Regular Meeting Agenda

Board of Governors

Date: **February 1, 2017**
Time: **4:00 pm – 5:33 pm**
Location: **Surrey Campus,**
Cedar Boardroom 2110

Attending: Doug Beaton, Sandra Case, Tanya Corbet, Alan Davis, Gavin Dew, Allison Gonzalez, Marc Kampschuur, Jamie Kokoska, Michael McAdam, Hanne Madsen, Suzanne Pearce, Kim Rose, Sarbjeet Sarai, Eric Wirsching

Excused: George Melville

Guests: Lincey Amora, Russell Liu, Kim McMartin of the Kwantlen Public Interest Research Group (KPIRG*)*

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

Presenters and Administrative Resources: Jane Fee, Salvador Ferreras, Marlyn Graziano, Jon Harding, Vivian Lee, Maggie MacKenzie, Lori McElroy, Joe Sass, Stefanie Singer, Keri van Gerven, Shelley Wrean

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

Agenda Item	Resource	Action	Time	Page
1. **Call to Order & Introductory Remarks**	**Hanne Madsen**		**4:00**	
2. **Presentation: Kwantlen Public Interest Research Group (KPIRG*)*	**Russell Liu**	E	4:00-4:15	
3. **Approval of Agenda**	**Hanne Madsen**	M	4:15-4:16	1
4. **Consent Agenda**	**Hanne Madsen**	M	4:16-4:18	4
4.1. **Minutes of November 23, 2016**				5
4.2. **2016/17 Interim FTE Report**				10
4.3. **Third Quarter AVED Forecast**				13
5. **Presentation: Academic Plan 2018 – Mid-Year Report**	**Salvador Ferreras**	I	4:18-4:33	15
6. **Reappointment of the Chancellor**	**Alan Davis**	M	4:33-4:36	30
7. **Audit Committee Report**				
7.1. **Committee Chair Report**	**Doug Beaton**	I	4:36-4:38	
8. **Finance Committee Report**				
8.1. **Committee Chair Report**	**Doug Beaton**	I	4:38-4:40	

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9.	**Governance Committee Report**				
9.1.	Committee Chair Report	Hanne Madsen	I	4:40-4:42	
9.2.	VISION 2018 – Targets for New Measures	Lori McElroy	M	4:42-4:47	34
9.3.	Skills Gap Plan	Lori McElroy	I	4:47-4:50	38
9.4.	ST7, Student Conduct (Non Academic) Policy & Procedures and the Board Appeals Tribunal Non Academic Misconduct	Salvador Ferreras /Jane Fee	M	4:50-5:00	43
9.5.	Appointment of the Board Representative on the KPU Foundation Board of Governors	Hanne Madsen	M	5:00-5:02	49
9.6.	Appointment of the Board Representatives on Senate	Hanne Madsen	M	5:02-5:04	60
10.	**President's Report**				
10.1.	Report to the Board	Alan Davis	I	5:04-5:07	
11.	**Provost's Report**				
11.1.	Report to the Board	Salvador Ferreras	I	5:07-5:10	
12.	**Vice President, Finance & Administration's Report**				
12.1.	Report to the Board	Jon Harding	I	5:10-5:13	
13.	**University Secretary's Report**				
13.1.	Update on the Board Budget as at January 24, 2017	Keri van Gerven	I	5:13-5:16	61
14.	**Senate Report: November 21, 2016 and December 19, 2016**	Alan Davis	I	5:16-5:19	62
15.	**Issues and Concerns**	Hanne Madsen	D	5:19-5:22	
16.	**Next Meeting Agenda Contribution**	Hanne Madsen	D	5:22-5:24	
17.	**For the Good of the Order**	All	D	5:24-5:27	
18.	**Feedback on the Meeting**	All	D	5:27-5:30	

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19. Appendix:			
19.1. Report to the Board of Governors	**Alan Davis**	**I**	**5:30-5:32**
20. Next Meeting	**Hanne Madsen**	**I**	**5:32-5:33**
Regular Board Meeting			
Wednesday, March 29, 2017			
Langley Campus, Meeting Room 1020			
4:00 – 7:00 pm			
21. Adjournment	**Hanne Madsen**		**5:33**

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

Action Requested:	☒Motion to Approve
	☐Discussion
	☐Information
	☐Education

Recommended Resolution:	**THAT the Board of Governors approve the following item on the Consent Agenda:**
	4.1 Minutes of November 23, 2016
	AND
	THAT the Board of Governors receive the following for information:
	4.2 2016/17 Interim FTE Report
	4.3 Third Quarter AVED Forecast

Attachments:	1. Minutes of November 23, 2016
	2. 2016/17 Interim FTE Report
	3. Third Quarter Quarter AVED Forecast

| **Submitted by:** | Maggie MacKenzie |

| **Date submitted:** | January 24, 2017 |

Present	**Board**	**University Vice Presidents**

Present   **Board**

Lisa Skakun / Chair
Douglas Beaton
Tanya Corbet
Alan Davis / President & Vice
 Chancellor
Allison Gonzalez
Marc Kampschuur
Jamie Kokoska
Michael McAdam
Hanne Madsen / Vice Chair
Suzanne Pearce
Kim Rose
Praveen Vohora
Eric Wirsching

University Vice Presidents

Salvador Ferreras / Provost & VP Academic
Jon Harding / VP, Finance & Administration

University Community Members

Marlyn Graziano / Executive Director, External &
 Government Affairs
Vivian Lee / Director, Budgeting, Planning & Payroll
Maggie MacKenzie / Confidential Assistant, Board of
 Governors
Lori McElroy / Executive Director, Institutional Analysis &
 Planning
Joe Sass / Director, Business Performance & Advisory
 Services
Stefanie Singer / Manager, Budgeting & Planning
Keri van Gerven / University Secretary & Confidential
 Assistant to the President & Vice Chancellor

Regrets   Sandra Case
George Melville / Chancellor

Guests:

Alex McGowan / VP External (President), KSA Executive
Tanvir Singh / VP Student Services, KSA Executive
Rawan Ramini / VP Finance & Operations, KSA Executive
Natasha Lopes / VP Student Life, KSA Executive

1. Call to Order   The Chair called the meeting to order at 4:02 pm and welcomed guests.

2. Approval of Agenda   **Motion #12-16/17**
MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the agenda with the withdrawal of Agenda Item 6.2 - Bylaw 4, *Fees*.

3. Kwantlen Student Association (KSA)   Alex McGowan / VP External (President) introduced the other members of the KSA Executive and provided an overview of his role, the KSA and its Student Council. Tanvir Singh, Rawan Ramini and Natasha Lopes also presented overviews of their roles and responsibilities and the programs and services offered by the KSA.

Discussion followed and it was noted that the KSA has built strong relationships with administration and faculty and has established partnerships with the university. The KSA employs five managers and 50 staff. It was also noted that Student Board members Allison Gonzalez and Eric Wirsching previously served on the KSA Executive and that Dr. Jane Fee serves as the primary liaison with the KSA.

4. Consent Agenda	**Motion #13-16/17** **MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following item on the Consent Agenda:** **4.1 Minutes of September 21, 2016** **AND** **THAT the Board of Governors receive the following for information:** **4.2 Academic Schedules 2017/18 and 2018/19** **4.3 Second Quarter AVED Forecast - Quarter ending September 30, 2016** **4.4 Second Quarter Financial Report of Operating Fund Only – Quarter ending September 30, 2016** **4.5 HSBC Global Asset Management Investment Compliance Report and Portfolio Review** **4.6 RBC Wealth Management, Dominion Securities Investment Adherence Report and Portfolio Review** **4.7 Signing Authority Spending Limits**	
5. Audit Committee Report	***5.1 Committee Chair Report*** Praveen Vohora advised that the item discussed at the November 8, 2016 meeting is included on the Agenda. ***5.2 Integration of Risk Management & Internal Audit*** Joe Sass provided the background for integration of risk management within the Business Performance and Advisory Services department and highlighted the diagram that demonstrates how risk management and internal audit will be integrated.	
6. Finance Committee Report	***6.1 Committee Chair Report*** Praveen Vohora advised that the committee received presentations from HSBC Global Asset Management and RBC Wealth Management on KPU's Investment Portfolios which were included in the Agenda package as part of the Consent Agenda. ***6.2 Bylaw 4, Fees*** Item 6.2 Bylaw 4, *Fees* was withdrawn from the Agenda.	
7. President's Report	Alan Davis advised that the President's Report is included in the Report to the Board. ***7.1 Submission to the Select Standing Committee on Finance and Government Services*** Alan Davis noted that, as mentioned in his report, he was a member of a joint post-secondary presentation to the Select Standing Committee on Finance & Government Services in early October. Dr. Davis also noted that KPU's submission to the committee was included in the Board Agenda Package for information.	

Dr. Davis advised that a presentation by the consultant assisting in the development of KPU's Brand Strategy is scheduled for next week and noted that plans are also underway for a presentation to the Board.

8. Provost's Report		Salvador Ferreras noted that the Provost Report is included in the Report to the Board and stated KPU has developed a template for how dual credit programing between high schools and KPU are established and promoted.

Dr. Ferreras advised that the BC Government has committed that apprentices be hired for public projects and that DGS Construction has demonstrated its support for trades training by hiring 30 apprentices for the construction of the Wilson School of Design.

Dr. Ferreras also advised that transition plans are being developed for receiving secondary students at post-secondary institutions, and more specifically for KPU, as a result of the redesigned curriculum for grades 10-12.

9. Vice President, Finance & Administration

Jon Harding advised that the Vice President, Finance & Administration's Report is included in the Report to the Board. Mr. Harding also announced that Jennifer Chung will join KPU as Controller in mid-December.

10. University Secretary's Report

10.1 Update on the Board Budget as at November 15, 2016

Keri van Gerven highlighted the University Secretary's Report providing a snapshot of the year to date 2016/17 Board Budget. Ms. van Gerven also noted that this report will be a standard item on future Board Agendas.

11. Reappointment of the Chancellor

Alan Davis confirmed that the Alumni Association unanimously approved the Search Advisory Committee's recommendation that George Melville be nominated for reappointment for a second term as Chancellor. In line with the *University Act*, Senate was consulted at its meeting held on November 22, 2016 with no comments received other than expressed pleasure that George Melville agreed to serve another term.

The Board Office is awaiting receipt of Senate's official response. Accordingly, Reappointment of the Chancellor will be added to the February 1, 2016 Board Meeting Agenda.

12. Election of Officers

University Secretary, Keri van Gerven conducted the Election of Officers.

Chair
The first call for nominations for Chair was given.
   Hanne Madsen was nominated and accepted the nomination.
The second call for nominations was given.
   No nominations were put forward.
The third call for nominations was given.
   No nominations were put forward.
Nominations were closed.

Hanne Madsen was acclaimed Chair effective January 1, 2017.

Vice Chair

The first call for nominations for Vice Chair was given.
     Tanya Corbet was nominated and accepted the nomination.
The second call for nominations was given.
     No nominations were put forward.
The third call for nominations was given
     No nominations were put forward.
Nominations were closed.

Tanya Corbet was acclaimed Vice Chair effective January 1, 2017.

Lisa Skakun stated that it has been an honor to serve as Chair and a member of the KPU Board and thanked Dr. Davis and his team for their support during her tenure.

Alan Davis acknowledged and thanked Lisa Skakun for the important role she has had in the planning process and for her contributions to the effective operation of the Board.

13. Senate Reports: September 26, 2016 and October 24, 2016	Alan Davis advised that the Senate Reports for September 26, 2016 and October 24, 2016 were included in the meeting package. Dr. Davis highlighted a number of other activities including the reorganization of the Senate Office under the direction of the Associate Registrar, Senate & Curriculum. Additionally, in line with discussions at the 2016 Governance Retreat, Senate will commence a process to review and evaluate itself and its committees and their respective terms of reference over the next two years.
14. Issues and Concerns	No issues or concerns were identified.
15. Next Meeting Agenda Contribution	Board members were asked to send contributions for the next meeting agenda to Keri van Gerven.
16. For the Good of the Order	▪ John Aldag, Member of Parliament for Cloverdale and Langley, recently visited the Langley Campus and toured the Brewery & Brewery Operations program facilities. ▪ KPU Brewing and Brewery Operations Grad and Head Brewer for Big Ridge Brewing Co. in Surrey took first place at the BC Beer Awards. Several other award winners also have KPU grads on their teams.
17. Feedback on the Meeting	Great presentation by the members of the KSA Executive. It is good to have presentations by different areas of KPU and learn about what they do and what they believe makes KPU special.
18. Appendix:	The Report to the Board of Governors was received.
19. Next Meeting	Wednesday, February 1, 2017 at the Surrey Campus, Cedar Boardroom 2110 beginning at 4:00 pm.

Board members wishing to attend a meeting via videoconference or teleconference are asked to notify Keri van Gerven or Maggie MacKenzie well in advance of the meeting so that the set up can be completed and the technology tested prior to the start of the meeting.

