in the University community have been consulted on a set of revised draft AC13 *Minimum Qualifications for Faculty Members* Policy and Procedure.

From December 2021 to January 2022, the University community was invited to provide feedback on the drafts via the [Policy Consultation Engine](#). David Burns and Josephine Chan also visited various Faculty Councils, as well as the relevant Senate Standing Committees, to solicit input on the drafts.

### Proposed Changes

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

(i) *the qualifications for faculty members*”

In some of the consultation meetings that took place from May to November 2021, an important question was raised by a number of faculty members about Senate’s role in approving faculty qualifications as stipulated in the current AC13 [Qualifications for Faculty Members](#) / [Procedure](#), as well as in the previously circulated drafts. It was noted that, among other things, the University Act does not require that

Senate approve the qualifications required for teaching in each Department or program. Rather, it requires that a policy to guide this process be established. Upon further consultation with the President, Provost, Vice-Chair of Senate, the Chair of Senate Governance and Nominating Committee, and several Faculty Councils, it is proposed that the Dean (or designate), or the head of the educational administrative division, approve minimum qualifications proposals after their passage by the educational administrative division. This change is now reflected in the attached draft Policy and Procedure. The proposed change will enable us to update these qualifications more quickly and easily and, in so doing, will permit greater responsiveness to change hiring needs and equitable hiring practices.

### **Key Messages**

1. From December 2021 to January 2022, the University community was invited to provide feedback on the drafts via the [Policy Consultation Engine](#).
2. Draft Policy and Procedure AC13 were posted on the [KPU Policy Blog](#) for a 6-week public commenting period from February 17 to March 30, 2022. The Senate Standing Committee on Policy was consulted on March 2, 2022, and the Senate Governance and Nominating Committee was consulted on May 10, 2022. A number of comments were posted on the Policy Blog. Responses to the comments have been provided [here](#) (see attached “Draft AC13 Blog Comments and Responses” document) and several amendments were made in the drafts as a result of the feedback.
3. On June 27, 2022, Senate recommended draft Policy and Procedure AC13 *Minimum Qualifications for Faculty Members* to the Board of Governors for final approval.

### **Resource Requirements**

N/A

### **Implications/Risks**

N/A

### **Consultations**

Since May 2021, a number of key parties in the University community have been consulted on a set of revised draft AC13 Minimum Qualifications for Faculty Members Policy and Procedure including:

- Provost and Vice President Academic
- Deans Council
- Faculty Councils
  - Faculty of Academic & Career Preparation
  - Faculty of Arts
  - Faculty of Health
  - Faculty of Science and Horticulture
  - Faculty of Trades and Technology
  - Melville School of Business

- Wilson School of Design
- Librarians, Learning Strategists, Learning Specialists, and Counsellors
- Senate Governance and Nominating Committee
- Senate Standing Committee on Research and Graduate Studies
- Librarians, Learning Strategists, Learning Specialists, and Counsellors
- Labour Relations, Human Resources

**Attachments**

1. Draft Policy AC13 *Minimum Qualifications for Faculty Members*
2. Draft Procedure AC13 *Minimum Qualifications for Faculty Members*
3. Draft AC13 *Minimum Qualifications for Faculty Members* Submission Template
4. Draft AC13 Blog Comments and Responses
5. Draft AC13 Workflow
6. Policy Timeline AC13 *Minimum Qualifications for Faculty Members*

**Submitted by**

Dr. David Burns, Associate Vice President Academic

**Date submitted**

September 21, 2022

**Policy History****Policy No.**

AC13

**Approving Jurisdiction:**

Board of Governors, with Senate advice

**Administrative Responsibility:**

Provost and Vice President Academic

**Effective Date:**September 29, 2022

## Minimum Qualifications for Faculty Members Policy

### A. CONTEXT AND PURPOSE

1. As a special purpose teaching university under British Columbia's University Act, Kwantlen Polytechnic University (KPU) ("the University") is committed to excellence in teaching, student success and educational support services.
2. This Policy will guide the University in the appointment of faculty with the appropriate credentials, scholarly records and experience commensurate with the academic, professional and industry standards of their disciplines, and the educational programs, courses, service and community engagement, and research activities of which they are comprised.

### B. SCOPE AND LIMITS

1. This Policy applies to the appointment of all faculty who teach in courses and programs under the jurisdiction of Senate, apprenticeship programs, and also faculty who provide educational support services at Kwantlen Polytechnic University.
2. This Policy may not apply to faculty in the Continuing and Professional Studies courses and programs, and courses and programs outside of the jurisdiction of Senate.

### C. STATEMENT OF POLICY PRINCIPLES

1. The University will ensure that the academic and professional qualifications of faculty are diverse and inclusive, reflecting the diversity of our community and programs that are offered, and that incorporate a broad range of qualifications, skills, experiences and perspectives that reflect the values, mission and vision of the institution.
2. The University is committed to the continuous assurance of teaching excellence, program quality, and the success of its students through graduation and mobility into areas of further study.

3. The accountability, credibility and sustainability of the University's programs and educational services require faculty who are appropriately qualified and who possess the necessary scholarly preparation and currency to meet external peer expectations of accreditation, program approval and program review bodies.
4. Faculty qualification standards will vary in accordance with the academic and professional expectations appropriate to the University's diverse disciplines and departments, and the specific educational program, course, research, and / or service responsibilities of any particular faculty appointment.
5. Both Deans and Departments have important responsibilities in ensuring appropriate qualifications are set.

## D. RELATED POLICIES & LEGISLATION

AC3 *Program Review*

AC10 ~~*Establishment, Revision, Suspension and/or Discontinuance of Programs*~~ *Development and Change of Senate-Approved Programs*

University Act RSBC 1996 Chapter 468

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

- (i) the qualifications for faculty members"

## E. RELATED PROCEDURES

AC13 *Minimum Qualifications for Faculty Members Procedure*

Policy History
<b>Policy No.</b> AC13
<b>Approving Jurisdiction:</b> Board of Governors, with Senate advice
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b> <u>September 29, 2022</u>

## Minimum Qualifications for Faculty Members Procedure

### A. DEFINITIONS

1. **Department:** For the purpose of this policy, a Department is An educational administrative sub-unit of a Faculty and/or School within a university dealing with a particular field of knowledge or area of educational support service provision.
2. **Faculty:** An educational administrative division constituted by the Board of the University.

