



KPU Board of Governors – Regular Meeting

Date: May 28, 2025

Time: 4:00 pm – 5:25 pm

Location: MS Teams

BOARD OF GOVERNORS – REGULAR MEETING AGENDA

May 28, 2025

4:00– 5:25 pm

Via [MS Teams](#)

Attending: Kwuntiltunaat (Kim) Baird, Erin Barnes, Rhiannon Bennett (Vice Chair), Amrit Chahal, Ivy Chen (Chair) Alan Davis, Mehtoj Ghuman, Gabby Gill, Muhammad Afzal Malik, Kim McGill, Lyndsay Passmore, Stephanie Smith, Amanda Smith-Weston, Joe Vosburgh
FY

Regrets:

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

Presenters & Administrative Resources: Sonia Banwait, Dominic Bernard Laurie Clancy, Josephine Chan, Lily Chong, Randall Heidt, Amy Jeon, Carole Laplante, Lori McElroy, Zena Mitchell, Michael Poon, Diane Purvey, Asma Sayed, Peter Smailes

Regular Board Meeting Closed Board Meeting to follow In Camera Debriefing Session to follow

AGENDA ITEM	RESOURCE	ACTION	TIME	PAGE
1. Call to Order & Introductory Remarks	Ivy Chen		4:00	
We at Kwantlen Polytechnic University respectfully acknowledge that we live, work and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem, and with the lands of the Kwantlen First Nation, which gifted its name to this university.				
2. Approval of Agenda	Ivy Chen	M	4:01	2
MOTION: THAT the Board of Governors approve the regular meeting agenda for May 28, 2025.				
3. Conflict of Interest	Ivy Chen		4:02	
4. Consent Agenda	Ivy Chen	M	4:03	6
4.1. Minutes of the March 26, 2025 Regular Board of Governors Meeting				7

MOTION: THAT the Board of Governors approve the following items on the Consent Agenda:
4.1. Minutes of the March 26, 2025 Regular Board of Governors Meeting.

5. Governance Committee Report	Amanda Smith-Weston			
5.1. Committee Chair Report	Amanda Smith-Weston	I	4:05	
5.2. New Program Proposal: Diploma in Engineering Physics	Amy Jeon / Michael Poon	M	4:05	14

MOTION: THAT the Board of Governors approve the proposed Diploma in Engineering Physics program, effective September 1, 2025, and as recommended by the Board Finance Committee and the Board Governance Committee.

5.3. New Program Proposal: Certificate in Brewing	Amy Jeon / Dominic Bernard	M	4:10	51
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MOTION: THAT the Board of Governors approve the proposed Certificate in Brewing program, effective September 1, 2025, and as recommended by the Board Finance Committee and the Board Governance Committee.

5.4. Appointment of Chancellor Search Advisory Committee	Alan Davis	M	4:15	79
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MOTION: THAT the Board of Governors approve the appointments of Amanda Smith-Weston and Kim McGill as representatives on the Chancellor Search Advisory Committee, as recommended by the Board Governance Committee.

6. Human Resources Committee Report				
6.1. Committee Chair Report	Rhiannon Bennett	I	4:18	
6.2. Board Governance Manual Proposed Revisions: Section 10 – President & Vice-Chancellor Position Description	Laurie Clancy	M	4:18	81

MOTION: THAT the Board of Governors approve the revised President & Vice-Chancellor Position Description, as recommended by the Board Human Resources Committee.

7. Audit Committee Report				
7.1. Committee Chair Report	Ivy Chen	I	4:23	

7.2. Financial Statements for the Year Ended March 31, 2025	Peter Smailes / Carole Laplante	M	4:23	92
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MOTION: THAT the Board of Governors approve the draft audited Consolidated Financial Statements for the year ended March 31, 2025, as recommended by the Board Audit Committee.

8. Finance Committee Report				
8.1. Committee Chair Report	Ivy Chen	I	4:40	
8.2. FY2026 Budget Submission to the Ministry	Peter Smailes / Carole Laplante	I	4:40	124
8.3. FY2026 Budget Update	Peter Smailes / Carole Laplante	I	4:50	144
8.4. Update to Bylaw No. 4 Tuition Fees	Peter Smailes / Carole Laplante	M	4:55	148

MOTION: THAT the Board of Governors approve the revisions to Bylaw No. 4 Fees, as presented, and as recommended by the Board Finance Committee.

9. President's Report	Alan Davis	I	5:00	160
9.1. Report to the Board				
10. Provost's Report	Diane Purvey	I	5:05	Verbal report
10.1. Report to the Board				
11. 50-30 Challenge Survey	Asma Sayed / Lori McElroy	I	5:10	161
12. University Secretary's Report – Board of Governors Chair and Vice-Chair Elections	Lily Chong	I	5:15	163
13. Ministry of Post-Secondary and Future Skills Letter of Request to Public Institutions on Racism, Hate & Discrimination	Alan Davis / Asma Sayed	I	5:20	164
14. Senate Report – Meeting held on March 31, 2025 and April 28, 2025	Alan Davis	I	5:25	170
15. Next Meeting Agenda Contribution	Ivy Chen	D	5:25	

16. For the Good of the Order	All	D	
17. Feedback on the Meeting	All	D	
18. Closing Remarks	Ivy Chen		
19. Appendix:	N/A		
19.1. Spring Board and Senate Election Results			173
20. Next Meeting: Regular Board Meeting Wednesday, June 25, 2025 MS Teams 4:00 – 7:00 pm	Ivy Chen		
21. Adjournment	Ivy Chen	5:25	

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 4

Meeting Date: *May 28, 2025*

Presenter(s): *Ivy Chen*

AGENDA TITLE: CONSENT AGENDA

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

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

4.1. Minutes of the March 26, 2025 Regular Board of Governors Meeting.

Attachments

1. Minutes of the March 26, 2025 Regular Board of Governors Meeting.

Submitted by

Sonia Banwait, Executive Assistant to the Board of Governors

Date submitted

May 12, 2025

BOARD OF GOVERNORS - REGULAR MEETING

Minutes of Regular Meeting

Wednesday, March 26, 2025

5:07 p.m. – 7:08 p.m.

MS Teams

Present: Board

Rhiannon Bennett, Vice-Chair
Amrit Chahal
Ivy Chen, Chair
Alan Davis, President & Vice-Chancellor
Mehtoj Ghuman
Gabby Gill
Muhammad Afzal Malik
Kim McGill
Lyndsay Passmore
Stephanie Smith
Amanda Smith-Weston

University G8 members

Laurie Clancy, Vice-President, Human Resources
Randall Heidt, Vice-President, External Relations
Zena Mitchell, Vice-President, Students
Diane Purvey, Provost & Vice-President, Academic
Asma Sayed, Vice-President, Equity & Inclusive Communities
Peter Smailes, Vice-President, Administration

Presenters and Administrative Resources

Darren Anderson, Instructor, Melville School of Business
Sonia Banwait, Executive Assistant, Board of Governors
David Burns, Associate Vice-President, Academic
Josephine Chan, Special Assistant to Provost
Lily Chong, University Secretary & Executive Assistant to the President & Vice Chancellor
Mark Diotte, President, KFA
Mike Ford, Instructor, Melville School of Business
Heather Harrison, Dean Pro Tem, Melville School of Business
Carole Laplante, Interim Director, Financial Services
Lori McElroy, Associate Vice-President, Planning and Accountability
Carlos Sandoval, Instructor, Sociology

Regrets: Kim (Kwuntiltunaat) Baird, Chancellor

Erin Barnes
Chervahun Emilien, Chief Financial Officer
Joe Vosburgh

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

The Chair called the meeting to order at 5:07pm.

The President acknowledged KPU's commitment to reconciliation and recognition that we live, work and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem, and with the lands of the Kwantlen First Nation, which gifted its name to this university.

2. Approval of Agenda

MOTION #19-24/25

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the regular meeting agenda for March 26, 2025.

3. Conflict of Interest

No other conflict of Interest was declared.

4. Approval of Consent Agenda

MOTION #20-24/25

MOVED, SECONDED AND CARRIED the motion THAT Board of Governors approve the following item on the Consent Agenda as circulated:

4.1. Minutes of the January 29, 2025 Regular Board of Governors Meeting.

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

4.2. KSA Fee Change Letter 2025-26 UPASS Amended Fee

5. Feedback on FY2026 Draft University Budget

Mark Diotte, President, Kwantlen Faculty Association (KFA) shared feedback on the budget on behalf of the KFA. A letter to the Board was circulated in the agenda package highlighting KFA's concerns on the budget and layoff notices issued to 70 faculty members earlier this month.

Carolos Sandoval, Instructor, Sociology, shared feedback on behalf of faculty members, echoing concerns regarding the proposed budget and layoffs, and the potential impact the layoffs may have on the faculty members who have received notices.

6. Management Feedback on FY2026 Draft University Budget

Peter Smailes, Vice-President, Administration and Acting CFO, provided feedback on the FY2026 Draft University Budget noting changes imposed by federal government have led to significant changes for KPU that require the University to make difficult decisions. The changes impact the entire KPU

Community as fewer students in classrooms will lead to reduced number of staff from all levels.

Smailes shared that the University is focused on the need of attracting and retaining more students, while mitigating impact. Regular updates will continue to be brought to the Board on the progress being made.

7. FY2026 Draft University Budget

Peter Smailes noted the Board has received multiple presentations of the FY2026 Draft University Budget, and opened the floor for questions and feedback from the Board.

The Board provided feedback requesting to see more strategic and detailed plans on how revenue will be increased and how cuts will be made.

A Board member requested to make a motion to table the approval of the FY2026 Draft University Budget to the next Board of Governors meeting in May 2025. Members discussed what next steps would entail. The motion did not receive majority vote and therefore did not carry.

MOTION #21-24/25

MOVED, SECONDED AND FAILED THAT the Board of Governors table the motion to approve the draft consolidated budget as the 2025 consolidated budget.

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the draft consolidated budget as the 2025 consolidated budget.

8. Governance Committee Report

8.1. Committee Chair Report

Amanda Smith-Weston, Committee Chair, informed the committee met on March 12, 2025 and noted the items discussed at the meeting are on the agenda.

8.2. Master of Operations and Supply Chain Management Step 1 Review and Stage 2 Full Program Proposal

David Burns, Associate Vice-President, Academic, shared the new proposed Master of Operations and Supply Chain Management (OSCM) program, noting a shifting trend of the average student age getting older and an increased demand in graduate programs. Hence, the development of this program which targets mid-career professionals who are already

working in the field. Graduates of this program will have the ability to further advance their careers in OSCM.

MOTION #22-24/25

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the proposed Master of Operations and Supply Chain Management Stage 1 Review and Stage 2 Full Program Proposal, as recommended by the Board Governance Committee.

8.3. Policy and Procedure – AC16 Academic Title Awards

The President, Alan Davis, presented Policy and Procedure AC16 which aims to recognize a broad range of diverse achievements of KPU faculty and academic administrators in teaching, research, creative activities, and service.

The Policy and Procedure has completed both rounds of KPU Policy Blog postings and feedback was received through multiple consultations from members of the University community as well as Senate and related standing committees. Senate has recommended that the Board of Governors approve draft Policy and Procedure AC16 Academic Title Awards, as well as the establishment of the Senate Standing Committee on Academic Title Awards mandate and membership composition, effective September 1, 2025.

Board members provided feedback, noting possible concerns for consideration.

MOTION #23-24/25

MOVED, SECONDED AND DEFEATED THAT the Board of Governors approve the draft Policy and Procedure AC16 Academic Title Awards, effective September 1, 2025, as recommended by the Board Governance Committee.

8.4. VISION 2026 Benchmark Report

Lori McElroy, Associate Vice-President, Planning & Accountability, presented the first VISION 2026 progress report since the Accountability Plan and Report was approved by the Board in the Fall.

McElroy shared that some metrics included in the report are brand new and therefore their progress cannot be assessed. However, noted that good progress has been made on goals B1: Enhancing the Student Experience, B3: Ensuring the

Financial Sustainability of KPU and E1: Ensuring Continuous Improvement of KPU Programs and Services. Additionally, the progress was weakest for goal E3: Being Accountable to Friends, Communities, Partners and Government, due to the University not achieving its domestic FTE targets. Additional improvement is required for this goal, however progress is ongoing.

8.5. KPU Chancellor Selection Criteria and Proposed Timeline

President Davis shared that current Chancellor, Kim (Kwuntiltunaat) Baird's term is expiring in October 2026, after serving two terms and 6-consecutive years, the maximum possible. As such, the search for appointment of the next Chancellor will need to be conducted. The Board noted the proposed timeline of next steps in the appointment process, including the member composition for the Chancellor Search Advisory Committee that will be struck to lead the search process of finding KPU's next Chancellor.

MOTION #24-24/25

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Procedures for the Selection of the Chancellor and Selection Criteria and proposed timeline, as recommended by the Board Governance Committee.

9. Human Resources Committee Report

9.1. Committee Chair Report

Rhiannon Bennett, Committee Chair, informed the committee met on March 13, 2025 and there are no items to report.

10. Audit Committee Report

10.1. Committee Chair Report

Ivy Chen, Committee Chair, informed that the committee met on March 11, 2025 and there is nothing to report.

11. Finance Committee Report

11.1. Committee Chair Report

Ivy Chen, Committee Chair, informed that the committee met on March 11, 2025 and items are on the agenda.

11.2. FY2024/25 Endowments

Peter Smailes presented the FY2024/25 endowments, noting that as of January 31, 2025, KPU is forecasting a surplus of \$5.7M for this academic year. Similar to previous years, KPU

anticipates the University will receive approval from the Ministry to defer a portion of the provincial operating grant funds for use in the future fiscal years for operating purposes.

Smailes shared that KPU would like to contribute up to \$5M of the fund in the KPU Foundation to support the reduction of financial barriers for KPU students by providing direct awards and bursaries. Members noted that the funds will be contributed directly to students through the Foundation.

11.3. Revision to Bylaw No. 4 Fees

Carole Laplante, Interim Director, Financial Services, noted as per the University Act, the Board sets, determines and collects fees for instruction, public learning, examinations, student & alumni activities and building/operations of athletic facilities. As such, the proposed revision to Bylaw 4 reflects a 2% raise in domestic tuition, which is the maximum allowed by the provincial government under the Tuition Limit Policy. Additionally, international tuition will be held at a 2% increase, noting the policy does not apply to international tuition.

MOTION #25-24/25

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following allocation of surplus funds from the 2024/25 fiscal year, as recommended by the Board Finance Committee:

Contribute to the fund in the KPU Foundation that supports the reduction of financial barriers for KPU students by up to \$5M. This will be used to provide direct student awards and bursaries.

12. President's Report

12.1. Report to the Board

The President's report was circulated in the agenda package and summarized in the meeting.

13. Provost's Report

13.1. Report to the Board

The Provost, Diane Purvey, provided a brief report highlighting academic events taking place around KPU campuses.

14. Senate Reports

Senate report from January 27, 2025 and March 3, 2025 were included in the meeting package.

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| 15. Next Meeting Agenda Contribution | Board members were asked to send contributions for the next meeting agenda to the Board Office at least two weeks in advance of the meeting. |
| 16. For the Good of the Order | There were no additional items identified. |
| 17. Feedback on the Meeting | There was no other feedback on the meeting. |
| 18. Closing Remarks | The Chair thanked everyone for attending and contributing to the discussions. The Chair also thanked the guests who attended the meeting. |
| 19. Appendix | 19.1. Report to the Board of Governors
19.2. Mandate Letter to Minister Kang from Premier Eby |
| 20. Next Meeting | The next meeting has been scheduled for Wednesday, May 28, 2025 via MS Teams. |
| 21. Adjournment | The meeting adjourned at 7:08pm. |

Board Chair

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 5.2

Meeting Date: May 28, 2025

Presenter(s): Michael Poon

AGENDA TITLE: NEW PROGRAM PROPOSAL: DIPLOMA IN ENGINEERING PHYSICS

ACTION REQUESTED: MOTION

RECOMMENDED RESOLUTION

THAT the Board of Governors approve the proposed Diploma in Engineering Physics program, effective September 1, 2025, as recommended by the Board Governance Committee.

COMMITTEE REPORT

The Board Finance Committee met on May 14, 2025 and the Board Governance Committee met on May 14, 2025. Both committees received, reviewed and recommended that the Board of Governors approve the Diploma in Engineering Physics program, effective September 1, 2025.

On April 28, 2025, the Senate recommended that the Board of Governors approve the proposed Diploma in Engineering Physics program, effective September 1, 2025. The proposal will first go to the Board Finance and Governance Committees for recommendation to the Board of Governors.

On April 16, 2025, the Senate Standing Committee on Curriculum recommended that Senate recommends the Board of Governors approve the proposed Diploma in Engineering Physics program, effective September 1, 2025.

On April 4, 2025, the Joint Senate Standing Committee on Academic Planning and Priorities and on University Budget recommended that Senate recommends the Board of Governors approve the proposed Diploma in Engineering Physics program, effective September 1, 2025.

March 10, 2025 – Approved by Science Curriculum Committee

March 18, 2025 - Approved by Science Faculty Council

Context and Background

The Diploma in Engineering Physics will offer flexible and accessible pathways for students interested in engineering and physics. The diploma will create a path for students in the Certificate in Engineering (transfer) program to ladder into the Bachelor of Science in Physics for Modern Technology program.

The two-year credential is designed to attract international students and provide them with a foundation in engineering or physics studies.

The open-admission program will provide opportunities for students who are not accepted into the limited-intake Certificate in Engineering program and will include transferrable second-year courses.

The diploma will complement the existing Certificate in Engineering by providing part-time study options and increasing enrolment in existing courses and the B.Sc., PMT program. 3

Key Messages

1. Attractive for International Students
2. Flexible Admission and Curriculum
3. Complement and Increase Enrolment

Consultations

1. Theresa Voorsluys, Manager Academic Advising
2. Fiona Whittington-Walsh, Lead Advisor on Disability, Accessibility and Inclusion
3. Reza Khakbaznejad, Chief Information Officer
4. Carole St. Laurent, Associate Vice President International
5. Dr. Asma Sayed, Vice President, Equity and Inclusive Communities
6. Trina Prince, Director, Equity, Diversity, and Inclusion (Gender and Sexual Equity and Disability Justice)
7. Naomi Stuart, Manager, SAFA

Attachments

1. Diploma in Engineering Physics Program
2. Diploma in Engineering Physics Curriculum Map
3. Diploma in Engineering Physics Memo on Section Limits
4. BC-non-degree proposal – Diploma in Engineering Physics
5. Diploma in Engineering Physics Curriculum Consultations

Submitted by

Michelle Molnar, Administrative Coordinator, University Senate

Date submitted

May 1, 2025

SENATE OFFICE MEMORANDUM

TO	Sonia Banwait, Confidential Assistant, Board of Governors
CC	Michael Poon, Faculty, Department of Physics, Astronomy and Engineering
FROM	Michelle Molnar, Administrative Coordinator, University Senate
DATE	May 1, 2025
SUBJECT	Program Proposal: Diploma in Engineering

Please be advised that on April 28, 2025, Senate recommended that the Board of Governors approve the proposed Diploma in Engineering, effective September 1, 2025.

I have attached a cover sheet and supplemental documents for the Board of Governors.

SENATE

Agenda Number: 5.2.2

Meeting Date: April 28, 2025

Presenter(s): Catherine Schwichtenberg

AGENDA TITLE: **NEW PROGRAM PROPOSAL: Diploma in Engineering Physics**

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT Senate recommend the Board of Governors approve the proposed Diploma in Engineering Physics program, effective September 1, 2025.

COMMITTEE REPORT

On April 16, 2025, the Senate Standing Committee on Curriculum recommended that Senate recommends the Board of Governors approve the proposed Diploma in Engineering Physics program, effective September 1, 2025.

On April 4, 2025, the Joint Senate Standing Committee on Academic Planning and Priorities and on University Budget recommended that Senate recommends the Board of Governors approve the proposed Diploma in Engineering Physics program, effective September 1, 2025.

March 10, 2025 – Approved by Science Curriculum Committee

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The open-admission program will provide opportunities for students who are not accepted into the limited-intake Certificate in Engineering program and will include transferrable second-year courses.

The diploma will complement the existing Certificate in Engineering by providing part-time study options and increasing enrolment in existing courses and the B.Sc., PMT program. 3

Key Messages

1. [Attractive for International Students](#)
2. [Flexible Admission and Curriculum](#)
3. [Complement and Increase Enrolment](#)

Consultations

1. Theresa Voorsluys, Manager Academic Advising
2. Fiona Whittington-Walsh, Lead Advisor on Disability, Accessibility and Inclusion
3. Reza Khakbaznejad, Chief Information Officer
4. Carole St. Laurent, Associate Vice President International
5. Dr. Asma Sayed, Vice President, Equity and Inclusive Communities
6. Trina Prince, Director, Equity, Diversity, and Inclusion (Gender and Sexual Equity and Disability Justice)
7. Naomi Stuart, Manager, SAFA

Attachments

1. [Diploma in Engineering Physics](#) Program
2. Diploma in Engineering Physics Curriculum Map
3. Diploma in Engineering Physics Memo on Section Limits
4. BC-non-degree proposal – Diploma in Engineering Physics
5. Diploma in Engineering Physics Curriculum Consultations

Submitted by

Michelle Molnar, Administrative Coordinator, University Senate

Date submitted

[April 21, 2025](#)

: DIPLOMA IN ENGINEERING PHYSICS

In Workflow

1. ST Dean (Amy.Jeon@kpu.ca)
2. Provost (meredith.laird@kpu.ca)
3. Finance Programs (deepali.ahuja@kpu.ca;carole.laplante@kpu.ca;debb.moffatt@kpu.ca)
4. ORegCurrConsult (oregcurrconsult@kpu.ca)
5. Michael Poon (Michael.Poon@kpu.ca)
6. Consultations (oprocurriculum@kpu.ca)
7. ST Curriculum Committee (richard.popoff@kpu.ca)
8. ST Council (Allyson.Rozell@kpu.ca; Amy.Jeon@kpu.ca)
9. Senate Standing Committee on Academic Planning and Priorities (Catherine.Schwichtenberg@kpu.ca)
10. Senate Standing Committee on University Budget (carley.hodgkinson@kpu.ca)
11. Senate Standing Committee on Curriculum (Catherine.Schwichtenberg@kpu.ca; Michelle.Molnar@kpu.ca)
12. Senate (Catherine.Schwichtenberg@kpu.ca; Michelle.Molnar@kpu.ca)
13. Board Governance Committee (lily.chong@kpu.ca; sonia.banwait1@kpu.ca; boardofgovernors@kpu.ca)
14. Board Finance Committee (lily.chong@kpu.ca; sonia.banwait1@kpu.ca; boardofgovernors@kpu.ca)
15. Board (lily.chong@kpu.ca; sonia.banwait1@kpu.ca; boardofgovernors@kpu.ca)
16. Ministry (oprocurriculum@kpu.ca; josephine.chan@kpu.ca)
17. DQAB-PSIPS (oprocurriculum@kpu.ca; josephine.chan@kpu.ca)
18. Ministry (oprocurriculum@kpu.ca; josephine.chan@kpu.ca)
19. Calendar Editor (calendar.editor@kpu.ca)

Approval Path

1. Thu, 21 Nov 2024 06:30:36 GMT
Amy Jeon (Amy.Jeon): Approved for ST Dean
2. Tue, 03 Dec 2024 00:22:46 GMT
Meredith Laird (meredith.laird): Approved for Provost
3. Tue, 07 Jan 2025 01:14:31 GMT
Meredith Laird (meredith.laird): Approved for Finance Programs
4. Wed, 29 Jan 2025 19:30:34 GMT
Ashley Allison (ashley.allison): Approved for ORegCurrConsult
5. Wed, 29 Jan 2025 20:05:51 GMT
Michael Poon (Michael.Poon): Approved for 100217669
6. Tue, 18 Feb 2025 23:19:06 GMT
Virginia Vandenberg (virginia.vandenberg): Approved for Consultations
7. Tue, 11 Mar 2025 03:45:25 GMT
Richard Popoff (Richard.Popoff): Approved for ST Curriculum Committee
8. Wed, 26 Mar 2025 17:42:07 GMT
Allyson Rozell (Allyson.Rozell): Approved for ST Council

New Program Proposal

Date Submitted: Wed, 30 Oct 2024 18:38:19 GMT

Viewing: : Diploma in Engineering Physics

Last edit: Fri, 21 Mar 2025 21:06:18 GMT

Changes proposed by: Virginia Vandenberg

Reviewer comments

Amy Jeon (Amy.Jeon) (Thu, 21 Nov 2024 06:30:14 GMT): It states the implementation date as September 2026. If possible and feasible, we would like to see this program implemented in September 2025.

Meredith Laird (meredith.laird) (Tue, 07 Jan 2025 01:14:26 GMT): Approved to enter workflow with Memo on Section Limits from CFO attached.

Virginia Vandenberg (virginia.vandenberg) (Fri, 17 Jan 2025 20:03:38 GMT): Updated PLOs and added completed curriculum map on behalf of the proponent.

Krista Gerlich-Fitzgerald (krista.gerlichfitzgerald) (Fri, 24 Jan 2025 20:01:42 GMT): -Program for 2025/26 calendar -Recruitment materials would be updated Intakes on EPBC would start for Spring 2026 & Summer 2026

Overview

Program proposal contact(s)

Michael Poon

Calendar year edition

2025-2026

Requirements

Admission Requirements

Students pursuing a Diploma in Engineering Physics must be admitted to the Faculty of Science (<https://calendar.kpu.ca/programs-az/science/admission-requirements/>).

Curricular Requirements

Code	Title	Credits
APSC 1124	Introduction to Engineering	1
APSC 1151	Introduction to Engineering Graphics	3
APSC 1299	Introduction to Microcontrollers	3
CHEM 1110	The Structure of Matter	4
CPSC 1103	Principles of Program Structure and Design I Revised Course	3
ENGL 1100	Introduction to University Writing Revised Course	3
MATH 1120	Differential Calculus	3
MATH 1220	Integral Calculus	3
PHYS 1120	Physics for Physical and Applied Sciences I	4
PHYS 1220	Physics for Physical and Applied Sciences II	4
One of:		4
CHEM 1154	Chemistry for Engineering	
CHEM 1210	Chemical Energetics and Dynamics	
One of:		3
MATH 1152	Matrix Algebra for Engineers	
MATH 2232	Linear Algebra	
One of:		6
MATH 2321	Multivariate Calculus (Calculus III)	
MATH 3322	Vector Calculus (Calculus IV)	
Or		
MATH 2721	Complex Numbers and Linear Algebra	
MATH 2821	Multivariate and Vector Calculus	
One of:		3
PHYS 1141	Engineering Mechanics	
PHYS 1170	Mechanics I	
Four of, with at least one from List A and one from List B		12
List A		
PHYS 2100	Experimental Physics	
PHYS 2600	Electronics	
PHYS 2610	Sensors and Actuators	
List B		
PHYS 2010	Modern Physics	
PHYS 2030	Classical Mechanics	
PHYS 2040	Thermal Physics	
PHYS 2420	Electricity and Magnetism Revised Course	

Elective	3 credits from a course outside the Faculty of Science at the 1100 level or higher	3
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Total Credits

62

Credential Awarded

Upon successful completion of this program, students are eligible to receive a **Diploma in Engineering Physics**.