20. Adjournment   The meeting adjourned at 4:52 pm.

E-Vote – October 8, 2016   **Associate Vice President, Academic Search Advisory Committee**

Motion #11-16/16
MOVED, SECONDED AND CARRIED THAT the Board of Governors appoint Eric Wirsching to the Associate Vice President, Academic Search Advisory Committee.

_____
Board Chair

Board of Governors   **Regular Meeting**
Consent Agenda Item: 4.2
Meeting Date: **February 1, 2017**
Presenter(s):   **Hanne Madsen**

Agenda Item:	**2016/17 Interim FTE Report**

Action Requested:	☐Motion to Approve ☐Discussion ☒Information ☐Education

Recommended Resolution:	N/A

Board Committee Report:	The Board Finance Committee reviewed and discussed the 2016/17 FTE Report at its meeting held on January 9, 2017.
Context & Background:	FTE estimates are provided to the Ministry every Fall. The purpose is to determine whether we are on track to achieve our FTE targets for the fiscal year. We also update the estimates based on initial enrolments for the Spring term for internal purposes as this helps Finance determine whether revenue estimates for tuition in the 2015/16 budget are likely to be realized.
Key Messages: *[maximum of three]*	1. **We expect to achieve our FTE targets except for the Developmental Target.**
Attachments:	FTE Estimates for Fiscal Year 2016/17
Submitted by:	Lori McElroy
Date submitted:	January 10, 2016

![KPU | KWANTLEN POLYTECHNIC UNIVERSITY]

January 4, 2017

INFORMATION NOTE

Prepared for:	KPU Board of Governors
TOPIC:	FTE Estimates for 2016/17
Prepared by:	Lori McElroy, Executive Director, Institutional Analysis and Planning

Context and Background:

As required by the Ministry of Advanced Education (AVED), each year we estimate FTEs for the entire fiscal year based on actual FTEs as of October of that fiscal year. We use prior year data as the basis for the forecast, using information on how, in past years, October FTEs related to total FTEs for the entire year. In May we will submit the actual FTES for the fiscal year.

Generally the estimates have an overall accuracy within 98-99% of the actual FTES. However, given changes in recent years with the new admissions model, past data may not be as predictive of future performance, so our FTE estimates may not be as accurate until we develop some history with the new model. To provide information on the accuracy, we have included updated information on FTEs based on actual enrolments as of January 3, 2017. This are presented below.

> FTE Definition: FTE counts are the equivalent to the number of students taking a full-course load. A full-load is the number of credits required to complete the program in the standard time allotted. For example, for a 4-year degree program with a 120-credit requirement, a full-load would be 30 credits each year.

FTE Estimates:

FTE Forecast and Forecast FTE Utilization against FTE Targets for 2016/17

Our funding is based on domestic FTEs. AVED sets FTE targets in three areas: Health programming, Developmental programming and other AVED-funding programming. The table below provides the FTE targets for the 2016/17 fiscal year, together with forecasted FTEs, and forecasted FTE Utilization. FTE Utilization is an AVED defined measure, showing what percentage of the FTE target was achieved. This percentage can exceed 100%. If our utilization is less than 90% of the target we are required to provide a plan for how we will achieve the target in the future in our Accountability Plan and Report.

Based on the forecast, we expect to achieve the domestic FTE targets overall, but do not expect to achieve the targets for Health and Developmental programming. Note the very low target utilization for Developmental FTEs (delivered by the ACA Faculty), showing a continual decline from the previous year (see second table). Also Health utilization is lower than last year. The Health FTEs are much harder to estimate than Developmental FTEs given all the changes in Health programming for this year, so this estimate may be less accurate than it has been in past years.

	FTE Target FY 2016/17	FTE FORECAST FY 2016/17	FORECAST FTE Utilization
Health	736	700	95%
Developmental	968	480	50%
AVED Other	7,373	7,963	108%
Total AVED	9,077	9,143	101%

FTE Forecast and Forecast Utilization against FTE Targets for 2015/16

Note, for 2015/16 the forecast for Health and Developmental FTEs overestimated the actual FTEs, and hence FTE Utilization was also overestimated.

	FTE Target FY 2015/16	FTE FORECAST FY 2015/16	FORECAST FTE Utilization	Actual FTEs FY 2015/16	Actual FTE Utilization
Health	726	750	103%	705	97%
Developmental	968	570	59%	526	54%
AVED Other	7,383	7,525	102%	7,699	104%
Total AVED	9,077	8,846	97%	8,930	98%

Comparison of Actual FTEs for October 2015 and 2016

This compares actual FTEs as of October of 2015 and 2016, showing the decline in Developmental FTEs, the smaller decline in Health FTEs. It also shows an increase in Other AVED funded FTEs, as well as in ITA and International FTEs.

	Actual Oct 2015	Actual Oct 2016	Oct 2016/Oct 2015
Health	419	410	98%
Developmental	324	287	89%
AVED Other	4,404	4,505	102%
Total AVED	5,147	5,202	101%
ITA	414	486	117%
Total Domestic	5,561	5,688	102%
International	848	958	113%
Total	6,409	6,646	104%

Comparison of 2016/17 FTE October Forecast with Actual FTEs as of January 3, 2017

The FY 2016/17 covers enrolments for the summer 2016, fall 2016 and spring 2017 terms—any course that starts in the fiscal year is counted in that year. The spring term began January 4, 2017, so enrolments as January 3 provide a good estimate of actual enrolments for the fiscal year. Note, though, that enrolments will continue to grow after January 3, as students can add courses up to January 10 for full-term courses, and until March 7 for partial-term course that begin March 6. In the 2015/16 fiscal year, FTEs increased by 5% from beginning of January to end of the fiscal year. Assuming the same factor for this fiscal, we can expect the final FTE to be about 11,739, just slightly under the estimate of 11,771.

	Oct. FTE FORECAST FY 2016/17	Jan. FTE Actual FY 2016/17	January Actual FTEs/ October Forecast FTEs
Health	700	622	89%
Developmental	480	429	89%
AVED Other	7,963	7,379	93%
Total AVED	9,143	8,430	92%
ITA	1,069	1,049	98%
Total Domestic	10,212	9,479	93%
International	1,559	1,701	109%
Total	11,771	11,180	95%

Note, the January actual FTEs were obtained from KBIT, our tool for extracting enrolment information. It estimates FTEs using a method that is somewhat different than the method we use for our official reports to AVED in October and May. However, the two methods generate very similar results.

	Board of Governors	Regular Meeting
	Consent Agenda Item:	4.3
	Meeting Date:	February 1, 2017
	Presenter(s):	Jon Harding

KPU

Agenda Item:	**Third Quarter AVED Forecast**

Action Requested:	☐Motion to Approve ☐Discussion ☒Information ☐Education

Recommended Resolution:	N/A

Board Committee Report:	The Board Finance Committee reviewed the Third Quarter AVED Forecast at its meeting held on January 9, 2017.

Context & Background:	N/A

Key Messages: *[maximum of three]*	**1.** The Q3 financial results reflect a surplus for the fiscal year-ended March 1, 2017 of $23K. This surplus is consistent with the Q2 forecast. This result incorporates the reduction in domestic enrolment from prior fiscal year and other inflationary factors being largely offset by the growth in international enrolments. **2. Revenues:** • AVED funding is approximately $410,000 greater than budgeted as KPU received funding for the increase related to the Economic Stability Dividend announced in early spring which was not part of the communicated fiscal 2016/17 planned Operating Grant. • Domestic enrolments are trending as expected while International enrolment is higher than anticipated. **3. Expenses:** • Salaries and benefits, and non-salary expenses are also projected to be lower than budgeted, in line with the reduction in revenue generating activity. • KPU is continuing to encourage all faculties and units to maintain strong control over non-salary spending where possible.

Attachments:	1. Statement of Operations

Submitted by:	Jon Harding

Date submitted:	January 10, 2017

STATEMENT OF OPERATIONS

Please report all debits as positive numbers and credits as negative numbers	Forecast 2016/17	Projections 2017/18	2018/19	2019/20
		- \$thousands -		
Revenue - (credits)				
Amortization of contributions:				
Operating contributions from Provincial Ministries	(70,746)	(72,092)	(73,464)	(74,293)
Operating contributions from Provincial Crown Corps & Agencie	(3,648)	(3,648)	(3,648)	(3,648)
Operating contributions from the Federal Government	(280)	(280)	(280)	(280)
Operating contributions from other sources	(158)	(158)	(158)	(158)
Deferred capital contributions from Province	(5,242)	(5,972)	(6,334)	(6,362)
Deferred capital contributions from Federal Government	(153)	(187)	(221)	(221)
Deferred capital contributions from Other Sources	(198)	(198)	(198)	(198)
Contributed surplus	-	-	-	-
Sales of goods and services to Provincial Ministries (including contracts)		-	-	-
Sales of goods and services to Crown Corps & Agencies (including contracts)				
Sales of goods and services to others (contracts and other sales)	(750)	(788)	(827)	(868)
Sales of goods and services to others (Ancillary Services)	(6,821)	(6,821)	(6,821)	(6,821)
Domestic Tuition and Mandatory Fees	(39,442)	(39,639)	(39,837)	(40,037)
International Tuition and Mandatory Fees	(29,047)	(31,080)	(32,945)	(34,922)
Recognition of endowment investment income	-	-	-	-
Realized investment earnings (gains)/losses	(250)	(250)	(250)	(250)
Earnings from commercial subsidiaries (GBE's)	-	-	-	-
Investment Earnings (not included above)	(1,300)	(1,000)	(1,000)	(1,000)
Other revenue (not included above)	(3,574)	(3,574)	(3,574)	(3,574)
Total Revenue	(161,609)	(165,687)	(169,557)	(172,632)
Expenses - debits				
Salaries and benefits	116,161	118,145	120,126	121,611
Cost of goods sold	3,810	3,848	3,887	3,925
Operating costs paid to Provincial Ministries				
Operating costs paid to Provincial Crown Corps & Agencies				
Other operating costs (less amortization & debt servicing)	28,161	28,792	30,142	31,694
Capital asset amortization expense	11,954	13,402	13,902	13,902
Capital asset write-downs				
Grants to Crown corporations and agencies				
Grants to third parties (Scholarships)	1,500	1,500	1,500	1,500
Grants to third parties (Foundations and Other)				
Debt service costs (net of sinking fund earnings)				
Amortization of debt issue costs				
Other				
Total Expense	161,586	165,687	169,557	172,632
Net (Revenues)/Expenses before extraordinary items	(23)	-	-	-
(Gain) loss on sale of capital assets	-	-	-	-
Net (Revenues)/Expenses	(23)	-	-	-
Unallocated Pressures (use in Q1 only)				
Operating Net (Income) Loss (for Ministry)	(23)	-	-	-
Endowment (restricted asset) contributions	-	-	-	-
Net (Income) Loss (PSI)	(23)	-	-	-

Agenda Item:	**Academic Plan 2018 – Mid-year report**

Action Requested:	☐Motion to Approve ☐Discussion ☒Information ☐Education

Recommended Resolution:	**n/a**

Board Committee Report:	*For University Secretariat Use Only*
Context & Background:	Mid-year report on the performance of Academic Plan 2018.
Key Messages: *[maximum of three]*	**n/a**
Resource Requirements:	n/a
Implications / Risks:	n/a
Consultations:	*n/a*
Attachments:	Academic Plan Mid-year Report - February 1, 2017
Submitted by:	Salvador Ferreras, Provost and Vice President, Academic
Date submitted:	January 24, 2017
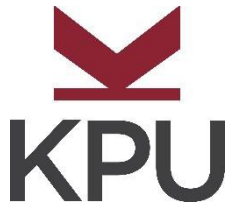
The period between the November 23, 2016 meeting and this meeting saw a sharp increase in activities and intensity related to everything from policy developments, program changes, new partnership opportunities and exciting new building designs and construction. KPU seems to have hit the screen of many outside interested parties and industries. On the academic front we have embarked on an ambitious set of projects related to improving quality assurance, admissions, enrolment, Aboriginal participation, leadership recruitment, restructuring and the launch of our new Teaching Fellows and Creative Capital initiatives. The remainder of this academic year we will bring forth some very positive and progressive actions that will further consolidate our operations and reinforce the quality of our educational programming.

KPU's Academic Plan 2018, approved in June 2014, is progressing well on most strategies. The university is at a point in the implementation of the plan where the institution is able to track progress, selected metrics and to an extent, the impact of the plan's strategies on academic and enrolment activities. This mid-year report that follows will provide an update on activities directly related to the four goals of the Academic Plan.