### B. PROCEDURES

#### 1. Roles and Responsibilities

##### a. Department

- i. A Department al/Area Search Committee is responsible for conducting interviews and recommending qualified candidates ~~the selection and hiring of faculty~~ in consultation with this policy.
- ii. In keeping with the appropriate academic and professional standards of their disciplines, a majority of faculty members in a Department will determine and recommend the minimum qualifications required for faculty appointments either on a competition-by-competition basis or through a minimum qualification table approved by the Dean or, in the case of a Department that does not operate under the authority of a Faculty Council, the head of the Department.
- iii. For minimum faculty qualifications that are different in-for a course ~~that are different than those infor~~ a program, the Department, in consultation with the Dean (or designate) of a Faculty, will determine and recommend the qualifications required for faculty appointments through a minimum qualification table approved by the Dean.
- iv. A majority of faculty members in a Department may recommend to the Dean or, in the case of a Department that does not operate under the authority of a Faculty Council, the head of the Department, a different set of minimum faculty qualifications during before

the start of the faculty search process when deemed necessary by faculty members in the Department.

b. Faculty Council

- i. For courses and programs that do not belong to a Department, the Faculty Council is responsible for determining and recommending minimum qualifications required for faculty appointments to the Dean (or designate) for approval either on a competition-by-competition basis or through a minimum qualification table jointly by the Dean.
- ii. The Dean may consult the Faculty Council on any proposed minimum qualifications.

c. Dean or Head of Department

- i. The Dean (or designate) of a Faculty or, in the case of a Department that does not operate under the authority of a Faculty Council, the head of the Department, is responsible for ensuring the faculty-Departmental/Area search-Search committees-Committees comply with this policy, ~~and holds responsibility for all faculty selection recommendations.~~
- ii. The Dean (or designate) of a Faculty or, in the case of a Department that does not operate under the authority of a Faculty Council, the head of the Department, with the support of a majority of faculty members in the Department, may approve a different set of minimum faculty qualifications during before the start of the faculty search process where deemed necessary by faculty members in the Department.
- iii. To ensure relevancy and currency, the Dean (or designate) is responsible for the approval of all minimum faculty qualifications within their Faculty. In the case of a Department that does not operate under the authority of a Faculty Council, the head of the Department is responsible for the approval of all minimum faculty qualifications within their Department.

2. The Establishment and Approval of Minimum Faculty Qualifications

- a. For programs that fall within a Department operating under the authority of a Faculty Council, the minimum qualifications required for faculty appointments will be determined by a majority of faculty members in their Department and recommended to the Dean (or designate) for approval. The Dean may consult the Faculty Council on proposed changes to minimum qualifications.
- b. For programs that do not fall within a Department operating under the authority of a Faculty Council, the minimum qualifications required for faculty appointments will be determined and recommended by its Faculty Council to the Dean (or designate) for approval.
- c. For Departments not operating under the authority of a Faculty Council, the minimum qualifications required for faculty appointments will be determined by a majority of the faculty members in the Departments, and recommended to the head of the Departments for approval.
- d. Lists of minimum qualifications for all initial appointments to faculty positions within any Departments including the determinations of required credentials, scholarly experiences and

areas of expertise necessary for specific faculty appointments and assignments, are the purview of the Departments.

e. Each Department will review its list of qualifications for faculty positions - either for particular competitions or for a minimum qualification table - within its area of jurisdiction. Information to be provided should include, but is not limited to, the following:

- i. Name of Faculty (if the Department operates under the authority of a Faculty Council)
- ii. Name of Department
- iii. Name of Discipline/Program/Course (where applicable)
- iv. Qualifications Required
  - 1) Academic Credentials
  - 2) Professional Designation
  - 3) Teaching Qualifications
  - 4) Employment Experience
  - 5) Service and Community Engagement
  - 6) Research and Scholarship

### 3. Repository

- a. The current list of minimum qualifications for faculty members in each Department, either in the form of ~~recent~~ qualifications set for competitions or in the form of minimum qualification tables, will be stored and made available by their respective Dean's Office or, in the case of a Department that does not operate under the authority of a Faculty Council, the head of the Department.

## C.RELATED POLICY

*AC13 Minimum Qualifications for Faculty Members Policy*



## Minimum Qualifications for Faculty Members (AC13) Submission Guidelines and Template

### Submission Guidelines

Please refer to the following guidelines and criteria when completing the template (page 3) for submission to the Dean (or designate) or in the case of a Department that does not operate under the authority of a Faculty Council, the head of the Department for sign-off. Please note that not all categories are applicable to your program. In this instance, please indicate “N/A” under the category heading.

1. Academic Credentials
  - Academic credentials from accredited institutions required to teach in the discipline/program
2. Professional Designations
  - Professional designations or industry standards required to teach in the discipline/program
3. Teaching Qualifications
  - Teaching experience, credential, and qualifications required to teach in the discipline/program
4. Employment Experience
  - Professional and work experience required to teach in the discipline/program
5. Service and Community Engagement
  - Involvement and participation in an organization for the cohesion and welfare of the community and relevant industry
  - (Example: experience working as a member of an advisory board, volunteer at a non-profit organization)
6. Research and Scholarship
  - Participation in research activities relevant to the discipline/program

*Note: Please include qualifications that comprise of minimum requirements only.*

The following is an example of how faculty minimum qualifications information can be presented:

Discipline/Program:	Creative Writing
Academic Credentials:	MFA or MA in an appropriate discipline.
Professional Designations:	<ul style="list-style-type: none"> <li>Fiction poetry/Creative Non-Fiction: Minimum of two professionally published books.</li> <li>Screenplay, Drama, or New Media: Minimum of two major projects or productions.</li> </ul>
Teaching Qualifications:	A record of teaching excellence within a creative and/or interdisciplinary domain at the post-secondary level.
Employment Experience:	Professional or applied experience in a related field.
Service and Community Engagement:	Contributions to the creative writing community, e.g. service on a jury panel for a book award or supporting a local community of writers.
Research and Scholarship:	Experience in publishing scholarly articles or creative work, delivering research papers at conferences, or equivalent.

**Submission Template: AC13 Minimum Qualifications for Faculty Members**

<b>Name of Faculty</b> <i>(If the Department operates under the authority of a Faculty Council):</i>	
<b>Department</b> <i>(if applicable):</i>	
<b>Name of Discipline/Program/Course</b> <i>(where applicable):</i>	
<b>Date of Approval (Department):</b>	
<b>Name of Approver</b> (Dean or designate, or in the case of a Department that does not operate under the authority of a Faculty Council, the head of the Department):	
<b>Date of Sign-off:</b>	

**CURRENT MINIMUM QUALIFICATIONS**

Discipline/Program	Academic Credentials	Professional Designations	Teaching Qualifications	Employment Experience	Service and Community Engagement	Research and Scholarship

**PROPOSED MINIMUM QUALIFICATIONS**

Discipline/Program	Academic Credentials	Professional Designations	Teaching Qualifications	Employment Experience	Service and Community Engagement	Research Activities

# AC13 MINIMUM QUALIFICATIONS FOR FACULTY MEMBERS

## Context

From May to November 2021, a number of key parties in the University community have been consulted on a set of revised draft AC13 *Minimum Qualifications for Faculty Members* Policy and Procedure including:

- Deans Council
- Faculty Councils
- Senate Governance and Nominating Committee
- Librarians, Learning Strategists, Learning Specialists, and Counsellors

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

*(i) the qualifications for faculty members”*

In some of the consultation meetings that took place between May to November 2021, an important question was raised by a number of faculty members about Senate’s role in approving faculty qualifications as stipulated in the current AC13 [Qualifications for Faculty Members / Procedure](#), as well as in the previously circulated drafts. It was noted that, among other things, the University Act does not require that Senate approve the qualifications required for teaching in each Department or program. Rather, it requires that a policy to guide this process be established. Upon further consultation with the President, Provost, Vice–Chair of Senate, the Chair of Senate Governance and Nominating Committee, and several Faculty Councils, it is proposed that the Dean (or designate), or the head of the educational administrative division, approve minimum qualifications proposals after their passage by the educational administrative division. This

change is now reflected in the attached draft Policy and Procedure. The proposed change will enable us to update these qualifications more quickly and easily and, in so doing, will permit greater responsiveness to changing hiring needs and equitable hiring practices.