Program Learning Outcomes

A student who successfully completes the program will have reliably demonstrated the ability to:	
1	To apply scientific concepts, principles and laws of physics and chemistry to solve both theoretical and practical problems related to physics and chemistry
2	To apply theoretical concepts, principles and proofs in mathematics to solve both theoretical and practical problems
3	To effectively and safely operate scientific and industry equipment and hardware to acquire accurate and reliable data
4	To apply software technologies and computer programming techniques to generate solutions that meet the requirements of a client-specified problem
5	To apply scientific knowledge and use a structured and systematic process to generate viable solutions to multi-disciplinary, open-ended, real-world problems
6	To use written, oral and graphical communication to effectively and concisely convey thoughts and ideas to both a technically-fluent and non-technical audience

The following information will help determine whether there is a budgetary impact to the proposed program changes, and what additional information and consultation will be required. Please note that all additional budgetary requests in support of the proposed program change require approval from the Dean and the Provost, and additional financial documents may be required.

The information supplied is for administrative purposes only and will not be visible to reviewers in the academic governance process (e.g., Faculty and Senate committee members).

Change in space requirements?

No

Change in equipment requirements?

No

Change in support requirements?

No

Consultation requests

Academic Advising
Chair of other Department
Disability, Accessibility, and Inclusion
Information Technology
KPU International
Library
Marketing
Organizational Risk
Student Awards and Financial Assistance
University Space Administration

Other departments

Departments
Chemistry
Mathematics

Abstract

Degree or non-degree program

Non-Degree

**Academic level**

Undergraduate

Faculty

Science

Department

Physics

Program name

Diploma in Engineering Physics

Program description

The Diploma in Engineering Physics will include all the courses necessary to transfer into a second-year engineering program (at another university), as well as satisfying most of the first-year requirements of the B.Sc., PMT. The diploma will also include second-year math and physics courses that are transferrable to other PSIs, and meet graduation requirements for KPU's B.Sc., PMT. To be granted the Diploma in Engineering Physics, students will be required to complete 20 courses, totalling 62 credits. Students who complete this credential will be able to continue at KPU to complete the third and fourth years of the B.Sc., PMT program, or transfer into the second-year of an engineering degree program at institutions such as UBC, UVIC or SFU.

Students who complete the Diploma in Engineering Physics will have:

- A foundation of undergraduate physics and math sufficient to pursue upper-level physics and math topics.
- A foundation of applied science topics, including engineering design and engineering graphics.
- A foundation in microcontrollers, including theory, programming, and applications.
- Met the requirements for transfer into second-year of any engineering degree in British Columbia (except BCIT engineering degrees).

Program concentration(s)

Applied Science (APSC) - 7 credits (introductory)

Math (MATH) - 15 credits (introductory and intermediate)

Physics (PHYS) - 23 credits (introductory and intermediate)

Implementation date

September 2026

Proposed Program Overview**Program Structure & Delivery****Proposed credential(s) to be granted****Credential Level**

Diploma

Date for next review

September 2031

Alignment with KPU mission and mandate, strategic plan and academic plan

The Department of Physics is seeking approval to create a Diploma in Engineering Physics. This credential will leverage existing courses within the Certificate in Engineering and Bachelor of Science, Major in Physics for Modern Technology (B.Sc., PMT) programs to accomplish three objectives:

1. Create an explicit pathway for students in the Certificate in Engineering (transfer) program to ladder into the B.Sc., PMT.
2. Provide international students with an attractive two-year credential to begin their engineering or physics studies.
3. Provide students who are not accepted or qualified for the limited-intake Certificate in Engineering program with an opportunity to study engineering at KPU via an open admission Diploma in Engineering Physics program.

By leveraging existing courses to create a new credential in a growing job sector, the Diploma in Engineering Physics will help KPU meet goals B3 and C2 of Vision 2023. This new credential's goals of creating pathways from the Certificate in Engineering to the B.Sc., PMT will provide a flexible pathway for all students to study engineering at KPU. This aligns with KPU's 2023 Academic Plan to create

clean transitional pathways (Strategy 1.2), provide flexible curriculum (Strategy 1.3), and provide adult learners with opportunities to study at KPU (Strategy 1.5). The Diploma in Engineering Physics also strongly aligns with goal 4: "build a next generation KPU International", by creating a new academic program that is attractive for international students.

The creation of a two-year diploma in Engineering was recommended in the 2017 Certificate in Engineering, and 2023 B.Sc., PMT quality assurance plans.

Will this program include a co-operative education option?

No

Discipline and Program Description

Description of discipline

Engineering is the application of science, mathematics, technology, experience, and the engineering design process to solve problems for the benefit of society and the environment. Physics is the science of matter, motion and energy. The Diploma in Engineering Physics will provide a curriculum that covers aspects of both engineering and physics.

Expected time to complete

4 semesters for full-time studies (15 credits/semester)

Total number of credits

62

Proposed domestic tuition

Bylaw 4 - Credit Based Programs, Category 1

Type of intake

Open Intake

Cohort delivery?

No

Alternative entry options

Transfer Credit
PLAR

Course Delivery Options

Part-time studies possible?(i.e., students can choose to study part-time)

Yes

Notes

Students will be able to complete the program at their own pace, whether it be as a full-time or part-time students.

Evening delivery

Yes

Notes

Some courses may have multiple sections that may have both daytime and evening sections; however, not all courses in this program will have that option.

Weekend delivery

No

In person

Yes

Online or blended

Yes

Delivery description

This program will be using existing courses, of which, some may be offered in different delivery modes. This program will not mandate any particular course delivery mode.

Program Delivery Options

Co-op education program/practicum/clinical practice, etc. available

No

Will graduates require certification?

No

Will the program have to meet external accreditation requirements?

No

Information for Competitive Assessment

Related programs at other PSIs

Langara College - Diploma in Applied Science for Engineering.

Capilano University - Engineering Transition Diploma.

Douglas College - Diploma in Engineering and Fabrication Technologies.

University of the Fraser Valley (UFV) - Engineering Physics Diploma in Mechatronics.

Vancouver Island University (VIU) - Engineering Transfer Diploma.

Vancouver Island University (VIU) - Integrated Engineering Technologist Diploma.

Unique aspects/program strengths

The KPU Diploma in Engineering Physics will be most similar to the Douglas and UFV offerings, but differentiates itself from these diploma programs primarily by the number of transferrable second-year courses required. In addition to the courses within the Certificate in Engineering, the diploma includes second-year math and physics courses that all provide second-year transfer credit to at least one of the major research universities in BC. The KPU Diploma in Engineering Physics has been set-up more as an intermediate stepping stone towards a degree program in either physics or engineering. As an end credential, this diploma will provide students with the knowledge and skills to attain a job after graduation that is similar in scope to the work experience positions for the third-year B.Sc., PMT students (see Labour Market Assessment).

The admission requirements for the limited-intake Certificate in Engineering program can create barriers for students wanting to study engineering, but who are ineligible for admission to the Certificate in Engineering program. The creation of an open-intake Diploma in Engineering Physics at KPU will provide these local students in Richmond and Surrey, as well as international students, with the option to pursue engineering studies at KPU, rather than travelling to Langara, Douglas or UFV to begin their engineering studies.

New or existing courses only?

Existing

Relationship with existing KPU programs

The Diploma in Engineering Physics will complement the existing Certificate in Engineering (one year, limited intake, cohort based) by providing a place at KPU for recent high school graduates and mature students wanting to study engineering on a part-time basis, or needing course upgrading.

The diploma aims to increase enrolment in existing courses and the B.Sc., PMT program as a whole by facilitating the conversion of engineering transfer students into B.Sc., PMT students. It is hoped that exposure to the B.Sc., PMT specific courses in the Diploma will help convince the engineering transfer students to switch to B.Sc., PMT and stay at KPU, therefore increasing enrolment in upper-level B.Sc., PMT courses. As well as converting some engineering students to the B.Sc., PMT, some students who plan to study physics may be interested in completing the diploma before laddering into the B.Sc., PMT.

Information for Student Demand Assessment

New applicants to KPU

This credential would be attractive for any new student to study at KPU. As a flexible, open-intake, 2-year Diploma in Engineering Physics, this program will attract students applying directly from high school, students coming back to school for a career change, and international students.

Current KPU students

Current pathway, exploratory and undeclared KPU students may be attracted to the Diploma in Engineering Physics. These students may already have considered pursuing engineering, but required course upgrading. For students who entered KPU without a clear career path, the employment possibilities with engineering may entice them to try a career in engineering.

Students in KPU's Certificate in Engineering program may, for whatever reason, decide not to transfer out of KPU to pursue an engineering degree. Instead, the students may opt for a diploma credential that will open more employment opportunities than a certificate, but can be completed in two, rather than four years for a bachelors degree.

Physics-intended students and B.Sc., PMT students may also opt for the two-year diploma as either an exit credential, or as a stepping-stone towards the B.Sc., PMT degree. The two-year option may be attractive to physics students facing financial or academic hardships with a four-year degree.

As an open-intake program, current KPU students could switch into the diploma program and pursue the required curriculum at their own pace, earning credit for KPU courses already taken.

Domestic/international students

The Diploma in Engineering Physics will be attractive to both domestic and international students. This program is expected to appeal to international students because of the attractive field of study (engineering). The length of study (2 years) allows for graduates to apply for a three-year post-graduation work permit (PGWP).

Faculty of Science Degree Advisors Hannah Cenaiko and Andrea Fello have been consulted, and are in support of this program as a flexible engineering option for domestic students, and an attractive option for international students.

Information for Labour Market Assessment

Main skills graduates will have upon completion of program

Main Skills

Critical thinking and analytic problem solving in undergraduate level math and physics.

Knowledge of the engineering design process and its application to complex problem solving.

Producing and interpreting engineering drawings—both manual and CAD drawings.

Theory, programming and application of micro-controllers.

Experience using laboratory equipment commonly used in chemistry, physics and electronics.

Competency in writing technical reports.

Working collaboratively in teams.

Sectors/types of employers that would most likely hire new graduates

According to the BC Labour Market Outlook, 2023 Edition, STEM professions are the only skills-based cluster where job openings due to job expansion (46,300) will be greater than job replacement (33, 800). It should be noted that the graduate skills from the proposed Diploma in Engineering Physics matches closely with the top five skills for STEM professionals; namely, programming, technology design, mathematics, and science.

It is anticipated that graduates of the Diploma in Engineering Physics will be able to find employment in fields akin to the work experience positions attained by third-year B.Sc., PMT students. Employment areas include:

robotics; green energy technology; manufacturing engineering; biomedical engineering; software development; engineering production; physics research; particle accelerator technology; satellite image analysis, optics; optical engineering; agricultural technology, and electronics.

These employment areas are part of the “professional, scientific and technical services” industry group, with 142 400 job openings forecasted over the next ten years, of which 78,200 will be from job market expansion (BC Labour Market Outlook, 2023 Edition).

Occupations and job titles for which new graduates would be qualified

Job Title	National Occupational Classification (NOC) Code
Chemical technologists and technicians	22100
Drafting technologists and technicians	22212
Non-destructive testers and inspectors	22230

Mechanical engineering technologists and technicians	22301
Industrial engineering and manufacturing technologists and technicians	22302
Electrical and electronics engineering technologists and technicians	22310
Industrial instrument technicians and mechanics	22312
Technical sales specialists	62100

Financial Assessment Background Questions

Funding

No Funding

Class size

Lectures - 35 seat maximum

Labs - 20 seat maximum

Workload

Two existing courses, APSC 1124 and APSC 1299, are currently running at 6.25 % FTE per section. All other courses listed as program requirements are currently 12.5% FTE.

New department?

No

Admin support in addition to Chair

Yes

Specialized equipment

Consumable Supplies

Equipment

Specialized software

Specialized teaching space

Computer labs

Labs

Program personnel

Other (Please specify)

Explain

The proposed program will be delivered by the already existing Department of Physics, under the current time release of the Engineering Chair, so no additional chair release will be required.

Administrative support will be required to create and update a new webpage for the program, as well as support for marketing the new program.

Since the Engineering Physics Diploma program makes use of existing courses (with existing labs), there are no capital costs to this program. The only equipment-related costs would be for consumables due to higher enrolment numbers.

Again, since the proposed Diploma is making use of existing courses only, all of the required computer labs and science labs are already available.

Many of the courses required for the Engineering Physics Diploma are currently under-enrolled, particularly at the KPU Richmond campus. Implementation of this program should increase enrolment in these courses. Hiring of contract lab instructors or contract faculty will only be required if there is sufficient demand to offer additional sections.

Preferred campus delivery

Richmond

Surrey

Supplementary Documents**Curriculum Map and Program Learning Outcomes**

Curriculum Map - Diploma in Engineering Physics_17 Jan 2025.xlsx

Financial assessment

Diploma in Engineering Physics_Memo on Section Limits_Final.pdf

Full program proposal

bc-non-degree-proposal_diploma engineering physics_19 Feb 2025.doc

Other documents

Dipl Engineering Physics_Curriculum Consultations_21 Mar 2025.docx

Key: 178

PROGRAM CURRICULUM MAP - Diploma in Engineering Physics

PROGRAM COURSES WITH COURSE LEARNING OUTCOMES	PROGRAM LEARNING OUTCOMES					
	PLO#1	PLO#2	PLO#3	PLO#4	PLO#5	PLO#6
	To apply scientific concepts, principles and laws of physics and chemistry to solve both theoretical and practical problems related to physics and chemistry	To apply theoretical concepts, principles and proofs in mathematics to solve both theoretical and practical problems	To effectively and safely operate scientific and industry equipment and hardware to acquire accurate and reliable data	To apply software technologies and computer programming techniques to generate solutions that meet the requirements of a client-specified problem	To apply scientific knowledge and use a structured and systematic process to generate viable solutions to multi-disciplinary, open-ended, real-world problems	To use written, oral and graphical communication to effectively and concisely convey thoughts and ideas to both a technically-fluent and non-technical audience

For each CLO, the PLO(s) it satisfies are indicated, and at which level. The three levels are:
Introduced [I]: Course learning outcomes that concentrate on knowledge or skills related to the program outcomes at a basic level or skills at an entry-level of complexity.
Developing [D]: Course level outcomes that demonstrate learning at an increasing level of proficiency of the program level outcome as well expanding complexity.
Advanced [A]: Course level outcomes that demonstrate learning related to the program level outcome with an increasing level of independence, expertise and sophistication or integrate the use of content or skills in multiple levels of complexity.

TERM 1						
APSC 1124 Introduction to Engineering						
Discuss product design as a deliberate process					I	
Complete a preliminary design project in a small group					I	
Make a presentation to the class on the design project						I
APSC 1151 Introduction to Engineering Graphics						
Draw orthographic views of mechanical objects freehand, using simple instruments, and using AutoCAD				I		I
Produce those drawings from perspective and isometric sketches, and from real objects				I		I
Dimension objects in orthographic projection				I		I
Dimension tolerances for mating parts, and interpret those tolerances				I		I
Produce isometric drawings from orthographic projections						I
Solve problems in three-dimensional engineering geometry						I
Perform vector analysis using scale drawings						I
Achieve high standards of neatness, clarity, and accuracy in all work						I
APSC 1299 Introduction to Microcontrollers						
Construct simple circuits on a breadboard, based on a microcontroller and IO devices such as push-button switches and LED's			I	I		
Write simple programs in C to enable a microcontroller to receive and analyze input data			I	I	I	
Use measured data to control output			I	I		
Use and maintain a proper lab notebook						I
Function effectively in a group environment						
Produce written and oral presentations on their group project(s)						I
CHEM 1110 Structure of Matter						
Solve a variety of stoichiometric and gas law problems	I					
Solve problems based on the Bohr model of the atom, other 1-electron atomic systems and the photoelectric effect	I					
Use quantum theory to discuss orbital shapes, energies and electron configurations of atoms and ions	I					
Describe and explain trends in atomic and ionic radii, ionization energies, electron affinities, and electronegativities with reference to the Periodic Table of Elements	I					
Describe ionic and covalent bonding and explain trends in physical properties based on type of bonding	I					
Use Lewis structures and resonance to describe bonding and Valence Shell Electron Pair Repulsion (VSEPR) Theory to predict shapes of covalent species	I					
Use Valence Bond Theory and Molecular Orbital Theory to rationalize shapes, stabilities and magnetic properties of covalent species	I					
Describe the different intermolecular forces and explain effects of intermolecular forces on physical properties of covalent compounds	I					
Name a variety of organic compounds containing different functional groups	I					
Describe and illustrate different types of isomerism possible in organic compounds	I					
Predict the products of simple reactions involving organic compounds	I					
Discuss the common types of radioactivity and their uses	I					
Solve problems based on the rates of radioactive decay, binding energies of nuclei and energy associated with nuclear reactions	I					
CHEM 1154 Chemistry for Engineering						
Solve problems in stoichiometry, gases, liquids and solids, solutions, gas and solution equilibria, thermodynamics, electrochemistry, chemical kinetics	I					
Write reports based on observations and data obtained in the laboratory for each of the experiments performed			I			I
Perform lab techniques learned throughout the semester by successfully performing experiments as well as a final practical lab exam	I		I			

CHEM 1210 Chemical Energetics and Dynamics						
Solve problems in electrochemistry, chemical kinetics, thermodynamics, equilibria involving gases, acids and bases, ionic compounds, liquids and solids, solutions	I					
Write reports based on observations and data obtained in the laboratory for each of the experiments performed			I			I
Perform lab techniques learned throughout the semester by successfully performing experiments as well as a final practical lab exam	I		I			
CPSC 1103 Principles of Program Structure and Design I						
Explain and apply the principles of top-down design, determine input and output requirements for a programming problem				I		
Develop algorithms to solve computer-related problems in a structured manner				I		
Represent algorithms using pseudocode or structure charts/flowcharts; implement (code, debug and test) the algorithms using structured programming concepts (selection, repetition and subprograms)				I		
Employ simple data structures (strings and arrays) for searching and sorting; write well-formatted programs with comments				I		
Produce user and technical documentation						I
ENGL 1100 Introduction to University Writing						
Read, annotate, and summarize a variety of academic and non-academic works						I
Understand audience, purpose, and occasion						I
Analyze and evaluate structure, logic, style, and evidence						I
Explore and refine ideas through discussion and debate						I
Think and respond critically to a broad range of texts and cultural products						I
Engage in a writing process that includes brainstorming, outlining, drafting, and revising strategies to produce university-level writing						I
Apply principles of unity, development, and coherence in writing						I
Produce clear, grammatical, and logical written work independently						I
Write essays that assert and support clear thesis statements						I
Research and assess secondary-source material using university-level methods and resources						I
Integrate sources effectively into written work using quotation, paraphrase, and summary						I
Document source material and format essays using MLA and/or APA citation methods to uphold the principles of academic integrity						I
Recognize and correct errors in their own writing						I
MATH 1120 Differential Calculus						
State and apply the concepts of differential calculus, including the limit, the derivative, both as the slope of a tangent line and as a rate of change, and the geometry of derivatives		I				
Compute, in simple cases, derivatives from the definition		I				
Demonstrate and apply the basic skills of calculus (finding limits, differentiation, graphing) for algebraic and elementary transcendental functions		I				
Apply these skills to solve applied problems	I	I				
Use a computer algebra system to solve problems related to differential calculus		I		I		
MATH 1152 Matrix Algebra for Engineers						
Describe the geometry of matrix algebra		I				
Use the concepts, principles, formal definitions and terminology of matrix algebra		I				
Perform matrix algebra calculations		I				
Use a Computer Algebra System to solve matrix algebraic problems		I		I		
MATH 1220 Integral Calculus						
Understand, state and apply the concepts of integral calculus, including integration, the fundamental theorem of calculus, approximation techniques, infinite series and simple differential equations		I				
Evaluate, in simple cases, definite integrals using Riemann sums		I				
Solve applied problems requiring integration and infinite series	I	I				
Use a computer algebra system to solve problems related to integral calculus		I		I		
MATH 2232 Linear Algebra						
Construct simple proofs		I				
Verify that a definition holds		I				
Construct proofs using properties and definitions		I				
Use formal definitions and terminology		I				
Perform linear algebraic calculations		I				
Describe, explain and interpret the geometry of linear algebra		I				
Communicate mathematical concepts diagrammatically		I				I
Solve linear algebra problems with the aid of a calculator and/or computer, where appropriate		I		I		
MATH 2321 Multivariate Calculus (Calculus III)						
Recognize and graph lines, planes, cylinders, and quadric surfaces in three-space		D				
Evaluate and interpret algebraic combinations of vectors (including sum, scalar multiples, dot and cross product)		D				
Evaluate limits of functions of several variables		D				
Evaluate and interpret partial derivatives, including use of the chain rule, and higher order derivatives		D				
Evaluate and interpret differentials, gradients and directional derivatives		D				

Evaluate and interpret partial derivatives of implicitly defined functions		D				
Evaluate and interpret double and triple integrals		D				
Evaluate multiple integrals using substitution to polar, cylindrical, and spherical coordinates		D				
Graph simple functions of two variables as surfaces, and interpret graphs via level surfaces		D				D
Find and classify critical points of functions of two variables		D				
Find extreme values of functions of several variables with constraints using Lagrange multipliers		D				
Calculate area, volume and mass		D				
Solve applied problems	D	D				
Make appropriate use of a Computer Algebra System (CAS)		D		D		
MATH 2721 Complex Numbers, Linear Algebra						
Use matrices to solve a variety of problems in physics and engineering	D	D				
Apply common matrix algebra algorithms such as inversion and diagonalization		D				
Perform basic arithmetic and algebra with complex numbers		D				
Use complex numbers in the solution of differential equations relevant to physics and engineering	D	D				
MATH 2821 Multivariate and Vector Calculus						
Find equations of lines and planes		A				
Recognize the equations of cylinders and quadratic surfaces; use level curves to visualize and sketch surfaces		A				
Evaluate and interpret partial derivatives		A				
Evaluate and interpret gradients and directional derivatives		A				
Evaluate and interpret double and triple integrals		A				
Evaluate multiple integrals using polar, cylindrical, and spherical coordinates		A				
Calculate area, volume, mass, first and second moments, and center of mass		A				
Evaluate derivatives of vector-valued functions of a single variable		A				
Evaluate line integrals of scalar and vector functions; work as a line integral		A				
Evaluate operators (grad, div, curl, Laplacian) in all three major coordinate systems		A				
Evaluate surface integrals of scalar- and vector-valued functions		A				
State the Divergence Theorem and apply to electricity and magnetism, and fluid flow	A	A				
Evaluate line and surface integrals using Green's and Stokes' theorems		A				
Apply the concepts of the course to topics such as electricity and magnetism, and fluid flow	A	A				
MATH 3322 Vector Calculus (Calculus IV)						
Evaluate limits and determine continuity of vector valued functions		A				
Evaluate derivatives of vector valued functions, including use of the chain rule		A				
Evaluate operators (grad, div, curl, Laplacian) of vector valued functions in all three major coordinate systems and general curvilinear systems		A				
Evaluate line integrals of scalar and vector functions		A				
Evaluate surface integrals of scalar and vector functions		A				
Evaluate line and surface integrals using Green's, divergence, and Stokes' theorems		A				
Calculate affine approximations to vector valued functions and interpret as a hyperplane		A				
Calculate derivatives of implicitly defined functions and of inverse functions		A				
Calculate potentials by solving differential equations and by evaluating line integrals		A				
Calculate and interpret flow, work and circulation in two dimensions		A				
Apply the concepts of the course to topics such as electricity and magnetism and fluid flow	A	A				
Create mathematical models		A		A	A	
PHYS 1120 Physics for Physical and Applied Sciences I						
Explain the concepts of vectors and their use in mechanics problems	I					
Apply Newton's laws of motion to point particles as well as extended objects	I					
Apply the concepts of Work and Energy to mechanics problems	I					
Apply the conservation laws to systems of particles	I					
Explain the basic concepts of oscillatory motion, waves, and sound	I					
Use computers in the laboratory for the collection and analysis of data and in the presentation of results	I		I	I		I
PHYS 1141 Engineering Mechanics						
Solve equilibrium problems of particles and rigid bodies, in two and three dimensions	I					
Reduce force and couple systems	I					
Solve static friction problems, including those with wedges	I					
Analyze the forces acting on the members of pin connected frames and machines	I					
Use the method of sections to determine the internal loadings in a member	I					
Describe the motion of particles in terms of appropriate coordinate systems	I					
Solve the equations of motion using the various coordinate systems	I					
PHYS 1170 Mechanics I						
Solve equilibrium problems of particles and rigid bodies, in two and three dimensions	I					
Reduce force and couple systems	I					
Solve static friction problems, including those with wedges	I					
Describe the motion of particles in terms of appropriate coordinate systems	I					
Solve the equations of motion using the various coordinate systems	I					
Apply the principles of work and energy and of impulse and momentum in solving problems	I					
PHYS 1220 Physics for Physical and Applied Sciences II						
Explain the concepts of currents, charges and electric fields	I					

Explain the concepts involving moving charges in magnetic fields	I					
Solve simple problems in finding magnetic fields produced by moving charges	I					
Explain electromagnetic induction	I					
Solve both geometric and physical optics problems	I					
Explain some of the basic concepts of modern physics	I					
Use computers in the laboratory for the collection and analysis of data and in the presentation of results	I		I	I		I
PHYS 2010 Modern Physics						
State the assumptions made by Einstein which led to the Special Theory of Relativity	D					
State important implications of the theory of special relativity	D					
Perform Lorentz transformation of space-time coordinates under special relativity	D					
Describe the invariants in special relativity and apply them in problem solving	D					
Summarize the historical development of the theory of Quantum Mechanics	D					
Recognize the evidence for quantization in nature	D					
State the Schrödinger Equation, describe its significance, apply to simple problems	D					
Solve the Schrödinger Equation for a variety of simple potential functions	D					
State the Uncertainty Principle and its applications	D					
Describe simple crystal structures	D					
State the principles of band theory and apply to simple problems	D					
Perform simple calculations involving the electronic properties of solids	D					
Understand the basic properties and operation of semiconductor devices such as diodes and transistors	D		D			
PHYS 2030 Classical Mechanics						
Solve dynamics problems involving time, space and velocity dependent forces using elementary calculus	D	D				
Show that a given equation of motion satisfies a given differential equation	D					
Solve the harmonic oscillator problem including the damped and forced cases	D					
Solve dynamics problems in standard three dimensional co-ordinate systems	D					
Solve dynamics problems in standard accelerated frames of reference, including rotating systems	D					
State the definitions of key fluid properties: density, flow rate, viscosity	D					
Apply fundamental fluid equations (continuity, mass/energy,...) to the solution of problems	D					
State and apply Euler's and Bernoulli's fluid laws	D					
Recognize the importance of dimensional analysis in the study of fluids and state several dimensionless ratios of interest such as Euler's number and Reynolds' number	D					
PHYS 2040 Thermal Physics						
State the 4 laws of thermodynamics	D					
Describe the operating principles of common thermometers	D					
Name standard thermodynamic processes (isothermal,adiabatic, etc)	D					
Analyze common thermodynamic cycles for ideal gases in the pV plane	D					
State several versions of the Second Law	D					
Describe several 'real world' heat engines	D					
Define entropy macroscopically and statistically	D					
Define thermodynamic potentials: Enthalpy, Free Energy	D					
Describe Planck's resolution of the ultraviolet catastrophe	D					
Perform calculations using the Stefan Boltzmann radiation law	D					
Apply thermodynamic principles to modern energy technologies such as solar panels and heat pumps	D		D			
PHYS 2100 Experimental Physics						
Describe the characteristics of, and demonstrate the operation of, common laboratory equipment such as oscilloscopes and function generators			D			
Apply physical principles in designing, and choosing instrumentation for, physics experimentsUse electronic instrumentation as well as computers to acquire experimental data in physics experiments	D		D		D	
Organize and interpret experimental data in physics experiments			D		D	
Use theoretical methods and computer software to analyze experimental data in physics experiments			D	D		
Write a formal laboratory report on physics experiments			D			D
PHYS 2420 Intermediate Electricity and Magnetism						
Calculate electric field and electric potential for various charge distributions, incorporating the effects of dielectrics	D					
Calculate magnetic fields for various current distributions, with or without the presence of matter	D					
Calculate induced emfs	D					
Solve DC and AC circuit problems with standard circuit elements, using phasor and complex number representation where appropriate	D					
Analyse the operation of the BJT in small-signal amplifiers	D		D			
PHYS 2600 Electronics						
Analyse and calculate voltage, current and power in AC and DC circuits containing resistors, capacitors, and inductors using phasor diagrams and complex variable mathematics	A	A				
Analyse circuits containing diodes and operational amplifiers	A		A			
Use a microcontroller unit to measure voltages and currents in AC and DC circuits			A	A		
Troubleshoot circuits that are not performing as expected	A		A		A	
Work with common laboratory tools such as function generators, oscilloscopes, and power supplies			A			
Record data using a computer spreadsheet (e.g.MS Excel)			A	A		

Write and present reports						A
Program in C				A		
PHYS 2610 Sensors and Actuators						
Choose an appropriate sensor and/or actuator for a particular measurement	A		A		A	
Test and calibrate sensors and actuators			A		A	
Convert sensor output to physical quantities, e.g. convert a thermistor voltage to temperature in degrees Celsius			A	A		
Interface a microcontroller unit (MCU) to a sensor and/or actuator and write a C program for the operation of the MCU			A	A		
Interface a data acquisition module to a sensor and/or actuator and write a LabVIEW program for the operation of the module			A	A		
Collect data using a computer spreadsheet (e.g. MS Excel) and use symbolic math programs (e.g. MAPLE) to aid in converting data				A		
Breadth Elective						

CLO / PLO intersection counts

Introductory	45	21	9	17	3	30
Developing	42	19	8	2	2	2
Advanced	7	27	10	8	4	1
Total	94	67	27	27	9	33

Note 1: Regarding over-representation of intersection counts with PLOs #1 & 2

There is some double counting due to the inclusion of all the possible combinations of courses to meet the curricular requirements.
Also, many of the CLO's were written without consideration to program curriculum mapping and tend to reflect individual content items rather than more broad learning outcomes

Note 2: Regarding under-representation of intersection counts with PLO #5

Integration of multi-disciplinary concepts to solve open-ended problems is a rather advanced learning outcome that students may not have the time or opportunity to practice significantly within a 2-year diploma program, compared to a 4-yr degree. However, this PLO is an important learning outcome to have in any engineering or applied science credential

TO: Brett Favaro, Dean, Faculty of Science; Amy Jeon, Dean Pro Tem, Faculty of Science; Lana Mihell, Divisional Business Manager, Faculty of Science; Michael Poon, Program Chair, Department of Physics

CC: Diane Purvey, Provost & VP Academic, David Burns, AVP, Academic; Lori McElroy, AVP, Planning & Accountability; Kristine Kidd, Director, Financial Operations (Reporting and Budgeting); Stefanie Singer, Manager, Budget & Planning

FROM: Chervahun Emilien, Chief Financial Officer

DATE: September 9, 2024

SUBJECT: Diploma in Engineering Physics - Cost Mitigation Strategies

Purpose:

The purpose of this memo is to outline supplementary cost mitigation strategies for the proposed Diploma in Engineering Physics (the “Diploma”) and to establish guidelines for addressing potential future funding requirements.