Goal #1 - To offer exceptional learning environments attuned to learners

o   Working with program steering committee and faculty steering committee to ensure facilities and audio-visual elements of KPU Civic Plaza comply with best practices in classroom equipment and deployment. All elements from technology to student spaces to security are now in an advanced stage of development and design. IT is undertaking some preliminary research on new educational technologies for the classroom.

o   KPU's Teaching and Learning Commons is mobilizing with a variety of planned activities that will occur during Reading Week 2017 and on into the summer. A teaching and learning symposium is being planned for early summer. There are now regular orientations and consultations with faculty, staff, students, and coordinators. Teaching @ KPU will be revised to better reflect the ongoing work of the newly named Teaching and Learning Commons.

o   The Provost's Office has embarked on orientation and training sessions for present and incoming Education Leave Committee members. These sessions aim to strengthen decision-making and revitalize adjudication approaches.

o   The appointment process of the KPU Teaching Fellows has now been completed and work is already underway. The KPU Teaching Fellows are:

   ▪   Dr. Rajiv Jhangiani – Open Studies
   ▪   Dr. David Burns – Learning Outcomes
   ▪   Dr. Larissa Petrillo – Experiential Learning

o   The Senate-appointed Creative Capital Fund selection committee concluded its adjudication in December 2016. The following projects have now been successfully launched.

- Physics Remote Web-based Science Labs (RWSL) – led by Dr. Takashi Sato and Jillian Lang.

  The primary aims of this proposal are (1) to build local experience and expertise in the delivery of online laboratory science courses by running an online lab section in Physics, (2) to establish the first unit of remotely operated lab equipment for KPU and (3) to lay the foundations for later reports of our experience at scholarly venues.

- Teaching Fellow Student Research Assistants project led by Dr. David Burns, Dr. Farhad Dastur and Dr. Larissa Petrillo.

  This project proposes hiring four students for the year (one per theme and one for general educational development) to coincide with the Teaching Fellows' appointments. The students will have the opportunity to develop and apply their skills and knowledge (e.g. communication, media development, marketing and promotion, educational studies, etc.) in educational development activities and provide an important perspective to the Fellows' and Commons' activities.

- Nicola Harwood – Summoning (NO WORDS) performance piece

  Summoning (No Words) is an interactive sound installation built from the female voice. The performance project is a response to violence against women, including missing and murdered Indigenous women in Canada. This project is being created by a team of exceptional Canadian artists and researchers, including a KPU faculty member and two KPU student researchers.

Goal #2 - To increase experiential learning opportunities

o   Co-op placements have experienced a steady and healthy increase over the past five years. Placements for Summer and Fall 2016 are currently up 32% (282 versus 214) over the same period last year. Indications are that KPU will likely exceed easily 400 placements for fiscal 2016/17.

o   We continue to explore real-world opportunities for learners and instructors alike. The latest farm school collaboration is the new Farm Roots dual-credit program between the Faculty of Science and Horticulture's Sustainable Agriculture program and the Delta School District. On a related note, this past Fall saw the second bountiful harvest from the Institute for Sustainable Food Systems and Tsawwassen First Nation farm school.

o   Student and faculty alike have joined a diverse Vancouver community of science enthusiasts for the very popular KPU/Science World Speaker Series.

o   The CPS Beekeeping program continues to build in both reputation and scope. Ten students recently completed the inaugural cohort. These women and men ranged in age from the youngest at 19 to the oldest in her mid-50's. Since completing the training two have purchased existing beekeeping operations and are up and running. Two others students were hired by commercial operators before completing their studies and an additional two students have gone into a business partnership with each other.

o   Project Apis M, a Costco-funded project to revitalize the pollenating hive industry in the US, contributed $15,000 to our training to enable our students this past year to tour operations in BC and Alberta as well as attend the largest beekeeping conference in Canada held in Edmonton.

Goal #3 - To define learning outcomes and methods of demonstrating student   capability

o The following are but a representative sample of both the depth and breadth of the work underway at KPU to support and realize Goal #3 central objective.

o The new curriculum development guidelines and submission practices now reflect a direct embedding of learning outcomes for all new programmes. This transition is but the first step in the eventual adoption of institutional and program learning outcomes that will enrich educational delivery at KPU.

o In 2016, the School of Business's Faculty Council established a quality committee, which built upon the work of the Business Education Framework process, the May 2015 two-day faculty workshop on Learning Outcomes and the commitment of departmental Chairs. The Quality Committee began the process of identifying the key learning outcomes and the metrics for both the core Business Education Framework and for the specialties, i.e. each program credential. As we enter 2017 the program metrics will be implemented and the school will begin to identify the course-level learning outcomes and relevant course-level metrics. Faculty engagement has increased and recognized the positive impact of these developments on program consistency and quality.

o Other initiatives that support Goal #3 include the continuing work on outlining and defining a KPU Quality Assurance Framework. These important steps will further prepare KPU for the Quality Audit exercise that all BC post-secondary institutions will be required to undertake over the next five years.

Goal #4 - To ensure student success and well-being

o KPU's new Director, Services for Students with Disabilities brings to our institution solid expertise in Universal Design Learning (UDL) principles. UDL principles are guiding the architectural designs for our new KPU Civic Plaza campus as well as the much anticipated Wilson School of Design building.

o The Faculty of Arts and KPU International have taken on the completion of selected courses to be the first offerings of the KPU Global Competencies project next Fall 2017.

o Student well-being is front of mind in the development of our newly adopted Field School Guidelines. This comprehensive document is a state-of-the-art guide featuring best practices and transparent accountability to ensure our students enjoy meaningful, safe, and enriching learning experiences during their respective field school studies.

o The Senior Director, Student Affairs is collaborating with Indigenous education leader Kory Wilson to offer a tiered Indigenous Competencies certification.

o KPU Arts and Student Affairs are also collaborating on a study assessing the needs of Aboriginal learners across KPU communities. The findings will bring recommendations that will be presented to administration in May 2017. This study, combined with an equally valuable study commissioned by our CPS division, will provide the University with essential information to guide enrolment strategies that will ensure a planned increase in Aboriginal student participation.

o *Introduction to Indigenous Studies* is now a required course for Faculty of Arts students majoring in Journalism. Students will learn about the histories, cultures, and contemporary situation of Indigenous peoples in North America, with special attention to Indigenous peoples in Canada. They will explore pre-contact histories and cultures, and critically examine and challenge assumptions acquired from colonial culture. Students will be exposed to elements of

Indigenous teachings and traditional knowledge from various Indigenous perspectives, including those of Elders and local communities.

o First Year Committee (FYC): Following its establishment in Fall 2016, the FYC has delivered on the first part of its mandate by drafting a philosophy statement for the first year: "A student's first year is a transitional time often characterized by curiosity, excitement, anticipation and uncertainty. KPU, as a community, commits to supporting every student in their first year as they explore the larger world and their own possibilities within it."

Operating with this philosophy at the forefront, the FYC is now turning its focus to:

   o the development of a framework for the first year, and inventory of current first year initiatives
   o the identification of service and programming gaps for first year students, and
   o the coordination of first year programming and program development.

o The Faculty of Trades and Technology's Parts and Customer Services department offered a program for students with disabilities as part of a larger Skills Development and Employment Branch (SDEB) special funding.

o KPU recently acquired DegreeWorks, a comprehensive academic advising, transfer articulation and degree audit software solution - all with the common goal of providing students the tools needed to help them graduate on time. A project team has been convened of participants from the Office of the Registrar, Advising, and IT to work with the vendor (Ellucian) and the technical training phase commenced.

o Other student-friendly activities at KPU include the addition of advising support, and a more robust and integrated academic advising policy.

o On the fitness and wellness front KPU Surrey has experienced a healthy increase in visits and increased memberships including both students and employees.

o Senate has recently approved and/or recommended important policies on academic misconduct, non-academic misconduct, and grade appeals.

o Policies represent a significant element of the background supporting student success and well-being. The following policies have been recently approved and will become active at varying times in the near future.

AC10   Establishment, Revision, Suspension and/or Discontinuance of Programs
GV9   Establishment and/or Discontinuance of Faculties and Departments
GV10   Mission, Vision and Values Development and Amendment
SR13   Closed Circuit Television (CCTV) Cameras
ST2   Student Academic Integrity
ST3   Grade Appeals
ST7   Student Conduct (Non-Academic) (Board approved expected Feb. 1st, 2017)

Recent notable meetings, conferences and events attended by the Provost:
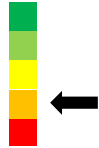
- Twentieth Annual Awards and Scholarships dinner at River Rock Casino on November 24
- Travelled to the Quality Network for Universities/Conference Board of Canada 4th Summit on Skills in Post-Secondary Education November 29 - December 1 in Toronto
- Made a successfully funded presentation and request to the KPU Foundation Board to launch an Indigenous STEM forum at KPU Surrey in the Spring of 2016
- Attended campus wide holiday social events

- Attended BC Association of Institutes and Universities (BCAIU) Vice Presidents Academic regular meeting December 9
- Participated in meetings with Education Planner B.C. (EPBC) governance working group with other post-secondary colleagues and AVED representatives on December 6 and January 17
- Attended planning session for KPU's sponsor participation with SFU on the C2U Community Expo to be held May 1 - 6 at SFU Surrey, Downtown Vancouver and KPU Surrey
- Continued meetings with potential acupuncture clinic hosts in preparation for KPU's Acupuncture Diploma third semester inaugural clinical placements
- Attended Deloitte session on emerging economic and technological trends and forecasts
- Attended Faculty of Science and Horticulture's Environmental Protection Technologist full accreditation certificate presentation from Technology Accreditation Canada (TAC)
- Attended regular meeting of the BC Senior Academic Administrators Forum meeting January 18
- Attended lunch hosted by Faculty of Academic and Career Advancement Dean Patrick Donahoe to meet and share feedback with students in the Youth Aging Out-of-Care program December 15
- Will be attending the American Association of Colleges and Universities, the largest US academic conference to be held this year in San Francisco on January 25 - 27
- Opening comments and introductions welcoming author Anosh Irani at the annual Faculty of Arts "KPU Reads" January 30
- Introduction and welcoming of KPU honorary Doctorate recipient and prominent conductor of the Vancouver Symphony Orchestra, Bramwell Tovey as part of the ongoing Third Age Learning at Kwantlen sessions
- Chairing the senior administrator reappointment committee for University Librarian
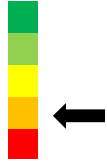- Chairing search advisory committee for Associate Vice President Academic
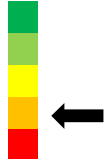
INSTL will work closely with the Office of Research and Scholarship to encourage and promote the integration of research and scholarly activity with teaching and learning to yield enriched learning experiences.	←	←	
KPU will encourage renewal and innovation in our approaches to teaching and learning, by allocating one-time funding to support and update classroom technology.	←	←	IT has embarked on a complete analysis of needs and research on current and use-appropriate educational technology tools.
KPU will create the "Creative Capital" fund to promote and encourage the cultivation of new ideas around social, cultural, economic, health, sustainability and technological innovation. Funded projects will reflect, sustain and accelerate the goals of the Academic Plan and further KPU's polytechnic university mandate.	←	←	Projects have now been funded and are underway. Arrow will move to green as projects reach completion.

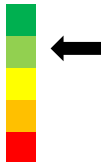| The University will establish KPU Open Studies as an innovative unit where learners can undertake competency based degree completion by building on their previous formal, informal and experiential learning; by designing a personalized degree plan within broad criteria; and accessing a wide range of online and open educational resources and courses as they study. Learners will have access to a well-developed advising and curriculum framework to bolster career and credential mobility and ensure access for those seeking to advance within or between program areas. KPU Open Studies will house our flexible Prior Learning Assessment and Recognition (PLAR) processes and engage with a variety of open learning initiatives such as the recognition of informal learning. KPU Open Studies will act as a liaison to key partnerships involving open educational resources such as the BC Campus Open Textbook project, and the Open Education Resource *universitas.*	←	←	This work has now been redistributed to the Teaching Fellow position, the Faculty of Arts (PLAR) and the Open Education Resources championed by Science and Horticulture, the Library and Arts.