From December 2021 to January 2022, the University community was invited to provide feedback on the drafts via the [Policy Consultation Engine](#). David Burns and Josephine Chan also visited various Faculty Councils, as well as the relevant Senate Standing Committees (see “Consultation” below), to solicit inputs on the drafts.

### **Consultations**

The following key interested parties have been consulted in advance of the 6-week public posting period from May 2021 to January 2022:

- President
- Polytechnic University Executive
- Provost and Vice President Academic
- Deans Council
- Vice-Chair of Senate
- Faculty Councils
  - Faculty of Academic & Career Preparation
  - Faculty of Arts
  - Faculty of Health
  - Faculty of Science and Horticulture
  - Faculty of Trades and Technology
  - Melville School of Business
  - Wilson School of Design
- Librarians, Learning Strategists, Learning Specialists, and Counsellors
- Senate Governance and Nominating Committee
- Senate Standing Committee on Research and Graduate Studies

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Comments are welcomed during this 6-week public posting period, and will close on **March 30, 2022 at 11:59pm PST**. The Policy Developer will review all comments and provide responses on this post.

### **Attachments**

1. [\*Draft Policy AC13 Minimum Qualifications for Faculty Members\*](#)
2. [\*Draft Procedure AC13 Minimum Qualifications for Faculty Members\*](#)
3. [\*Draft AC13 Minimum Qualifications for Faculty Members Submission Template\*](#)

4. [Draft AC13 Feedback and Responses \(December 2021 – January 2022\)](#)
5. [Draft AC13 Workflow](#)
6. [Policy Timeline AC13 \*Minimum Qualifications for Faculty Members\*](#)

Posted in [Uncategorized](#) and tagged [Academic](#), [Administrative](#), [Board](#), [faculty](#), [Senate](#) on [February 17, 2022](#) by [Josephine Chan](#). > [Edit](#)

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← [SR4 WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM \(WHMIS\)](#)

[ER6 PRINCIPLES OF EXTERNAL ALLIANCE](#) →

## 9 COMMENTS



Romy

March 30, 2022 at 11:57 pm > [Edit](#)

I appreciate the goal of supporting “equitable hiring practices,” but I do not see the proposed policy and procedures sufficiently connecting the proposed changes to this goal. Excluding elected or partially elected bodies such as Faculty Councils or Senate from the process does not ensure that the goals and values of EDID (equity, diversity, inclusion, and decolonization) will necessarily be served or upheld. Many of my suggestions below are intended to address more directly the goal of ensuring equitable hiring practices. Other comments reflect my concerns about reallocating what has previously been a collective, collegial decision to a single individual, i.e. the Dean or Department “Head.”

1. I find that the term “disciplines” (e.g. Policy section A. 2., and elsewhere) does not leave enough room for interdisciplinary, cross-disciplinary, anti-disciplinary, or non-disciplinary work. These are extremely important as means of resisting and dismantling the ways knowledge has been organized in colonial educational institutions. I would suggest additional terms be considered (e.g. “fields of knowledge?”).

2. The term “scholarly” is often used in what seems to be a limiting or at best redundant way, e.g. Policy section C. 3 ” . . . who possess the necessary scholarly preparation. . . .” I would suggest reviewing all instances where it is used and either removing it, or adding other relevant descriptors that recognize more diverse forms of expertise.

3. Re: Procedure section B. 1. c. ii.: I can see the benefit of varying qualifications between competitions, but I am concerned about the proposal to make changes “during” a single search process, i.e. once it has started. For one, I do not see any assurance here that such alterations would be used to further the goals and values of EDID. If this

is what the intent is, it needs to be made explicit. Transparency is also extremely important. Two, I worry that no consideration has been given to the experience of non-regular faculty, who may be both members of a department and also candidates in an ongoing search process whose criteria are being shifted midstream.

4. Procedure section B. 2. e. iv.: This list seems very prescriptive, implying that all of these sections should be filled out (though others may be added). If this is not the intent (and I am hoping it is not), the phrasing “should include” should be adjusted.

5. Policy section C. 1.: This statement—the only one that seems to touch on EDID—needs to be clearer. Part of the issue may be grammatical: a problem with parallelism. As written, the last half of the sentence (“ . . . and that incorporate . . .”) appears to describe our community and programs, not qualifications at all. Perhaps the third “that” should be omitted? There is still some the circularity, though, in stating the “qualifications of faculty . . . incorporate a broad range of qualifications . . .” Another part of the issue, though, is that diversity is not the same as equity. If this is the part of the policy intended to ensure “equitable hiring practices,” it should speak to equity.

6. Policy section C. 5 seems an odd addition, as much as for what it leaves out as for what it says. For one, it seems a missed opportunity to foreground the importance of EDID considerations in determining faculty qualifications. Two, why are Deans and Departments mentioned, but not Faculty Councils, which do still have a role even in the proposed draft?

7. I am concerned about the removal of Faculty Councils from most approval processes. I believe Part 8 of the University Act assigns to Faculties powers and duties directly relevant to the determination of faculty qualifications. Indeed, clause 40 (f) appears to require Senate approval. The Dean is the chair of a Faculty, but not the Faculty. Most Faculty bylaws (as far as I’m aware) delegate Faculty powers and duties to elected Faculty Councils.

The relevant clauses are the following:

40 A faculty has the following powers and duties: . . .

(e) subject to an order of the president to the contrary, to prohibit lecturing and teaching in the faculty by persons other than appointed members of the teaching staff of the faculty and persons authorized by the faculty, and to prevent lecturing or teaching so prohibited;

(f) subject to the approval of the senate, to appoint for the examinations in each faculty examiners, who, subject to an appeal to the senate, must conduct examinations and determine the results. . . .

Notably, this passage from the University Act was included in the “Related Policies & Legislation” section of the existing policy. Why has it been omitted in the proposed draft?

8. The reference at various places in the proposed Procedures to “a majority of faculty members in a Department” seems unnecessarily prescriptive. If flexibility is sought,

then should departments themselves not decide what the threshold must be, i.e. a simple majority, a super majority, or even unanimity (which may be desirable in very small departments)? I can also see these passages raising questions as to the criteria for being “in” a department.

9. Procedure B. 2. d.: What is the significance here of stating that the lists of minimum qualifications are the “purview of the Departments”? It seems that Departments can only make recommendations to Deans or “Heads,” and Deans have the final decision to approve or not. So a Dean can decide not to take a Department’s recommendation, correct?

1. Procedure B. 3. a.: The use of “recent” here suggests that there is a time limit on how long records will be kept. Is there? I would hope not. If there is a limit, who decides how what it is?