Background:

The Department of Physics (the “Department”) is proposing the introduction of the Diploma, a program that will leverage 15 existing courses at KPU by sourcing underutilized course capacity to create a new credential and improve seat utilization. The Department’s program proposal indicates that the Diploma will be delivered within the base budget section allocation to the Faculty of Science (“FoS”). The Office of the CFO requested additional information supporting the assessment of potential demand for the program versus capacity, outlined below, and mitigation of potential future costs should demand exceed capacity.

The Diploma offering consists of the following existing FoS courses:

- APSC 1124 Introduction to Engineering
- APSC 1151 Introduction to Engineering Graphics
- APSC 1299 Introduction to Microcontrollers
- CHEM 1210 Chemical Energetics and Dynamics
- CPSC 1103 Principles of Programming Structure and Design I
- ENGL 1100 Introduction to University Writing
- MATH 1120 Differential Calculus
- MATH 1220 Integral Calculus
- PHYS 1120 Physics for Physical and Applied Sciences I
- PHYS 1220 Physics for Physical and Applied Sciences II
- PHYS 2100 Experimental Physics
- PHYS 2600 Electronics
- PHYS 2610 Sensors and Actuators
- PHYS 2010 Modern Physics
- PHYS 2030 Classical Mechanics
- PHYS 2040 Thermal Physics
- PHYS 2420 Intermediate Electricity and Magnetism

The Department worked with the Office of Planning and Accountability (“OPA”) to identify and assess seat utilization for each course. For most of the required courses, unutilized capacity is over 25 students, which is well above the anticipated student growth of the proposed program. As a result, for these courses, there appears to be sufficient capacity to support the proposed program without adding additional sections.

There are also several courses where current seat utilization is stronger, which has the potential to impede advancement or cause delays if additional sections are not offered when/if program popularity increases. In order to minimize potential issues, four of the five courses have been identified as “semi-optional” courses, meaning that students can satisfy their course requirements by taking identified, alternate courses if the section offerings are full.

Also, as CPSC 1103 is a required course, and to accommodate demand for this course without additional costs, the Department has recommended that program seat reserves be placed on the course to ensure that students taking the Diploma are given priority registration.

Next Steps:

If demand for any of the aforementioned courses necessitates a one-time-only or ongoing additional section, the Dean and DBM shall first assess whether the course section can be funded internally through reallocation of existing section workload budget (i.e. without drawing on other departments or programs). If internal funding is not feasible, they will then consider whether the addition of the section should be deferred.

If the Department decides to proceed and cannot accommodate funding by reallocation, the Dean and DBM are to make a formal budget request to the Provost & VP, Academic, to access one-time-only (OTO) budget, this can be made during the fiscal year. Should the Provost not have sufficient budget to reallocate to support an OTO section, a formal budget request must be made to the CFO and Provost & VP, Academic including the following information:

- Total revenues anticipated from the delivery of additional section(s) offered including evidence substantiating the demand (i.e. waitlists and historical evidence of full utilization);
- Total workload costs for sections considering additional laboratory support costs;
- Any other associated costs to support the section request such as consumable lab supplies; and,
- Documentation of steps taken to exhaust all other alternatives.

The CFO and Provost & VP, Academic will review the additional information and determine next steps, noting that additional budget allocation will be subject to analysis of the overall financial impact, as well as budget availability.

Should demand require an ongoing increase, the FoS must submit a formal budget increase request through the annual budget request process identifying the information above. As is the case for each budget request submitted, approval will be based on budget availability and prioritization relative to other budget requests.

Thank you for your attention to these mitigation strategies. Should you have any questions or concerns, please contact my office at your earliest convenience.

Non-Degree New Program Proposal

Name of Institution: Kwantlen Polytechnic University
Title of Program: Engineering Physics
Credential to be awarded to graduates: Diploma in Engineering Physics
Length of Program: 62 credits

Institutional Contact: Michael Poon	Title: Physics Faculty
Phone: 604-599-2421	Email: michael.poon@kpu.ca

Executive Summary:

Summarize the purpose of the proposal

The Diploma in Engineering Physics will open new pathways for both international and domestic students to begin their engineering studies at KPU. For international students, this program will meet the current eligibility requirements to qualify for a post-graduation work permit and allow them to join the local workforce or continue their educational pursuits towards a baccalaureate degree in engineering, applied science, or physics. For domestic students in the local KPU communities, the flexibility and open admissions model of this program will allow them to study part-time and enter the program from diverse academic backgrounds, without needing to commute outside their local communities to pursue their educational goals. The selection of courses that comprise the Diploma in Engineering Physics also provides students with different exit options – to transfer into the second year of an engineering degree program; or to continue at KPU to complete the third and fourth years of the B.Sc. in Physics for Modern Technology, or to enter the workforce with scientific and technical skills.

Outline the key objectives and outcomes of the proposed program in one or two pages

The Diploma in Engineering Physics will leverage existing courses within the Certificate in Engineering and Bachelor of Science, Major in Physics for Modern Technology (B.Sc., PMT) programs to accomplish three objectives:

1. Create an explicit pathway for students in the Certificate in Engineering (transfer) program to ladder into the B.Sc., PMT.
2. Provide international students with an attractive two-year credential to begin their engineering or physics studies.
3. Provide students who are not accepted or qualified for the limited-intake Certificate in Engineering program with an opportunity to study engineering at KPU via an open admission Diploma in Engineering Physics program.

The Diploma in Engineering Physics will include all the courses necessary to transfer into a second-year engineering program at another post-secondary institution (PSI), as well as

Non-Degree Program Proposal

satisfying most of the first and second-year requirements of the B.Sc., PMT. The diploma will also include second-year math and physics courses that are transferrable to other PSIs.

Students who complete the Diploma in Engineering Physics will have:

- A foundation of undergraduate physics and math sufficient to pursue upper-level physics and math topics.
- A foundation of applied science topics, including engineering design and engineering graphics.
- A foundation in microcontrollers, including theory, programming, and applications.
- Met the requirements for transfer into second-year of any engineering degree in British Columbia.

Program Rationale:

<i>Provide rationale for the credential</i>

KPU's Engineering Certificate was created over 30 years ago as an open admissions program that allowed KPU students to complete the first year of an engineering degree before transferring to another post-secondary institution to complete their degree. However, by 2012, KPU's Engineering Certificate program was vastly over-subscribed, with over 300 engineering certificate students vying for only 70 seats in the engineering-specific courses. With registration on a first-come basis, many capable students were unable to complete the program in a timely manner due to an inability to register into all of the required courses. As a response, KPU introduced a second admission stream into the Engineering Certificate program,

- i. First-Year Engineering Certificate (new) – competitive entry, limited enrolment with guaranteed registration in all required courses.
- ii. Engineering Certificate (existing) – open entry, open enrolment with no course registration guarantee.

This dual admission-stream model appeared to be working well – giving strong students access to all the required courses to complete the Certificate courses in a timely manner yet also allowing part-time students and students missing high-school prerequisites to also be part of the engineering program. However, a change in KPU admissions in 2015 resulted in the elimination of the open admissions stream to the Engineering Certificate program. The creation of the Diploma in Engineering Physics will reinstate the open admissions option for students who are missing prerequisites or need more than two semesters to complete the program.

The B.Sc. in Physics for Modern Technology was launched in 2015 as a hands-on applied physics degree. In addition to some of the more traditional physics degree courses (such as thermodynamics, electromagnetics and optics), the PMT program includes more applied topics such as sensors, electronics and process control. PMT students are also required to complete one-semester and two-semester projects in their third and fourth years, respectively. These projects typically require students to program microcontrollers, build electronic circuits or design objects to be 3-D printed. PMT graduates have found employment as support engineer, engineering technologist, software developer, electromechanical technician and manufacturing technician. With a PMT program that shares many attributes with engineering, the Engineering Physics Diploma will complement the PMT program.

Non-Degree Program Proposal

The number of international students in the First-Year Engineering program has been less than five percent over the past five years. This is primarily because international students are required to graduate with a minimum two-year credential to obtain a three-year post-graduation work permit (PGWP). The Engineering Physics Diploma will satisfy this requirement for international students wanting to pursue engineering, and it will give international students the option of studying physics without committing to a four-year degree.

By leveraging existing courses to create a new credential in a growing job sector, the Diploma in Engineering Physics will help KPU meet goals B3 and C2 of Vision 2023. This new credential's goals of creating pathways from the Certificate in Engineering to the B.Sc., PMT will provide a flexible pathway for all students to study engineering at KPU. This aligns with KPU's 2023 Academic Plan to create clean transitional pathways (Strategy 1.2), provide flexible curriculum (Strategy 1.3), and provide adult learners with opportunities to study at KPU (Strategy 1.5). The Diploma in Engineering Physics also strongly aligns with goal 4: "build a next generation KPU International", by creating a new academic program that is attractive for international students.

Program Description:

<i>State the goals and objectives of the new program</i>
--

Engineering is the application of science, mathematics, technology, experience, and the engineering design process to solve problems for the benefit of society and the environment. Physics is the science of matter, motion and energy. The Diploma in Engineering Physics will provide a curriculum that covers aspects of both engineering and physics.

The Diploma in Engineering Physics will complement the existing Certificate in Engineering (one year, limited intake, cohort based) by providing a place at KPU for recent high school graduates and mature students wanting to study engineering on a part-time basis, or needing course upgrading.

The diploma aims to increase enrolment in existing courses and the B.Sc., PMT program as a whole by facilitating the conversion of engineering transfer students into B.Sc., PMT students. It is hoped that exposure to the B.Sc., PMT specific courses in the Diploma will help convince the engineering transfer students to switch to B.Sc., PMT and stay at KPU, therefore increasing enrolment in upper-level B.Sc., PMT courses. As well as converting some engineering students to the B.Sc., PMT, some students who plan to study physics may be interested in completing the diploma before laddering into the B.Sc., PMT.

<i>Identify the target student audience(s) for this program</i>

This credential would be attractive for any new student to study at KPU. As a flexible, open-intake, 2-year Diploma in Engineering Physics, this program will attract students applying directly from high school, students coming back to school for a career change, and international students.

Non-Degree Program Proposal

Current pathway, exploratory and undeclared KPU students may be attracted to the Diploma in Engineering Physics. These students may already have considered pursuing engineering but required course upgrading. For students who entered KPU without a clear career path, the employment possibilities with engineering may entice them to try a career in engineering.

Students in KPU's Certificate in Engineering program may, for whatever reason, decide not to transfer out of KPU to pursue an engineering degree. Instead, the students may opt for a diploma credential that will open more employment opportunities than a certificate, but can be completed in two, rather than four years for a bachelor's degree.

Physics-intended students and B.Sc., PMT students may also opt for the two-year diploma as either an exit credential, or as a stepping-stone towards the B.Sc., PMT degree. The two-year option may be attractive to physics students facing financial or academic hardships with a four-year degree.

As an open-intake program, current KPU students could switch into the diploma program and pursue the required curriculum at their own pace, earning credit for KPU courses already taken.

The Diploma in Engineering Physics will be attractive to both domestic and international students. This program is expected to appeal to international students because of the attractive field of study (engineering). The length of study (2 years) allows for graduates to apply for a three-year post-graduation work permit (PGWP).

<i>State how the institution satisfied itself that there is not unnecessary duplication in the system</i>

The KPU Diploma in Engineering Physics will be most similar to the Douglas and UFV offerings but differentiates itself from these diploma programs primarily by the number of transferrable second-year courses required. In addition to the courses within the Certificate in Engineering, the diploma includes second-year math and physics courses that all provide second-year transfer credit to at least one of the major research universities in BC. The KPU Diploma in Engineering Physics has been set-up more as an intermediate stepping stone towards a degree program in either physics or engineering. As an end credential, this diploma will provide students with the knowledge and skills to attain a job after graduation that is similar in scope to the work experience positions for the third-year B.Sc., PMT students (see Labour Market Assessment).

The admission requirements for the limited-intake Certificate in Engineering program can create barriers for students wanting to study engineering, but who are ineligible for admission to the Certificate in Engineering program. The creation of an open-intake Diploma in Engineering Physics at KPU will provide these local students in Richmond and Surrey, as well as international students, with the option to pursue engineering studies at KPU, rather than travelling to Langara, Douglas or UFV to begin their engineering studies.

Non-Degree Program Proposal

Provide evidence of labour market demand

According to the BC Labour Market Outlook, 2023 Edition, STEM professions are the only skills-based cluster where job openings due to job expansion (46,300) will be greater than job replacement (33, 800). It should be noted that the graduate skills from the proposed Diploma in Engineering Physics matches closely with the top five skills for STEM professionals; namely, programming, technology design, mathematics, and science.

It is anticipated that graduates of the Diploma in Engineering Physics will be able to find employment in fields akin to the work experience positions attained by third-year B.Sc., PMT students. Employment areas include:

robotics; green energy technology; manufacturing engineering; biomedical engineering; software development; engineering production; physics research; particle accelerator technology; satellite image analysis, optics; optical engineering; agricultural technology, and electronics.

These employment areas are part of the “professional, scientific and technical services” industry group, with 142 400 job openings forecasted over the next ten years, of which 78,200 will be from job market expansion (BC Labour Market Outlook, 2023 Edition).

Curriculum:

Describe the skills, knowledge, or other attributes students will develop from the program

Program Learning Objectives:

1. To apply scientific concepts, principles and laws of physics and chemistry to solve both theoretical and practical problems related to physics and chemistry
2. To apply theoretical concepts, principles and proofs in mathematics to solve both theoretical and practical problems
3. To effectively and safely operate scientific and industry equipment and hardware to acquire accurate and reliable data
4. To apply software technologies and computer programming techniques to generate solutions that meet the requirements of a client-specified problem
5. To apply scientific knowledge and use a structured and systematic process to generate viable solutions to multi-disciplinary, open-ended, real-world problems
6. To use written, oral and graphical communication to effectively and concisely convey thoughts and ideas to both a technically fluent and non-technical audience

Describe the program/course structure

Code	Title	Credits
APSC 1124	Introduction to Engineering	1
APSC 1151	Introduction to Engineering Graphics	3
APSC 1299	Introduction to Microcontrollers	3
CHEM 1110	The Structure of Matter	4
CPSC 1103	Principles of Program Structure and Design I	3

Non-Degree Program Proposal

ENGL 1100	Introduction to University Writing	3
MATH 1120	Differential Calculus	3
MATH 1220	Integral Calculus	3
PHYS 1120	Physics for Physical and Applied Sciences I	4
PHYS 1220	Physics for Physical and Applied Sciences II	4
One of:		4
CHEM 1154 Chemistry for Engineering		
CHEM 1210 Chemical Energetics and Dynamics		
One of:		3
MATH 1152 Matrix Algebra for Engineers		
MATH 2232 Linear Algebra		
One of:		6
MATH 2321 Multivariate Calculus (Calculus III)		
MATH 3322 Vector Calculus (Calculus IV)		
Or		
MATH 2721 Complex Numbers and Linear Algebra		
MATH 2821 Multivariate and Vector Calculus		
One of:		3
PHYS 1141 Engineering Mechanics		
PHYS 1170 Mechanics I		
Four of, with at least one from List A and one from List B		12
List A		
PHYS 2100 Experimental Physics		
PHYS 2600 Electronics		
PHYS 2610 Sensors and Actuators		
List B		
PHYS 2010 Modern Physics		
PHYS 2030 Classical Mechanics		
PHYS 2040 Thermal Physics		
PHYS 2420 Intermediate Electricity and Magnetism		
Elective	3 credits from a course outside the Faculty of Science at the 1100 level or higher	3
	Total Credits	62

Identify the provincial, national and/or international certifications and standards achieved in the new program, if applicable

N/A

Non-Degree Program Proposal

Program Consultations and Evaluation:

List the other provincial post-secondary institutions consulted about the proposed program

Both the University of British Columbia (Vancouver), and the University of Victoria provided letters of support for the program.

Provide a list and summary of the nature of all other consultations

(currently soliciting feedback)

State whether or not the program meets the program eligibility requirements as outlined at www.bcsap.bc.ca under the “School Officials” icon

When the program is offered 100% full time each term (at least 15 credits each term), the program will qualify for StudentAidBC.

Indicate what policies/procedures are planned for ensuring adequate depth and breadth of ongoing review and evaluation once the program has been implemented

As part of KPU’s Policy AC3 Program Review Policy, non-degree programs undergo review at least once every seven years. Ongoing review and evaluation will be critical for this program, which deals with rapidly changing technologies. More frequent (less formal than full program review) evaluation will be embedded into program procedures (for example, through regular faculty meetings, PAC feedback, and student feedback).

Indicate whether safety and other risk management factors have been addressed where appropriate

Consultations with the Manager of Organizational Risk revealed no concerns regarding safety and other risk management factors.

Admissions and Transfer:

Indicate how the institution plans to ensure students’ ability to access the program through transfer

Students admitted into the proposed Diploma in Engineering Physics may request Prior Learning Assessment and Recognition (PLAR) for courses comprising the requirements of the program.

Describe how students will be able to transfer out of the proposed program into other programs within the same institution or at another institution

Transfers outside the university will be governed by the British Columbia Council on Admissions and Transfer and the related BC Transfer Guide.

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Indicate how students will be able to transfer into related degree-level programs, if applicable

Completion of the Diploma in Engineering Physics will meet the requirements for transfer into the second year of any engineering degree in British Columbia. Completion of the Diploma will also allow students to declare into the third year of the KPU B.Sc., PMT.

Other:

Include any additional information not addressed in the sections above that may be helpful in better understanding the major components of the proposal

Curriculum Consultations

If the Chair and/or Coordinator of the department/program (outside of the proposed Faculty) is consulted, the Dean or Associate Dean of that Faculty must also be consulted and included in the list below.

For consultees, please consider the following questions when providing your feedback to the Proponent:

- Does your department/unit support the proposed curriculum? Provide rationale for support/non-support.
- How does the proposed curriculum impact your department/unit?
- How does the proposed curriculum impact your program?
- Is there potential for curricular overlap with current offerings?

Name	Department, Program and/or Faculty	Comments	Date Consulted
Richard Popoff , Chair of Chemistry	Chemistry, Faculty of Science	No comment	
Michael Nyenhuis , Chair of Mathematics	Mathematics, Faculty of Science	No concerns	Feb 10, 2025
Theresa Voorsluys , Manager Academic Advising	Academic Advising	While this diploma will allow more students to access the Engineering classes needed for transfer and will serve as a plan B for those who are not able to transfer, I worry that these students will not understand that they will be at a disadvantage in competitive entry at UBC and possibly other institutions. I would request that there is a mandatory advising session for these students before registration to ensure that the students register with their goals in mind if this diploma comes to pass. Or a general statement be added to the calendar suggesting students meet with Central advising before registration?	Feb 10, 2025
	Proponent Response	I think having a mandatory advising session would be a great idea. With students coming into the program from diverse academic backgrounds, and the	

Name	Department, Program and/or Faculty	Comments	Date Consulted
		<p>various course options within the program, it is important that the students select the right courses in the right sequence to meet their academic plans.</p> <p>With regards to competitive entry to the receiving institutions, such as UBC, I don't believe these students will be at a disadvantage. UBC is the only engineering school in BC that has two separate streams for admissions to Engineering – all other BC institutions admit based on a competitive GPA with no time constraints for completing a first-year program in two semesters. So for all the engineering schools other than UBC, the Diploma students should have an advantage over the Certificate students. Even for UBC, the Engineering transfer stream for guaranteed admission (complete all the Certificate courses in 2-semesters with 3.1 GPA) is only advantageous if the student's only goal is to get into any UBC Engineering program – admission to UBC Engineering does not guarantee your choice of engineering program. After admissions, UBC Vancouver has a competitive GPA process for assigning students to their engineering program. Students wanting to study the more popular programs at UBC Vancouver, such as Mechanical or Civil Engineering, would need a competitive GPA of 3.4 – 3.6 to get into those programs. So for those students wanting to get into the more popular UBC Vancouver Engineering programs, where the GPA threshold for the program is higher than the competitive GPA for admission, the Diploma may be the better option.</p>	
Fiona Whittington-Walsh, Lead Advisor on Disability, Accessibility and Inclusion	Disability, Accessibility & Inclusion	See full comments in Appendix A	Feb 13, 2025
	Proponent Response	Will initiate discussions with Faculty of Science and Departments of Chemistry	Mar 21, 2025

Name	Department, Program and/or Faculty	Comments	Date Consulted
		and Physics to increase accessibility in the labs.	
Reza Khakbaznejad , Chief Information Officer	Information Technology	IT requires a list of all software necessary for the program to determine if the existing PCs in the labs have the appropriate hardware and resources. Additionally, IT needs more information about the computing environment to assess whether additional resources are needed to prepare or update the environment each semester.	Feb 10, 2025
	Proponent Response	<p>With regards to the comments provided, the proposed program will make use of existing courses, so all the existing PCs in the labs should already have the appropriate hardware and software resources. Only two courses require use of the KPU computer labs:</p> <p>APSC 1151 – requires AutoCAD on PCs CPSC 1103 – (I do not teach this course and would need to confirm its hardware and software resources)</p> <p>Other courses, such as APSC 1299, PHYS 2100, PHYS 2600, etc, also require hardware and software resources, however, these requirements are managed by the Department of Physics within their own labs.</p>	
Carole St. Laurent , Associate Vice President International	KPU International	This program is expected to be well received by international students, especially since it will be an open intake program and transferable to an Engineering degree at partner institutions. We could also explore creating a pathway for students who may not meet the English language requirements.	February 5, 2025
Todd Mundle , University Librarian Damaris Gugliotti , Divisional Business Manager, Library Lisa Hubick , Library	Library	No concerns	Feb 12, 2025

Name	Department, Program and/or Faculty	Comments	Date Consulted
Joanne Saunders , Executive Director, Marketing and Communications Marketing@kpu.ca	Marketing	No comment	
Dr. Asma Sayed , Vice President, Equity and Inclusive Communities Trina Prince , Director, Equity, Diversity, and Inclusion (Gender and Sexual Equity and Disability Justice) OEIC@kpu.ca	Office of Equity and Inclusive Communities	Two questions about the program proposal: <ol style="list-style-type: none"> 1. How are they able to promote this course to women and gender diverse folks to encourage them to apply? 2. Is it possible to make this program more accessible for people with disabilities? 	Feb 12, 2025
Khalil Rehmat , Manager, Organizational Risk	Organizational Risk	No concerns	Feb 10, 2025
Naomi Stuart , Manager, SAFA	Student Awards & Financial Assistance	As long as program is set up that each term is at 100% full time. Min. 15 credits a term program will then be eligible for StudentAid. If term credits are below (15) this threshold it could jeopardize program eligibility for StudentAid.	Jan 30, 2025
Aaron Thien , Manager, University Space Administration Jessica Leung , University Space Coordinator	University Space Administration	No comment	

Appendix A: Proposal: Faculty of Science Diploma in Engineering Physics

Dr Whittington-Walsh, Lead Advisor on Disability, Accessibility and Inclusion

Comments:

- While I am excited about the potential of this Diploma to increase enrolment and fulfil a gap in industry, I do have concerns about the proposal that pertains to students with disabilities and instructors with disabilities. Making sure the physical environment and teaching pedagogies are accessible to all students including students with disabilities, is a key component to increasing enrolment specifically enrolment with domestic students.

My comments are the following:

Comment 1

RE: Change in space requirements?

No

Change in equipment requirements?

No

Change in support requirements?

No

- KPU science Labs are not accessible. There should be discussions with facilities and Campus and Community Planning for a capital budget request to make the labs accessible. Lab accessibility is one of the most significant barriers to accessing education in STEM. Making sure our lab space is accessible will also satisfy many of the recommendations in the [Accessibility Plan](#) as well as protentional standards that will be part of the [Accessible BC Act](#) (ABCA). Post-secondary education *and* Industry will have to adhere to accessibility standards. KPU can be a leader in this regard and help to influence industry.

Comment 2

Re: Admission Requirements:

- There are many barriers implicit in post-secondary admissions. There is no mention of alternative admissions routes, such as a flexible entry program or accommodations for students with non-traditional educational backgrounds. Please see BCCAT Report (2023): [Accessibility Admissions](#).