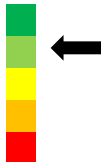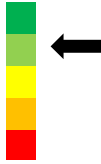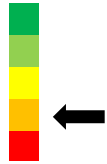| GOAL 2: To Increase Experiential Learning Opportunities			
Strategy	January, 2016	January, 2017	Comments
Launch course-based, faculty-led academic learning activities that are community-based. These activities will build integrated, mutually beneficial, innovative initiatives with our local school districts, regional businesses, and industry partners.			
Encourage community-engaged scholarship that aims primarily to benefit community life through teaching, discovery, integration and application of learning.			
Encourage scholarly activity to advance teaching through expanded knowledge, content engagement and knowledge mobilization. Launch faculty/student research projects embedded within existing programs through targeted research funding and administrative support to increase capacity and opportunity for applied and academic scholarship activity. KPU's community research will be increasingly focused on partnerships that yield experiential learning opportunities, keep our faculty current within their professional practice domains, and strengthen local career opportunities for our students. Such partnerships will cement our contact with thriving local companies, off-campus organizations and multiple community agencies.			KPU has been active in the area through the connection to the Canada-wide multi-insitutional group Research Impact. A restructuring of the Office of Research and Scholarship is underway to better align internal and external research, policy,industsy contracting and intellectual property. More work is needed to reach a steadier state of activities and accountabiity.
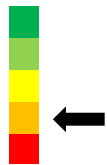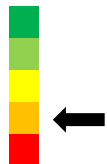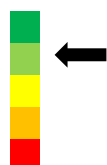
GOAL 3: To Define Learning Outcomes and Methods of Demonstrating Student Capability

Strategy	January, 2016	January, 2017	Comments
Ensure KPU's programs and courses focus on the cultivation of specific core competencies as applicable to their areas that demonstrate: • Creative and critical thinking • Media literacy • Social intelligence • Scientific and technological capacities • Global perspectives • Broad understanding of Indigenous culture, history and world views • Environmental stewardship • Social and economic entrepreneurship	(status indicator, arrow at orange)	(status indicator, arrow at yellow)	Much more work to be done in this area. Many of the bulleted items are being pursued through KPU International, the Teaching Fellows, Arts and Science, Design and by faculty/staff at large.
Align courses and program offerings with well-defined and clearly communicated learning outcomes through curriculum development and program review processes.	(status indicator, arrow at yellow)	(status indicator, arrow at yellow)	See Provost's Report to the Board for a descriptoin of the work in this area in the School of Business and Faculty of Arts
Develop, implement and evaluate models to assess competencies and learning outcomes at the course, program and institutional level.	(status indicator, arrow at orange)	(status indicator, arrow at yellow)	Workshops currently being held with many planned for the Spring/Summer

Engage a representative university team to work with Faculties and Departments to determine the most appropriate models of adapting of essential skills to diverse disciplines.	←	←	KPU has decided that this strategy is best approached at the individual Faculty and Program level. We will no longer be pursuing this as a strategy.

GOAL 4: To Ensure Student Success and Well-Being

Strategy	January, 2016	January, 2017
VISION 2018 Strategic Plan declares a commitment to internationalization; an emphasis on intercultural understanding and the development of successful global citizens. To do so we will expand our international recruitment, encourage diversity among the student body, and create real and virtual spaces that facilitate interaction between domestic and international students.		
Promote increased participation by Aboriginal peoples in the Lower Mainland of B.C. through the strengthening of recruitment of Aboriginal learners and support services to ensure their success by: • launching educational partnerships for learners of all ages with our eight neighbouring First Nations; • establishing an Elder-in Residence program by Fall 2014; • developing new KPU programs that will instill an understanding of indigenous culture, history and world views; and • enabling a global perspective by domestic and international student interaction and interdisciplinary curriculum.		
Provide an appropriate range of integrated and easily accessible student support services that improve rates of retention, progression through, and completion of studies		

Ensure educational services and programs provide accessibility to our students with disabilities and incorporate universal design principles for all teaching and learning.		
Engage students in the development and establishment of co-curricular programs and activities that enliven their learning and assist with transitions within KPU.		
Work with student groups to develop student-initiated activities, facilities and programs to bolster student participation while providing a social and physical environment that reinforces a sense of belonging and campus community.		
Recognize that recreation, athletics, and the physical and mental well-being of students are fundamental to a healthy campus environment and to positive learning experiences. The University will promote active participation in recreational activities and student varsity sports through the continued support and refinement of athletic and recreation programming that encourages student involvement and uses accessible club programming space.		

KPU will develop a comprehensive Mental Health strategy for the full university community.
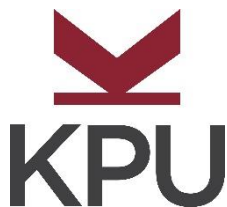
Agenda Item:	**Reappointment of the Chancellor**

Action Requested:	☒Motion to Approve ☐Discussion ☐Information ☐Education

Recommended Resolution:	**THAT the Board of Governors reappoint George Melville as Chancellor of KPU for a three year term from October 5, 2017 to October 4, 2020.**

Board Committee Report:	For University Secretariat Use Only
Context & Background:	As prescribed by section 11 of the *University Act*, the Board of Governors will appoint the Chancellor on nomination by the Alumni Association and after consultation with the Senate. The Chancellor holds office for three years and after that until a successor is appointed, and is eligible for reappointment but must not hold office for more than six consecutive years. The Chancellor must not be employed by a university.
Key Messages:	1. As outlined in the KPU Alumni Association's Procedures for Selection of the Chancellor, a Search Advisory Committee comprised of members of the Board of Governors, Senate and the Alumni Association was established to consider George Melville for reappointment as Chancellor of KPU. 2. The Search Advisory Committee met and unanimously recommended that the KPU Alumni Association approve the re-appointment of George Melville as Chancellor of KPU. 3. The Board of Governors was advised at its meeting held on November 23, 2016 that the Alumni Association Board of Directors unanimously approved the Search Advisory Committee's recommendation and that Senate would be consulted at its upcoming meeting. 4. Senate was consulted at its next meeting held on November 21, 2016 and confirmed its support for the reappointment of George Melville as Chancellor.
Attachments:	1. Supporting letter from the KPU Alumni Association 2. Memo from the Senate Office confirming Senate's support for the reappointment of George Melville as Chancellor
Submitted by:	Nancy Armitage, Manager Alumni Affairs
Date submitted:	January 24, 2017

KPU Board of Governors
Attn: President Alan Davis

November 16, 2016

Dear Dr. Davis,

As outlined by the *University Act*, the KPU Alumni Association (KPUAA) plays an official role in the selection of the KPU Chancellor. Our current Chancellor Dr. George Melville's initial three-year term, which began on Oct. 1, 2014, will be concluding in 2017.

According to the *University Act* there must be a chancellor of each university, who is to be appointed by the board on nomination by the alumni association and after consultation with the senate.

To this end, a Chancellor Search Committee was struck. The committee, chaired by David Dryden, Vice Chair of the KPUAA, along with representatives from the KPUAA, the KPU Board of Governors and the Senate met on November 10, 2016 and ratified a motion to recommend to the KPUAA that Dr. George Melville be re-appointed as Chancellor, and to request that he serve a second term

On behalf of the KPUAA, I am pleased to inform you that the board of directors has unanimously approved the recommendation of the Chancellor Search Committee to nominate Dr. George Melville to a second term as Chancellor.

Since his appointment in October 2014, Chancellor Melville has proven to be a tireless and dedicated ambassador for KPU. Through his presence at Convocation and at numerous on-campus events, Chancellor Melville has demonstrated time and again his commitment to KPU, its students and its alumni.

He was instrumental in securing a significant donation for the university's Journalism Department, and has opened doors to other philanthropic opportunities. Chancellor Melville takes advantage of every occasion to speak passionately about KPU.

We are truly grateful for all Chancellor Melville has done for KPU in his first term, and we are very pleased to recommend that he be re-appointed.

Sincerely,

Nancy Armitage
Executive Director, KPU Alumni Association

MEMORANDUM

TO: Keri van Gerven

CC:

FROM: Lori Scanlan

DATE: November 22, 2016

SUBJECT: Renewal of Chancellor

Please be informed that on November 21, 2016 Senate was consulted regarding the renewal of George Melville as KPU's Chancellor. Senate was supportive of the reappointment.

Thank you,

Lori Scanlan

KPU

Agenda Item:	Vision 2018 – Targets for New Measures

Action Requested:	☒Motion to Approve ☐Discussion ☐Information ☐Education

Recommended Resolution:	**THAT the Board of Governors approve the new performance targets for VISION 2018 as recommended by the Board Governance Committee.**

Board Committee Report:	The Board Governance Committee reviewed and discussed the VISION 2018 targets for new measures at its meeting held on January 18, 2017.
Context & Background:	The purpose of the VISION 2018 Performance Report is to monitor progress toward achieving the goals set out in VISION 2018. Specifically, we report progress on a number of measures, including ten measures required by the Ministry. Some capture level of activity relevant to achieving the goal, and some assess the outcome of the activity—the result achieved due to the activity.
Key Messages: *[maximum of three]*	**1. The VISION 2018 Performance Report is produced twice a year to capture KPU's progress toward achieving our strategic goals.** **2. New measures are added as they are identified. For some measures, we wait until baseline data is available before deriving a performance target.** **3. In September, the Board Governance Committee reviewed and tabled 4 measures for later discussion. The attached also provides additional information on these 4 measures.**
Resource Requirements:	N/A
Implications / Risks:	Progress towards achieving VISION 2018 cannot be properly assessed without agreed upon targets.
Consultations:	Measures have been developed in consultation with other departments where relevant.
Attachments:	Proposed Measures and Targets for VISION 2018 Performance Reporting, January 6, 2017.
Submitted by:	Lori McElroy, Executive Directors, Institutional Analysis and Planning
Date submitted:	January 19, 2017

Vision 2018 Performance Report: Proposed Targets and New Measures

At the September meeting of the Board Governance Committee, the following measures were tabled for a future meeting. The revised measures and/or targets are provided below for the Committee's consideration.

1.   International Tuition

The committee expressed concerns that the audience may perceive that international students are taking seats away from domestic students in our quest to bring in more international tuition. It was felt we may need to provide a context, or an upper limit on this measure.

Through its Strategic Enrolment Management (SEM) planning process, KPU will be establishing a maximum on international enrolment. Once that maximum has been determined, we can establish a target to international tuition, as the two are obviously related. It is expected that a maximum will be developed this academic year. Until then, we recommend continuing to report the measure, but without assessing it.

Measure 33. International tuition revenue as % of all non-governmental revenue

> Proposed Target: TBD when international FTE target established

> Rationale: Need to wait for the SEM planning process to determine a maximum for international enrolment before a target on international tuition can be established.

> Here's the measure with actual data:

33. International tuition revenue as % of all non-governmental revenue	15% 19% 23% 26% 27% FY11/12 FY12/13 FY13/14 FY14/15 FY15/16	TBD
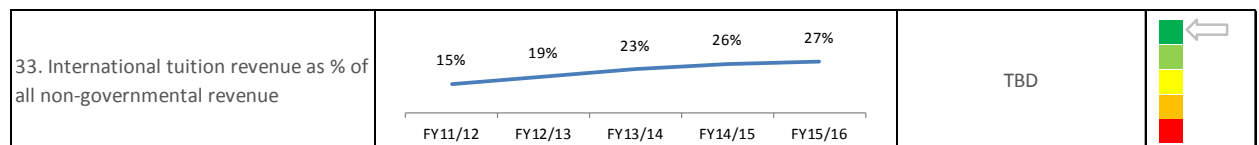
2.   Web Traffic

Previously we had presented two web traffic measures (see OLD MEASURES below). The board requested these be replaced with numbers that were more precise measures of prospective student activity.

Measure 57. Number of people clicking on the 'Apply Now' link on the kpu.ca website.

> Proposed Target: > previous year

> Rationale: The 'Apply Now' links them to the online application form. This captures prospective students with an intent to apply to KPU. Since we want enrolment to continue to increase, we need the number of people intending to apply to increase.

> Here's the measure with actual data:

57. Number of people clicking on the 'Apply Now' button on kpu.ca website	27,564 30,973 2015 2016	> previous year
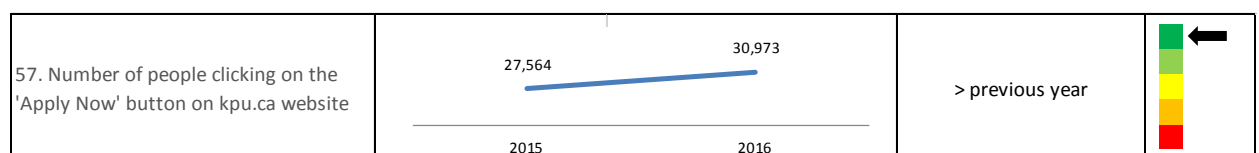
Proposed Targets

Measure 58. The number of people creating a profile through the Future Students Portal on the kpu.ca website.

Proposed Target: > previous year

Rationale: The profile collects information on the type of prospect (prospective student, parent, etc.), their interests and contact information and stores this in our Customer Relationship Management (CRM) system. The CRM software enables our Future Student's office to track prospective students, communicate with them based on their interests and manage our relationship with each individual. We use this data to send emails, newsletters and information about the prospects interests based on their profile. We are able to track them from prospect to student and every communication point in between. This was launched in 2015, so the initial numbers are low.

Here's the measure with actual data:

58. The number of people creating a profile through the Future Students Portal on the kpu.ca website.	168 · 1,423 2015 · 2016	> previous year	
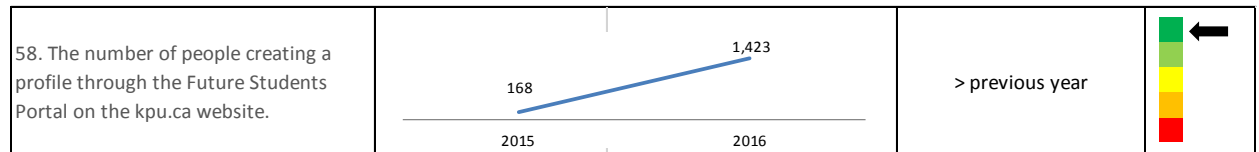
OLD MEASURES:

Measure 57. Web traffic: the number clicks on the KPU website (unique IP addresses that clicked on the KPU website at least once)

Proposed Target: > previous year

Rationale: See Measure 54. There was 4% growth from 2014 to 2015.