In the interests of time, I will end my posted comments here, and send remaining suggestions via email.



Josephine Chan

May 10, 2022 at 11:55 am > Edit

***Posted on behalf of the Policy Developer:***

Thanks for taking the time to consider the proposed policy revisions – a contribution especially welcome given the unique perspective this analysis brings. I am trying below to channel the ideas we heard in a single voice but, importantly, this doesn’t mean that I have fully captured what the key parties might say or have said. Your ideas will be included in the package going forward, though, so they will surely be heard. Take my reactions with a grain of salt, in other words, they are just a part of the conversation about the draft.

**Concerns on “reallocating what has previously been a collective, collegial decision to a single individual, i.e. the Dean or Department “Head.”**

This is only partly the case. Any posting needs to get approved by the administrator responsible. This mostly means Deans but we need to keep the Department Head language to cover the FESD units – which are important to include but always add some complexity to the language we need to employ. The revision to this wording is there to make sure these decisions don’t get made so late that it causes unnecessary delay and conflict. That conversation should be foregrounded.

The decision isn’t shifting from collegial to a single person. The collegial decision is merely being made by the more specialized group of colleagues (the Department) rather than that group and several additional layers of oversight. Having the FCs and



Senate involved isn't untenable, of course, it just isn't what we were told people want in all these consult meetings. KPU could (and has) operate with the system it has now, it just isn't what people asked us to do.

On (1). Good point – the language we select here does indeed function in structurally conservative ways. The challenge is that key policy terms are interlinked with uses of those terms across the KPU community. The KFA–KPU collective agreement, for instance, uses discipline/program when it speaks to qualification. Not a question I can resolve (resistance always entails breaking some systems) but it is good that the Senate will read this. My sense is that breaking with this language here will have consequences we don't want for the benefit it would create.

On (2). This one seems like a very interesting conversation. I do not, myself, know which term(s) to replace it with, though. I keep thinking of alternatives (“academic”) but they each run into a similar problem. All statements of qualification I can find implicate a statement of disqualification that, understood through a critical lens, implicate systems of marginalization. Is there a best practice term here?

On (3). You are entirely correct. The “during” language seems like it is missed or made in err. We have made this change.

On (4). This has been a firm requirement of the Senate in practice so in the context of devolving authority to the Departments we would presumably see this “should” exercised as “not always.”

On (5). The intent of the wording here is to refer to the body of the faculty collectively in the sense that it is the body of faculty members together that would represent diverse backgrounds.

On (6). We put this in to enshrine the principle we have heard in the consultations – that the conversation should be about the Departmental experts and the customary check by the Dean. If we devolve authority from Senate to the Departments we can't give the FCs responsibilities (because they aren't always involved).

On (7) That statutory citation isn't provided because it refers to stopping unappointed people from teaching and appointing examiners for exams – neither of which is being discussed here. The provision in the Act that refers to faculty qualifications is 35.2.6.i, which speaks only to the policy (not actual qualifications) and gives the authority to the Board with a recommendation from Senate – which is the process being followed here.

On (8) This is a good point. This was added after one of the FCs requested it. Both arguments will be present in the package so the Senate will be able to decide.

On (9) This is meant to say that the Department needs to take responsibility for proposing changes. This is what we do for courses. The Dean needs to sign courses but the Departments suggest the changes. Much of our governance system works like this. The academic faculty are a necessary condition, and the first step in all cases, but the academic dean is also necessary.

On (10) Excellent point. I think you are correct here. We have made the change.

Separately – the general EDI argument you make is worth a specific response. After we received the feedback from the first round of consultations it was quite clear that the general will of those consulted was to devolve authority to the departments. The benefit of this, to my mind, is that cutting the additional layers of voting, and shifting the approval from months to weeks, would allow departments to make less conservative choices. Decisions that take longer, and need several levels of oversight over a few months, raise the stakes for picking qualifications and discourages people from saying “ok, why don’t we try something truly different?” If my proposals need to last a longer amount of time, in other words, I suspect I will be less bold in proposing it. The feedback from the IAC on this was positive, but you have a good point.

Happily it is not for me to decide, in any event! I’m glad these points will be part of the conversation.



**Chris Burns**

March 25, 2022 at 4:27 pm > Edit

I’m writing on behalf of the Faculty of Educational Support and Development, as Chair of its Faculty Council. First, I’d like to thank the policy developers for the care that they’ve taken in consulting with all faculty groups, including FESD, and for taking the feedback they received into account in the version of the revised Policy/Procedure that we see here. [For example, you have recognized that FESD’s Faculty Council has no operational authority, so cannot be involved in the approval of minimum faculty qualifications.]

This new version has introduced one new concern for us, however. The term “Department” has been added to the Procedure, and its definition could potentially be misread to exclude faculty members in FESD.

Proposed change:

We'd like to suggest that the definition of the term "DEPARTMENT" in the Procedure be clarified by the addition of the words shown in capital letters below (I can't highlight or bold the text on this platform):

"Department: an educational administrative sub-unit of a Faculty and/or School within a university dealing with a particular field of knowledge OR AREA OF EDUCATIONAL SUPPORT SERVICE PROVISION".

Rationale:

Right from the outset of the consultations on AC13, we have been concerned that the Policy/Procedure be worded so that it was clear that it applied to the faculty members in FESD (which includes the Accessibility Services, Counselling, Learning Centres and the Library). The policy developers responded to our concerns with inclusive wording. (Thank you!) And indeed, section B1 of the Policy posted on the Policy Blog clearly includes our areas: "this policy applies to the appointment of all faculty who teach in courses and programs under the jurisdiction of Senate, apprenticeship programs, AND ALSO FACULTY WHO PROVIDE EDUCATIONAL SUPPORT SERVICES at Kwantlen Polytechnic University" (emphasis added).

However, the definition of the term "department" in the Procedure might be narrowly construed as excluding our areas:

"an educational administrative sub-unit of a Faculty and/or School within a university dealing with a particular field of knowledge".

This misunderstanding has happened before at KPU. We would like to avoid the risk of this happening again by appending the clarifying phrase "OR AREA OF EDUCATIONAL SUPPORT SERVICE PROVISION" to the definition.

With thanks for your consideration,  
Chris



Laurie Detwiler

March 27, 2022 at 1:46 pm > Edit

Hello, and good afternoon everyone, thank you again Chris for your time in placing the comment above. Yes, as you noted, in counselling we are in full support of your view and statement above, quoting your point directly above my post, "appending

the clarifying phrase “OR AREA OF EDUCATIONAL SUPPORT SERVICE PROVISION” to the definition.”

Laurie



Josephine Chan

May 10, 2022 at 11:55 am > Edit

***Posted on behalf of the Policy Developer:***

Thank you for your feedback. We have made the change in the draft based on your feedback.



Valerie

March 21, 2022 at 10:51 am > Edit

I agree with Josephine and think it is important to have faculty councils still part of the process. The exclusion (unless a course or program does not fall under a department? This is also unclear to me) of faculty councils is a concern for me here.