Comment 3

Re: Course Delivery Options

- Some courses are available online or in blended formats, but there is no guarantee that all required courses will have an accessible option- which could be an issue for students who need flexible scheduling.
- Can you investigate more inclusive lab experiences (e.g., remote labs, virtual simulations)?

- Part-time study is an option – Good - benefits students who need reduced course loads due to disability-related reasons.

Re: Note: “Students will be able to complete the program at their own pace, whether it be as a full-time or part-time students.”

- However, the proposal then states: “Expected time to complete - 4 semesters” - 62 credit

which is Full time – could be misleading to students

- Is guided study an option?

Comment 4:

- The program structure does not explicitly state how it will support students with disabilities in labs, lectures etc.
- No stated availability of alternative accessible assessments (e.g., verbal descriptions instead of physical diagrams) all of which are foundational to accessible teaching.
- Missing Accessibility Statement: The program should explicitly state how students with disabilities can request accommodations.

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 5.3

Meeting Date: May 28, 2025

Presenter(s): *Dominic Bernard*

AGENDA TITLE: PROGRAM PROPOSAL: CERTIFICATE IN BREWING

ACTION REQUESTED: MOTION

RECOMMENDED RESOLUTION

THAT the Board of Governors approve the proposed Certificate in Brewing program, effective September 1, 2025, as recommended by the Board Governance Committee.

COMMITTEE REPORT

The Board Finance Committee met on May 14, 2025 and the Board Governance Committee met on May 14, 2025. Both committees received, reviewed and recommended that the Board of Governors approve the Diploma in Engineering Physics program, effective September 1, 2025.

On April 28, 2025, Senate recommended that the Board of Governors approve the proposed Certificate in Brewing program, effective September 1, 2025. The proposal will go to the Board Finance and Governance Committees for recommendations to the Board of Governors prior to the Board Meeting.

On April 16, the Senate Standing Committee on Curriculum recommended that Senate recommends the Board of Governors approve the proposed Certificate in Brewing program, effective September 1, 2025.

On April 4, the Senate Standing Committee on Academic Planning and Priorities and on University Budget recommended that Senate recommends the Board of Governors approve the proposed Certificate in Brewing program, effective September 1, 2025.

Context and Background

It was highlighted in the Brewing and Brewery Operations (BBO) quality assurance plan to reduce barriers to application. The Brewing Department has heard at BBO information sessions that a two-year diploma is a big-time commitment for some prospective students. The Brewing Department hopes that offering a shorter Certificate in Brewing will encourage students to apply. The Certificate in Brewing would use existing HOPS courses to increase enrolment. This Certificate in Brewing would allow students to ladder into the Diploma in Brewing and Brewery Operations should they continue their studies. The Certificate in Brewing could also be used as an exit credential for students who cannot complete the Diploma.

Key Messages

1. The Certificate in Brewing certifies that the bearer has acquired the knowledge and skills to work in the beverage industry.

Implications/Risks

Risk of losing out on applicants who are looking for a shorter credential. Risk of attrition from the Diploma Program as students could now get a credential within one year.

Consultations

- Office of the Provost
- Finance
- Office of Planning and Accountability
- Office of the Registrar

Attachments

1. [Certificate in Brewing Program Proposal](#)
 2. Certificate in Brewing Curriculum Map
 3. Memo on Demand and Financial Impact of Brewing Certificate
 4. BC-Non-Degree Proposal - Brewing Certificate
 5. Certificate in Brewing seat capacity memo
-

Submitted by

Dominic Bernard

Date submitted

May 1, 2025

SENATE OFFICE MEMORANDUM

TO	Sonia Banwait, Confidential Assistant, Board of Governors
CC	Michael Poon, Faculty, Department of Physics, Astronomy and Engineering
FROM	Michelle Molnar, Administrative Coordinator, University Senate
DATE	May 1, 2025
SUBJECT	Program Proposal: Certificate in Brewing

Please be advised that on April 28, 2025, Senate recommended that the Board of Governors approve the proposed Certificate in Brewing, effective September 1, 2025.

I have attached a cover sheet and supplemental documents for the Board of Governors.

SENATE

Agenda Number: 5.2.1

Meeting Date: April 28, 2025

Presenter(s): Catherine Schwichtenberg

AGENDA TITLE: PROGRAM PROPOSAL: CERTIFICATE IN BREWING

Action Requested: **MOTION**

RECOMMENDED RESOLUTION

THAT Senate recommends the Board of Governors approve the proposed Certificate in Brewing program, effective September 1, 2025.

COMMITTEE REPORT

On April 16, the Senate Standing Committee on Curriculum recommended that Senate recommends the Board of Governors approve the proposed Certificate in Brewing program, effective September 1, 2025.

On April 4, the Senate Standing Committee on Academic Planning and Priorities and on University Budget recommended that Senate recommends the Board of Governors approve the proposed Certificate in Brewing program, effective September 1, 2025.

Context and Background

It was highlighted in the Brewing and Brewery Operations (BBO) quality assurance plan to reduce barriers to application. The Brewing Department has heard at BBO information sessions that a two-year diploma is a big-time commitment for some prospective students. The Brewing Department hopes that offering a shorter Certificate in Brewing will encourage students to apply. The Certificate in Brewing would use existing HOPS courses to increase enrolment. This Certificate in Brewing would allow students to ladder into the Diploma in Brewing and Brewery Operations should they continue their studies. The Certificate in Brewing could also be used as an exit credential for students who cannot complete the Diploma.

Key Messages

1. The Certificate in Brewing certifies that the bearer has acquired the knowledge and skills to work in the beverage industry.

Implications/Risks

Risk of losing out on applicants who are looking for a shorter credential. Risk of attrition from the Diploma Program as students could now get a credential within one year.

Consultations

- Office of the Provost
- Finance
- Office of Planning and Accountability
- Office of the Registrar

Attachments

1. [Certificate in Brewing Program Proposal](#)
 2. Certificate in Brewing Curriculum Map
 3. Memo on Demand and Financial Impact of Brewing Certificate
 4. BC-Non-Degree Proposal - Brewing Certificate
 5. Certificate in Brewing seat capacity memo
-

Submitted by

Dominic Bernard

Date submitted

March 26, 2025

: CERTIFICATE IN BREWING

In Workflow

1. ST Dean (Amy.Jeon@kpu.ca)
2. Provost (meredith.laird@kpu.ca)
3. OPA Programs (Lori.McElroy@kpu.ca; meredith.haaf@kpu.ca)
4. ORegCurrConsult (oregcurrconsult@kpu.ca)
5. Dominic Bernard (Dominic.Bernard@kpu.ca)
6. ST Curriculum Committee (richard.popoff@kpu.ca)
7. ST Council (Allyson.Rozell@kpu.ca; Amy.Jeon@kpu.ca)
8. Senate Standing Committee on Academic Planning and Priorities (Catherine.Schwichtenberg@kpu.ca)
9. Senate Standing Committee on University Budget (carley.hodgkinson@kpu.ca)
10. Senate Standing Committee on Curriculum (Catherine.Schwichtenberg@kpu.ca; Michelle.Molnar@kpu.ca)
11. Senate (Catherine.Schwichtenberg@kpu.ca; Michelle.Molnar@kpu.ca)
12. Board Governance Committee (lily.chong@kpu.ca; sonia.banwait1@kpu.ca; boardofgovernors@kpu.ca)
13. Board Finance Committee (lily.chong@kpu.ca; sonia.banwait1@kpu.ca; boardofgovernors@kpu.ca)
14. Board (lily.chong@kpu.ca; sonia.banwait1@kpu.ca; boardofgovernors@kpu.ca)
15. Ministry (oprocurriculum@kpu.ca; josephine.chan@kpu.ca)
16. DQAB-PSIPS (oprocurriculum@kpu.ca; josephine.chan@kpu.ca)
17. Ministry (oprocurriculum@kpu.ca; josephine.chan@kpu.ca)
18. Calendar Editor (calendar.editor@kpu.ca)

Approval Path

1. Thu, 21 Nov 2024 06:41:49 GMT
Amy Jeon (Amy.Jeon): Approved for ST Dean
2. Tue, 03 Dec 2024 00:22:37 GMT
Meredith Laird (meredith.laird): Approved for Provost
3. Fri, 07 Feb 2025 23:44:36 GMT
Virginia Vandenberg (virginia.vandenberg): Approved for OPA Programs
4. Tue, 04 Mar 2025 23:06:34 GMT
Ashley Allison (ashley.allison): Approved for ORegCurrConsult
5. Wed, 05 Mar 2025 00:48:58 GMT
Dominic Bernard (Dominic.Bernard): Approved for 100307421
6. Wed, 12 Mar 2025 16:12:28 GMT
Richard Popoff (Richard.Popoff): Approved for ST Curriculum Committee
7. Wed, 26 Mar 2025 17:42:03 GMT
Allyson Rozell (Allyson.Rozell): Approved for ST Council
8. Wed, 23 Apr 2025 18:28:46 GMT
Catherine Schwichtenberg (Catherine.Schwichtenberg): Approved for Senate Standing Committee on Academic Planning and Priorities
9. Wed, 23 Apr 2025 22:08:15 GMT
Carley Hodgkinson (carley.hodgkinson): Approved for Senate Standing Committee on University Budget
10. Wed, 30 Apr 2025 22:04:50 GMT
Catherine Schwichtenberg (Catherine.Schwichtenberg): Approved for Senate Standing Committee on Curriculum
11. Wed, 30 Apr 2025 22:05:11 GMT
Catherine Schwichtenberg (Catherine.Schwichtenberg): Approved for Senate

New Program Proposal

Date Submitted: Wed, 09 Oct 2024 18:47:50 GMT

Viewing: : Certificate in Brewing

Last edit: Tue, 22 Apr 2025 16:29:39 GMT

Changes proposed by: Virginia Vandenberg

Reviewer comments

Virginia Vandenberg (virginia.vandenberg) (Tue, 11 Feb 2025 19:47:50 GMT): Memo attached under "Feasibility Assessment" containing information on demand and financial impact

Virginia Vandenberg (virginia.vandenberg) (Fri, 14 Feb 2025 19:13:44 GMT): Updated electives in Group A at the rest of the proponent - added HIST/HOPS 2308

Krista Gerlich-Fitzgerald (krista.gerlichfitzgerald) (Thu, 20 Feb 2025 18:16:01 GMT): Updated electives as per meeting

Virginia Vandenberg (virginia.vandenberg) (Wed, 26 Feb 2025 23:15:44 GMT): Attached non-degree new program proposal on proponent's behalf

Ashley Allison (ashley.allison) (Tue, 04 Mar 2025 23:05:50 GMT): Admission Requirements updated as per Molly Kirsch.

Michelle Molnar (Michelle.Molnar) (Thu, 10 Apr 2025 18:41:24 GMT): Updated Admissions Requirements info under "Discipline & Program Structure" to match recommendation by Molly Kirsch.

Virginia Vandenberg (virginia.vandenberg) (Tue, 22 Apr 2025 20:28:53 GMT): Uploaded updated curriculum map on behalf of the proponent

Overview

Status

New Program

Program proposal contact(s)

Dominic Bernard

Calendar year edition

2025-2026

Requirements

Admission Requirements

Students pursuing the Certificate in Brewing must be admitted to the Diploma in Brewing and Brewery Operations (<https://calendar.kpu.ca/programs-az/science/brewing/brewing-brewery-operations-diploma/#requirements>) program.

Curricular Requirements

Note: HOPS courses are assessed Tuition Category 2.a.5 (<https://calendar.kpu.ca/registration/tuition-mandatory-student-fees/>) tuition and fees for domestic students.

Code	Title	Credits
Core Requirements		
HOPS 1100	Introduction to Brewing Revised Course	3
HOPS 1105	Brewing 1 Revised Course	3
HOPS 1110	Beer Sensory Evaluation Revised Course	3
HOPS 1205	Brewing 2 Revised Course	3
HOPS 1211	Brewing Microbiology Revised Course	4
HOPS 1212	Brewing Chemistry Revised Course	4
HOPS 1213	Brewing Equipment and Technology Revised Course	3
HOPS 1214	Introduction to Cellaring and Packaging Revised Course	3
Electives		
Select two of the following:		6
CBSY 1110	Business Problem Solving with Spreadsheets	
CMNS 1140	Introduction to Professional Communication Revised Course	
HIST/HOPS 2308	Brewing History: Fermentations from Beer to Distilling in Global History & Cultures	
PHIL 3033	Business Ethics Revised Course	
3 credits from a course in CBSY, CMNS, CPSC, or INFO at the 1100 level or higher		

Total Credits

32

Credential Awarded

Upon successful completion of this program, students are eligible to receive a **Certificate in Brewing**.

Program Learning Outcomes

A student who successfully completes the program will have reliably demonstrated the ability to:	
1	Demonstrate and evaluate safe work practices based on hazard analysis.
2	Demonstrate the fundamental techniques of beer production.
3	Apply knowledge of beer chemistry and microbiology in brewery operations.
4	Evaluate appropriate process technology practices in brewery operations.
5	Evaluate and control the consistency and quality of beer using chemical, microbiological and sensory analysis.

The following information will help determine whether there is a budgetary impact to the proposed program changes, and what additional information and consultation will be required. Please note that all additional budgetary requests in support of the proposed program change require approval from the Dean and the Provost, and additional financial documents may be required.

The information supplied is for administrative purposes only and will not be visible to reviewers in the academic governance process (e.g., Faculty and Senate committee members).

Change in space requirements?

No

Change in equipment requirements?

No

Change in support requirements?

No

Abstract

Degree or non-degree program

Non-Degree

Academic level

Undergraduate

Faculty

Science

Department

Brewing

Program name

Certificate in Brewing

Program description

The Certificate in Brewing would give students a solid foundation in the history, science and practical skills needed to make beer. The Certificate in Brewing would require students to take all first year HOPS courses plus four additional university credits to obtain the minimum of 30 credits required for a certificate.

Program concentration(s)

N/A

Implementation date

September 2025

Proposed Program Overview

Program Structure & Delivery

Proposed credential(s) to be granted

Credential Level

Certificate

Date for next review

September 2031

Alignment with KPU mission and mandate, strategic plan and academic plan

The Brewing Department is looking to diversify its offerings by creating a Certificate in Brewing. This credential will use existing courses within the Diploma of Brewing and Brewery Operations program to achieve the following objectives:

1. Provide students an opportunity to acquire a brewing credential without committing to the two-year Diploma in Brewing and Brewery Operations
2. Create a pathway for students to ladder into the Diploma of Brewing and Brewery Operations
3. Allow students to take brewing courses without committing to a two-year diploma

This new credential in brewing will align with KPU's Vision 2026 as it will help KPU meet goal A1 of enhancing the experience of students and B2 of planning operations that are aligned with resources. This credential in brewing support strategies 1.2, 1.3, 1.5 and 2.6 of KPU's 2023 academic plan as it provides a transition path and more flexibility to students. It will also allow students to acquire a credential in a one-year time span and could serve as an exit credential.

Will this program include a co-operative education option?

No

Discipline and Program Description

Description of discipline

Beer brewing has been part of human civilization since the start of the agricultural revolution. Brewing is the application of biochemistry, chemistry, microbiology and engineering to process ingredients, such as barley, to make a solution that can be fermented by yeast to produce beer. Brewing beer involves an understanding of the underlying chemical and biochemical reactions underpinning the brewing process as well as the practical skills needed to operate brewing equipment. Equally important for the business sustainability is the ability to effectively manage and sell beer.

Expected time to complete

The Certificate in Brewing could be completed in two semesters.

Total number of credits

30

Proposed domestic tuition

Category 2.a.5

Type of intake

Limited Intake

Admission requirements

Students pursuing the Certificate in Brewing must be admitted to the Diploma in Brewing and Brewery Operations program.

Cohort delivery?

Yes

Notes

Cohort with the option of part time

Alternative entry options

Transfer Credit
PLAR



Course Delivery Options

Part-time studies possible?(i.e., students can choose to study part-time)

Yes

Notes

Students will be able to complete the program at their own pace, either as full-time or part-time

Evening delivery

No

Weekend delivery

No

In person

Yes

Online or blended

Yes

Delivery description

This program will be using existing courses, some of which may have different delivery modes. The majority of the courses are expected to be in person.

Online or blended delivery options

A portion of courses are taught online each term (indicate what portion can be taken online)

Program Delivery Options

Co-op education program/practicum/clinical practice, etc. available

No

Will graduates require certification?

No

Will the program have to meet external accreditation requirements?

No

Information for Competitive Assessment

Related programs at other PSIs

North Island College - Continuing Education Craft Brewing and Packaging Program

Unique aspects/program strengths

The KPU Brewing and Brewery Operations Program has distinguished itself from other brewing schools in Canada by being the first and only school in Canada to have been recognized by the Master Brewers Association of the Americas for excellence in teaching. The beer produced by students in the Brewing and Brewery Operations program has won brewing awards at provincial, national and international competitions. The Certificate in Brewing would allow students to have more flexibility in the credential they wish to pursue, and to gain a solid foundation in brewing science and the practical skills necessary to produce a quality beer.

This new credential will allow students to quickly find employment within the brewing industry.

New or existing courses only?

Existing

Relationship with existing KPU programs

The Certificate in Brewing will ladder into the current Diploma in Brewing and Brewery Operations. The certificate aims to increase enrolment in existing first year courses and could serve as an exit credential for those that are unable to complete the diploma. The option will lower barriers to the application process, and exposure to the HOPS courses will entice students to complete the diploma.

Information for Student Demand Assessment

New applicants to KPU

The Certificate in Brewing will be attractive to students interested in applying their knowledge of science to the hands-on career of beer brewing.

This credential would target students that are above the age of 19 and interested in working in the beverage industry.

Current KPU students

The Certificate in Brewing will appeal to students currently studying sciences such as: biology and chemistry.

Domestic/international students

This program would target both domestic and international students.

Information for Labour Market Assessment

Main skills graduates will have upon completion of program

Main Skills

Understand the brewing process, including mashing, lautering, boiling, wort cooling, fermentation, filtration and packaging.

Understand brewing ingredients such as brewing water, barley, malt, adjuncts, hops and yeast.

Be able to operate brewing equipment like mill, mash tun, lauter tun, kettle, heat exchanger, fermentation vessels, sheet filter and packaging equipment.

Know sanitation procedures and proper cleaning techniques for brewery equipment.

Be able to assess safety and use proper lifting techniques.

Be beer sensory trained to identify beer flavour attributes and defects.

Be able to use laboratory equipment commonly used in chemistry and microbiology for beer analysis.

Be able to write laboratory reports and interpret fermentation data.

Be able to work collaboratively with others.

Sectors/types of employers that would most likely hire new graduates

1. Breweries
2. Alcohol and Non-Alcohol Beverage Companies
3. Hospitality industry

Occupations and job titles for which new graduates would be qualified

Job Title	National Occupational Classification (NOC) Code
Students with a Certificate in Brewing would be qualified for entry level positions in the brewing and beverage industry. Positions such as:	These positions would fit within the National Occupational Classification codes 94140 and 95106
1. Assistant brewer	
2. Cellar worker	
3. Packaging line operator	
4. Quality control technician	

Financial Assessment Background Questions

Funding

Ongoing (please specify funding source)

Please supply funding source

The Brewing Program generates some income with beer sales every Friday afternoon.

Class size

Lecture based classes are capped at 35 seats. Labs in chemistry, microbiology and brewing are capped at 18 seats because the lab spaces do not have enough equipment or room to safely accommodate more than 18 students.

**Workload**

HOPS 1105 and 1205 are currently running at 9.375 % FTE per section. HOPS 1110 and HOPS 1214 are currently running at 6.25 % FTE per section. It is not anticipated that this new credential would impact any of the current courses.

New department?

No

Admin support in addition to Chair

No

Specialized equipment

Consumable Supplies
Equipment
Specialized software

Specialized teaching space

Labs

Program personnel

Other (Please specify)

Explain

Since, this new credential in brewing makes use of existing courses and equipment, there are no additional capital costs to this new program offering. The only equipment -related cost would be for consumables due to a higher enrolment. Some marketing would also be required to communicate this new offering.

Will need to use the existing brewery, chemistry, and microbiology labs.

The HOPS courses are currently under-enrolled. Hiring of new staff or faculty would only be required if there is sufficient demand for additional sections.

Preferred campus delivery

Langley

Supplementary Documents**Curriculum Map and Program Learning Outcomes**

Certificate in Brewing Curriculum Map_17 Apr 2025.xlsx

Feasibility assessment

Memo on Demand and Financial Impact of Brewing Certificate.pdf

Full program proposal

bc-non-degree-proposal_brewing certificate_25 Feb 25.doc

Other documents

Certificate in Brewing seat capacity memo_14 Nov 2024.docx

Key: 180

PROGRAM COURSES AND THEIR CLOs	PROGRAM LEARNING OUTCOMES				
	PLO#1	PLO#2	PLO#3	PLO#4	PLO#5
	1.Demonstrate and evaluate safe work practices based on hazard analysis.	2.Demonstrate the fundamental techniques of beer production.	3.Apply knowledge of beer chemistry and microbiology in brewery operations	4.Evaluate appropriate process technology practices in brewery operations.	5.Evaluate and control the consistency and quality of beer using chemical, microbiological and sensory analysis
HOPS 1100: Introduction to Brewing					
Describe the processing and role of the major ingredients in the brewing process		I			
Explain the major processes involved in beer production from grain to package		I			
Discuss the history of brewing					
Describe how the development of technologies, beer styles, regulations, and entrepreneurs have influenced each other to form the current state of the brewing industry					
Explain the impact of beer on the human body					
HOPS 1105: Brewing 1					
Employ safe work practices	I				
Identify all components of brewing equipment		I		I	
Choose appropriate brewing ingredients		I			
Operate brewing equipment correctly		I			
Clean and sanitize brewing equipment		I			
Describe proper storage of brewing supplies and raw materials		I			
Describe basic brewing procedures		I			
Make beer starting from the raw ingredients		I			
Maintain brewing equipment				I	
Perform basic brewing measurements			I		I
Produce and interpret basic brewing graphs					I
HOPS 1110: Sensory Eval & Ingredients					
Explain how humans experience and process sensory information					I
Utilize the Standard International Beer Flavor terminology and the Beer Flavor Wheel to describe beer flavor and sensory attributes					I
Identify and recognize common beer attributes and defects					I
Describe the influence of brewing ingredients and processes on the flavor of the beer		I		I	
Apply basic sensory panel tests to meet different goals					I
HOPS 1205: Brewing 2					
Explain health and safety measures to ensure safe working conditions in a brewery	D				
Describe a Hazard Analysis Critical Control Plan (HACCP)					I
Select brewing ingredients based on product requirements		D			
Source brewing supplies and raw materials		D			
Operate brewing equipment	D	D		D	
Clean and sanitize brewing equipment	D	D	D	D	
Explain brewing procedures		D	D		
Make beer using low gravity and high gravity techniques		D	D		
Prepare and interpret wort and beer samples			D		D
Produce and interpret graphs used in brewing					D
Estimate production costs		I			
HOPS 1211: Brewing Microbiology					
Describe the importance of yeast strain and culture purity		D	D		
Discuss the major factors of yeast performance and how to utilize these to impact finished beer flavor and operational results		D	D	D	D
Optimize a brewery fermentation profile to meet various competing output requirements (flavor, alcohol production, tank utilization, energy costs)		D	D	D	D
Perform basic microbiological testing	D	D	D		D
Identify common beer spoilage organisms			D		D
Create a brewery microbiological sampling plan		D	D	D	D
Show basic microbiological problem solving techniques			D		D
HOPS 1212: Brewing Chemistry					
Explain basic chemistry fundamentals			D		
Solve a variety of stoichiometric, thermodynamic and gas law problems			D		
Recognize the variety of organic compounds contained in beer			D		
Explain the chemical properties of brewing ingredients and how they influence wort and beer production			D		
Describe pH and its effects on wort and beer production			D		
Explain the chemistry of brewing, fermentation and post-fermentation processes			D		
Describe the isomerization of organic compounds found in beer			D		
Explain and apply the chemistry of brewery cleaning and sanitation processes			D		
Describe and apply basic principles of quality management and process control to wort and beer production			I		
Explain and apply the laboratory concepts and techniques used to assess and control the chemical properties of wort and beer	I	I			I
HOPS 1213: Brewing Equipment & Technology					
Explain the technological requirements and equipment choices for the brewing process stages	I	I			
Describe the safety, quality, food production requirements, and environmental and efficiency factors for the brewing process stages				I	
Recognize the importance of brewery utilities throughout the process				I	
Apply basic pump theory to selection of pump types for various process stages		I		I	
Describe the basics of process control and automation and the process sensors available for the brewing process				I	
HOPS 1214: Intro to Finishing					
Explain basic filtration theory				I	
Identify different types of filters				I	
Explain the basic principles of counter-pressure filling of carbonated beverages		D			
Describe packaging containers and materials used in the brewing industry				I	
Describe processing techniques that affect colloidal stability, microbiological stability and oxygen pickup				I	
Explain quality control tests and measurements that are performed on finished beer			D		D
Compare bottle, can and keg filling technologies				I	
Explain cleaning and sanitation of packaging systems		D		D	

Describe draught system design for delivering beer				I	
Outline basic principles of labeling and packaging line layout				I	
Introduced [I]: Course learning outcomes that concentrate on knowledge or skills related to the program outcomes at a basic level or skills at an entry-level of complexity.	3	14	2	14	8
Developing [D]: Course level outcomes that demonstrate learning at an increasing level of proficiency of the program level outcome as well expanding complexity.	4	13	20	6	9
Advanced [A]: Course level outcomes that demonstrate learning related to the program level outcome with an increasing level of independence, expertise and sophistication or integrate the use of content or skills in multiple levels of complexity.	0	0	0	0	0
	7	27	22	20	17

<https://app.pebblepad.ca/spa/#/public/4wm9qZ67kRwpptk3fsyjHkg38h?historyId=QAkMuFhhWL&pageId=4wm9qZ67kRwpp5Zs9fZs5R53cW>

To: KPU Senate and Board of Governors

From: Lori McElroy, AVP, Planning & Accountability

Date: February 11, 2025

Re: Proposed Certificate in Brewing and Brewery Operations: Demand and Financial Impact

The proposed certificate is in addition to the current Diploma in Brewing and Brewery Operations program. This would be both an exit credential for those who leave the program before completing the full two years, as well as a potential recruitment tool to bring in additional students who don't want to do the full two-year program.

A full feasibility assessment was deemed to not be necessary, since no new courses would be needed for the certificate. This memo replaces the feasibility assessment. It also addresses the potential financial impact.

The proposed certificate would use the first-year courses of the existing diploma program, with the goal of filling seats that would otherwise go empty.

Graduates of the Certificate in Brewing and Brewery Operations would be qualified to be assistant brewers, cellar workers, packaging line operators and quality control technicians.

Labour Market and Student Demand

Brewery occupations fall in the National Occupational Classification category 9461, process control and machine operators, food, beverage and associated products processing. This is a broad category, so statistics about labour market demand for the category as a whole aren't informative about demand for brewery jobs. For that reason, other sources of information were sought.