Measure 58. Web traffic from social media: number of clicks on KPU website that originated from Facebook, Twitter, etc.

Proposed Target: > previous year

Rationale: See Measure 54. There was 9% growth from 2014 to 2015.

3. Aboriginal FTEs

Measure 77. Number of Aboriginal student FTEs

Report both Aboriginal FTE and Percent of total domestic FTEs

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

Rationale: This is an AVED required measure but AVED is not establishing a target for this measure. Instead, they are requiring institutions to develop a target appropriate for their own institution.

The target takes into account:
1. Aboriginal FTEs fluctuate up and down year over year
2. Domestic FTEs have been declining

Proposed Targets

This is what it would look like:

AVED		
AVED 77. Number and percent of Aboriginal student FTEs	FTE — Percent 335 · 311 · 370 · 318 · 307 1.8% · 1.7% · 2.0% · 1.8% · 1.8% FY11/12 · FY12/13 · FY13/14 · FY14/15 · FY15/16	% ≥ previous year
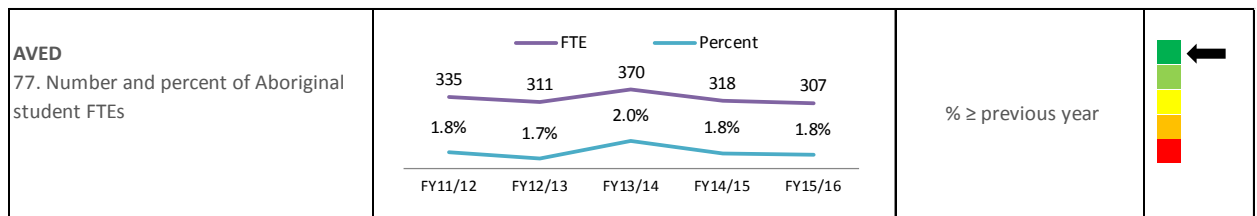
Note we also report an Aboriginal Headcount measure, which has a comparable target:
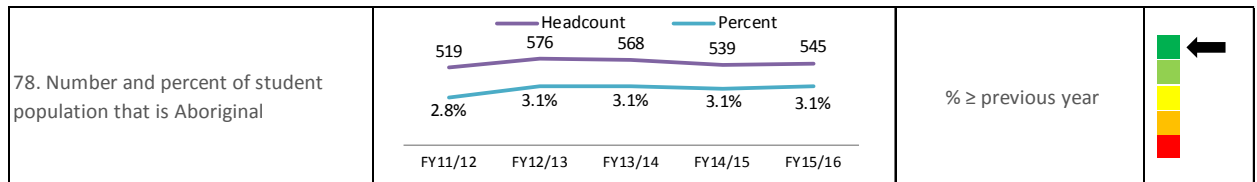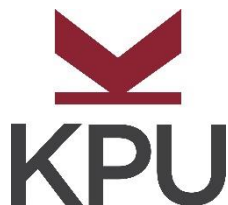
78. Number and percent of student population that is Aboriginal	Headcount — Percent 519 · 576 · 568 · 539 · 545 2.8% · 3.1% · 3.1% · 3.1% · 3.1% FY11/12 · FY12/13 · FY13/14 · FY14/15 · FY15/16	% ≥ previous year

Agenda Item:	**Skills Gap Plan for 2017/18**

Action Requested:	☐ Motion to Approve
	☐ Discussion
	☒ Information
	☐ Education

Recommended Resolution:	**N/A**

Board Committee Report:	The Board Governance Committee reviewed an update on KPU's 2017/18 Skills Gap Plan at its meeting held on January 18, 2017.
Context & Background:	In the Spring of 2014, the Province released the Skills for Jobs Blueprint, which outlined a plan to re-engineer education and training in BC to allocate more provincial funding to programs related to jobs expected to be in high demand in the future. Implementation began with the 2014/15 fiscal year. Each year, each institution submits an updated Skills Gap Plan. The 2017/18 Skills Gap Plan is due to the Ministry by February 14, 2017.
Key Messages: *[maximum of three]*	1. **The 2017/18 plan will achieve the reallocation amount required by AVED using current KPU programming** 2. **No new programs are proposed in the plan.** 3. **No existing programs are being eliminated in the plan.**
Resource Requirements:	None
Implications / Risks:	None
Consultations:	IAP consulted with the President, Provost and Vice President of Finance and Administration in developing the plan. The plan will also be presented to SSCUB, SSCAP and Senate.
Attachments:	KPU 17-18 Skills Gap Plan KPU Narrative for 2017-18 Plan
Submitted by:	Lori McElroy, Executive Director, IAP
Date submitted:	January 19, 2017

SECTION A - BACKGROUND INFORMATION (no data entry required)

Kwantlen Summary of Baseline Information:

	Target Funded (see Details below)	Base Funded	Total	Required Increase to Targeted Funding
FTEs	1,476	7,601	9,077	
Operating Grants	$11,939,107	$54,581,140	$66,520,247	$1,773,000
Average Operating Grant/FTE	$8,089	$7,181	$7,328	

Details of Baseline Information:

			Program Focus (as applicable)		a	c ÷ a = b	c
Program Name	National Occupational Classification (NOC)	Classification of Instructional Programs (CIP)	Aboriginal	Persons with disabilities	Target Funded FTEs (Baseline)	AVED Funding per Target Funded FTE	2016/17: Total Targeted Funding
Allied Health - Multiple	3414: Other assisting occupations in support of health services	51.0000: Health services/allied health/health sciences, general			26	$ 1,467	$ 38,142
Graduate Nurse Refresher	3012: Registered nurses and registered psychiatric nurses	51.3801: Registered nursing/registered nurse (RN, ASN, BSN, BScN, MSN, MScN)			4	$ 1,467	$ 5,868
BSN - Bachelor of Science in Nursing	3012: Registered nurses and registered psychiatric nurses	51.3801: Registered nursing/registered nurse (RN, ASN, BSN, BScN, MSN, MScN)			192	$ 15,493	$ 2,974,561
Health Care Assistant	3413: Nurse aides, orderlies and patient service associates	51.3902: Nursing assistant/aide and patient care assistant/aide			11	$ 5,256	$ 57,818
Health Foundations	3414: Other assisting occupations in support of health services	51.1199: Health Foundations Programs			98	$ 10,028	$ 982,718
Brewing and Brewery Operations Diploma	9461: Process Control and Machine Operators, Food and Beverage Processing	0110: Food science and technology			10	$ 10,000	$ 100,000
Bachelor of Technology in Information Technology	2171: Information systems analysts and consultants	1101: Computer and information sciences and support services, general			70	$ 7,000	$ 490,000
Certificate in Engineering	2133: Electrical and electronics engineers	1401: Engineering, general			30	$ 9,000	$ 270,000
Diploma of Technology in Environmental Protection	2263: Inspectors in public and environmental health and occupational health and safety	1505: Environmental control technologies/technicians			15	$ 6,000	$ 90,000
Diploma in Computer Aided Design and Drafting	2253: Drafting technologists and technicians	1513: Drafting/design engineering technologies/technicians			35	$ 9,000	$ 315,000
Certificate in Legal Administrative Studies	1242: Legal administrative assistants	2203: Legal support services			10	$ 7,000	$ 70,000
Certificate of Completion in Access Programs for People with Disabilities - Job Preparation		3201: Basic Skills		D	10	$ 11,000	$ 110,000
Bachelor of Arts - Major in Psychology	4153: Family, marriage and other related counsellors	4201: Psychology, general			100	$ 6,000	$ 600,000
Bachelor of Arts - Major in Criminology	4311: Police officers (except commissioned)	4504: Criminology			150	$ 6,000	$ 900,000
Bachelor of Interior Design	5242: Interior designers and interior decorators	5004: Design and applied arts			20	$ 6,000	$ 120,000
Bachelor of Design, Fashion and Technology	5243: Theatre, fashion, exhibit and other creative designers	5004: Design and applied arts			50	$ 6,000	$ 300,000
Bachelor of Business Administration in Accounting	1111: Financial auditors and accountants	5203: Accounting and related services			285	$ 7,000	$ 1,995,000
Bachelor of Business Administration in Entrepreneurial Leadership	1122: Professional occupations in business management consulting	5207: Entrepreneurial and small business operations			100	$ 7,000	$ 700,000
Bachelor of Business Administration in Human Resources Management	1121: Human resources professionals	5210: Human resources management and services			145	$ 7,000	$ 1,015,000
Post Baccalaureate Diploma in Human Resources Management	1121: Human resources professionals	5210: Human resources management and services			5	$ 7,000	$ 35,000
Bachelor of Business Administration in Marketing Management	1123: Professional occupations in advertising, marketing and public relations	5214: Marketing			110	$ 7,000	$ 770,000
Starting Baseline Targeted Funding					1,476		$ 11,939,107

SECTION B - SKILLS GAP PLAN (please complete all yellow highlighted areas; key results are highlighted in orange)

STEP 1 DATE:

CONTACT NAME:
PHONE NUMBER:

STEP 2 NARRATIVE OVERVIEW:

☒ The 2017/18 Skills Gap Plans will be presented to the Labour Market Priorities Board, along with a description of how post-secondary institutions are shifting and aligning program offerings with identified needs in high-demand occupations.

• Please describe the shifts/alignment undertaken in the years immediately prior to the introduction of the targeted funding initiative, changes underway for 2017/18 and any information which can be shared regarding planned shifts for the out years.

• This would include indicating how the institution plans to meet its targeted funding objectives, anticipated student demand, the need to reduce program delivery in non-targeted/low demand programs, etc. For example, the institution reduced Program Y due to low enrolments and low employer demand; however will use these funds for x additional seats in Program Z (a Top-100 high demand occupation).

• This information may be provided in a separate Word document, and would be expected to be up to one page in length.

STEP 3 PROGRAM MIX ADJUSTMENTS:

Please provides the programming mix details that support the narrative in Step 2.

			Program Focus (as applicable)		Program Mix Adjustments — FTE Increases/(Decreases) (whole numbers only, no decimals please)					2017/18 Targeted Funding		
					a	b	a + b = c	d	c + d = e	f	c x f = g	
Program Name	**National Occupational Classification (NOC) - 1 NOC per CIP or Program**	**Classification of Instructional Programs (CIP)**	Aboriginal	Persons with disabilities	Shifts (new FTEs)	Alignment (existing FTEs)	Total Newly Targeted FTEs	Target Funded FTEs (Baseline)	Total Targeted FTEs 2017/18	AVED Funding per FTE (Banding)	2017/18 Targeted Funding	**Comments**
As referenced in institution's calendar	*Alignment with Priority Occupations List*	*As referenced in FTE reports*	*A*	*D*			*Planned incremental delivery for 2017/18*	*Zero or PSI's target funded FTEs, detailed in the Baseline data above.*	*Baseline FTEs plus planned new delivery*	*Figures chosen from Banding table (see Funding per FTE tab)*	*Newly Targeted FTEs x AVED Funding per FTE*	*Additional information to assist interpretation of the data.*
Jobs in Demand Top 100												
Bachelor of Technology in Information Technology	2171: Information systems analysts and consultants	1101: Computer and information sciences and support services, general					20		20	$ 7,000	$ 140,000	
Bachelor of Arts - Major in Psychology	4153: Family, marriage and other related counsellors	4201: Psychology, general					55		55	$ 6,000	$ 330,000	
Bachelor of Arts - Major in Criminology	4311: Police officers (except commissioned)	4504: Criminology					50		50	$ 6,000	$ 300,000	
Bachelor of Business Administration in Accounting	1111: Financial auditors and accountants	5203: Accounting and related services					100		100	$ 7,000	$ 700,000	
Bachelor of Business Administration in Human Resources Management	1121: Human resources professionals	5210: Human resources management and services					45		45	$ 7,000	$ 315,000	
							0		0		$	
							0		0		$	
							0		0		$	
							0		0		$ -	
							0		0		$	
							0		0		$	
							0		0		$	
Provincial Priority Health Professions (only those listed on the NOC Priority Health Tab will be accepted)												
							0		0		$	
							0		0		$	
							0		0		$ -	
							0		0		$	
Institution-Identified Priority (please provide supporting documentation)												
Example: Program XX	Choose from those listed in the worksheet tab "NOC ALL OCCUPATIONS"	Choose from those listed in the worksheet tab "CIP LIST"										
							0		0		$	
							0		0		$ -	
							0		0		$	
							0		0		$	
Subtotal: Increase to Targeted Funding 2017/18					0	0	270	0	270		$ 1,785,000	

Check: Variance from increase to Targeted Funding 2017/18 (should be ≥ zero)　　　$12,000

STEP 4 REDUCTIONS IN GENERAL (NON-TARGETED) PROGRAMMING MIXES:

To support the shifts to new programming in high demand occupations, as identified above.