Josephine Chan

May 10, 2022 at 11:53 am > Edit

***Posted on behalf of the Policy Developer:***

Thanks for posting! We have noted this point for the log.



David Burns

March 16, 2022 at 11:50 am > Edit

Thanks for the clarity and corrections, there are a few things there we will just straightforwardly fix and there are a few for which I should provide a bit more explanation:

“B.1.a.ii. states “...a Department will determine and recommend the minimum qualifications required for faculty appointments either on a competition-by-competition basis or through a minimum qualification table...” So, does one option exclude the other, does one have priority, or are these options equal?”

We were trying here to provide flexibility. If the Department creates a minimum qualifications table we wanted them to have the ability to, whilst still following the policy, set a different standard for particular searches. In that sense the particular would trump the general on the grounds that it is the more recent decision of the same body – though it is, of course, limited to the instance for which the altered standard was set.

“B.1.a.ii. also states that a departmentally recommended minimum qualifications table will be “approved by the Dean or, in the case of a Department that does not operate under the authority of a Faculty Council, the head of the Department.””

“I’m afraid that I’m not quite following the logic of this part. Shouldn’t it be “or, in the case of a Department that does not operate under the authority of a dean”? Why would the presence or absence of a faculty council be a consideration if faculty councils are not involved in the process to begin with? Please let me know if I’m missing something.”

The logic is peculiar but intentional. We need a way to write these rules that appropriately manage FESD’s distinct structure. Their reporting structure is different and doesn’t necessarily go to a Dean. We needed to find the decanal figure for these Departments and then carve out wording for this exception so they still fit under the same policy. Since Faculties change their name we didn’t want to say “this is for FESD.”

“The key issue here is that faculty councils appear to be excluded from the proposed minimum qualifications approval process. I think it would be more appropriate for faculty councils, where available, to be the final approvers of minimum qualifications. Deans, as members of this body, can express or withhold support for the departmental there. This approach will help ensure consistency and increase oversight; it is also more transparent and collegial.”

Deans need to approve postings as it is and I would rather have that up front – which is why the Dean is one of the two approving groups in the process we propose. As for moving the Departmental authority to the Faculty Council – that’s not unreasonable and that system would work. It is a couple weeks longer, but that isn’t materially problematic given the month we would already be saving. The issue is that I was trying to deliver on people telling me they wanted their Departments to do the deciding. The Deans actually asked for the FC to be involved in difficult cases they are having trouble with, though, so there is still some FC involvement in the policy for that purpose.

We still have the formal policy consult process coming so, if I have erred in understanding some form of the collective will there will be space for people to see and respond through their votes. Your arguments will be in those packages, too, so hopefully people react to them during that process.



Josephine Chan

February 23, 2022 at 10:16 pm &gt; Edit

***Posted on behalf of Robert Dearle:***

Thank you for posting these policy and procedures drafts. While I think they represent a step in the right direction, I have some comments and questions.

B.1.a.ii. “membrs” should be “members”

B.1.a.ii. states “...a Department will determine and recommend the minimum qualifications required for faculty appointments either on a competition-by-competition basis or through a minimum qualification table...” So, does one option exclude the other, does one have priority, or are these options equal?

B.1.a.ii. also states that a departmentally recommended minimum qualifications table will be “approved by the Dean or, in the case of a Department that does not operate under the authority of a Faculty Council, the head of the Department.”

I’m afraid that I’m not quite following the logic of this part. Shouldn’t it be “or, in the case of a Department that does not operate under the authority of a dean”? Why would the presence or absence of a faculty council be a consideration if faculty councils are not involved in the process to begin with? Please let me know if I’m missing something.

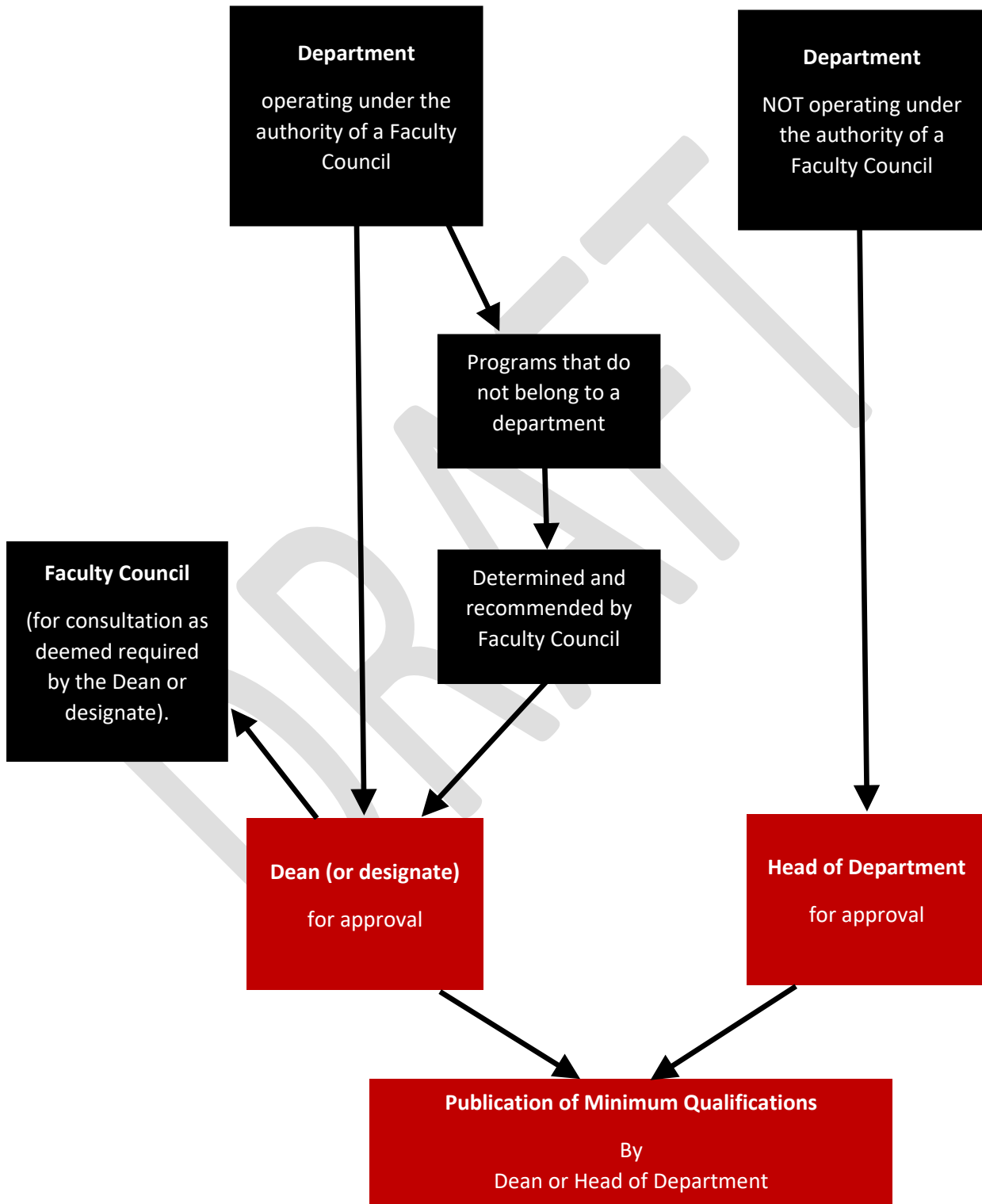
The key issue here is that faculty councils appear to be excluded from the proposed minimum qualifications approval process. I think it would be more appropriate for faculty councils, where available, to be the final approvers of minimum qualifications. Deans, as members of this body, can express or withhold support for the departmental there. This approach will help ensure consistency and increase oversight; it is also more transparent and collegial.