The consumption of alcohol, including beer, is on the decline in Canada. "By volume, beer sales declined to 65.1 litres of beer per year per person of legal drinking age in 2022/2023, an all-time low since Statistics Canada began tracking alcohol sales in 1949."¹ With a decline in the amount people are drinking, coupled with increasing operating costs, some breweries in BC have closed.^{2,3}

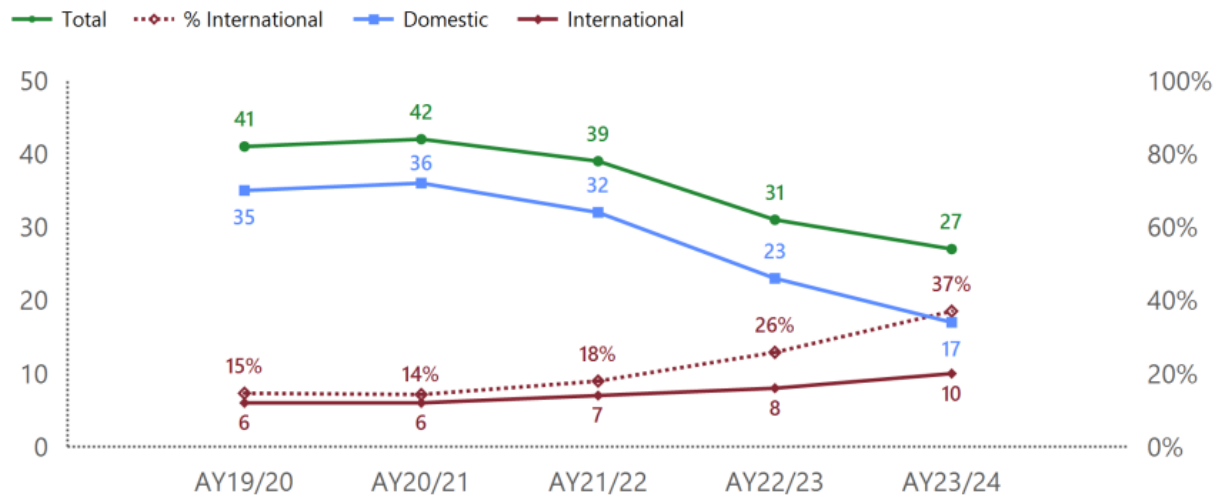
Given the state of flux in the industry its not surprising that demand for the diploma program has been in decline, as shown below. Further, some of that demand is from international students, which we expect to decline given all the changes IRCC has been making. In 2023/24, 16 students started the program, a third of which were international.

¹ Statistics Canada, 2024. Control and sale of alcoholic beverages and cannabis, April 1, 2022, to March 31, 2023. <https://www150.statcan.gc.ca/n1/daily-quotidien/240306/dq240306a-eng.htm>

² CTV News, January 10, 2025. B.C. craft beer industry in flux as some close and others rebrand. <https://www.ctvnews.ca/vancouver/article/bc-craft-beer-industry-in-flux-as-some-close-and-others-rebrand/>.

³ Global News, January 22, 2025. 'There's more to come': Chilliwack brewery's closure a sign of industry troubles. <https://globalnews.ca/news/10972547/chilliwack-brewery-closes-industry-trouble/#:~:text=%E2%80%9CThe%20decline%20in%20the%20industry,Metro%20Vancouver%20brewery%20in%20trouble>

Program Demand: Headcounts of Domestic and International Students by Year



Source: Office of Planning & Accountability Program Report on Diploma in Brewing and Brewery Operations

Given what is happening in the sector, demand for the certificate program is expected to be low. However, it may be attractive to those who don't want the time commitment of the diploma program. We know in the past some diploma student took jobs in the industry after just one year, failing to complete the diploma. The certificate would give them an exit credential, and may be attractive to others who are just seeking an entry level job in the sector.

Capacity and Financial Impact

The intent of the proposed certificate is to fill some of the seats that are not being filled by diploma students. Certificate students would take all the same first-year courses that the diploma students take.

This is not the only initiative the program is taking to fill more seats. Although this is a limited intake, cohort-based program, they are now allowing students to study at a slower rate, allowing them to take fewer courses and work while they study. Appendix A shows the flexible study options available to students. This is relevant because some of the diploma students won't take all courses in the semester, leaving more seats open. This flexible option is also being made available for the proposed certificate program, which may increase its attractiveness, especially for prospective students who are working.

Another initiative to increase enrolments are four proposed micro-credentials in brewing, each using existing courses in the diploma program:

- Brewing: Three courses on the brewing process normally taken in the first year of the diploma program
- Brewing Science: Three courses on the science of brewing normally taken in the first year of the diploma program.
- Business of Brewing: Three courses on the business side of brewing normally taken in the second year of the diploma program.
- Beer Sensory Evaluation: Two courses on sensory beer evaluation, one from the first year of the diploma program and one from the second year.

The micro credentials can help attract students and fill seats in both first- and second-year courses. Increasing demand for second year courses through micro credentials is important since students who take the certificate will not be taking second year courses.

The intake capacity for the diploma program is 35. Lecture capacity is 35, while lab/experiential courses are capped at 18. The program is funded to be able to deliver 2 lab sections to accommodate 35 students in the intake. Because the number of new students coming into the program are much lower than capacity, only 1 section of the labs has been needed in recent years.

If the proposed certificate is approved, the combined intake capacity of the certificate and the diploma programs would be 35, to ensure the current budgeted capacity is not exceeded.

The proposed certificate, as well as the micro credentials, will help fill more seats, bringing in more tuition revenue, without exceeding the current capacity of the program as budgeted. It may be that both budgeted sections of labs will need to be offered, if demand exceeds 18, but the program has the budget for this now. Given the current state of the brewing sector in BC, it is highly unlikely to exceed the current budgeted capacity.

Appendix A: Full and Part-time Options

The courses students would take each semester in the full-time and two part-time options are provided on the following page.

KPU Brewing and Brewery Operations Diploma | Full and Part-Time Options

KPU Brewing Diploma Full Time – 2 years		
Term 1 - Fall		
HOPS 1100	Introduction to Brewing	3
HOPS 1105	Brewing 1	3
HOPS 1110	Sensory Evaluation & Ingredients	3
HOPS 1212	Brewing Chemistry	4
CMNS 1140	Introduction to Prof Communications	3
		16
Term 2 - Spring		
HOPS 1205	Brewing 2	3
HOPS 1211	Brewing Microbiology	4
HOPS 1213	Brewing Equipment & Technology	3
HOPS 1214	Intro to Finishing & Packaging	3
CBSY 1110	Business Problem Solving with Excel	3
		16
Term 3 - Fall		
HOPS 2305	Brewing 3	3
HOPS 2314	Advanced Finishing & Packaging	3
HOPS 2315	Calculations & Recipe Formulation	3
HOPS 2422	The Brewing Industry	3
PHIL 3033	Business Ethics	3
		15
Term 4 - Spring		
HOPS 2310	Product Evaluation & Judging	3
HOPS 2405	Brewing 4	6
HOPS 2420	Beer Marketing and Sales	3
HOPS 2421	Brewery Management Business Planning	3
		15
	Total credits	62

Note: Courses with * should be taken in the sequence listed.

KPU Brewing Diploma Part Time – 3 years		
Term 1 - Fall		
HOPS 1105*	Brewing 1	3
HOPS 1110*	Sensory Evaluation & Ingredients	3
		6
Term 2 - Spring		
HOPS 1205*	Brewing 2	3
HOPS 1211*	Brewing Microbiology	4
HOPS 1213*	Brewing Equipment & Technology	3
		10
Term 3 - Fall		
HOPS 1100	Introduction to Brewing	3
HOPS 1212*	Brewing Chemistry	4
HOPS 2422	The Brewing Industry	3
		10
Term 4 - Spring		
HOPS 1214*	Intro to Finishing & Packaging	3
HOPS 2420 or HOPS 2310	Beer Marketing and Sales or Product Evaluation & Judging	3
HOPS 2421	Brewery Management Business Planning	3
		9
Term 5 - Fall		
HOPS 2305*	Brewing 3	3
HOPS 2314*	Advanced Finishing & Packaging	3
HOPS 2315*	Calculations & Recipe Formulation	3
		9
Term 6 - Spring		
HOPS 2420 or HOPS 2310	Beer Marketing and Sales or Product Evaluation & Judging	3
HOPS 2405*	Brewing 4	6
		9
Electives (Fall, Spring or Summer)		
One of:	CMNS 1140 Introduction to Prof Communications (<i>recommended</i>) or ENGL at the 1100 level or higher	3
One of:	CBSY, COMP, INFO at the 1100 level or higher (CBSY 1110 Business Problem Solving with Excel <i>recommended</i>)	3
PHIL 3033	Business Ethics (<i>after Term 3</i>)	3
		9
		68

KPU Brewing Diploma Part Time – 4 years		
Term 1 - Fall		
HOPS 1105*	Brewing 1	3
HOPS 1110*	Sensory Evaluation & Ingredients	3
		6
Term 2 - Spring		
HOPS 1211*	Brewing Microbiology	4
HOPS 1213*	Brewing Equipment & Technology	3
		7
Term 3 - Fall		
HOPS 1100	Introduction to Brewing	3
HOPS 1212*	Brewing Chemistry	4
		7
Term 4 - Spring		
HOPS 1205*	Brewing 2	3
HOPS 1214*	Intro to Finishing & Packaging	3
		6
Term 5 - Fall		
HOPS 2314*	Advanced Finishing & Packaging	3
HOPS 2315*	Calculations & Recipe Formulation	3
		6
Term 6 - Spring		
HOPS 2310	Product Evaluation & Judging	3
HOPS 2421	Brewery Management Business Planning	3
		6
Term 7 - Fall		
HOPS 2422	The Brewing Industry	3
HOPS 2305*	Brewing 3	3
		6
Term 8 - Spring		
HOPS 2420	Beer Marketing and Sales	3
HOPS 2405*	Brewing 4	6
		9
Electives (Fall, Spring or Summer)		
One of:	CMNS 1140 Introduction to Prof Communications (<i>recommended</i>) or ENGL at the 1100 level or higher	3
One of:	CBSY, COMP, INFO at the 1100 level or higher (CBSY 1110 Business Problem Solving with Excel <i>recommended</i>)	3
PHIL 3033	Business Ethics (<i>after Term 3</i>)	3
		9
	Total Credits	62

Non-Degree New Program Proposal

Name of Institution: Kwantlen Polytechnic University
Title of Program: Brewing and Brewery Operations
Credential to be awarded to graduates: Certificate in Brewing
Length of Program: 30-32 credits

Institutional Contact: Dominic Bernard	Title: Brewing and Brewery Instructor
Phone: 604-599-2486	Email: dominic.bernard@kpu.ca

Executive Summary:

Summarize the purpose of the proposal

The proposed Certificate in Brewing at Kwantlen Polytechnic University (KPU) aims to provide students with a comprehensive foundation in the science, history, and practical skills of beer brewing. The proposed certificate is designed to be a flexible and accessible credential that can serve as an entry point into the brewing industry or as a stepping-stone towards the existing Diploma in Brewing and Brewery Operations.

The proposed Certificate in Brewing will utilize existing courses within the current diploma program, requiring students to complete all first-year HOPS courses and additional university credits to achieve a total of 30-32 credits. This program is designed to ensure that graduates are well-prepared for successful careers in the brewing industry.

Outline the key objectives and outcomes of the proposed program in one or two pages

The proposed Certificate in Brewing has the following key objectives:

1. Increase Accessibility and Enrollment:

- Offer a shorter, more accessible credential for students interested in brewing without committing to a two-year diploma.
- Attract students from diverse backgrounds, including those currently studying sciences such as biology and chemistry.

2. Provide Practical and Theoretical Knowledge:

- Equip students with essential brewing skills, including the operation of brewing equipment, understanding of brewing ingredients, and knowledge of brewing processes.

Non-Degree Program Proposal

- Ensure students are trained in beer sensory evaluation, safety practices, and quality control techniques.

3. Create Pathways for Further Education:

- Allow students to ladder into the Diploma in Brewing and Brewery Operations, providing a seamless transition for those who wish to continue their education.
- Serve as an exit credential for students who are unable to complete the diploma program.

4. Meet Industry Demand:

- Prepare students for entry-level positions in the brewing and beverage industry, such as assistant brewer, cellar worker, packaging line operator, and quality control technician.
- Address the demand for skilled professionals in the brewing industry.

5. Maintain High Standards and Recognition:

- Continue to produce award-winning beer through the program, enhancing the institution's prestige and attracting prospective students.

Program Rationale:

<i>Provide rationale for the credential</i>

Beer brewing has been part of human civilization since the start of the agricultural revolution. Brewing is the application of biochemistry, chemistry, microbiology and engineering to process ingredients, such as barley, to make a solution that can be fermented by yeast to produce beer. Brewing beer involves an understanding of the underlying chemical and biochemical reactions underpinning the brewing process as well as the practical skills needed to operate brewing equipment. Equally important for business sustainability is the ability to effectively manage and sell beer. The proposed Certificate in Brewing would give students a solid foundation in the history, science and practical skills needed to make beer, as well as prepare them for further studies in brewing and brewery operations.

The proposed Certificate will ladder into the current Diploma in Brewing and Brewery Operations. The program aims to increase enrolment in existing first-year courses and could serve as an exit credential for those who are unable to complete the diploma. The option will lower barriers to the application process, and exposure to the HOPS courses will entice students to complete the diploma.

Program Description:

Non-Degree Program Proposal

State the goals and objectives of the new program

The proposed Certificate in Brewing will use existing courses within the Diploma of Brewing and Brewery Operations program to achieve the following objectives:

1. Allow students to take brewing courses without committing to the two-year Diploma in Brewing and Brewery Operations program
2. Provide students an opportunity to acquire a brewing credential within a shorter timeframe than the two-year Diploma in Brewing and Brewery Operations
3. Create a pathway for students to ladder into the Diploma of Brewing and Brewery Operations

The proposed Certificate would require students to take all first-year HOPS courses plus four additional university credits to obtain the minimum of 30 credits required for a certificate.

Identify the target student audience(s) for this program

The proposed Certificate in Brewing will be attractive to students interested in applying their knowledge of science to the hands-on career of beer brewing. This credential would target students who are above the age of 19 and interested in working in the beverage industry. The Certificate in Brewing will also appeal to students currently studying sciences, such as biology and chemistry. This program would target both domestic and international students.

State how the institution satisfied itself that there is not unnecessary duplication in the system

Although similar programs exist at other Canadian institutions, such as Olds College in Alberta and Niagara College in Ontario, a survey of these programs indicates that KPU's Certificate in Brewing does not duplicate any existing programming in British Columbia. The KPU Brewing and Brewery Operations Program has distinguished itself from other brewing schools in Canada by being the first and only school in Canada to have been recognized by the Master Brewers Association of the Americas for excellence in teaching. The beer produced by students in the Brewing and Brewery Operations program has won brewing awards at provincial, national and international competitions. The proposed Certificate in Brewing would allow students to have more flexibility in the credential they wish to pursue, and to gain a solid foundation in brewing science and the practical skills necessary to produce a quality beer.

Provide evidence of labour market demand

Students with a Certificate in Brewing would be qualified for entry-level positions in the brewing and beverage industry, such as:

1. Assistant brewer
2. Cellar worker
3. Packaging line operator
4. Quality control technician

Non-Degree Program Proposal

Curriculum:

Describe the skills, knowledge, or other attributes students will develop from the program

A graduate of the proposed Certificate in Brewing program will have attained the following Program Learning Outcomes:

1. Demonstrate and evaluate safe work practices based on hazard analysis.
2. Demonstrate the fundamental techniques of beer production.
3. Apply knowledge of beer chemistry and microbiology in brewery operations.
4. Evaluate appropriate process technology practices in brewery operations.
5. Evaluate and control the consistency and quality of beer using chemical, microbiological and sensory analysis.

Upon completion of the program, graduates will possess the following skills relevant to a career in brewing:

- Understand the brewing process, including mashing, lautering, boiling, wort cooling, fermentation, filtration and packaging.
- Understand brewing ingredients such as brewing water, barley, malt, adjuncts, hops and yeast.
- Be able to operate brewing equipment like mill, mash tun, lauter tun, kettle, heat exchanger, fermentation vessels, sheet filter and packaging equipment.
- Know sanitation procedures and proper cleaning techniques for brewery equipment.
- Be able to assess safety and use proper lifting techniques.
- Be beer sensory trained to identify beer flavour attributes and defects.
- Be able to use laboratory equipment commonly used in chemistry and microbiology for beer analysis.
- Be able to write laboratory reports and interpret fermentation data.

Describe the program/course structure

The proposed Certificate in Brewing requires students to complete 26 credits of first-year HOPS courses from the existing diploma program, and 4-6 credits of general undergraduate course electives for a total of 30-32 credits.

Course	Title	Credits
Required		
HOPS 1100	Introduction to Brewing	3
HOPS 1105	Brewing 1	3
HOPS 1110	Sensory Evaluation and Ingredients	3
HOPS 1205	Brewing 2	3
HOPS 1211	Brewing Microbiology	4
HOPS 1212	Brewing Chemistry	4

Non-Degree Program Proposal

HOPS 1213	Brewing Equipment and Technology	3
HOPS 1214	Introduction to Finishing and Packaging	3
Electives		4-6
Select one of the following groups:		
<i>Group A</i>		
One of:		
CBSY 1110	Business Problem Solving with Spreadsheets	
Select 3 credits from a course in CBSY, CPSC, or INFO at the 1100 level or higher		
One of:		
CMNS 1140	Introduction to Professional Communication	
Select 3 credits from a course in ENGL at the 1100 level or higher		
<i>Group B</i>		
Select 4 credits from any combination of courses at the 1100 level or higher		
	Total Credits	30-32

Identify the provincial, national and/or international certifications and standards achieved in the new program, if applicable

N/A

Program Consultations and Evaluation:

List the other provincial post-secondary institutions consulted about the proposed program

N/A

Provide a list and summary of the nature of all other consultations

Office of the Provost
Finance
Office of Planning and Accountability
Office of the Registrar

State whether or not the program meets the program eligibility requirements as outlined at www.bcsap.bc.ca under the "School Officials" icon

When the program is offered 100% full time each term (at least 15 credits each term), the program will qualify for StudentAidBC.

Non-Degree Program Proposal

Indicate what policies/procedures are planned for ensuring adequate depth and breadth of ongoing review and evaluation once the program has been implemented

As part of KPU's Policy AC3 Program Review Policy, non-degree programs undergo review at least once every seven years. More frequent (less formal than full program review) evaluation will be embedded into program procedures (for example, through regular faculty meetings, PAC feedback, and student feedback).

Indicate whether safety and other risk management factors have been addressed where appropriate

Students are trained in WHMIS during the HOPS 1212 lab and safe work practices during the HOPS 1105, HOPS 1205, and HOPS 1214 courses. In addition, the Brewing Department has weekly team meetings where any safety concerns are discussed and resolved as soon as possible.

Admissions and Transfer:

Indicate how the institution plans to ensure students' ability to access the program through transfer

Students admitted into the proposed Certificate may request Prior Learning Assessment and Recognition (PLAR) for courses comprising the requirements of the program.

Describe how students will be able to transfer out of the proposed program into other programs within the same institution or at another institution

Transfers outside the university will be governed by the British Columbia Council on Admissions and Transfer and the related BC Transfer Guide.

Indicate how students will be able to transfer into related degree-level programs, if applicable

N/A

Other:

Include any additional information not addressed in the sections above that may be helpful in better understanding the major components of the proposal

In addition to making use of existing courses from the current Diploma program, the proposed Certificate in Brewing will also take advantage of the existing KPU Brewery/Lab. This space is a significant asset to both the educational experience of students and the broader community engagement. Here's how:

Educational Experience for Students

Non-Degree Program Proposal

1. Hands-On Learning:

- The KPU Brew Lab provides students with practical, hands-on training in a state-of-the-art teaching brewery. This experience is crucial for understanding the brewing process, from mashing and fermentation to packaging and quality control.
- Students gain experience with industry-standard brewing equipment and technologies, which prepares them for real-world brewing operations.

2. Industry Connections:

- The program was developed in consultation with the BC Craft Brewers Guild and an advisory committee of local brewmasters and industry experts. This ensures that the curriculum is aligned with industry needs and trends, providing students with relevant and up-to-date knowledge.
- Students benefit from networking opportunities with industry professionals, which can lead to internships and job placements.

Community Engagement

1. Public Beer Sales:

- The KPU Brew Lab opens its doors to the public every Friday for beer sales, offering a variety of student-brewed craft beers. This initiative not only provides practical sales experience for students but also engages the local community by offering high-quality, locally-produced beer.
- The beer sales include options like growler fills and six-packs, with styles rotating weekly. This keeps the community engaged and interested in the latest creations from the students.

2. Public Events:

- The Brew Lab hosts public events, such as the Student Signature Series, where second-year students release their capstone project beers. These events provide a platform for students to showcase their skills and creativity while engaging with the community.
- Public events and beer sales help to build a strong relationship between the university and the local community, fostering a sense of pride and support for the program.

3. Community Recognition:

- The KPU Brewing program's success in competitions and its recognition as a top brewing school in North America enhance the university's reputation. This recognition attracts visitors and potential students to the campus, further integrating the university into the community.

Non-Degree Program Proposal

Overall, the KPU Brewery/Lab significantly enhances the educational experience for students by providing hands-on training, and industry connections, while simultaneously engaging the community through public beer sales and events, fostering a strong relationship between the university and the local community.

Concept Paper Certificate in Brewing

Addendum: Capacity Considerations

November 14, 2024

Dominic Bernard

Data from the Office of Planning and Accountability (OPA) was used to assess the unused capacity in each of the HOPS courses required for the proposed Certificate in Brewing. These results are compiled in Table 1.

Table 1.0 Unfilled seats in HOPS courses using data from OPA

Fall courses	Fall 2018	Fall 2019	Fall 2020 !	Fall 2021	Fall 2022	Fall 2023	Fall 2024
HOPS 1100	11	15	0	21	22	21	4
HOPS 1105*	11	15	1	20	23	21	22
HOPS 1110*	11	15	1	20	22	21	19
HOPS 1212*	9	15	0	20	21	20	21
Spring courses	Spring 2019	Spring 2020	Spring 2021	Spring 2022	Spring 2023	Spring 2024	
HOPS 1205*	12	17	0	22	22	24	
HOPS 1211*	14	17	0	22	22	21	
HOPS 1213	12	17	21	10	22	21	
HOPS 1214*	12	17	0	11	22	21	

Unfilled seats calculated using 35 seat capacity minus the filled seats

! Pandemic Disruption the Fall 2020 intake was limited to 20 students due to laboratory space restrictions

*Course that have a practical component with limited lab space

The Brewing and Brewery Operations (BBO) program is a limited intake program and each HOPS lecture class is capped at 35 students while laboratories are capped at 18 students because of space and safety requirements. A quick inspection of Table 1.0 indicates the all HOPS classes have capacity to accept more students. From fall 2021 and onwards there is a capacity to accept approximately 20 or more students into the Brewing and Brewery Operations Program.

Practical Brewing Classes

HOPS 1105 and HOPS 1205 are all practical brewing classes and are capped at 18 students per section, therefore 2 sections of the practical classes would need to be offered if the enrolment increased above 18 students. Prior to the fall of 2020 it was the practice of the department to offer two sections of each brewing class and we are able to increase the number of sections with the existing complement of staff and faculty.

Lecture Classes with Laboratory Components

HOPS 1110, HOPS 1211, HOPS 1212, and HOPS 1214 have laboratory components so the number of lab sections would also need to increase to two if enrolment is above 18 students. Again, this increase in the number of sections can be done with the existing complement of staff and faculty.

Explaining the Numbers

The decrease in unmet capacity seen in the fall of 2020 is the result of the capacity of the program being limited to 20 students to comply with the social distancing requirements during the COVID pandemic. Also, during the fall of 2024, the HOPS 1100 Introduction to Brewing was opened up to the general KPU student population and this increased the enrolment in this course to 31 students.

Cost of Increased Enrolment

An increase of enrolment would incur an increase in the cost to operate the practical labs as more materials would need to be used for brewing and for laboratory activities. It is hoped that this increase in operating cost would be offset by the increase in tuition revenue. In the unlikely event that the BBO program reached maximum capacity in both first and second year cohorts some resources in terms of time and money would need to be allocated to brewery management. The task of brewery management is currently being shared among the team members however with a full load of 35 students in each year of the program the department members would be at capacity with teaching demands.

Conclusion

Given the data presented in this addendum, the Brewing and Brewery Operations Program is capable of accepting more students. The department has the staff and faculty resources to teach the program should the enrolment increase. The cost of consumables for operating the laboratories would increase based on utilization of supplies and should full enrolment be reached in both first and second year cohorts a specific role of brewery management should be created.

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 5.4

Meeting Date: May 28, 2025

Presenter(s): Dr. Alan Davis

AGENDA TITLE: APPOINTMENT OF CHANCELLOR SEARCH ADVISORY COMMITTEE REPRESENTATIVES

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT the Board of Governors approve the appointments of Amanda Smith-Weston and Kim McGill as representatives on the Chancellor Search Advisory Committee, as recommended by the Board Governance Committee.

COMMITTEE REPORT

On May 14, 2025, the Board Governance Committee received, reviewed and recommended that the Board of Governors approve the appointment of Amanda Smith-Weston and Kim McGill as the Board representatives on the Chancellor Search Advisory Committee.

Context and Background

KPU's current Chancellor, Kwuntiltunaat (Kim Baird) was reappointed on October 5, 2023 for another three-year term. Kwuntiltunaat's appointment ends on October 4, 2026 and will have served the maximum 6-year consecutive appointment period as per the *University Act 11(3)*. As such, KPU must now begin the process to select and appoint a new chancellor by way of a Chancellor Search Committee.

Composition of the Search Committee

A joint committee of the Board of Governors, the Senate and the Alumni Association is to be struck to search for a new chancellor.

The committee shall be comprised of the following members:

- a) Chair of the Alumni Association, who will chair the committee
- b) KPU President & Vice-Chancellor
- c) Executive Director of Alumni Association

- d) Two members of the Board of Governors
- e) Two members of the Board of Directors of the Alumni Association
- f) Two members of the Senate
- g) One student representative
- h) The Chancellor (if term is not eligible for renewal)

All members of the selection committee will be required to sign a code of conduct and conflict of interest declaration.

Key Messages

1. In accordance with the Procedures for Selection of the Chancellor, the Board of Governors appoints two board representatives to serve on the Chancellor Search Advisory Committee.
2. Once the composition of the Chancellor Search Advisory Committee is complete, the KPU Alumni Association Chair, or Designate, will schedule and convene a meeting.
3. Amanda Smith-Weston and Kim McGill have agreed to serve on the committee. Muhammad Afzal Malik has agreed to be a back-up if additional member is needed.

Submitted by

Lily Chong, University Secretary and Executive Assistant to the President & Vice Chancellor

Date submitted

May 20, 2025

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 6.2

Meeting Date: May 28, 2025

Presenter(s): Laurie Clancy

AGENDA TITLE: BOARD MANUAL SECTION REVIEW – SECTION 10

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT the Board of Governors approve the revised President & Vice Chancellor Position Description, as recommended by the Board Human Resources Committee.

COMMITTEE REPORT

On May 16, 2025, the Board Human Resources Committee received, reviewed and recommended that the Board of Governors approve the revised President & Vice-Chancellor Position Description.

Context and Background

As outline in the 2024-25 Human Resources Committee Guidelines and Workplan and the Board Governance Manual, the Board Bylaws and Board Manual Sections are to be reviewed every two years or as required. Section 10 - *President & Vice-Chancellor Position Description* - was last reviewed in March 2023.

Key Messages

1. As part of the presidential search process, Town Halls were held with the KPU community to obtain feedback on what folks would like to see in a new president. This feedback was themed and summarized, and incorporated into the Candidate Profile that is posted as part of the competition. This profile received support and approval from the Senate and Board, respectively.
2. The existing President & Vice-Chancellor Position Description was reviewed by the Human Resources Team in comparison to the Candidate Profile and proposed edits have been made to align the Position Description with the Candidate Profile.