Program Name	National Occupational Classification (NOC)	Classification of Instructional Programs (CIP)	Program Focus (as applicable)		2017/18 Planned FTE Reductions (negative number)
			Aboriginal	Persons with disabilities	
As referenced in institution's calendar	*Alignment with Priority Occupations List. Choose from those listed in the worksheet tab "NOC ALL OCCUPATIONS"*	*As referenced in FTE report. Choose from those listed in the worksheet tab "CIP LIST"*	A	D	
Subtotal: Base FTEs Reallocated to Priority Programs					**0**

FTE Reduction: Reasonableness Check - only required if requesting a FTE reduction in Step 4.	Program Name	FTE Shifts	AVED Funding per FTE (Banding)	Total Base Funding Reallocated to Priority Programs	Average AVED Funding per FTE	Estimated FTE Reduction
Estimated FTE Reduction and Planned FTE Reduction are not required to match. If the Planned Reduction to base-funded FTEs is greater than 115% of the Estimated FTE Reduction, please provide a rationale/explanation in the Narrative (Step 2).	*As indicated in Step 3*	*As indicated in the Shifts (new FTEs) column, in Step 3*	*As indicated in the Banding column, in Step 3*	*Funding x FTEs*	*Total funding ÷ Total FTEs (provides a historical average)*	*Estimated number of FTE required to support shifts in programming*
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
	Totals	0		$ -	$ 7,328	0

Check: Total agrees to FTE Shifts   OK

Check: Planned FTE reduction is within 115% of   Requires
Estimated FTE reduction.   Explanation

SECTION C - SUMMARY OF 2017/18 SKILLS GAP PLAN RESULTS

REVISED FTEs (Subject to Ministry Approval):

	Baseline 2017/18 FTEs	Changes per Skills Gap Plan		Revised 2017/18 FTEs
		Shifts (new FTEs)	Alignment (existing FTEs)	
Targeted FTEs	1,476	0	0	**1,476**
Base Funded FTEs	7,601	0	0	7,601
Total FTE Target	**9,077**	**0**	**0**	**9,077**

TOTAL TARGETED FUNDING (Subject to Ministry Approval):

	Targeted Funding	Base Grant	2017/18 Total Funding
Baseline	$ 11,939,107	$ 54,581,140	$ 66,520,247
Skills Gap Plan Funding	$ 1,785,000	-$ 1,785,000	$ -
Total Funding	**$ 13,724,107**	**$ 52,796,140**	**$ 66,520,247**

* Please note that the base grant and total funding may change prior to the finalization of the 2017/18 budget.

Kwantlen Polytechnic University: 2017/18 Skills Gap Plan Narrative

January 5, 2017

This report outlines how Kwantlen Polytechnic University's existing programs align with high-demand occupations as well as program changes underway to address areas of increased demand.

2017/18 Skills Gap Plan

KPU will continue to target the occupations identified in its 2016/17 plan; FTE targets have been increased for the following programs:

- Bachelor of Technology in Information Technology – 20 FTEs
- Bachelor of Arts - Major in Psychology – 55 FTEs
- Bachelor of Arts - Major in Criminology – 50 FTEs
- Bachelor of Business Administration in Accounting – 100 FTEs
- Bachelor of Business Administration in Human Resources Management – 45 FTEs

Each of these programs addresses one or more of the top 100 high opportunity occupations identified in the BC 2025 Labour Market Outlook, as indicated in the plan.

Planning for the Future

KPU has recently launched the following programs that align with occupations in the top 100:

- Managers in transportation (NOC 0731) and Professional occupations in business management consulting (NOC 1122): Post-Baccalaureate Diploma in Operations and Supply Chain Management
- Financial auditors and accountants (NOC 1111) and Accounting technicians and bookkeepers (NOC 1311): Post-Baccalaureate Diploma in Accounting
- Engineering managers (NOC 0211), Computer and information systems managers (NOC 0213) and Construction managers (NOC 0711): Post-Baccalaureate Diploma in Technical Management and Services

Board of Governors	**Regular Meeting**
Agenda Item:	**#9.4**
Meeting Date:	**February 1, 2017**
Presenter(s):	**Salvador Ferreras and Jane Fee**

Agenda Item: **ST7, Student Conduct (Non-Academic) Policy and Procedures**

Action Requested:	☒ Motion to Approve
	☐ Discussion
	☐ Information
	☐ Education

Recommended Resolution:	THAT the Board of Governors approve ST7, Student Conduct (Non-Academic) Policy & Procedures effective May 1, 2017 as recommended by the Board Governance Committee, AND THAT the Board of Governors approve the disbandment of the Board Appeals Tribunal Non-Academic Misconduct effective May 1, 2017 as recommended by the Board Governance Committee. AND THAT the Board Governance Manual be updated in accordance with these changes.

Board Committee Report:	The Board Governance Committee reviewed and discussed ST7, Student Conduct (Non Academic) Policy and Procedures and the disbandment of the Board Appeals Tribunal Non-Academic Misconduct at its meeting held on January 18, 2017.
Context & Background:	In keeping with the *University Act* of BC this policy outlines students' responsibilities, provides examples of non-academic misconduct, and identifies how the University will address allegations and violations of this policy. Senate is required to provide advice to the Board, and the Board must seek advice from Senate on the development of this policy as per *University Act Section 35.2 (6) (j)* (the adjudication procedure for appealable matters of student discipline.) As per *University Act Section 61 (3),* the proposed policy outlines an appeal process adjudicated by the proposed Senate Standing Committee on Appeals. Current Policy ST7, Student Conduct, will be eliminated and replaced by Policy ST7, Student Conduct (Non-Academic), once it is approved by the Board on February 1, 2017.

Overview of proposed changes: Current vs. Proposed Policy

Current Policy ST7	Proposed Policy ST7
Student Conduct *The policy lacks clarity on definitions and process for dealing with allegations and violations of a non-academic conduct, and includes aspects of academic integrity violations and an appeal process that requires clarity.*	Student Conduct (Non-Academic) *The proposed policy includes an expanded, broader scope of student non-academic violations, and a detailed process on the investigation of an allegation of a violation, as well as the application of appropriate disciplinary sanctions.*
Current Appeal Process in ST7	Proposed Appeal Process in ST7
Student Conduct *Appeal of disciplinary action goes to VP Finance and Administration. Appeal of suspension by President goes to a Board Tribunal.*	Student Conduct (Non-Academic) *Appeal of a decision is adjudicated by the Senate Standing Committee on Appeals (SSCA).*

Key Messages:
[maximum of three]

1. **Senate is required to provide advice to the Board, and the Board must seek advice from Senate on the development of this policy as per** *University Act Section 35.2 (6) (j)* *(the adjudication procedure for appealable matters of student discipline)*

2. **On November 21, 2016, Senate endorsed both policy and procedure effective May 1, 2017, and recommended them to the Board of Governors for approval.**

3. **The proposed policy and procedure includes an expanded, broader scope of student non-academic violations, a detailed process on the investigation of an allegation of a violation, the application of appropriate disciplinary sanctions, and an appeal process that adjudicates appeals of student discipline and suspension by the President. The proposed appeal process will be adjudicated by the Senate Standing Committee on Appeals (SSCA) effective May 1, 2017 (approved by Senate on November 21, 2016).**

Resource Requirements:	Members of the Senate Standing Committee on Appeals (SSCA) will be required to participate in administrative justice training to fully understand the process of administrative tribunals and the principles of procedural fairness.
Attachments:	• ST7, Student Conduct (Non-Academic) Policy and Procedure • ST3, Grade Appeals Policy and Procedure • ST2, Student Academic Integrity Policy and Procedure • Senate Standing Committee on Appeals Proposal (approved by Senate on November 21, 2016)
Submitted by:	Dr. Salvador Ferreras, Provost and Vice President Academic
Date submitted:	January 19, 2017

Policy History	
Policy No.	
ST7	
Approving Jurisdiction:	
Board of Governors, with Senate's Advice	
Administrative Responsibility:	
Provost & Vice President Academic	
Effective Date:	

KPU | KWANTLEN POLYTECHNIC UNIVERSITY

Student Conduct (Non-Academic)
Policy

A. CONTEXT AND PURPOSE

This policy outlines the rights and responsibilities of Students and the rights and responsibilities of the University concerning non-academic conduct of Students.

B. SCOPE AND LIMITS

1. This policy addresses matters of non-academic conduct of Students. This policy does not address matters related to academic integrity or complaints about instruction, services, employees or University policies, which are considered under other University policies.

2. This policy applies to Conduct Violations by Students in University and University-related settings, including but not limited to online environments.

C. STATEMENT OF POLICY PRINCIPLES

1. **Standard of Conduct (Non-Academic)**

The University ascribes to the highest standards of conduct. Adhering to these standards of conduct means observing the values on which an academic community must be founded: respect, safety, civility, inclusiveness, and freedom from harassment and discrimination. Students are expected to conduct themselves in a manner that is consistent with these values. These standards of conduct require that Students obey the law, be aware of and abide by University policies, behave in a safe and civil manner, demonstrate respect for members of the University's community, and demonstrate respect for the University's and its community members' property and resources.

2. **Students' Rights and Responsibilities**

   a. Students have a responsibility to meet the high standards of conduct set out in this policy.
   b. Students must not commit Conduct Violations.
   c. Students have the right to a safe and civil learning environment.

d. Students have the right to exercise critical thought through the free expression and exploration of a wide range of ideas which may involve challenges to the beliefs and values of others. However, these challenges must not be personal attacks or involve the misuse, abuse or unauthorized use of the University's and its community members' property and resources and must not violate the standard of conduct required from Students by the University in this policy.

e. Students who are subject to an allegation of a Conduct Violation have the right to have such allegations handled according to the principles of procedural fairness.

3. **The University's Rights and Responsibilities**

a. The University has a responsibility to maintain a safe and civil environment conducive to working and learning that is free from disruptive, dangerous, or threatening conduct or the misuse, abuse, or unauthorized use of the University's or its community members' property or resources.

b. The University has a responsibility to ensure that Students are informed of any additional standards of student conduct that have been set for University and University-related activities above and beyond what is outlined in this policy. Any additional standards of student conduct that have been set for University and University-related activities do not supersede the definitions and provisions of this policy but may clarify them as they are applied in a particular University or University-related activity. In any instance where any such additional standards are inconsistent with the standards set out in this policy, the standards in this policy shall prevail.

c. The University has the right to evaluate, investigate and adjudicate allegations of Conduct Violations and to impose disciplinary sanctions that reflect the nature and severity of any Conduct Violation, but also has a responsibility to ensure that allegations of Conduct Violations are handled according to the principles of procedural fairness.

4. **The Standard of Proof**

In determining whether a Conduct Violation has occurred, the University adheres to a standard of proof based on a balance of probabilities. A balance of probabilities means that an act is more likely than not to have occurred.

5. **Duty to Report Conduct Violations**

All members of the University community have an obligation to report potential incidents of Conduct Violations in a timely fashion to the Office of Student Judicial Affairs.

6. **Relation of this Policy to other University Policies**

This policy deals exclusively with non-academic conduct of Students and allegations of Conduct Violations. If an incident reported as an allegation of a Conduct Violation involves more than one policy, the Vice Provost Students will determine the appropriate policy(ies) and procedure(s) to be applied in consultation with the parties involved and this decision will be final.

7. **Confidentiality**

   a. Confidentiality Principles

       i.   Confidentiality is required so that all parties involved in incidents of Conduct Violations will come forward and so that the reputations and interests of those who are the subject of allegations are protected.
       ii. Confidentiality must be distinguished from anonymity and for an investigation into an allegation of a Conduct Violation to proceed, the identity of the Complainant and the details of the allegation will normally be released to the Respondent.

   b. Confidentiality of Information

       i.   During the course of an investigation into an allegation of a Conduct Violation, sensitive personal information may need to be collected, used and/or disclosed.
       ii. Students are required to maintain the confidentiality of any and all information provided to them during the course of an investigation into an allegation of a Conduct Violation, except where disclosure is required by law or is necessary in order for the Student to participate openly in that investigation.
       iii. The University, including University employees, are required to maintain confidentiality over information gathered during the course of an investigation into an allegation of a Conduct Violation, except where disclosure is required in order to investigate and resolve the allegation or is otherwise permitted or required by law and/or any University policy.

   c. Breach of Confidentiality

       Any person involved in an investigation into an allegation of a Conduct Violation who breaches confidentiality may be subject to disciplinary sanctions according to the appropriate University policy.

8. **Protection from Retaliation**

Members of the University community involved in an investigation under this policy must be confident that they do so without fear of reprisal. Retaliation against any individual who is involved in an investigation under this policy will not be tolerated by the University and may result in disciplinary sanctions according to the appropriate University policy.

9. **Frivolous or Malicious Allegations**

Allegations of Conduct Violations are serious matters and individuals who are found to have made frivolous, vexatious, or malicious allegations may be subject to disciplinary sanctions according to the appropriate University policy.