B.1.a.iii. The opening clause reads: “For minimum faculty qualifications in a course that are different than those in a program....” Perhaps “For minimum faculty qualifications that are different for a course than for a program...” is a little clearer.

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COMMENTS ARE CLOSED.

## Draft AC13 Minimum Qualifications for Faculty Members



**Policy Sponsor:** Provost and Vice President Academic  
**Approving Jurisdiction:** Board of Governors, with Senate's advice  
**Policy Developers:** Dr. David Burns, Associate Vice President Academic

Step(s)		Action(s)	Date(s)	Submission Deadline
1.	Solicit feedback from members of the University community on draft policy and procedure. Finalize draft policy and procedure.	Review best practices, consult with key partners and draft Policy and Procedure: <ul style="list-style-type: none"> <li>Provost &amp; AVP Academic</li> <li>Deans Council</li> <li>Faculty Councils</li> <li>Librarians, Learning Strategists, Learning Specialists, and Counsellors</li> <li>Senate Governance and Nominating Committee</li> <li>Senate Standing Committee on Research and Graduate Studies</li> <li><a href="#">Policy Consultation Engine</a></li> </ul>	March 2021 - January 31, 2022	
2.	Provost	For approval to proceed to PUE.	February 2 – February 8, 2022	
3.	PUE	For approval to proceed to public posting.	February 16, 2022	February 9, 2022
4.	KPU Policy Blog (6-week public posting)	6-week public posting period on KPU Policy Blog. <ul style="list-style-type: none"> <li>SSC Policy</li> <li>SGNC</li> </ul>	February 17 – March 30, 2022 March 2, 2022 May 10, 2022	February 18, 2022 April 26, 2022
5.	Finalize draft policy and procedure.	Respond to blog comment(s), if any. Finalize draft Policy and Procedure and incorporate feedback where appropriate.	April 1 – May 9, 2022	
6.	Provost (Sponsor)	For approval to proceed to PUE.	May 10 – May 13, 2022	
7.	PUE	For approval to proceed to final approval process.	May 18, 2022	May 13, 2022
8.	Senate (for recommendation to the Board)	<ul style="list-style-type: none"> <li>SSC Policy</li> <li>SGNC</li> <li><b>Senate</b> (for recommendation to the Board for approval)</li> </ul>	June 1, 2022 June 15, 2022 <b>June 27, 2022</b>	May 20, 2022 June 1, 2022 June 17, 2022
9.	Board of Governors (for approval)	<ul style="list-style-type: none"> <li>Board Governance Committee</li> <li><b>Board of Governors</b> (for final approval)</li> </ul>	September 14, 2022 September 28, 2022	September 2, 2022 September 16, 2022



## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #8.2**

**Meeting Date:** September 28, 2022

**Presenter(s):** Chervahun Emilien

**Agenda Item**                      **Executive Statement of Financial Information (SOFI) Public Bodies Report as at March 31, 2022**

Action Requested	Motion
<b>Recommended Resolution</b>	<b>THAT the Board of Governors approve the Statement of Financial Information (SOFI) Public Bodies Report as at March 31, 2022 for submission to the Ministry of Advanced Education, Skills and Training as recommended by the Board Finance Committee.</b>

**Committee Report**                      At its meeting held on September 20, 2022, the Board Finance Committee approved the Statement of Financial Information (SOFI) – Public Bodies Report as at March 31, 2022 for submission to the Ministry of Advanced Education, Skills and Training for recommendation to the Board of Governors.

**Context & Background**                      KPU's 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 (Section 14).

The *Financial Information Act*, administered by the Ministry of Finance, requires the University to submit a report each year that contains prescribed schedules of information including the audited financial statements and other unaudited financial information.

**Key Messages**

1. The included audited financial statements for the year ended March 31, 2022 have been reviewed and approved by the external auditors, as an accurate representation of KPU's financial results.
2. Unaudited financial information has been prepared collaboratively by the finance and payroll teams and were reviewed by senior finance personnel.
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.

**Consultations**                      KPMG LLP

<b>Attachments</b>	1. <a href="#">Statement of Financial Information (SOFI) at March 31, 2022</a>
<b>Submitted by</b>	Chervahun Emilien, Chief Financial Officer
<b>Date submitted</b>	September 21, 2022

## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item:** #8.3.1

**Meeting Date:** September 28, 2022

**Presenter(s):** Chervahun Emilien

**Agenda Item**                      **Contract for Interpreting Services greater than \$200,000**

Action Requested	Motion
<b>Recommended Resolution</b>	<b>THAT the Board of Governors approve, subject to budgetary approval, the increase in contract for Interpreting Services greater than \$200,000 as recommended by the Board Finance Committee.</b>

**Committee Report**                      At its meeting held on September 20, 2022, the Board Finance Committee recommended that the Board of Governors approve, subject to budgetary approval, the increase in contract for Interpreting Services greater than \$200,000.

**Context & Background**                      Interpreting services at KPU are provided through a third party, Wavefront, who hires all interpreters and finds substitutes when needed. The American Sign Language (ASL) interpreters are hired to provide equal communication access for deaf students who are attending KPU. Wavefront will hire all interpreters for courses where a student needs ASL interpreting. This service has previously been utilized in addition to utilizing casual employees. In response to the audit performed on casual employees, the entire service will have to be contracted through Wavefront.

Projected additional spend for each FY23 and FY24, on top of the original contract costs would result in the total project being over \$200,000, Board approval is required to move forward.

The approval will enable Procurement Services to commence work on the required due diligence and necessary procurement strategies to ensure minimal disruption in services to the students.

**Key Messages**

1. Total budget for the entire project is a maximum of \$450,000 over the full term of the contract.
2. Term of requested increase in expenditure is April 2022 to March 2024.
3. If approved, this will ensure no disruption to the services that are currently being provided to the students.
4. Budgetary approval has been sought and provided.

5. Actual outcomes of the procurement are brought forward through regular Financial Services department report updates.

<b>Resource Requirements</b>	N/A
<b>Implications/Risks</b>	Minimal risk which is mitigated by Policy AD3 where the Chief Financial Officer is responsible for ensuring all procurement initiated with the approval of the Board are procured according to KPU policy.
<b>Consultations</b>	Board of Governors – established process previously approved.
<b>Attachments</b>	N/A
<b>Submitted by</b>	Chervahun Emilien, Chief Financial Officer
<b>Date submitted</b>	September 21, 2022

## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #08.3.2**

**Meeting Date:** September 28, 2022

**Presenter(s):** Chervahun Emilien

**Agenda Item**                      **Additional Procurement: New Badging platform greater than \$200,000**

Action Requested	Motion
<b>Recommended Resolution</b>	<b>THAT the Board of Governors approve the procurement of a new Badging platform greater than \$200,000 as recommended by the Board Finance Committee.</b>

**Committee Report**                      At its meeting on September 20, 2022, the Board Finance Committee recommended that the Board of Governors approve the procurement of a new Badging platform greater than \$200,000.