Resource Requirements

N/A

Implications/Risks

N/A

Consultations

N/A

Attachments

1. Board Governance Manual – Section 10 – President & Vice-Chancellor Position Description
-

Submitted by

Laurie Clancy

Date submitted

May 1st, 2025

10. PRESIDENT AND VICE-CHANCELLOR POSITION DESCRIPTION

Introduction

This position description describes the roles and responsibilities of the President and Vice-Chancellor (the “President”) of KPU. It should be read in conjunction with the President’s employment agreement.

Appointment

The *University Act* gives the Board the power to appoint the President as the chief executive officer of KPU.⁶²

The President is a Member of the Board.⁶³

Role

The President is the chief executive officer of KPU and must generally supervise and direct the academic work of KPU.⁶⁴ The President has overall responsibility for leading and managing KPU through the development and implementation of strategies and policies and efficient and effective operations.

Accountability

The President is accountable to the Board.

Duties and Responsibilities

The President:

Leadership

- a) leads and manages KPU academically and operationally within the objectives set out in the strategic plan and agreed-upon performance measures;
- b) provides leadership in the establishment and articulation of KPU’s mission, mandate, vision and commitment statements;
- c) ensures that KPU operates within established policies and priorities by apprising the Board of all matters affecting its responsibilities as set out in All Applicable Law;

⁶² *University Act*, s. 27(2)(g)

⁶³ *University Act*, s. 63(a).

⁶⁴ *University Act*, s. 59(1).

- d) develops and implements operational policies to guide KPU within the framework of the vision and strategic goals approved by the Board;
- e) directs and monitors KPU's activities in a manner that ensures the assets of KPU are safeguarded and optimized;
- f) summons meetings of a faculty when the President considers it necessary or advisable to do so;⁶⁵
- g) convenes joint meetings of all or any of the faculties at the President's discretion;⁶⁶
- h) establishes committees the President considers necessary or advisable;⁶⁷
- i) chairs meetings of the Senate;⁶⁸

j) with support from the University Executive, plays a bridging role between the Board and the Senate;

k) upon nomination by the Alumni Association, appoints one alumni member who is not a faculty member to the Senate;⁶⁹

j)

Strategic

a) ~~P~~^P provides leadership in developing institution-wide short and long term plans through a consultative process;

~~a) b)~~ develops new insights into situations; questions conventional approaches; encourages new ideas; supports the design and implementation of new or cutting-edge programs/processes

Reporting

- a) ~~m~~^M makes any necessary recommendations to the Board and Senate and reports on any matter referred to the President by the Board or Senate;⁷⁰
- b) ~~m~~^M monitors KPU's educational, administrative and financial performance and provides reports as appropriate;
- c) ~~p~~^P prepares and publishes an annual report on KPU's progress;⁷¹

Board

~~a) supports the Board Chair and the Board in carrying out the Board's governance responsibilities, including the timely provision of relevant information;~~

⁶⁵ University Act, s. 59(2)(b).

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⁶⁶ University Act, s. 59(2)(b).

⁶⁷ University Act, s. 59(2)(d).

⁶⁸ University Act, s. 35.2(2)(b) and s. 63(b).

^{69, 74} ~~University Act, s. 35.2(2)(i).~~

^{70, 69} ~~University Act, s. 62(1)(b) and (c).~~

^{71, 9} ~~University Act, s. 62(1)(a).~~

Board

—supports the Board Chair and the Board in carrying out the Board's governance responsibilities, including the timely provision of relevant information;

a)

Budget

- a) prepares and submits to the Board an annual budget in consultation with the appropriate standing committee of the Senate;^{72, 1}

Financial and Risk Management

- a) ensures the integrity of KPU's internal control and management systems;
b) identifies and ensures reporting to the Board on, the principal risks of KPU and ensures the implementation of effective systems to manage those risks;

Human Resources

- a) develops and implements an organizational structure that is appropriate for the effective and efficient operation of KPU;
a)b) creates a culture of wellness that enhances and respects the health of employees and students, and provides the necessary resources to enable these objectives;
b)c) annually establishes and maintains a Board approved plan for Senior Leadership development and succession, including President succession planning;
c)d) appoints, promotes and removes members of the teaching and administrative staffs and the officers and employees of KPU as outlined in Appendix "H";

KPU Board Governance Manual

Original effective date: 21 November 2012

Revised: ~~27 November~~ April 2024⁴⁵

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~~d)e)~~ _____ authorizes lectures and instruction in any faculty to be given by persons other than the appointed members of the teaching staff;⁷³²

~~e)f)~~ may suspend any member of the teaching and administrative staffs and any officer or employee of KPU and must promptly report the action to the Board with a statement of their reasons;⁷⁴³

~~upon nomination by the Alumni Association, appoints one alumni member who is not a faculty member to the Senate;~~⁷⁴ **Social Justice**

a) fosters strong relationships with Indigenous leaders and communities and guide KPU's implementation of the Truth and Reconciliation Commission of Canada: Calls to Action; the President shall support the development and implementation of KPU's Indigenization Strategy;

⁷² University Act, s. 62(2).

⁷³ University Act, s. 59(2)(c).

⁷⁴ University Act, s. 60(1) and (2).

b) ensures that anti-racism, justice, equity, diversity, and inclusion inform the institution's decision-making, and positively impact cultural and learning environments;

Sustainability

a) articulates a vision that integrates ecological sustainability into leadership of university operations and academic programming, with a focus on transition to a low-carbon economy;

f)b) ensures long-term economic sustainability by exhibiting sound fiscal management, advocating for resources from government, and exploring additional sources of revenue.

External Relations

a) acts as the primary spokesperson for KPU and oversees KPU's interface with the public and ~~stakeholders;~~ other key parties

b) develops and implements a communications program to support KPU's strategic objectives;

b) _____

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⁷¹~~University Act, s. 62(2).~~

⁷²~~University Act, s. 59(2)(c).~~

⁷³~~University Act, s. 60(1) and (2).~~

⁷⁴~~University Act, s. 35.2(2)(i).~~

- c) develops and maintains effective relationships in dealings with the federal, provincial and municipal governments, educational institutions, professional associations, unions, business, alumni, the Foundation and the public at large;
- d) where appropriate, presents KPU's submissions to the Minister;⁷⁵

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Funds and Grants

- a) makes reasonable efforts to ensure that funds are raised and grants are obtained to fulfill the vision of KPU.

Outside Commitments

- a) obtains Board approval prior to accepting public service commitments and/or outside board appointments.

Offices

The President ⁷⁶ is:

- a) a Board Member and must attend its meetings⁷⁷, unless excused by the Board Chair;

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⁷⁵ University Act, s. 62(3).

⁷⁶ University Act, s. 63.

⁷⁷ University Act, s. 63(a)

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- b) Chair of the Senate;
- c) a member of all standing committees of the Senate except the standing committee on appeals;
- d) a member of each faculty; and
- e) in the absence of the Chancellor, Chair of Convocation with the obligation to confer degrees.

e)

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^{#5} ~~University Act, s. 62(3)~~

^{#6} ~~University Act, s. 63~~

^{#7} ~~University Act, s. 63(a)~~

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Compensation

The Board determines the President's compensation,⁷⁸ subject to parameters set for executive compensation in B.C.'s public sector by the Public Sector Employers' Council.⁷⁹

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⁷⁸ *University Act*, s. 27(2)(g).

⁷⁹ The Public Sector Employers' Council coordinates the management of executive compensation in British Columbia. See <http://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/central-government-agencies/public-sector-employers-council-secretariat>

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BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 7.2

Meeting Date: May 28, 2025

Presenter(s): Peter Smailes/Carole Laplante

AGENDA TITLE: DRAFT CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR-ENDED MARCH 31, 2025

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT the Board of Governors approve the draft audited Consolidated Financial Statements for the year ended March 31, 2025, as recommended by the Board Audit Committee.

COMMITTEE REPORT

On March 13, 2025, the Board Audit Committee received, reviewed and recommended that the Board of Governors approve the draft Consolidated Financial Statements for the year ended March 31, 2025.

Context and Background

Kwantlen Polytechnic University's ("KPU") consolidated financial statements are subject to an annual external audit. KPU's draft audited consolidated financial statements are presented to the Audit Committee annually. As per Section 13 of the Board Governance Manual, the Audit Committee "reviews KPU's annual financial statements to ensure they are fairly presented in all material respects in accordance with generally accepted accounting and financial reporting principles"; and, "reviews the financial statements and reports, and recommends their approval to the Board; the Committee will provide an explanation if it cannot recommend approval". The External Auditor's Independent Auditors' Report and Audit Findings Report are meant to supplement and assist with the Audit Committees' review and related recommendation to the Board.

KPU's Board of Governors ("Board") "reviews and approves KPU's annual audited financial statements" and "annually approves for submission to the Government a copy of KPU's audited financial statements ..." for inclusion in the Province of British Columbia's annual financial statements.

KPU's consolidated financial statements are prepared in accordance with the Budget Transparency and Accountability Act ("BTAA"), which requires application of generally accepted accounting principles for senior governments in Canada, supplemented by certain Province of British Columbia Treasury Board regulations ("Regulation"). Regulations require KPU to follow Public Sector Accounting Standards

(“PSAS”) without any public sector 4200 elections, and modifies certain PSAS standards for recognition of unrestricted government transfers and restricted contributions.

The annual surplus as at March 31, 2025 was \$5.4M.

Revenues were below the Board approved budget by \$16.5M, primarily driven by:

- A net decrease in international student tuition and associated fees of \$28M and an \$1.8M increase in domestic student tuition and associated fees, which were off set by;
- Additional grants from the Province of BC for supporting 2024-25 labour adjustments for excluded employees of \$2.3M;
- Investment income that was \$4.3M higher than budget due to elevated interest rates during the first quarter of the fiscal year and a higher investment balance. This was partially offset by declining rates beginning in June 2024; and,
- Increase in Continuing and Professional Studies health program revenues which have grown by \$0.8M this year due to the BC College of Nurses and Midwives changes to the registration process in January 2023.

Expenses were \$21.9M lower than the Board approved budget. The largest contributors to this favorable variance from budget were:

- Unused budget contingency of approximately \$7.8M;
- Longer term staff vacancies and hard to recruit positions resulted in \$9.1M in savings in salaries and benefits;
- Decreased spending on international agent commissions directly attributed to fewer new international students of \$4.8M; and,
- Budget savings of \$2.4M in software and subscriptions due to delays in implementation of various projects, multi-year renewals and favorable budget variances for the cloud transition project.

Key Messages

1. The annual surplus as at March 31, 2025 was \$5.4M.
 - Revenues were below the Board approved budget by \$16.5M.
 - Expenses were \$21.9M lower than the Board approved budget.
2. The draft consolidated financial statements for the year ended March 31, 2025 include a draft copy of the Independent Auditor’s Report which highlights an unqualified opinion from KPU’s external auditors KPMG LLP.

Resource Requirements

N/A

Implications/Risks

N/A

Consultations

1. KPMG LLP

Attachments

1. Draft Consolidated Financial Statements for the Year Ended March 31, 2025
-

Submitted by

Peter Smailes, Vice-President Administration and Acting Chief Financial Officer

Date submitted

May 20, 2025

Consolidated Financial Statements of

KWANTLEN POLYTECHNIC UNIVERSITY

March 31, 2025

**KPMG LLP**

777 Dunsmuir Street, 11th floor
Vancouver, BC V7Y 1K3
Canada
Tel 604-691-3000
Fax 604-691-3031

INDEPENDENT AUDITOR'S REPORT

To the Board of Governors of Kwantlen Polytechnic University, and to the Ministry of Post-Secondary Education and Future Skills, Province of British Columbia

Opinion

We have audited the consolidated financial statements of Kwantlen Polytechnic University (the Entity), which comprise:

- the consolidated statement of financial position as at March 31, 2025
- the consolidated statement of operations and accumulated operating surplus for the year then ended
- the consolidated statement of changes in net debt for the year then ended
- the consolidated statement of cash flows for the year then ended
- the consolidated statement of remeasurement gains and losses for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”).

In our opinion, the accompanying financial statements as at and for the year ended March 31, 2025 of the Entity are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the “**Auditor’s Responsibilities for the Audit of the Financial Statements**” section of our auditor’s report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.



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We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Financial Reporting Framework

We draw attention to Note 2(a) to the financial statements which describes the applicable financial reporting framework and the significant differences between that financial reporting framework and Canadian public sector accounting standards.

Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of the financial statements in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:



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- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Plan and perform the group audit to obtain sufficient appropriate audit evidence regarding the financial information of the entities or business units within the group as a basis for forming an opinion on the group financial statements. We are responsible for the direction, supervision and review of the audit work performed for the purposes of the group audit. We remain solely responsible for our audit opinion.

DRAFT

Chartered Professional Accountants

Vancouver, Canada

May 28, 2025

KWANTLEN POLYTECHNIC UNIVERSITY

Consolidated Statement of Financial Position

As at March 31, 2025

(In thousands of dollars)

		2025 \$	2024 \$
Financial assets			
Cash and cash equivalents	(Note 3)	193,881	301,051
Accounts receivable	(Note 4, 20)	3,812	5,137
Inventories for resale		315	396
Investments and endowment investments	(Note 5)	122,520	37,029
		320,528	343,613
Liabilities			
Accounts payable and accrued liabilities	(Note 7)	51,648	62,759
Deferred revenue		28,617	47,715
Deferred contributions	(Note 9)	96,371	87,438
Deferred capital contributions	(Note 10)	180,531	186,202
Obligations under capital lease	(Note 11)	1,329	2,187
Asset retirement obligations	(Note 12)	1,663	1,615
		360,159	387,916
Net debt		(39,631)	(44,303)
Non-financial assets			
Tangible capital assets	(Note 14)	242,503	240,411
Investments and endowment investments	(Note 5)	2,817	2,817
Prepaid expenses and deposits		4,192	3,852
		249,512	247,080
Accumulated surplus		209,881	202,777
Accumulated surplus is comprised of:			
Accumulated operating surplus		205,446	200,015
Accumulated remeasurement gains		4,435	2,762
	(Note 15)	209,881	202,777

Contractual obligations (Note 17)

Contingent liabilities (Note 18)

Contractual rights (Note 19)

Ivy Chen
Chair, Board of Governors

Peter Smailes
Acting Chief Financial Officer

See accompanying notes to consolidated financial statements.

KWANTLEN POLYTECHNIC UNIVERSITY

Consolidated Statement of Operations and Accumulated Operating Surplus

Year ended March 31, 2025

(In thousands of dollars)

		Budget \$ (Note 2(n))	2025 \$	2024 \$
Revenue:				
Grants from the Province of British Columbia	(Note 20)	103,393	101,219	16,238
Revenue from deferred contributions	(Notes 9, 20)	7,777	14,807	11,455
International tuition and student fees		128,699	101,486	129,487
Domestic tuition and student fees		40,714	40,972	39,188
Ancillary services		3,273	3,461	3,343
Investment income		11,030	15,286	13,155
Gain on sale of land	(Note 6)	-	-	116,394
Other revenue		3,415	5,965	4,296
Revenue from deferred capital contributions	(Notes 10, 20)	14,711	13,311	12,052
		313,012	296,507	345,608
Expenses:	(Notes 20, 21, 22)			
Academic support and instruction		172,209	156,750	153,319
Student support		34,157	36,846	34,443
Administrative support		97,446	86,493	80,149
Research		5,963	7,071	6,957
Ancillary services		3,237	3,916	4,423
		313,012	291,076	279,291
Annual surplus		-	5,431	66,317
Accumulated operating surplus, beginning of year		200,015	200,015	133,698
Accumulated operating surplus, end of year		200,015	205,446	200,015

See accompanying notes to consolidated financial statements

KWANTLEN POLYTECHNIC UNIVERSITY

Consolidated Statement of Changes in Net Debt

Year ended March 31, 2025

(In thousands of dollars)

	Budget \$ (Note 2(n))	2025 \$	2024 \$
Annual surplus	-	5,431	66,317
Acquisition of tangible capital assets, net of write-offs	(31,495)	(23,610)	(28,750)
Amortization of tangible capital assets	22,992	21,518	20,789
	(8,503)	(2,092)	(7,961)
Acquisition of prepaid expenses and deposits	-	(340)	(1,836)
Net remeasurement gains	-	1,673	2,031
Change in net debt	(8,503)	4,672	58,551
Net debt, beginning of year	(44,303)	(44,303)	(102,854)
Net debt, end of year	(52,806)	(39,631)	(44,303)

See accompanying notes to consolidated financial statements.

KWANTLEN POLYTECHNIC UNIVERSITY

Consolidated Statement of Cash Flows

Year ended March 31, 2025

(In thousands of dollars)

	2025 \$	2024 \$
Operating activities:		
Cash received from:		
Student tuition and fees	125,260	150,593
Grants and contributions	126,194	110,555
Sale of goods and rendering of services	4,868	4,720
Interest and investment income	16,248	12,494
User fees, fines, penalties and other fees	3,084	1,900
	275,654	280,262
Less cash for:		
Employee payments	(177,941)	(152,616)
Supplier payments	(95,142)	(84,413)
Interest paid	(126)	(102)
Student awards	(7,163)	(5,596)
Transfers to the KPU Foundation	(1,218)	(2,029)
	(281,590)	(244,756)
Cash (used in) provided by operating activities	(5,936)	35,506
Capital activities:		
Cash used to acquire tangible capital assets	(23,610)	(28,750)
Proceeds on sale of land	-	117,600
Cash (used in) provided by capital activities	(23,610)	88,850
Financing activities:		
Contributions received for tangible capital assets	7,052	18,139
Principal payments on capital lease obligations	(858)	(473)
Cash provided by financing activities	6,194	17,666
Investing activities:		
Increase in investments	(83,818)	(1,142)
Cash used in investing	(83,818)	(1,142)
Net change in cash and cash equivalents	(107,170)	140,880
Cash and cash equivalents, beginning of year	301,051	160,171
Cash and cash equivalents, end of year	193,881	301,051

See accompanying notes to consolidated financial statements

KWANTLEN POLYTECHNIC UNIVERSITY

Consolidated Statement of Remeasurement Gains and Losses

Year ended March 31, 2025

(In thousands of dollars)

	2025 \$	2024 \$
Accumulated remeasurement gains, beginning of year	2,762	731
Unrealized gains generated during the year from:		
Fixed income pooled investments	2,081	677
Pooled equity and real estate investments	107	1,406
Foreign currency translation	38	1
Remeasurement (gains) losses realized and reclassified to the Statement of Operations and Accumulated Surplus from:		
Pooled investments	(556)	(50)
Foreign currency translation	3	(3)
Net remeasurement gains for the year	1,673	2,031
Accumulated remeasurement gains, end of year	4,435	2,762

KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2025

(All figures in thousands of dollars)

1. Authority and purpose

Kwantlen Polytechnic University (the "University") operates under the authority of the *University Act* of British Columbia. The University is a not-for-profit entity governed by a Board of Governors, the majority of which are appointed by the Province of British Columbia. The University is a registered charity and is exempt from income taxes under section 149 of the *Income Tax Act*.

The University offers career, vocational, developmental and academic programs from its Richmond, Langley and three Surrey campuses located in southwestern British Columbia. The academic governance of the University is vested in the Senate.

2. Summary of significant accounting policies

(a) Basis of accounting

These consolidated financial statements are prepared in accordance with the *Budget Transparency and Accountability Act* ("BTAA"), which requires application of generally accepted accounting principles for senior governments in Canada, supplemented by the following Province of British Columbia Treasury Board regulations ("Regulations"):

- Regulation 257/2010 requires that all taxpayer supported organizations adhere to the Public Sector Accounting Standards ("PSAS") without any PSAS 4200 elections.
- Regulation 198/2011 requires that:
 - restricted contributions received or receivable for acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are to be deferred and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded.
 - contributions restricted for specific purposes other than those for the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the period when the stipulation or restriction on the contributions have been met.

The Regulations result in revenue being recognized in the Consolidated Statement of Operations and Accumulated Operating Surplus and certain related deferred capital contributions being recorded in the Consolidated Statement of Financial Position differently than with application of the PSAS alone:

- PSAS requires unrestricted government transfers to be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with PS 3410. The BTAA / Regulations allow government transfers to be recognized as revenue when received or receivable.
- In contrast to Regulation 198/2011, PSAS requires externally restricted contributions to be recognized in revenue in the period when the resources are used for the purpose specified in accordance with PS 3100.

2. Summary of significant accounting policies (continued)

(a) Basis of accounting (continued)

- PSAS requires government transfers with stipulations that give rise to an obligation to be recognized as revenue as the liability is settled. The BTAA / Regulations allow for restricted contributions received for depreciable tangible capital assets to be recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded.

(b) Basis of consolidation

The consolidated financial statements reflect the assets, liabilities, revenues, and expenses of organizations which are controlled by the University. On May 22, 2022, KPU Communities Corporation (the "Corporation"), a wholly-owned subsidiary of the University, was incorporated under the *Business Corporations Act* of British Columbia and on June 1, 2022, a trust deed was executed and appointed the Corporation as sole trustee of KPU Communities Trust (the "Trust"). The purpose of the Trust is to create revenue generating opportunities to support academic endeavors and enhance student experience and well-being for the University. The Corporation and the Trust are fully consolidated into these statements and all inter-entity balances and transactions are eliminated on consolidation.

(c) Cash and cash equivalents

Cash and cash equivalents include highly liquid investments with a term to maturity of three months or less at the date of purchase. They are subject to insignificant risk of change in value.

(d) Financial instruments

Financial instruments are classified into two categories: fair value or cost.

- (i) Fair value category: The University manages and reports performance for groups of financial assets on a fair-value basis. Investments, including endowment investments, are reflected at fair value as at the reporting date. The carrying amounts are shown at fair value based on quoted prices (unadjusted) in active markets. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments are recorded as an expense. Unrealized gains and losses on financial assets except for those related to restricted endowments are recognized in the Consolidated Statement of Remeasurement Gains and Losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the Consolidated Statement of Operations and Accumulated Operating Surplus and related balances reversed from the Consolidated Statement of Remeasurement Gains and Losses. Unrealized gains and losses on endowment investment assets, where earnings are restricted as to use, are recorded as deferred contributions and recognized in revenue when disposed of or when the related expenses are incurred.

2. Summary of significant accounting policies (continued)

(d) Financial instruments (continued)

- (ii) Cost category: For accounts receivable, accounts payable and accrued liabilities, the carrying amount generally approximates fair value because of the short maturity of these instruments. Valuation allowances are made when collection is in doubt.

(e) Inventories for resale

Inventories for resale, including new and used textbooks, course manuals, stationery, art supplies, clothing, and crested and non-crested giftware, are recorded at the lower of cost or net realizable value.

Cost includes the original purchase cost, plus shipping and applicable duties. Net realizable value is the estimated proceeds on sale less any costs to sell. Inventories are written down to net realizable value when the cost of inventories is estimated not to be recoverable.

When circumstances that previously caused inventories to be written down below cost no longer exist, the amount of write-down previously recorded is reversed.

(f) Contaminated sites

A liability for contaminated sites is recognized when the following criteria are met:

- (i) an environmental standard exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the University is directly responsible or accepts responsibility;
- (iv) it is expected that future economic benefits will be given up; and,
- (v) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of costs directly attributable to remediation activities, including the cost of post-remediation operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

(g) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets

Tangible capital asset acquisitions are recorded at cost, which includes amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost, less the residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as shown below. Land is not amortized as it is deemed to have a permanent value. Work in progress is not amortized until the asset is available for productive use.

KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2025

(All figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(g) Non-financial assets (continued)

(i) Tangible capital assets (continued)

	Term
Buildings	40 years
Major site improvements	10 years
Major equipment	10 - 20 years
Library holdings	10 years
Technology infrastructure	8 years
Furniture and equipment	5 years
Computing equipment	4 years
Leased capital assets	lesser of 5 years or lease term

Tangible capital assets are written down when conditions indicate that they no longer contribute to the University's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value.

(ii) Leased tangible capital assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as obligations under capital lease and are reflected as part of tangible capital assets in the financial statements. All other leases are accounted for as operating leases and the related payments are expensed as incurred.

(h) Employee future benefits

The University and its employees make contributions to the College Pension Plan and Municipal Pension Plan, which are multi-year employer joint trustee pension plans. These plans are defined benefit plans, providing a pension on retirement based on the member's age at retirement, length of service and highest earnings averaged over five years.

As the assets and liabilities of the plans are not segregated by institution, the plans are accounted for as defined contribution plans and any contributions of the University to the plans are expensed as incurred.

The University's sick leave benefits do not vest or accumulate and related costs are expensed as incurred. The University accrues vacation for employees as earned. The University accrues a supplemental employment benefit for maternity and parental leave upon commencement of the related leave. Retirement allowances, where applicable, are accrued upon approval.

2. Summary of significant accounting policies (continued)

(i) Asset retirement obligations

The University recognizes an asset retirement obligation, as at the financial reporting date, when there is a legal obligation to incur retirement costs in relation to a tangible capital asset, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made.

The estimate of the asset retirement obligation includes costs directly attributable to the asset retirement activities and is recorded as a liability and increase to the related tangible capital asset. The amount capitalized in tangible capital assets is amortized using the amortization accounting policy outlined in note 2(g)(i).

The carrying value of the liability is re-evaluated at each financial reporting date with changes to the timing or amount of the original estimate of cash flows recorded as an adjustment to the asset retirement obligation liability and tangible capital assets.

(j) Revenue recognition

Tuition and student fees, ancillary revenues, and sales of other goods and services are reported as revenue when (or as) KPU satisfies a performance obligation by providing the promised goods or services to a payor. A performance obligation is an enforceable promise made by a public sector entity.

Unrestricted donations and grants are recorded as revenue if the amounts can be estimated and collection is reasonably assured. Pledges from donors are recorded as revenue when payment is received by the University or the transfer of property is completed.

2. Summary of significant accounting policies (continued)

(j) Revenue recognition (continued)

Restricted donations and grants are reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors as follows:

- (i) Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or in the form of a depreciable tangible capital asset, in each case for use in providing services, are recorded and referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services.
- (ii) Contributions restricted for specific purposes other than for those to be held in perpetuity or the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the year in which the stipulation or restriction on the contribution have been met.
- (iii) Contributions restricted to be retained in perpetuity, allowing only the investment income earned thereon to be spent are recorded as endowment donations and as deferred contributions for any unspent restricted investment income earned thereon.

Investment income includes interest recorded on an accrual basis, dividends recorded as declared, and realized gains and losses on the sale of investments.

2. Summary of significant accounting policies (continued)

(k) Functional classification of expenses

The University has identified the following functions and associated groups of activities based upon the functional areas of service provided by various departments:

(i) Academic support and instruction

Academic support and instruction includes the activities related to the support and delivery of education including cost of instructors, academic management, support staff and related support costs.

(ii) Student support

Student support includes direct supports for students including Student Affairs, Alumni Relations, International Education, The Learning Centre, Library Resources and the Office of the Registrar.

(iii) Administrative support

Administrative support includes expenses that relate to the activities that support the University, consisting of Campus and Community Planning, Campus Safety and Security, Office of Equity and Inclusive Communities, External Affairs, Facilities, Financial Services, General Counsel, Human Resources, Indigenous Leadership, Innovation and Partnerships, Information Technology, Marketing and Communications, Office of the President, Governance, and Planning & Accountability.

(iv) Research

Research consists of the Office of Research Services which assists researchers with proposal preparation, administration of sponsored projects and active research activities.

(v) Ancillary services

Ancillary services represent the business activities that support the University's campus life. It consists of the bookstore, food services and parking and transit services.