D. DEFINITIONS (ABBREVIATED)*

1. **Complainant:** the person who submits a complaint or report alleging a Conduct Violation.
2. **Conduct Violation**: engaging in, attempting to engage in, or assisting others to engage or attempt to engage in non-academic conduct that violates the standard of conduct required from Students by the University, generally as set out in this policy, or as specifically defined in the applicable procedures for dealing with allegations of Conduct Violations. Please refer to Section F of this policy for information regarding the application of procedures to this policy.
3. **Student**: an individual who is registered in credit courses at the University or has commenced studies in non-credit courses at the University and has maintained his/her eligibility to register.
4. **Respondent**: a Student alleged to have been engaged in a Conduct Violation.
5. **University**: Kwantlen Polytechnic University.

*A complete list of definitions applicable to this policy are available in the applicable procedures for dealing with Conduct Violations. Please refer to Section F of this policy for information regarding the application of procedures to this policy.

E. RELATED POLICIES & LEGISLATION

Bill 23 – Sexual Violence and Misconduct Policy Act
Human Rights Act
University Act (British Columbia)
AR3 *Confidentiality of Student Records and Files*
BP1 *Student Events Involving the Consumption of Alcohol*
BP2 *Student Events Held on University Premises*
IM3 *Information and Educational Technology Usage Policy / Procedures*
IM4 *Confidentiality Policy/Procedures*
SR1 *Consumption of Alcoholic Beverages & Non-Medical Use of Drugs on University Premises*
SR3 *Smoking*
SR8 *Emergency Response to Inappropriate, Disruptive & Threatening Behaviour*
ST2 *Student Academic Integrity Policy/Procedures*

F. RELATED PROCEDURES

Procedures for dealing with allegations of Conduct Violations are set out in ST7 *Procedures for Dealing with Conduct Violations*. Those procedures apply to all Students unless he or she is, at the time of an alleged violation, only registered in non-senate approved courses. For example, those procedures do not apply to a Student who is only registered in continuing and professional studies courses.

Procedures for dealing with allegations of Conduct Violations for Students who are, at the time of an alleged violation, only registered in non-senate approved courses (for example continuing and professional studies courses) will be published on the appropriate department website.

KWANTLEN POLYTECHNIC UNIVERSITY

Procedures for Dealing with Conduct Violations

A. APPLICATION OF THESE PROCEDURES

1. The Policy applies to all Students.

2. These ST7 *Procedures for Dealing with Conduct Violations* apply to all Students unless he or she is, at the time of an Allegation, only registered in non-senate approved courses. For example, these procedures do not apply to a Student who is only registered in continuing and professional studies courses.

3. Procedures for addressing allegations of Conduct Violations for Students who are, at the time of an Allegation, only registered in non-senate approved courses (for example continuing and professional studies courses) will be published on the appropriate department website.

B. DEFINITIONS

1. **Allegation**: a complaint or report about an alleged Conduct Violation.
2. **Complainant**: the person who submits a complaint or report alleging a Conduct Violation.
3. **Conduct Hold**: a note on a Student's student record prohibiting access to that record and registration until an issue regarding an Allegation is resolved. A Conduct Hold is an administrative action to ensure the Allegation and Conduct Violation, if applicable, are addressed.
4. **Conduct Violation**: engaging in, attempting to engage in, or assisting others to engage or attempt to engage in conduct that violates the standard of conduct required from Students by the University, generally as set out in the Policy, and including but not limited to:
   a. violation of a University policy, rule or regulation or failure to comply with the reasonable direction of University employees in the performance of their duties;
   b. disruption or obstruction of teaching, research, or learning;
   c. threatening, intimidating, endangering or creating conditions or situations which may endanger the health, safety, property, well-being or dignity of any person e.g. verbal abuse, physical and/or sexual assault, bullying, harassment or hazing;
   d. hazing, which means endangering the mental/physical health or safety of a person for the purposes of initiation or admission into, affiliation with, or as a condition for continued membership, in a group, organization or association;

e. disorderly conduct;
f. retaliation against any individual who is involved in an Allegation under the Policy or any other University policy;
g. breach of confidentiality under the Policy or under any other University policy;
h. making a frivolous, vexatious, or malicious Allegation under the Policy;
i. illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear in others;
j. illegal possession, use, and/or sale of drugs on University property or in University-related settings;
k. use of alcoholic beverages on University property or in University-related settings unless expressly permitted to do so;
l. theft, damage, or defacement of the University's or others' property and/or resources;
m. misuse, abuse or unauthorized use of the University's name, symbols, facilities, or equipment;
n. interference with the University's services or operations, including access to the University;
o. impersonation of an instructor, Student or other member of the University community in relation to non-academic matters;
p. falsification of any non-academic University related document or supplying false information to the University in relation to non-academic matters.
5. **Director**: the University's Director, Student Risk and Judicial Affairs.
6. **Investigation**: an investigation into an Allegation conducted under the Policy and these procedures.
7. **Investigative Report**: the report issued by the Director or designate following an Investigation.
8. *Policy*: ST7 *Student Conduct (Non-Academic) Policy*.
9. **Student**: an individual who is registered in credit courses at the University or has commenced studies in non-credit courses at the University and has maintained his/her eligibility to register.
10. **Respondent**: a Student alleged to have been engaged in a Conduct Violation.
11. **Suspension**: denial of access to academic programs, University property and services, and University and University-related activities.
12. **University**: Kwantlen Polytechnic University.

C. PROCEDURES

1. **Investigating an Allegation**

   a. Review of Allegation
      i. A review of an Allegation will be commenced by the Director or designate when one or more Complainants come forward with a verbal or written Allegation.
      ii. The Director or designate will review and evaluate each Allegation on its own merits and after a preliminary review of the Allegation will determine whether to proceed with an Investigation under the Policy and these procedures.

      iii. In the event the Director or designate makes a determination to proceed with an Investigation, the Director or designate will notify the Respondent in writing of the Allegation and will notify the Complainant and Respondent that the Director or designate will proceed with an Investigation.

iv. In the event the Director or designate makes a determination not to proceed with an Investigation, the Director or designate will notify the Complainant in writing that the Director or designate will not proceed with an Investigation and, if appropriate (as determined by the Director or designate), refer the Complainant to another resource or authority. In such a case, the Director or designate will close the file and no further steps will be taken under the Policy and these procedures.

b. Investigation of an Allegation

i. If the Director or designate decides to proceed with an Investigation following a preliminary review of the Allegation, an Investigative Report will be prepared by the Director or designate by gathering any relevant documentation, interviewing the Complainant, interviewing the Respondent, interviewing potential witnesses and others who may have pertinent information, and providing the Respondent with an opportunity to respond to the Allegation and the information collected.

ii. Support During an Investigation

1) Any person being interviewed in connection with an Investigation may bring one support person to the interview, but the support person may not speak on behalf of the individual being interviewed.

2) Individuals acting as a support person during an Investigation are expected to conduct themselves in a professional and respectful manner. Failure to do so may result in that support person being asked to withdraw from an interview, in which case the individual being interviewed can agree to proceed with the interview without a support person or request the interview be postponed until an alternate support person has been identified. Any postponement and the length of such postponement will be at the discretion and determination of the Director or designate.

iii. In the event that a Respondent fails to attend the interview, declines to participate in an interview, and/or chooses not to participate or fully cooperate in the Investigation, a Conduct Hold may be placed on a Respondent's student record and the Director or designate may proceed with the Investigation without the benefit of the Respondent's participation. In such a case, the Investigative Report will be based on the information that he/she has gathered from other sources. When a Conduct Hold is placed on a Respondent's student record, both the Respondent and the University Registrar must be notified in writing, which written notification must include reasons for the Conduct Hold. The Conduct Hold will remain in place until the Respondent decides to fully cooperate in the Investigation (which may include attending an interview with the Director or designate). If the Investigation proceeds without the Respondent's participation and as a result of the Investigation the Director or designate determines that the Respondent has committed a Conduct Violation, the Conduct Hold will remain in place until such time as the disciplinary sanctions imposed on a Respondent have been satisfactorily completed (as determined by the Director or designate). If the Investigation proceeds without the Respondent's participation and as a result of the Investigation the Director or designate determines that the Respondent has not committed a Conduct Violation, the Conduct Hold will be removed from the Respondent's student record upon the Director providing written notification to the University Registrar.

c. Immediate Restriction from the University
    i. At any stage of an Investigation, if the Director or designate believes a Respondent poses a high or imminent risk to members of the University community or property, the Director or designate may temporarily restrict the Respondent from access to University services, property and/or University or University-related activities. Such a restriction from the University is an administrative action and therefore is temporary, pending the results of the Investigation. Generally, a restriction is not meant to have implications for a Respondent's ability to continue his/her academic pursuits and this consideration will be taken into account by the Director or designate when imposing a temporary restriction.
    ii. When such a restriction is imposed, it will include a time frame, which time frame may be extended at the discretion of the Director or designate in the event the risk remains high or imminent.
    iii. When such a restriction is imposed, the Director or designate will immediately inform the Respondent and the Vice Provost, Students, in writing, which written notification must include reasons for the restriction and the time frame of the restriction. If a restriction is extended, the Respondent and Vice Provost, Students must be notified immediately in writing, which written notification must include reasons for the extension.

d. Alternate Dispute Resolution
    i. In many situations where an Allegation has been made, an informal or alternate resolution process may be beneficial to the resolution of the matter.
    ii. At any stage of an Investigation, the Director or designate may, if the Director or designate considers it appropriate in the circumstances, recommend that the Respondent, Complainant, and, if applicable, the University enter into an informal or alternate dispute resolution process. This option is voluntary and must be agreed to by the Respondent, Complainant and, if applicable, the applicable University official on behalf of the University.
    iii. If the Respondent, Complainant and, if applicable, the University, elect to proceed under an informal or alternate dispute resolution process, the Investigation under the Policy and these procedures will be held in abeyance pending the outcome of the informal or alternate dispute resolution process. The Investigation will be held in abeyance for no longer than six (6) months and:
        1) if within six (6) months of the date the parties commence the informal or alternate dispute resolution process either:
            a. the Complainant or Respondent notifies the Director or designate in writing that he/she withdraws from the informal or alternate dispute resolution process, or
            b. the Director or designate determines that the informal or alternate dispute resolution process has failed,
        the Director or designate will resume the Investigation under the Policy and these procedures; or
        2) if within six (6) months of the date the parties commence the informal or alternate dispute resolution process, the Director or designate determines that the Allegation has been resolved under the informal or alternate dispute resolution process, then the Director or designate will terminate the Investigation of the Allegation under the Policy and these procedures. If the

Director makes such a determination, the Director or designate will notify the Complainant and Respondent in writing and will close the file. In such a case, no further steps will be taken under the Policy and these procedures.

e. Decision
    i. Within fifteen (15) business days of the completion of the Investigative Report, the Director or designate will send a decision letter to the Respondent by email.
    ii. The decision letter will outline:
        1) a description of the Allegation;
        2) the Director or designate's findings from the Investigative Report;
        3) the Director or designate's decision as to whether a Conduct Violation has occurred;
        4) the disciplinary sanctions imposed on the Respondent (if any), as described in section 1.f. below;
        5) that the Director or designate has recommended a Suspension to the President for review under section 1.f.v of these procedures, if applicable; and
        6) the reasons for the decision, the disciplinary sanctions (if any), and, if applicable, the recommendation under section 1.f.v of these procedures.
    iii. After a decision has been rendered regarding the Allegation and the Respondent has received the decision letter regarding the Allegation, the Director or designate will inform the Complainant that a decision regarding the Allegation has been made. Additional information may be provided to the Complainant regarding the decision if the Director or designate deems it appropriate. Any disclosure will be made in accordance with University policies.

f. Disciplinary Sanctions
    i. If the Director or designate determines a Conduct Violation has occurred, the Director or designate will determine what disciplinary sanctions will be applied (with the exception of a Suspension, which, if recommended by the Director or designate, will be determined by the President pursuant to section 1.f.v of these procedures) by considering the following factors:
        1) the nature and severity of the Conduct Violation;
        2) the impact the Conduct Violation has had on the University community;
        3) the inadvertent or deliberate nature of the Conduct Violation;
        4) whether the Respondent accepts responsibility for the Conduct Violation;
        5) whether the Conduct Violation is an isolated incident or not; and
        6) any other mitigating or aggravating circumstances.
    ii. While the University may impose a variety of disciplinary sanctions in response to a Conduct Violation, Respondents may also be provided with educational opportunities promoting good citizenship and personal growth and development.
    iii. The purpose of disciplinary sanctions are to affirm the standard of conduct required from Students by the University as outlined in the Policy, to repair harm that has been done and/or restore what has been damaged, and to guide Respondents in making appropriate choices in the future.
    iv. Respondents may receive more than one disciplinary sanction for a Conduct Violation. Disciplinary sanctions may include, but are not limited to:
        1) receiving a letter of reprimand;
        2) writing an apology;

3) producing a reflection paper;
4) undertaking an educational project;
5) undertaking community service;
6) paying for damage or harm that has been done to University or a University community member's property;
7) losing the privilege of access to designated University property, services and/or University or University-related activities;
8) receiving a Suspension from the University by the President; and/or
9) any combination of the above.

v. If the Director or designate deems it appropriate in the circumstances, the Director or designate may recommend to the President that the Respondent receive a Suspension. In this case, the Director or designate will send the President a letter recommending the Suspension along with the reasons for the recommended Suspension, a copy of the Director or designate's decision letter issued pursuant to section 1.e.i of these procedures, and a copy of the Investigative Report. Upon considering the recommendation and hearing from the Respondent, the Director or designate and any other party(ies) the President determines appropriate, the President will send a decision letter to the Respondent by email regarding the Suspension, copied to the Director or designate. That letter will outline the decision concerning the Suspension, and, if a Suspension has been instituted, the reasons for the Suspension and the length of the Suspension. If a Suspension is instituted, the letter will be copied to the Registrar to be placed on the Respondent's student record. If the President determines that a Suspension is not required, the Director or designate will determine what, if any, lesser alternative disciplinary sanction is required and communicate that decision in writing to the Respondent.

g. Monitoring Conditions of Sanctions

If disciplinary sanctions are imposed on a Respondent under the Policy and these procedures, the Director or designate will assess whether or not the disciplinary sanctions are completed satisfactorily, and if they are not the Director or designate may place a Conduct Hold on the Respondent's student record until such time as the disciplinary sanctions have been satisfactorily completed. When a Conduct Hold is placed on a Respondent's student record, both the Respondent and the University Registrar must be notified in writing, which written notification must include reasons for the Conduct Hold.