**Context & Background**                      KPU began a pilot in 2016 to deliver digital badges in partnership with the Library to deliver its first digital badge for students completing the Plagiarism Awareness Tutorial. This knowledge was crucial for all first-year students across disciplines, and by earning this digital badge, faculty across disciplines can verify the skill learners have acquired and when they have acquired it.

Since the initial pilot, KPU has expanded its suite of offerings and currently has 9 active digital badges for issuing with a total number of 39,730 earners across all badges. Issuing departments also include The Learning Centers, Human Resources, and Continuing and Professional Studies. This growth along with the emergence of micro-credentials (short, flexible, competency-based offerings that are also often badged) led to the development of Micro-credentials (Policy AC15), which covers both micro-credentials and digital badges and led to the establishment of the Senate Micro-credentials committee and the Digital Badge Committee.

Annual base funding is included in Teaching and Learning's budget to address this however, an ongoing contract is not in place. Projected annual spend over the five-year proposed contract term would result in the project the total project being over \$200,000, Board approval is required to move forward.

<b>Key Messages</b>	<ol style="list-style-type: none"> <li>1. Total budget for the entire project is a maximum of \$250,000 over the full term of the contract.</li> <li>2. Funding for year 1 of this project was included in FY22 budget and is part of the annual rollover in the department of Teaching and Learning.</li> <li>3. If approved, a more robust Badging platform will support KPU initiatives related to PLA and Flexible Learning and Micro-credentials.</li> <li>4. Actual outcomes of the procurement are brought forward through regular Financial Services department report updates.</li> </ol>
<b>Resource Requirements</b>	N/A
<b>Implications/Risks</b>	Minimal risk which is mitigated by Policy AD3 where the Chief Financial Officer is responsible for ensuring all procurement initiated with the approval of the Board are procured according to KPU policy.
<b>Consultations</b>	Board of Governors – established process previously approved.
<b>Attachments</b>	N/A
<b>Submitted by</b>	Chervahun Emilien, Chief Financial Officer
<b>Date submitted</b>	September 21, 2022

## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #8.4**

**Meeting Date:** September 28, 2022

**Presenter(s):** Chervahun Emilien

### Agenda Item Financial Year 2022 – 2023 and Budget 2023-2024 Status Update

Action Requested	Information
Recommended Resolution	None
<b>Committee Report</b>	At its meeting on September 20, 2022, the Board Finance Committee received financial year 2022/23 and budget 2023/24 status update.
<b>Context &amp; Background</b>	<p>The Board of Governors approved a balanced budget for the 2022-2023 fiscal year. Variance and forecasting analytics have been completed internally for the period ending July 2022.</p> <p>The 2023-2024 budget development process is well underway. There are multiple touchpoints with stakeholders throughout the budget development process. The final budget is scheduled to be approved at the February 1, 2023 Board of Governors meeting.</p>
<b>Key Messages</b>	<ol style="list-style-type: none"> <li>1. Early review of results for the 2022-2023 fiscal year indicate a favorable position for the University.</li> <li>2. Divisions across the University are preparing their operating and capital requests for the fiscal 2023-2024 budget. These requests are going through a more rigorous process than in prior years, before being presented to the leadership team in October 2022.</li> <li>3. Several revenue projection check-ins are being conducted throughout the budget process.</li> </ol>
<b>Consultations</b>	None
<b>Attachments</b>	2022-2023 Financial update as at July 31, 2022
<b>Submitted by</b>	Chervahun Emilien, Chief Financial Officer
<b>Date submitted</b>	September 21, 2022

**Kwantlen Polytechnic University**  
**Fiscal 2022-23**  
**As at end of July 2022**

Account Group	Account Type	2023 Annual Base Budget	2023 Annual Adjusted Budget	2023 YTD Actuals	Fiscal 2023 YTD Actuals plus forecast
<b>Revenue</b>	Operating Grant	81,023,600	81,023,600	26,414,230	81,884,922
	Grants	1,551,300	1,551,300	361,602	930,020
	Amort of Deferred Contributions	6,172,000	6,172,000	2,213,960	8,787,783
	Tuition Fees-Domestic	35,829,100	35,829,100	8,199,567	33,490,547
	Tuition Fees-International	109,662,400	109,662,400	34,451,408	114,601,834
	Student Fees	9,177,800	9,177,800	2,997,804	9,916,702
	Applic and Other Fees-Domestic	799,000	799,000	219,180	789,314
	Applic and Other Fees-International	1,114,000	1,114,000	427,690	1,984,347
	Tuition - Non-Credit	675,000	675,000	358,508	1,065,183
	Contract Services	134,800	134,800	65,595	208,344
	Shop Income	527,600	527,600	200,622	615,596
	Interest and Investment Income	1,500,000	1,500,000	894,625	2,665,705
	Bookstores Income	2,180,200	2,180,200	539,946	2,195,546
	Parking Income	681,000	681,000	93,552	628,601
	Ancillary Commission Income	187,700	187,700	28,510	92,025
	Amortization of Capital Contribution	9,232,800	9,232,800	3,339,162	10,966,070
	Other income	2,284,400	2,284,400	607,694	1,823,082
	Revenue Sensitivity Provision	-	-	-	-
<b>Revenue Total</b>		<b>262,732,700</b>	<b>262,732,700</b>	<b>81,413,655</b>	<b>272,645,621</b>
Salaries	Salaries-Admin	25,078,800	24,750,000	6,347,572	23,687,585
	Salaries-GEU Staff	34,423,600	34,605,400	9,184,450	32,653,311
	Salaries-Faculty	81,893,400	81,677,800	23,272,805	81,971,522
	Salaries-Other	3,745,800	4,391,600	1,459,182	5,046,465
	Benefits	33,832,700	33,810,500	9,810,433	33,329,501
<b>Salaries and Benefits Total</b>		<b>178,974,300</b>	<b>179,235,300</b>	<b>50,074,442</b>	<b>176,688,385</b>
<b>Benefits as a % of Salaries</b>		23.3%	23.2%	24.4%	23.2%
Non-salary Expenditures	Supplies	5,154,200	5,063,200	2,682,814	5,320,296
	Repairs and Maintenance	5,317,900	5,317,900	976,091	4,769,852
	Software and Subscriptions	9,031,200	9,116,200	2,067,847	8,036,935
	Contracts	1,991,900	1,991,900	565,437	1,896,311
	Leases/Rentals	617,600	617,600	134,899	627,779
	Travel and PD	3,818,900	3,817,900	1,479,040	2,991,723
	Student Awards	3,345,500	3,345,500	1,076,961	4,093,061
	Utilities	2,462,000	2,462,200	642,355	2,397,027
	Communications	1,501,100	1,501,100	373,600	1,448,472
	Fees and Services	25,498,200	25,244,000	6,083,508	28,053,270
	One time Unusual Items	-	-	-	-
	Transfers to Third Parties	-	-	-	-
	Cost-of-Sales	1,562,700	1,562,700	431,463	1,562,700
	Contingency	2,110,000	2,110,000	-	2,110,000
<b>Non-salary Expenditures Total</b>		<b>62,411,200</b>	<b>62,150,200</b>	<b>16,514,015</b>	<b>63,307,425</b>
	Amortization of Capital Assets	21,347,200	21,347,200	6,319,550	20,814,282
<b>Net income (loss)</b>		<b>-</b>	<b>-</b>	<b>8,505,648</b>	<b>11,835,528</b>