2. Summary of significant accounting policies (continued)

(l) Use of estimates

The preparation of the consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, related disclosures, and the disclosures of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenue and expenses during the reporting period. Areas where management has made estimates and assumptions include those related to the determination of useful lives of tangible capital assets for amortization and the amortization of related deferred capital contributions, accrued liabilities, valuation of accounts receivable, provisions for contingencies, and discount rate and future cash flows associated with asset retirement obligations. Where actual results differ from these estimates and assumptions, the impact will be recorded in future periods when the difference becomes known.

(m) Foreign currency translation

The University's functional currency is the Canadian dollar. Transactions in foreign currencies are translated into Canadian dollars at the exchange rate in effect on the transaction date. Monetary assets and liabilities denominated in foreign currencies and non-monetary assets and liabilities which are designated in the fair value category under the financial instrument standard are reflected in the financial statements in equivalent Canadian dollars at the exchange rate in effect on the Consolidated Statement of Financial Position date.

Any gains or losses resulting from a change in rates between the transaction date and the settlement date or Consolidated Statement of Financial Position date is recognized in the Consolidated Statement of Remeasurement Gains and Losses. In the period of settlement, the related cumulative remeasurement gain/loss is reversed in the Consolidated Statement of Remeasurement Gains and Losses and the exchange gains or losses in relation to the exchange rate at the date of the item's initial recognition is recognized in the Consolidated Statement of Operations and Accumulated Operating Surplus.

(n) Budget figures

Budget figures have been provided for comparative purposes and have been derived from the 2024-2025 University Budget approved by the Board of Governors on January 31, 2024. The budget is reflected in the Consolidated Statement of Operations and Accumulated Operating Surplus and the Consolidated Statement of Changes in Net Debt.

KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2025

(All figures in thousands of dollars)

3. Cash and cash equivalents

	2025	2024
	\$	\$
Cash	119,828	297,978
Cash equivalents	74,053	3,073
	193,881	301,051

4. Accounts receivable

	2025	2024
	\$	\$
Student	3,453	2,987
Trade and other	1,994	3,719
Allowance for doubtful accounts	(1,635)	(1,569)
	3,812	5,137

KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2025

(All figures in thousands of dollars)

5. Investments and endowment investments

Investments and endowment investments recorded at fair value are comprised of the following:

	2025 \$	2024 \$
Designated to the fair value category (Level 2)		
Fixed income pooled investments	23,755	21,674
Canadian equities pooled investments	8,098	7,788
International equities pooled investments	8,678	7,796
Guaranteed investment certificate	83,181	1,049
Total Level 2 category investments	123,712	38,307
Designated to the fair value category (Level 3)		
Infrastructure pooled investments	-	26
Real estate pooled investments	1,625	1,513
Total Level 3 category investments	1,625	1,539
Total investments	125,337	39,846
Less endowment investments	(2,817)	(2,817)
Investments	122,520	37,029

The financial instruments measured at fair value held within each investment are classified according to a hierarchy which includes three levels, reflecting the reliability of the inputs involved in the fair value determination. The different levels are defined as follows:

- Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities (the University has no Level 1 investments)
- Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e. as prices) or indirectly (i.e. derived from prices)
- Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

The following table reconciles the changes in the fair value of investments classified as Level 3 during the year.

	2025 \$	2024 \$
Balance, beginning of year	1,539	1,215
Purchases	45	246
Unrealized gain	41	78
Balance, end of year	1,625	1,539

KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2025

(All figures in thousands of dollars)

6. Gain on sale of land

The Board of Governors previously approved the sale of a portion of land at the Cloverdale (Tech) campus to Fraser Health Authority. The sale was completed during fiscal 2024 for proceeds of \$117,600 and resulted in a gain on sale of land in the amount of \$116,394.

7. Accounts payable and accrued liabilities

	2025 \$	2024 \$
Accounts payable and accrued liabilities	22,839	27,830
Salaries, benefits and wages payable	14,035	20,298
Accrued vacation payable	14,774	14,631
	51,648	62,759

8. Employee future benefits

(a) Pension benefits

The University and its employees contribute to the College Pension Plan and Municipal Pension Plan (jointly trusted pension plans). The boards of trustees for these plans, representing plan members and employers, are responsible for administering the plans, including investment of assets and administration of benefits. The plans are multi-employer defined benefit pension plans. Basic pension benefits are based on a formula. As at August 31, 2024, the College Pension Plan has about 18,000 active members, and approximately 11,200 retired members. As at December 31, 2023, the Municipal Pension Plan has about 256,000 active members, including approximately 7,000 from colleges.

Every three years, an actuarial valuation is performed to assess the financial position of the plans and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plans. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plans. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the College Pension Plan as at August 31, 2021, indicated a \$202,000 surplus for basic pension benefits on a going concern basis.

KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2025

(All figures in thousands of dollars)

8. Employee future benefits (continued)

(a) Pension benefits (continued)

The most recent valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761,000 funding surplus for basic pension benefits on a going concern basis.

The next valuation for the College Pension Plan will be as at August 31, 2024. The next valuation for the Municipal Pension Plan will be December 31, 2024.

The University paid \$11,218 for employer contributions to the plans in fiscal year 2025 (2024 – \$13,217).

Employers participating in the plans record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plans record accrued liabilities and accrued assets for each plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plans.

(b) Maternity or parental leave

The University provides supplemental employee benefits for faculty, staff and administration on maternity or parental leave. For the duration of the leave, employees on maternity or parental leave receive a supplemental payment added to employment insurance benefits. Employer-paid benefits also continue to be paid on the employees' behalf. The University has expensed \$1,144 in the current year (2024 – \$1,215). As at March 31, 2025, the University has an obligation of \$820 (2024 – \$977) which has been included in salaries, benefits and wages payable.

9. Deferred contributions

Deferred contributions represent the unspent externally restricted grants and contributions that will be used in future periods primarily for academic programming, as specified by the contributor.

	2024	Amounts received	Recognized as revenue	2025
	\$	\$	\$	\$
Provincial	82,833	18,280	(8,857)	92,256
Federal	1,907	1,527	(1,810)	1,624
Other sources	2,698	3,933	(4,140)	2,491
	87,438	23,740	(14,807)	96,371

KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2025

(All figures in thousands of dollars)

10. Deferred capital contributions

Contributions that are restricted for the purpose of acquiring capital are recorded as deferred capital contributions. Amounts are recognized into revenue at the same rate that amortization of the tangible capital asset is recorded.

Changes in deferred capital contributions balance are as follows:

	2024	Amounts received	Recognized as revenue	2025
	\$	\$	\$	\$
Provincial	164,520	7,580	(12,127)	159,973
Federal	7,682	10	(710)	6,982
Other sources	14,000	50	(474)	13,576
	186,202	7,640	(13,311)	180,531

11. Obligations under capital lease

The University entered into a capital lease on September 1, 2023 to finance technology infrastructure at an estimated cost of borrowing of 7.36% per annum (2024 - 7.36%). The principal and interest payments are as follows:

	2025	2024
	\$	\$
2025	-	984
2026	984	984
2027	411	411
Total minimum capital lease payments	1,395	2,379
Less amounts representing interest	(66)	(192)
Present value of net minimum capital lease payments	1,329	2,187

Total interest payment on capital leases for the year was \$126 (2024 - \$102).

KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2025

(All figures in thousands of dollars)

12. Asset retirement obligations

The University has recorded asset retirement obligations for the removal of hazardous material from some of the University's buildings.

The following is a reconciliation of the changes in the asset retirement obligations during the year:

	2025 \$	2024 \$
Balance, beginning of year	1,615	1,561
Accretion expense	48	54
Balance, end of year	1,663	1,615

The undiscounted estimated cash flows required to settle the obligations are approximately \$2,169 (2024 - \$2,169) to be paid during the fiscal years 2032 to 2034. The estimated cash flows were discounted using the credit-adjusted risk-free rate of 3.0% (2024 - 3.5%) per annum.

13. Line of credit

The University has the ability to draw on a line of credit with a commercial bank for \$7,500 (2024 - \$7,500). As at March 31, 2025, the University has not utilized the available line of credit.

KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2025

(All figures in thousands of dollars)

14. Tangible capital assets

	Land	Buildings	Major site improve- ments	Major equipment	Library holdings	Technology infrastruc- ture	Furniture & equipment	Computing equipment	Leased capital assets	Work in progress (WIP)	2025	2024
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Cost												
Opening balance	20,428	267,414	62,728	19,554	10,164	5,141	94,093	18,275	2,660	11,399	511,856	483,106
Additions	-	-	936	1,768	241	(787)	4,073	1,456	-	15,923	23,610	28,750
Transfer to/(from) WIP	-	-	546	-	-	912	-	-	-	(1,458)	-	-
Closing balance	20,428	267,414	64,210	21,322	10,405	5,266	98,166	19,731	2,660	25,864	535,466	511,856
Accumulated amortization												
Opening balance	-	(122,956)	(34,563)	(5,671)	(8,687)	(3,621)	(81,099)	(14,331)	(517)	-	(271,445)	(250,656)
Amortization	-	(6,685)	(4,738)	(1,473)	(322)	(400)	(5,121)	(1,892)	(887)	-	(21,518)	(20,789)
Closing balance	-	(129,641)	(39,301)	(7,144)	(9,009)	(4,021)	(86,220)	(16,223)	(1,404)	-	(292,963)	(271,445)
Net book value	20,428	137,773	24,909	14,178	1,396	1,245	11,946	3,508	1,256	25,864	242,503	240,411

KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2025

(All figures in thousands of dollars)

15. Accumulated surplus

The accumulated surplus is comprised of the following:

	2025 \$	2024 \$
Investment in tangible capital assets	85,291	84,479
Endowments (Note 5)	2,817	2,817
Internally restricted reserves	68,071	68,071
Unrestricted reserves	49,267	44,648
Accumulated remeasurement gains	4,435	2,762
	209,881	202,777

During the year ended March 31, 2025, the Board of Governors approved nil (2024 - \$61,901) in internal restrictions of the University's total accumulated surplus, for the Indigenous Fund of nil (2024 - \$16,901), Student Award Fund of nil (2024 - \$20,000) and Capital Reserve Fund of nil (2024 - \$25,000).

16. Financial risk management

The University has exposure to certain risks from its financial instruments.

The Board of Governors ensures that the University has identified its major risks and ensures that management monitors and controls them.

(a) Credit risk

Credit risk is the risk of financial loss to the University if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held by the University consisting of cash and cash equivalents and accounts receivable.

Credit risk associated with cash and cash equivalents is minimized by ensuring that these assets are held at financial institutions with a high credit quality. The University holds the majority of its cash and cash equivalents in a Canadian Chartered bank.

Management believes the credit risk associated with accounts receivable is limited as the balance largely consists of receivables from the Province of British Columbia and student accounts receivable that are closely monitored and managed to limit further enrollment until payment is made.

16. Financial risk management (continued)

(b) Market risk and interest rate risk

Market risk is the risk that changes in the market prices, such as interest rates, will affect the University's income. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing the return on risk.

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in the market interest rates.

The University manages its market risk and interest rate risk on investments with established investment guidelines for its investment management companies to follow in managing its investment portfolios. The guidelines limit investments to those with BBB- or greater credit rating. The University does not invest in any derivatives.

(c) Liquidity risk

Liquidity risk is the risk that the University will not be able to meet its financial obligations as they become due.

The University manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing and financing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the University's reputation.

(d) Foreign exchange risk

Foreign exchange risk is the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate due to changes in foreign exchange rates. The University is exposed to foreign exchange risk on investments that are dominated in foreign currencies.

The functional currency of the University is the Canadian dollar. The University is also exposed to risk at it conducts some transactions in foreign currencies, particularly the U.S. dollar. The University maintains a U.S. dollar denominated bank account to minimize foreign exchange risk on these transactions.

KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2025

(All figures in thousands of dollars)

17. Contractual obligations

The nature of the University's activities can result in multi-year contracts and obligations whereby the University will be committed to make future payments. Significant contractual obligations related to operations that can be reasonably estimated are as follows:

	2026	2027	2028	2029	2030	There- after
	\$	\$	\$	\$	\$	\$
Capital commitments	10,773	-	-	-	-	-
Operational commitments	24,198	11,397	5,840	4,852	4,137	6,094
	34,971	11,397	5,840	4,852	4,137	6,094

18. Contingent liabilities

The University may, from time to time, be involved in legal proceedings, claims, and litigation that arise in the normal course of operations.

There are several lawsuits pending in which the University is involved. It is considered that the potential claims against the University resulting from such litigation would not materially affect the financial statements of the University.

19. Contractual rights

The University may, from time to time, enter into contracts or agreements in its normal course of operations that will result in the realization of assets and revenues in future fiscal years.

The University enters into multi-year research funding agreements with various federal, provincial and municipal funding agencies whereby it has the opportunity to earn revenue in future years by incurring qualified expenditures. These research funding agreements do not abnormally impact the University's financial position.

KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2025

(All figures in thousands of dollars)

20. Related party transactions

The University has entered into certain transactions and agreements in the normal course of business with certain of its related parties. These transactions are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties. Significant related party transactions not disclosed elsewhere in the consolidated financial statements, are as follows:

Revenue and expenses:

Included in revenue	2025 \$	2024 \$
Ministry of Post-Secondary Education and Future Skills grants	101,219	16,238
Other provincial government entities – grants and revenue recognized from deferred contributions (Note 9)	8,857	6,308
Other provincial government entities – grants and revenue recognized from deferred capital contributions (Note 10)	12,127	10,781
	122,203	33,327
Included in expenses	2025 \$	2024 \$
Ministry of Post-Secondary Education and Future Skills	353	347
Other provincial government entities	2,098	1,718
Other provincial universities	458	485
	2,909	2,550

Receivables and payables:

Included in accounts receivable	2025 \$	2024 \$
Ministry of Post-Secondary Education and Future Skills	151	798

Related party transactions with key management personnel:

During the year, key management personnel, comprised of the Board and the University's Executives, have nil (2024 – nil) related party transactions with the University.

KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2025

(All figures in thousands of dollars)

21. Expense by object

The following is a summary of expenses by object:

	2025 \$	2024 \$
Salaries and benefits	207,935	194,744
Travel and professional development	4,809	4,159
Supplies	5,181	4,971
Student awards, bursaries and donations	10,310	8,685
Fees and services	22,546	27,255
Facilities	16,402	15,834
Cost of sales	1,803	2,184
Leases, property taxes, insurance	524	616
Accretion	48	54
Amortization of tangible capital assets	21,518	20,789
	291,076	279,291

22. Kwantlen Polytechnic University Foundation

The Kwantlen Polytechnic University Foundation (the "Foundation") was established on July 14, 2000 and is registered under the Societies Act (British Columbia). The Foundation is a registered charity under the Income Tax Act of Canada. The purpose of the Foundation, is the solicitation and management of donations and endowments for the purpose of providing awards and grants to students of the University and to advance the University's engagement with and within communities it serves. The Foundation is governed by an independent board of directors, the voting members of which can include employees and officers of the University. The University does not exercise control over the Foundation.

During the year, as part of its ordinary course of business, the University committed certain funds to the Foundation.

	2025 \$	2024 \$
KPU Research Endowment	-	2,000
KPU Financial Aid Endowment	2,000	1,000
KPU Financial Barrier Reduction Fund	1,000	60
KPU Other Transfers	135	29
	3,135	3,089

The University also provides administrative, management and staff resources to the Foundation at no charge. As at March 31, 2025 the University has a payable of \$3,000 (2024 – \$1,060) to the Foundation.

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 8.2

Meeting Date: May 28, 2025

Presenter(s): Peter Smailes/Carole Laplante

AGENDA TITLE: FY2025-26 BUDGET SUBMISSION

ACTION REQUESTED: Information

RECOMMENDED RESOLUTION

COMMITTEE REPORT

For Secretariat Use Only

Context and Background

On March 26, 2025, KPU's Board of Governors approved the institution's FY2025-26 budget. Shortly after this approval, the Ministry of Post-Secondary Education and Future Skills requested that all post-secondary institutions submit the following:

The Board-approved Fiscal Year 2025-26 Budget, which includes:

- A Consolidated Statement of Operations,
- A Statement of Operations by Fund (if available),
- A Statement of Financial Position by Fund (if available),
- A Consolidated Statement of Financial Position (if available).

This request aims to provide the Ministry with greater insight into the challenges and opportunities facing each institution. While the existing forecasts and Appendix C submissions serve as a foundation for discussions, these templates primarily cater to the government's financial reporting consolidation for Public Accounts purposes. As a result, they lack the operational detail necessary for addressing key fiscal considerations in today's domestic and global financial climate.

Although submitting the Board-approved budget is not a formal requirement, the Ministry has specifically requested each post-secondary to provide the budget and associated documents by May 15, 2025. In response, KPU has prepared the attached Reader-Friendly Budget document. This additional resource is designed to deliver valuable context and clarity regarding KPU's challenges and strategies, supplementing the standard financial documents.

Key Messages

1. KPU intends to meet the Ministry's request by submitting the required document no later than May 15, 2025.
2. The Reader-Friendly Budget Document serves as a public-facing resource that outlines KPU's budget and planning approach for the 2025-26 fiscal year. Many of its key messages have already been communicated during budget presentations and consultations conducted throughout the planning process.

Resource Requirements

N/A

Implications/Risks

N/A

Consultations

1. Polytechnic University Executive

Attachments

1. Appendix 1 - Fiscal 2025-26 Consolidated Budget Final
2. Reader-friendly Budget "Kwantlen Polytechnic University's 2025-26 Consolidated Budget Explained"

Submitted by

Peter Smailes, Vice-President Administration and Acting Chief Financial Officer

Date submitted

May 20, 2025

Kwantlen Polytechnic University
Appendix 1 - Fiscal 2025-26 Draft Consolidated Budget
Summary - By Account Type (\$000's)

				FY 2025-26 Budget to FY 2024-25 Base Budget	
Account Group	Account Type	FY 2024-25 Annual Base Budget	FY 2025-26 Proposed Budget	\$	%
Revenue	Operating Grant	103,132	108,600	5,468	5%
	Grants	261	261	-	0%
	Amort of Deferred Contributions	7,777	38,708	30,931	398%
	Tuition Fees-Domestic	37,347	36,765	(582)	(2%)
	Tuition Fees-International	118,836	70,040	(48,796)	(41%)
	Student Fees	10,905	8,075	(2,830)	(26%)
	Applic and Other Fees-Domestic	761	895	134	18%
	Applic and Other Fees-International	1,564	1,114	(450)	(29%)
	Tuition - Non-Credit	940	2,330	1,390	148%
	Contract Services	200	330	130	65%
	Shop Income	338	402	64	19%
	Investment & Interest Income	11,030	12,860	1,830	17%
	Bookstores Income	2,180	2,180	-	0%
	Parking Income	905	905	-	0%
	Ancillary Commission Income	188	188	-	0%
	Amortization of Capital Contributions	14,711	15,046	335	2%
	Other income	1,938	2,164	226	12%
Revenue Total		313,013	300,863	(12,150)	(4%)
Salaries	Salaries-Faculty	95,059	91,258	(3,801)	(4%)
	Salaries-GEU Staff	39,661	41,287	1,626	4%
	Salaries-Admin	32,367	34,987	2,620	8%
	Salaries-Other	5,348	5,959	611	11%
	Budget Reduction Targets	-	(5,000)	(5,000)	100%
	Benefits	43,562	41,654	(1,908)	(4%)
Salaries and Benefits Total		215,997	210,145	(5,852)	(3%)
Benefits as a % of Salaries		25.3%	24.0%		
Non-salary Expenditures	Supplies	5,358	5,311	(47)	(1%)
	Repairs and Maintenance	4,741	4,765	24	1%
	Software and Subscriptions	11,306	10,254	(1,052)	(9%)
	Contracts	2,118	2,117	(1)	(0%)
	Leases/Rentals	718	716	(2)	(0%)
	Travel and PD	4,455	4,718	263	6%
	Student Awards	4,121	4,596	475	12%
	Utilities	2,549	2,549	-	0%
	Communications	1,699	1,653	(46)	(3%)
	Fees and Services	27,632	26,449	(1,183)	(4%)
	Cost-of-Sales	1,563	1,563	-	0%
	Contingency	7,765	4,677	(3,088)	(40%)
	Budget Reduction Targets	-	(3,000)	(3,000)	100%
Non-salary Expenditures Total		74,025	66,368	(7,657)	(10%)
Amortization	Amortization of Capital Assets	22,991	24,350	1,359	6%
Net income (loss)		-	-	-	0%

Kwantlen Polytechnic University's 2025-26 Consolidated Budget Explained



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Territorial Acknowledgement

We at Kwantlen Polytechnic University respectfully acknowledge that we live, work, and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem; and with the lands of the Kwantlen First Nation, which graciously bestowed its name on this university.

In the cause of Reconciliation, we recognize our commitment to address and reduce ongoing systemic colonialism, oppression, and racism that Indigenous Peoples continue to experience.

Introduction and Background

This document serves as an informative guide to the rationale, contextual framework, and process involved in formulating Kwantlen Polytechnic University's ("KPU" or the "University") annual budget. It offers a comprehensive overview of the planning process for the fiscal 2026 budget, spanning from April 1, 2025 to March 31, 2026, and provides explanations of changes from the preceding fiscal year's budget (2025).

KPU has over 20,000 students at five campuses, offering over 140 programs in seven faculties: Academic & Career Preparation, Arts, Wilson School of Design, Melville School of Business, Health, Science, and Trades and Technology. KPU also invests significantly in applied research. KPU's budget reflects service delivery expectations and goals for faculties, student support, research and support services such as Finance, Human Resources, Facilities and Information Technology, among others.

Purpose of a Budget

A budget is an organization's financial plan for revenues (money in) and expenses (money out) to meet the expected demand for and cost of services, reflecting Ministry of Post-Secondary Education and Future Skills ("Ministry") mandates and KPU's organizational strategies. The budget reflects and is used to communicate and subsequently track and report on progress against mandates and goals. Budgets are created for a single year or longer periods (e.g., five-year financial plan or 20-year capital plan).

Factors that Shape KPU's Consolidated Budget

KPU's budget incorporates various factors, in particular government and organizational strategic direction and external influences.

BC Government Oversight

The Government of British Columbia ("BC Government") is made up of ministries and various other organizations that deliver services & programs on its behalf, including public post-secondary institutions ("PSIs"). Specifically, KPU is accountable to the public through the Ministry, which provides leadership and direction for post-secondary education and skills training across the province.

The budget preparation process for all levels of the BC Government is governed by legislation under the [Budget Transparency and Accountability Act](#), the [Financial Administration Act](#), and the [Balanced Budget and Ministerial Accountability Act](#).

The Ministry requires KPU to align itself with overarching principles relevant to the entire public sector and specific direction on priorities and expectations for KPU. These requirements are documented in mandate and budget letters from the Ministry to the Board of Governors ("Board") and Chief Financial Officer. The 2023 Board mandate letters, most recent, are located [here](#).

Organizational Governance

The Board is the highest governing body at a university, comprised of BC Government-appointed and elected members and KPU's President and Chancellor. See the '[About Us](#)' section on KPU's website for a complete list. The Board is entrusted with stewardship of the University and accountability for ensuring

KPU fulfills the mandate set by the BC Government. To do this, the Board oversees KPU's activities, finances and property, including approving and monitoring KPU's budget.

KPU follows a bicameral governance model, meaning that the Board, though still the ultimate authority, shares responsibilities with the Senate, which looks after academic matters. The Senate endorses KPU's budget prior to Board approval, and participates in monitoring the budget during the fiscal year. The Senate and Board include student and community representation. See the '[Membership Composition](#)' section on KPU's website for a complete list.

Management is responsible for KPU's day-to-day operations and implementing the policies and strategies set out by the Board, including preparation and execution of the annual budget.

KPU created its strategic plan - [Vision 2026](#) - that aligns with the Ministry's goals and outlines KPU's vision that "... by 2026, KPU is a learning ecosystem rooted in a culture of sustainability, creativity, justice and quality that inspires our people and our communities". The financial component of Vision 2026 implementation is reflected in the annual budget.

External Influences

The annual budget incorporates not only Ministry and organizational strategy but also significant risk factors and opportunities, including the impact of BC and Canadian government decisions, economic factors, supply / demand considerations, and salary and benefit costs. Examples include expected inflation and Bank of Canada interest rates, the recent Canadian government direction to limit new student visas for international students, flattening demand for domestic enrollments, the need for revenue diversification and collective agreement negotiations.

How Budgeting is Done at KPU

An organization's budget process refers to the budget model used, the process followed to create a budget, and methods to monitor and report on financial results in a transparent way throughout the budget period(s). KPU's budget is created at an appropriate level of detail and segmentation for those tasked with its implementation, monitoring and reporting.

Budget Model

There are various budget models typically considered by PSIs. Each model has strengths and weaknesses, and varying costs to implement and manage. Some of these budget models have a centralized approach, meaning that decision-making powers are in the hands of upper-level administration, and others have a decentralized approach, where individual areas within the PSI decide what they want to spend. More often than not, a hybrid model and / or approach is used by PSIs.

KPU currently uses an incremental model with a hybrid approach. Since KPU serves a large community, whose needs are both long-term and multi-year, the University's services and offerings must remain stable over time yet able to address emergent needs. As a result, ongoing operating budgets are rolled over each year to ensure that delivery is consistent and stable.

Under KPU's incremental model, consideration is first given to prior year revenues (operating grants, other revenues, ancillary activities, etc.) and adjustments are made for known changes to arrive at

budgeted revenue for the upcoming year. The same exercise is followed for expenses. If revenues exceed expenses, the remaining budget is allocated based on approved budget principles and priorities and Vision 2026 strategic goals. If expenses exceed revenues, the exercise is continued until revenues and expenses balance. In extenuating circumstances, the university may apply to the Ministry to have a deficit budget for that fiscal year. Most expenses are allocated to specific portfolios, while revenues are centrally managed.

Budget Process

A key factor within a budget process is the level of internal and external consultation supporting the end product. At KPU, the Finance Department conducts extensive consultation with all user groups, the leadership team, Senate and Board. The Board ultimately approves the budget. In the prior fiscal years, the budget has been approved by the Board by the end of January, providing time for portfolio leaders to plan prior to the start of the next fiscal year. For fiscal year 2026, the budget process was delayed to assess the international enrolments and the impact on our budget therefore the University has waited until stable enrolment date of January 20, 2025 to finalize the budget.

Budget monitoring occurs throughout the year, and KPU regularly reports on year-to-date financial results and forecasts to the Board and Ministry.

A Snapshot of KPU's Fiscal 2026 Consolidated Budget

KPU's consolidated budget includes an operating and a capital component, and are described below.

KPU's budget includes revenues and expenses for its direct operations and organizations which are controlled by the University. In fiscal 2023, KPU Communities Corporation (the "Corporation"), a wholly-owned subsidiary of the University, was incorporated under the *Business Corporations Act of British Columbia* and subsequently, a trust deed was executed and appointed the Corporation as sole trustee of KPU Communities Trust (the "Trust"). The purpose of the Trust is to create revenue generating opportunities to support academic endeavors and enhance student experience and well-being for the University. The Corporation and the Trust are currently fully consolidated for budgeting and reporting purposes.

Operating Budget

An operating budget is a financial plan that outlines KPU's expected revenues and expenses for one year, serving as a roadmap for day-to-day operations and resource allocation.

The following table includes a budget summary for fiscal years ("FY") 2024-25 and 2025-26.