2. **Appeal of a Decision**

a. A Respondent may appeal a decision of the Director or designate and/or the President, as applicable, to the Senate Standing Committee on Appeals only on the basis of:
i. procedural unfairness, which means that established procedures were not followed or were improperly applied during the Investigation and/or decision making process; and/or
ii. new information available, which could not have been available at the time of the Investigation, that could have reasonably impacted the decision.

b. All appeals of decisions under the Policy and these procedures will be subject to and will proceed in accordance with published terms of reference and procedures applying to the

Senate Standing Committee on Appeals. Students seeking to file an appeal under the Policy and these procedures should refer to those terms of reference and procedures prior to filing an appeal.

c. Any decision of the Senate Standing Committee on Appeals in respect of a Respondent's appeal under the Policy and these procedures is final and there is no further right to appeal.

3. **Records Retention**

a. Records created as a result of actions taken under the Policy and these procedures shall be marked as confidential, treated as confidential to the extent outlined in section 7 of the Policy, and managed in accordance with the University's *Directory of Records and Retention Schedule*.

b. In addition to the retention of records in accordance with the University's *Directory of Records and Retention Schedule* provided for above, any record of disciplinary sanctions imposed for a Conduct Violation under the Policy and these procedures will be included in the Student's student record held by the Office of the Registrar.

D. RELATED POLICY

ST7 Student Conduct (Non-Academic) Policy

KPU Senate Standing Committee on Appeals (SSCA)

Background

KPU is required to create appeal mechanisms for a variety of student-related matters. The Senate Standing Committee on Appeals is the body created, through KPU's governance processes, to hear appeals referred to it through policy.

Membership

The membership and mandate for such a committee must be broadly constituted to ensure that possible conflicts of interest are avoided when hearing student appeals. The composition of the SSC on Appeals is as follows:

- Provost and Vice President, Academic or designate (Chair).
- Two faculty members, one each from two different Faculties appointed by Senate.
- Two Deans appointed by the Provost & Vice President Academic.
- Two students, one of whom shall be a student senator appointed by Senate; one appointed by the Provost and Vice-President Academic. Each student shall be from a different Faculty.
- Two professional support staff appointed by Senate.

Terms of Office*

- Faculty members - three-year term
- Student or student senator - one-year term
- Deans - three-year term
- Professional support staff member – three-year term

*The first set of appointments will be staggered so that not all appointments will come vacant at one time.

Mandate
The Senate Appeals Committee will:

- Be responsible for hearing student appeals on matters as determined through policy.
- Make recommendations to Senate or the Board as to any appeal matter or procedure that falls within its mandate.
- Provide recommendations to the Provost or President on systemic challenges or on policy revisions.

Administrative Support: University Secretariat

Members must agree to participate in regular training to fully understand the processes of administrative tribunals and the principles of procedural fairness.

Hearing Panels

A separate Hearing Panel will be created to hear each appeal. Hearing Panels will be drawn from the SSCA membership and will consist of one representative from each membership group provided the member does not come from the same Faculty as the appellant, and the Vice President, Academic or Designate as Chair. Membership on a Hearing Panel may also need to be adjusted because of availability or possible conflicts of interest. The Chair will only vote in the instance of a tie.

Reporting

The Committee will report to Senate and the Board regarding its regular business once a year in April. The report will include the number and type of appeals heard and recommendations regarding policy or systemic concerns.

Agenda Item:	**Appointment of the Board Representative on the KPU Foundation Board of Directors**

Action Requested:	☒ Motion to Approve ☐ Discussion ☐ Information ☐ Education

Recommended Resolution:	**THAT the Board of Governors appoint Tanya Corbet to the KPU Foundation for a one-year term beginning January 1, 2017 as recommended by the Board Governance Committee.**

Board Committee Report:	At its meeting held on January 18, 2017 the Board Governance Committee discussed and recommended that the Board of Governors appoint Tanya Corbet to the KPU Foundation Board.
Context & Background:	The Board Governance Manual states: **2.7 BOARD RELATIONS WITH THE KWANTLEN FOUNDATION** The Board recognizes and supports the important fundraising work done by the Kwantlen Polytechnic University Foundation (the "Foundation") to fund KPU's key strategic priorities. To support the Foundation's work, the Board: (a) appoints a Board Member to the Foundation Board;[1] and (b) asks each Board Member to make a meaningful gift to the Foundation, commensurate with his or her means
Key Message:	1. **The Board of Governors recognizes the vital role the KPU Foundations plays in funding KPU's key strategic priorities and its commitment to supporting student success.**
Submitted by:	Hanne Madsen
Date submitted:	January 19, 2017

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[1] Foundation Bylaws, s. 37.

Agenda Item:	Appointment of Board Representative to Senate

Action Requested:	☒ Motion to Approve ☐ Discussion ☐ Information ☐ Education

Recommended Resolution:	**THAT the Board of Governors appoint Sarbjeet Sarai as the Board Representative on Senate for a one-year term beginning January 24, 2017 as recommended by the Board Governance Committee.**

Board Committee Report:	At its meeting held on January 18, 2017 the Board Governance Committee discussed and recommended that the Board of Governors appoint Sarbjeet Sarai as the Board Representative on Senate.

Key Messages:	1. The composition of Senate outlined in the University Act includes "one non-voting member of the senate, if appointed to the senate by the board to serve for one year." (Sec 35.2(2)(k)
	2. Tanya Corbet previously served as the Board's representative.
	3. Board representation at Senate has been valuable particularly when issues that involve the Board arise.
	4. Senate meetings are held the last Monday of the month (Sept-June) from 4:00-7:00 pm on the Surrey campus, Cedar Building, Boardroom (2110).

Submitted by:	Hanne Madsen

Date submitted:	January 24, 2017

Agenda Item:	**Update on the Board Budget as at January 24, 2017**

Action Requested:	☐Motion to Approve ☐Discussion ☒Information ☐Education

Recommended Resolution:	N/A

Board Committee Report:	*For University Secretariat Use Only*
Context & Background:	The Board budget is prepared annually in the Fall by the University Secretary for the Board's review and approved as part of the University's budget in the Spring
Key Messages: *[maximum of three]*	**1. The proposed Board Budget for 2017/18 has been aligned with the zero-based budgeting process and brought into compliance with KPU Business and Travel Expense Policy and Procedures.** **2. The current Board Budget includes an annual budget of $80,500 for External Audit Fees. This will be moved to the Vice President, Finance and Administration for 2017/17.**
Attachments:	Board Budget as of January 24, 2017
Submitted by:	Keri van Gerven
Date submitted:	January 24, 2017

Category	Nov-2016 YTD Actual	YTD Total Activity	Annual Budget	Budget Available
Salaries and Benefits	$56,125	$68,138	$71,600	$3,462
Supplies	$207	$207	$6,000	$5,793
Travel and PD	$13,690	$13,690	$100,000	$86,310
Student Awards	$3,271	$3,271	$2,000	$-1,271
Fees and Services	$48,820	$59,320	$84,000	$24,680
Total Non-Salary Expenses	$65,989	$76,489	$192,000	$115,511
Total All Expenses and Transfers	**$122,114**	**$144,627**	**$263,600**	**$118,973**

	Board of Governors	Regular Meeting
	Agenda Item:	#14
	Meeting Date:	November 23, 2016
	Presenter(s):	Alan Davis

Agenda Item: **Senate Report: November 21, 2016 and December 19, 2016**

Action Requested:	☐ Motion to Approve ☐ Discussion ☒ Information ☐ Education

Recommended Resolution:	**N/A**

Board Committee Report:	N/A

Key Messages: *[maximum of three]*	**The Vice Chair of Senate provides meeting notes for the Board of Governors detailing the items approved by Senate at each of its meetings for information.**
Attachments	1. Notes from the Senate Meeting held November 21, 2016. 2. Notes from the Senate Meeting held December 19, 2016.
Submitted by:	Alan Davis
Date submitted:	January 24, 2017

Notes from the Senate Meeting of November 21, 2016

The following items were approved at the November 21, 2016 Senate meeting:

- Program admission revisions:
    - Certificate in Appliance Servicing
    - Citation in Piping
- Course outline revisions: HORT 1102, 1104, 1155, 1217, 1232
- Course outline discontinuances: FSDN 4100, 4101, 4102, 4103
- Changes to the program revision form
- Policies and procedures, effective May 1, 2017
    - ST2, Student Academic Integrity
    - ST3, Grade Appeals
    - ST7, Student Conduct (Non-Academic) for recommendation to the Board of Governors for approval
- Establishment of the Senate Standing Committee on Appeals, effective May 1, 2017
- Elimination of the current Senate Standing Committee on Academic Appeals
- Revisions to the Faculty of Health Bylaws
- Changes to the composition of the Senate Governance Committee non-voting membership
- Appointment of David Burns to the Senate Standing Committee on Program Review as a faculty member representing the Faculty of Arts
- Appointments to the Search Advisory Committee for the Associate Vice President, Academic
    - Regular faculty members
        - Wiktor Tutlewski, School of Business
        - Jacqollyne Keath, Faculty of Health
        - Jocelyn Lymburner, Faculty of Arts
    - Student
        - Kimberley McMartin, Student Senator
- Appointments to the Search Advisory Committee for the Associate Dean, Faculty of Trades and Technology
    - Regular faculty members
        - Al Sumal, Welding program
        - Ed Miks, Carpentry program
        - Gerard Sheehan, Automotive program
        - Mary Wilton, Automotive program
        - Tom Westgate, Appliance Service program
        - Gerard Laverty, Farrier program
    - Student
        - Phil Hurst, Electrical program
- Rescindment of the credential in Bachelor of Arts, Major in Psychology, from Marie Corsaire Santa Ana
- Graduates to November 21, 2016

Notes from the Senate Meeting of December 19, 2016

The following items were approved at the December 19, 2016 Senate meeting:

- Revision of the Piping Foundation program name to "Plumbing and Piping Foundation" and revision of the Citation in Piping credential name to "Citation in Plumbing and Piping"
- Program admission revision to the Bachelor of Music in Musical Arts
- Program revision to the Bachelor of Arts, Major and Minor in Asian Studies
- Program revision to decouple the following Minors from Bachelor of Arts degrees: Anthropology, Asian Studies, Counselling, Creative Writing, Criminology, English, Geography, History, Journalism, Language and Culture, Philosophy, Policy Studies, Political Science, Psychology, Sociology, Mathematics, and Economics
- New course outlines: LANC 3450, SPAN 3450, POLI 4335
- Course outline revisions:
    - HSCI 1115, MRKT 3000, CRIM 3100
    - PHIL 3033, 3118, 3119, 3120, 3150, 3220, 3225, 3320, 3425, 3430, 3510, 3512, 3533, 3900, 4040, 4110, 4117, 4120, 4210, 4215, 4430, 4900
- Course outline discontinuance: ASIA 2250
- Revisions to the Faculty of Trades and Technology Bylaws
- Revision to Senate Bylaw 1.10 to read "Members of Senate normally commit to serving on two committees except in exceptional circumstances. Requests for exceptions are reviewed by the Chair of Senate."
- A change to the ex-officio, non-voting membership for the Senate Standing Committee on University Budget: replacing "Executive Director of Finance" with "Controller"
- 2017/18 budget priorities recommended to the President for consideration in the development of the 2017/18 draft University Budget
- Senate endorsed the greater participation in depositing publications and other items in KORA.
- Graduates to December 19, 2016