Approved By: Chervahun Emilien  
Chief Financial Officer



## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item:** #8.5

**Meeting Date:** September 28, 2022

**Presenter(s):** *Dr. Alan Davis*

<b>Agenda Item</b>	<b>KPU Submission on Public Post-Secondary Funding Formula Review</b>
<b>Action Requested</b>	<b>Information</b>
<b>Recommended Resolution</b>	<b>N/A</b>
<b>Committee Report</b>	At its meeting on September 20, 2022, the Board Finance Committee discussed KPU's submission on Public Post-Secondary Funding Formula review.
<b>Context &amp; Background</b>	The Ministry of Advanced Education, Skills and Training is conducting a review of the Public Post-Secondary Funding Formula.
<b>Key Messages</b>	<ol style="list-style-type: none"> <li>The purpose of the review is to: <ol style="list-style-type: none"> <li>Develop a fair and impartial model</li> <li>Align funding with needs</li> <li>To support student access and success</li> </ol> </li> <li>KPU submitted the attachment to the Ministry on June 30, 2022.</li> <li>The submission is presented for discussion.</li> </ol>
<b>Consultations</b>	-
<b>Attachments</b>	1. <a href="#">KPU's Submission on Public Post-Secondary Funding Formula Review</a>
<b>Submitted by</b>	Dr. Alan Davis, President and Vice Chancellor
<b>Date submitted</b>	September 21, 2022



## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #09**

**Meeting Date:** September 28, 2022

**Presenter(s):** Dr. Alan Davis

**Agenda Item**                      **Appointment to the Search Advisory Committee, Vice President, Students**

Action Requested	Motion
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<b>Recommended Resolution</b>	<b>THAT the Board of Governors approve the appointment of community board member, Mr. Amos Kambere, to the Search Advisory Committee for Vice President, Students.</b>
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**Committee Report**                      -

**Context & Background**                      KPU will commence a search for the position of Vice President, Students in order to make a recommendation to the President as per Policy HR25.

**Key Messages**

1. Policy and Procedures HR 25, Search Advisory, Appointment of Senior Administrator Positions will oversee the selection of candidates for the position of the Vice President, Students.
2. Policy HR25 requires one Board Human Resources Committee, appointed by the Board to serve on the search advisory committee.
3. Mr. Kambere has agreed to serve on the committee.

**Attachments**

1. [Policy HR 25](#)
2. [Procedures HR25](#)

**Submitted by**                      Ranminder Kaur on behalf of the President and Vice Chancellor, Dr. Alan Davis

**Date submitted**                      September 21, 2022



## BOARD OF GOVERNORS - REGULAR MEETING

**Agenda Item: #12**

**Meeting Date:** September 28, 2022

**Presenter(s):** Dr. Alan Davis

Agenda Item	Senate Meeting Report
Action Requested	Information
Recommended Resolution	-

**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 on June 27, 2022.

**Submitted by**

Ranminder Kaur, Confidential Assistant to the Board of Governors

**Date submitted**

September 21, 2022

## Notes from the Senate meeting of June 27, 2022

The last Senate meeting of 2021/22 academic year opened with the Chair, Alan Davis, expressing our gratitude to the Indigenous peoples on whose lands we live and work at KPU. Dr. Davis provided a written President's report and presented the annual update on *Educational Excellence: A White Paper on KPU's Research and Scholarship*. The update will be forwarded to the Senate Standing Committee on Research and Graduate Studies for further discussions.

Diane Purvey provided a written Provost's report and presented the academic plan update. Dr. Purvey shared details regarding funding allocations for the upcoming strategic initiatives, which include teaching releases. The academic plan update will be forwarded to the Senate Standing Committee on Academic Planning and Priorities for further discussions.

The Senate Standing Committee (SSC) highlights include:

- SSC on Curriculum – Senate approved the Psychology department's proposal on Bachelor of Applied Arts (BAA) determination of new degree. The approved proposal will be submitted to the Degree Quality Assurance Board (DQAB). Starting September, Senate will review course outlines in CourseLeaf system and during the Summer, the course outline manual website will undergo administrative revision to reflect the software transition.
- Senate Executive Committee – Senate approved to empower the SEC during July and August.
- Senate Governance and Nominating Committee – Senate approved a) the nominations for Senate Standing Committees; b) search advisory committee for Associate Dean, Wilson School of Design; c) changes to the *Election of Representatives to the University Board and Senate Rules and Regulations*. The election rules revision will reflect currency in official language and practices at KPU.
- Joint SSC on University Budget and on Academic Planning and Priorities – Senate endorsed the 2023-24 budget principles and priorities. Chervahun Emilien, Chief Financial Officer, presented the 2023-24 budget development timeline. The final draft budget is scheduled to be presented for approval at the February 2023 Board of Governors meeting, which is earlier than the prior year timeline.
- SSC on Policy – Senate approved the revisions of a) AC14 *KPU Credential Framework Procedure* and b) AC13 *Minimum qualification for faculty members Policy and Procedure* for recommendation to the Board of Governors.
- SSC on Program Review – The Chair presented five quality assurance plans approved by the committee between November 2021 to May 2022: Product Design, History, Foundations in Design, Mathematics and Fashion Technology programs. In addition, the 2021/22 Annual Program Review Update was shared. The committee reviewed and approved 37 reports this academic year, which is a record-breaking number of reports reviewed!

- SSC on Research and Graduate Studies, and SSC on Tribute have submitted the written updates.

Zena Mitchell, Registrar, presented a list of June 27, 2022 graduates and provided a notice of Fall byelection. There will be four Senator seats available: three faculty (Faculty of Academic and Career Preparation, Faculty of Arts, Faculty of Health) and one support staff.

The meeting was adjourned with the Chair sharing our appreciations to outgoing Senators.

Have a wonderful Summer!

*Amy H. Jeon, Vice-Chair, Senate*

Notable Quotes from the meetings VC attended this month:

*“That’s super aggressive in Teams culture!”*

*“If you say my name three times, I appear.”*

*“If I don’t write it down, it’s not going to happen!”*

*“Thumbnail...nostrils...”*

*“Always good time to be a virus!”*

*“Let’s make sure to save a copy on VHS.”*

*“It’s rental Manitoba”*