Category	FY 2025-26 (\$'000s)	FY 2024-25 (\$'000s)	Difference (\$'000s)	Difference (%)
Revenues (money brought in by operations):				
Grants from BC Government	\$ 108,861	\$ 103,393	\$ 5,468	5%
Revenue from Deferred Contributions	38,708	7,777	30,931	398%
International Tuition & Student Fees	76,468	128,699	(52,231)	-41%
Domestic Tuition & Student Fees	40,421	40,714	(293)	-1%
Ancillary Services	3,273	3,273	-	0%
Investment Income	12,860	11,030	1,830	17%
Other Revenue	5,226	3,416	1,810	53%
Revenue from Deferred Capital Contributions	15,046	14,711	335	2%
Total Revenues	\$ 300,863	\$ 313,013	\$ (12,150)	-4%
Expenses by Portfolio (money used in operations):	FY 2025-26 (\$'000s)	FY 2024-25 (\$'000s)	Difference (\$'000s)	Difference (%)
Academic	\$ 153,455	\$ 157,397	\$ (3,942)	-3%
Student Services	25,650	27,452	(1,802)	-7%
Special purpose funds	9,147	4,918	4,229	86%
Ancillary	3,469	3,389	80	2%
Administration and Facilities Support	79,827	83,956	(4,129)	-5%
Amortization	24,351	22,992	1,359	6%
Non-Divisional	4,964	12,909	(7,945)	-62%
Total Expenses	\$ 300,863	\$ 313,013	\$ (12,150)	-4%
Revenues less Expenses	\$ -	\$ -	\$ -	0%

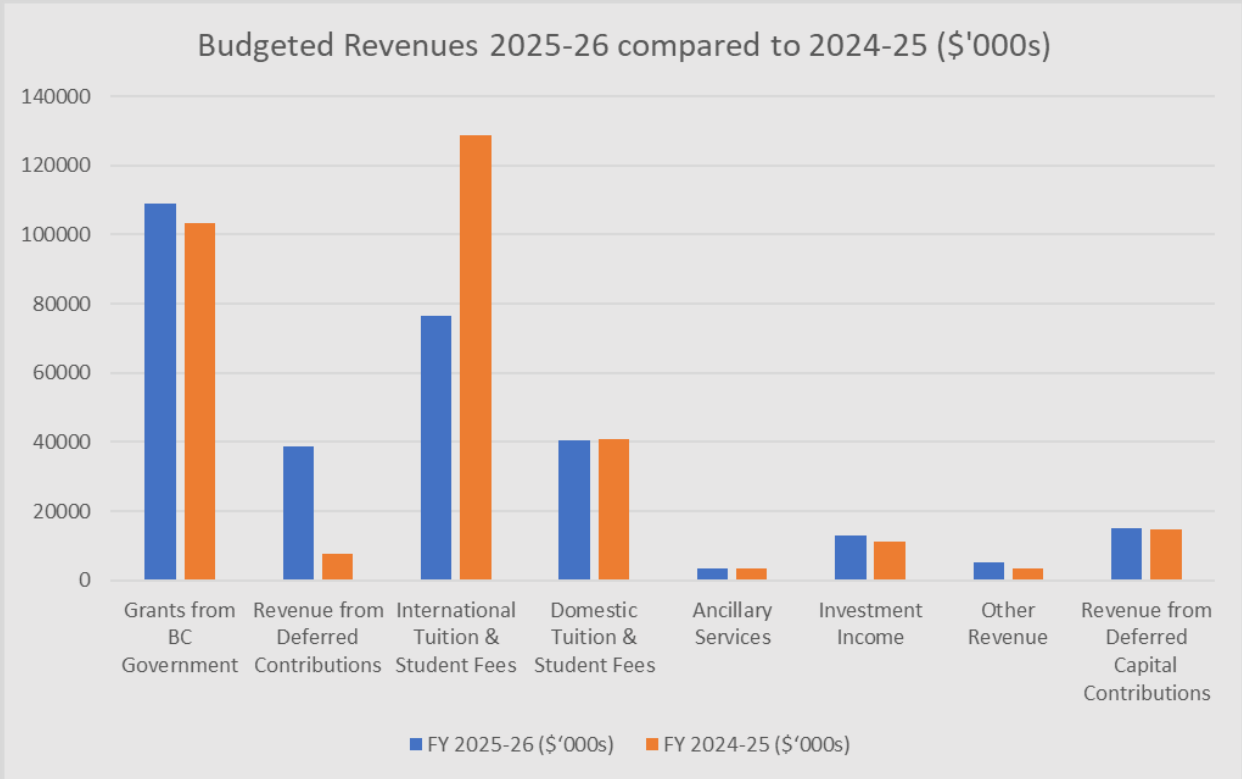
Budgeted revenues and expenses are estimated based on various assumptions. Changes in assumptions due to experience or new information, depending on timing, may need to be reflected in subsequent years' budget(s), or result in actuals varying from the budget. Examples include estimated wage increases if collective agreements are not finalized before budgets are approved, changes in provincial or federal government regulations, inflation rates and Bank of Canada interest rates. Non-divisional budgets are amounts held for contingencies, estimates for international agency fees, bad debts and professional

development amounts in accordance with collective agreements and employee contracts. Budget estimates are held in non-divisional budget until confirmed and allocated accordingly.

Revenues

Key changes between FY 2024-25 and FY 2025-26 include estimated increases in KPU’s operating grant that fund Kwantlen Faculty Association (“KFA”) and British Columbia General Employees’ Union (“BCGEU”) collective agreement increases; estimated decline in international student tuition and fees due to impacts of the changes in federal government immigration policies; small decreases in domestic student tuition and fees, both offset by a two percent increase in rates; increased investment income due to higher investment balances; and the planned use of prior year’s deferred funding from the province.

The following graph shows the change in revenues from FY 2024-25 to FY 2025-26. Refer to Appendix 1 for detailed explanation of changes.



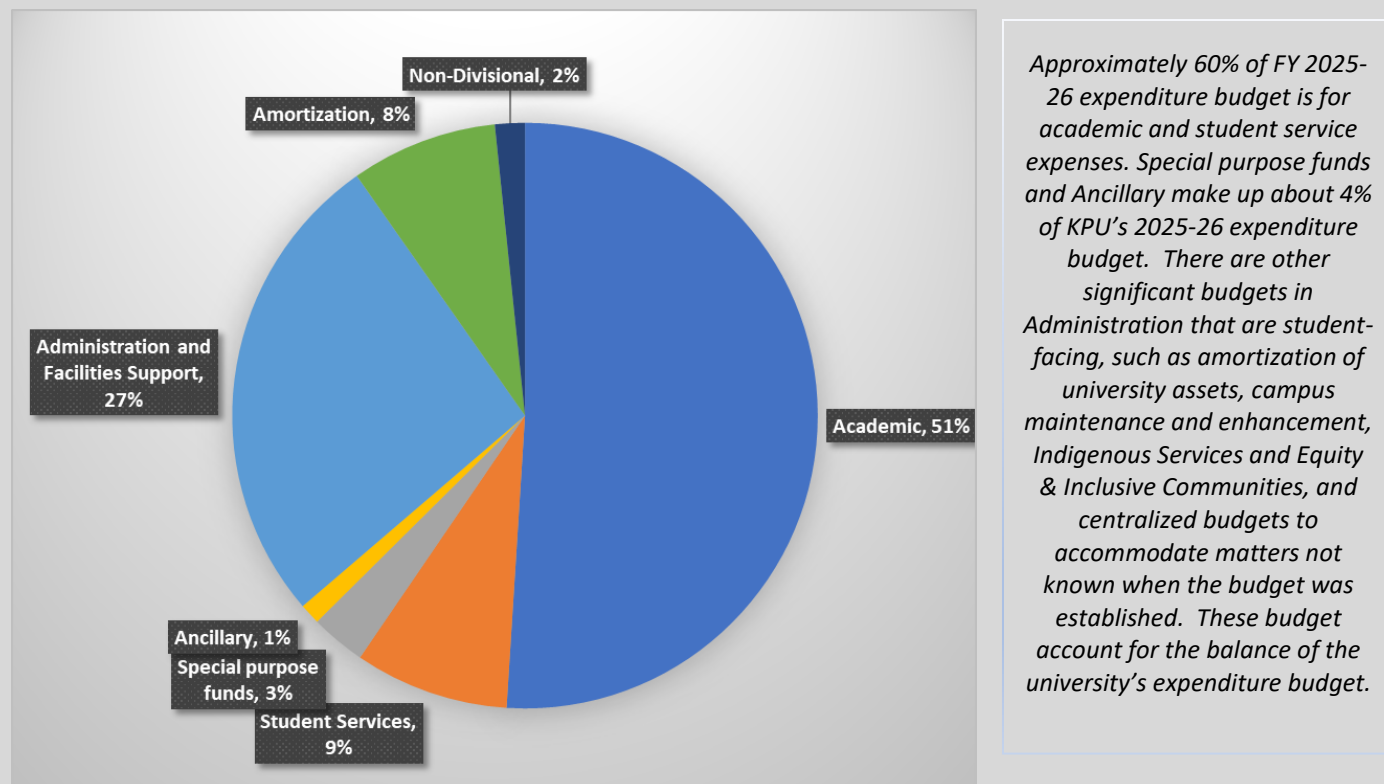
Overall, estimated international headcounts are down 26% in 2026 compared to 2025, while domestic headcounts are projected to be down 5% due to increased competition. New international students are not fully replacing the continuing students, who graduate, leading to a declining overall student population. Based on current projections, the FY 2026 will see a drop of over \$0.2M in budgeted international tuition and fees revenue. For context, in FY 2023- 24 international tuition and fee revenue made up 46% of KPU’s total revenue budget but is projected to be only 25% of total revenue in 2026. This is equivalent to seeing a 20% reduction in total revenues in just two years. This is a significant financial challenge for KPU.

Expenses

Like many post-secondary institutions, KPU's operations are split by portfolio, meaning that KPU's activities, resources and initiatives are organized into distinct groups based on their primary focus or objectives. See Appendix 2 for descriptions of the primary focus of each portfolio and detailed explanations of changes in budgets between FY 2024-25 and FY 2025-26.

Key changes between FY 2024-25 and FY 2025-26 include estimated cost of living wage increases for employees, savings due to planned faculty reductions and employee retirements, reductions in contingencies, and budget reduction targets for vacant positions, overtime and discretionary non-salary expenses.

The following graph shows the breakdown of the FY 2025-26 expense budget by portfolio.



Surplus

The [Balanced Budget and Ministerial Accountability Act](#) requires PSIs to present a balanced budget. A balanced budget means that a budget balances the revenue (money in) and the expenses (money out), netting to zero or greater. As shown in the table on page five, KPU's FY 2025-26 budget is balanced.

Capital Budget

A capital budget is a financial plan that details KPU's long-term investments in tangible capital assets like equipment, buildings, or infrastructure, aiming to improve efficiency or expand operations and maintain capital in good working order. It typically spans multiple years as tangible capital assets often have useful lives of up to 40 years.

See Appendix 3 for capital projects budgeted for FY 2025-26.

Appendix 1 – Operating Revenue Budget

Explanations of significant changes in budgeted revenues between FY 2024-25 and FY 2025-26 are as follows:

Grants from the BC Government

A significant portion of the budgeted grants of \$108.9M from the BC Government is the annual operating grant, which consists of two parts: block funding to help support educational services and programs and targeted funding for specific priority programs. Budgeted grants increased by a total of \$5.5M from FY 2024-25 to FY 2025-26, mainly due to anticipated funding for potential salary increases under the BCGEU and KFA collective agreements that expire within the 2025-26 fiscal year and health and technology program expansions.

Through its annual operating grant, the BC Government will often fund increases associated with ratified agreements, with the proportion of increases to be funded dependent on [Provincial Treasury](#) approval. KPU has included an amount that it anticipates to receive to offset the estimated costs associated with new agreements, but until this funding is received the amounts cannot be confirmed.

Revenues from Deferred Contributions

Revenues from deferred contributions reflect funding for operations that are provided by the federal and provincial governments and other sources under specific contract agreements. Those agreements contain restriction criteria that allow KPU to record the revenue to match the spending as the explicit performance obligations under the agreements are met. If performance obligations are not met in the year and the spending has not occurred, upon approval, they are carried forward to the next fiscal year. Those carried forward funds become deferred contributions.

In FY 2023-24, the province gave KPU permission to defer \$78M in operating and \$5M in capital for a total of \$83M of the funds from the sale of parcel of land at the Cloverdale campus to future years. These funds:

- can only be used for the specific purposes identified when deferred,
- the use cannot be changed,
- they are time limited and
- they cannot be used to just offset a deficit.

KPU identified specific future initiatives that could be offset by those deferred funds and the Ministry agreed to this allocation. For example, the funds will be used to support one time only positions, student awards and bursaries, and initiatives to improve retention of domestic students.

The FY 2025-26 budget plans to use \$25.8M of these deferred funds. KPU will need to find the budget in the future, if these initiatives are to continue once the deferred funds have been spent.

An additional \$10.2M in the FY 2025-26 budgeted deferred contributions relates to other grants from the province for special purpose funds projects. These funds are only one-time and limited. This source of revenue does not result in net income, rather it is matched to offset the specific expenses that the funds were provided for so that there is a nil impact to the University.

International Tuition and Student Fees

This category includes tuition and fees collected from students who are studying in Canada on student visas. Budgeted international tuition and student fees is estimated to decrease by \$52.2M from FY 2024-25 to FY 2025-26, primarily due to new federal government limits on international students attending

Canadian PSIs. Beginning in January 2024, the federal government enacted changes in policies affecting the number of international student study permits that could be granted. The changes included:

- doubled cost of living allowance from \$10K to \$20K that students have to prove to get a study permit
- a 35% reduction of study permits granted
- temporary pause in study permit processing as a new process was set in place

The FY 2024-25 budget was approved on January 31, 2024, prior to these changes, and therefore the budget for international tuition and student fees in FY 2024-25 was set high by approximately \$25M as these changes were not factored into the planning.

Following those changes, additional changes were introduced during the course of FY 2024-25 which included:

- elimination of spousal work permits except for Master/PhD
- changes to the Post Graduation Work Permit (PGWP) program limiting programs eligibility to degrees, or non-degree in specific disciplines on their eligibility list
- cancelation of the Student Direct Stream, which was an expedited process for receiving study permits
- further 10% reduction in study permits, now including Master/PhD

Given all these changes and their impact on the number of international students, KPU waited until stable enrolment date for Spring, to better predict the enrolments for FY 2025-26, setting the budget based on the latest information available. Therefore, the budget for FY 2025-26 has been set at \$24M lower than the expected international tuition and fee revenues for FY 2024-25 for a total budget reduction of \$52.2M from budget 2024-25. Included in the budget, KPU has planned a 2% increase in international tuition rates to help offset inflation which is in line with domestic tuition rate changes, as it does every year.

KPU will continue to conduct ongoing analyses to determine potential impacts to KPU in FY 2025-26 and subsequent fiscal years.

Domestic Tuition and Student Fees

This category includes tuition and fees collected from students who are Canadian residents. Domestic student enrolment has been relatively stable in recent years although the University is projecting a small decline in FY 2025-26. The tuition amounts have been increased by 2% for FY 2025-26 which is the maximum allowed under the Tuition limit policy. Although the University is planning stable domestic enrollments, KPU is competing with other post secondaries who are trying to fill their seats left open by declining international students.

Ancillary

Budgeted ancillary revenue includes revenues from KPU's bookstore, food and parking services. Budgeted ancillary revenues have remained at 2024-25 levels.

Investment Income

Budgeted investment income increased by \$1.8M, representing interest on funds from the sale of a parcel of land at the Cloverdale campus. The proceeds have been invested and their earnings have been earmarked to support indigenous funds, student awards and capital renewal reserves that were approved by the Board in FY 2023-24.

Other Revenue

Other revenue includes tuition fees for non-credit courses, shop income for services provided by KPU students, and a number of other revenues including late payment penalties, space rental revenues and administration fees. Budgeted revenues increased by \$1.8M from FY 2024-25 to FY 2025-26. The increase is primarily associated with Health Continuing Professional Studies to support the demand of CPS courses from internationally educated nurses.

Revenues from Deferred Capital Contributions:

Similar to revenues from deferred contributions, Revenues from deferred capital contributions reflect funding from the federal and provincial governments and other sources under specific agreements, though in this case the funding is for capital expenditures. These agreements also contain restrictions that allow KPU to record the contributions as revenue as the performance obligations under the agreements are met. If performance obligations are not met in the year, upon approval they will be carried forward to the next fiscal year.

Revenue from deferred capital contributions is budgeted to increase by \$0.3M matching the planned expenditures under these agreements.

Appendix 2 – Operating Expense Budget by Expenditure Type

The following charts describe the changes in budgeted expenses by expenditure type. The changes in salaries and benefits are detailed in the following three charts depicting:

- the changes in base funded positions from FY 2024-25 to FY 2025-26
- the impact of the change in one-time only positions from FY 2024-25 to FY 2025-26 and the estimated collective agreements
- the total change in salaries and benefits from FY2024-25 to FY 2025-26

Brief descriptions by portfolio and explanations of more significant changes in budgeted expenses between FY 2024-25 and FY 2025-26 are provided in Appendix 3.

Salaries and Benefits

Category	FY 2025-26 Base (\$'000s)	FY 2024-25 Base (\$'000s)	Difference (\$'000s)	Difference (%)
Salary and Benefits				
Faculty Salaries	\$ 88,083	\$ 94,375	\$ (6,292)	-7%
BCGEU Staff Salaries	36,733	38,308	(1,575)	-4%
Administrative staff salaries	28,183	30,670	(2,487)	-8%
Other staff salaries	4,901	4,901	-	0%
Benefits	39,798	42,481	(2,683)	-6%
Total Salaries and Benefits	\$ 197,698	\$ 210,735	\$ (13,037)	-6%

Category	FY 2025-26 One time only and collective agreement, benefit & equity adjustments (\$'000s)	FY 2024-25 One time only (\$'000s)	Difference (\$'000s)	Difference (%)
Salary and Benefits				
Faculty Salaries	\$ 3,175	\$ 684	\$ 2,491	364%
BCGEU Staff Salaries	2,979	1,353	1,626	120%
Administrative staff salaries	4,404	1,697	2,707	160%
Other staff salaries	1,058	447	611	137%
Benefits	831	1,081	(250)	-23%
Total Salaries and Benefits	\$ 12,447	\$ 5,262	\$ 7,185	137%

Category	FY 2025-26 Total (\$'000s)	FY 2024-25 Total (\$'000s)	Difference (\$'000s)	Difference (%)
Salary and Benefits				
Faculty Salaries	\$ 91,258	\$ 95,059	\$ (3,801)	-4%
BCGEU Staff Salaries	39,712	39,661	51	0%
Administrative staff salaries	32,587	32,367	220	1%
Other staff salaries	5,959	5,348	611	11%
Benefits	40,629	43,562	(2,933)	-7%
Total Salaries and Benefits	\$ 210,145	\$ 215,997	\$ (5,852)	-3%

Salaries & benefits: \$210M, accounting for 70% of KPU's expenditures, decreased by \$5.9M (-3%) from FY 2024-25 to FY 2025-26.

Factors contributing to decrease:

- Increases:
 - Collective agreements and administrative salaries (+\$5.9M).
 - One-time positions for student recruitment/retention (+\$3.4M, funded through deferred contributions).
- Offsets:
 - Decline in staffing due to fewer students and retirements (-\$8M).
 - Benefit costs adjusted to reflect actual percentages (25.3% reduced to 24%, saving - \$2.2M).
 - Targeted reductions in vacant positions and overtime (-\$5M), supported by the introduction of a hiring review process, which means all positions will be scrutinized before deciding which ones to post.

Non-Salary and Amortization

Category	FY 2025-26 (\$'000s)	FY 2024-25 (\$'000s)	Difference (\$'000s)	Difference (%)
Non-Salary and Amortization				
Supplies	\$ 5,311	\$ 5,358	\$ (47)	-1%
Repairs and Maintenance	4,765	4,741	24	1%
Software and Subscriptions	10,254	11,306	(1,052)	-9%
Contracts	2,117	2,118	(1)	0%
Leases/Rentals	716	718	(2)	0%
Travel and PD	4,718	4,455	263	6%
Student Awards	4,596	4,121	475	12%
Utilities	2,549	2,549	-	0%
Communications	1,653	1,699	(46)	-3%
Fees and Services	26,449	27,632	(1,183)	-4%
Cost-of-Sales	1,563	1,563	-	0%
Contingency	4,677	7,765	(3,088)	-40%
Budget Reduction Targets	(3,000)	-	(3,000)	-100%
Amortization	24,350	22,991	1,359	6%
Total Non-Salary and Amortization	\$ 90,718	\$ 97,016	\$ (6,298)	-6%

Total Non-Salary Costs: \$91M (~30% of total budget), decreased by \$6.3M (-6%) from the previous fiscal year. The majority of these costs relate to fees and services: \$26M, amortization of capital assets: \$24M, software and subscriptions: \$10M, supplies: \$5M, travel and professional development: \$5M, student awards: \$5M and \$3M in contingency to address unexpected changes in the year. The balance of \$16M in repairs, maintenance, leases, rentals, utilities, contracts, etc. and offsetting this overall is a targeted reduction in non-salary discretionary spending of \$3M which will be achieved by targeted budget reductions.

Appendix 3 – Operating Expense Budget by Function

The following charts categorizes the expenditures by the four major portfolios or functions performed by the University: Academic, Student Services, special purpose funds, and Ancillary. Administration and Facilities support, Amortization and non-divisional provisions support each of these four functions, are captured centrally, and not allocated by function.

Expenses by Portfolio (money used in operations):	FY 2025-26 (\$'000s)	FY 2024-25 (\$'000s)	Difference (\$'000s)	Difference (%)
Academic	\$ 153,455	\$ 157,397	\$ (3,942)	-3%
Student Services	25,650	27,452	(1,802)	-7%
Special purpose funds	9,147	4,918	4,229	86%
Ancillary	3,469	3,389	80	2%
Administration and Facilities Support	79,827	83,956	(4,129)	-5%
Amortization	24,351	22,992	1,359	6%
Non-Divisional	4,964	12,909	(7,945)	-62%
Total Expenses	\$ 300,863	\$ 313,013	\$ (12,150)	-4%

Academic

This portfolio encompasses salary and non-salary expenses for all academic programs, courses, and activities related to teaching and learning. It includes undergraduate and graduate programs, curriculum development, faculty development, and instructional technology. The academic portfolio focuses on maintaining high-quality educational experiences for students and fostering a culture of academic excellence. The major change in the budget for the portfolio is the reduction in Salaries and benefits due to employee retirements and faculty reductions as direct result of lower international students which was estimated at \$8M offset by estimated increases for collective agreements and administrative staff salary adjustments and the net impact of one-time only budgets approved in FY 2024-25 not continued in FY 2025-26.

Student Services

This portfolio addresses the non-academic aspects of student life and development, including the Office of the Registrar, Student Affairs and KPU International.

The Office of the Registrar supports students with admission, registration, academic records, graduation or transcripts.

Student Affairs provides services and programs related to accessibility, academic advising, assessment and testing, campus recreation, career services, counseling services, orientation and transition, student awards and financial assistance, student health and wellness, and student rights and responsibilities. The Student Affairs portfolio aims to enhance the overall student experience and support student success and well-being

KPU International offers a variety of services to international students including admissions and a variety of support services, and study abroad opportunities.

The budget for this portfolio decreased \$1.8M. Significant components of the decrease are targeted budget reductions in non-salary discretionary spending of \$0.1M and \$0.9M in budget reductions for vacant positions and overtime spending. As well, a net decrease of 0.9M in in one-time funding was directed toward operational support for Student Affairs and the Office of the Registrar, enhancements to

KPU's needs-based financial aid bursary program and peer mentoring program, and international student scholarship and relief funds from FY 2024-25 allocations.

Special Purpose Funds

This portfolio includes research activities and activities funded by specific funds such as KPU Foundation grants and internally restricted reserves. Research focuses on advancing knowledge and innovation through research activities conducted by faculty, students, and staff. It includes research grants and funding, research laboratories and facilities, collaboration with industry partners, publication and dissemination of research findings, and support for research ethics and compliance. The research portfolio aims to promote a vibrant research environment and facilitate interdisciplinary collaboration and discovery.

The increase of \$4.2M is predominantly due to additional special purpose funds budget added to align to FY 2024-25 actual spending for student awards and bursaries \$1.5M and research activity \$2.7M.

Ancillary

This portfolio includes non-academic services that enhance student experience, including bookstores, food services and parking.

There were no significant changes in this portfolio from FY 2024-25.

Administration and Facilities Support

This portfolio encompasses the operational and administrative functions that support KPU's day-to-day functioning. This includes areas such as Campus and Community Planning, Campus Safety and Security, Equity and Inclusive Communities, External Affairs, Facilities, Financial Services, General Counsel, Human Resources, Indigenous Leadership, Innovation and Partnerships, Information Technology, Marketing and Communications, Office of the President, Governance, and Planning & Accountability, marketing and communications, and the University Secretary. This portfolio ensures efficient and effective management of resources and compliance with relevant regulations and policies.

The budget for this portfolio decreased by \$4.1M. Significant components of the decrease are targeted budget reductions in non-salary discretionary spending of \$2.4M and \$2.6M in budget reductions for vacant positions and overtime spending. Offsetting the decreases are estimated salary increases for administrative and BCGEU staffing and the net impact of one-time only budgets approved in FY 2024-25 not continued in FY 2025-26.

Amortization

When capital assets are purchased, they are recorded at cost, which includes amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost, less the residual value, of the assets are amortized on a straight-line basis over their estimated useful lives of the asset to recognize that the asset will provide value for more than one year. The amortization budget includes the estimated portion of the useful life used and expensed within the fiscal year and is estimated for all KPU buildings, major site improvements, major equipment, library holdings, technology infrastructure, furniture, computing equipment and leased capital assets.

Non-Divisional

The non-divisional budget are expense budgets that are held centrally to plan for amounts that relate to various portfolios or revenue allocations such as bad debts, international agency fees, contingency and professional development allocations based on collective agreements and employee contracts. These amounts may be assigned to divisions when they are utilized throughout the year. The major decrease of

\$7.9M relates to the decrease in general contingency of \$3.1M, decrease in international agency fees due to decreasing international enrolments of \$4.5M and general inflationary contingency decreases of 0.3M.

Appendix 4 – Capital Budget

The following table provides a snapshot of KPU's capital budget for FY 2024-25 and 2025-26. Capital budgets may vary significantly from one year to another depending on the established maintenance and replacement schedule.

Area	FY 2025-26 (\$'000s)	FY 2024-25 (\$'000s)	Purpose
Academic	\$2,241	\$680	Scheduled replacements of faculty equipment and budget for specific replacements such as farrier awning, metal fabrication shop upgrade & Trades Program equipment
Equipment	279	277	Scheduled replacements of student and duty to accommodate equipment, and equipment budget for new employees
Facilities & Ancillary Services	3,726	3,000	Scheduled replacements of furniture and fixtures and annual capital allowance for emergency replacements
Information Technology	5,341	3,127	Scheduled replacements of laptops, desktops, and AV equipment, and Wi-Fi end of life replacement
Construction / Renovations	7,500	634	Institutional wide priority construction including larger capital projects that normally fall under the Ministry funded routine capital (Surrey Underground loop, continuation of Rick Hansen Accessibility Audits, washroom upgrades, Richmond concourse accessibility ramp modernization and western entrance improvements, EV infrastructure and day care)
Library	241	451	Annual refresh of Library physical and digital books and other resources
Priority Projects	1,000	1,150	Contingency budget for strategic priority projects and emergent needs
Campus & Community Planning	175	0	Planning and technical studies to support KPU Community Trust
Total	\$20,503	\$9,319	

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 8.3

Meeting Date: May 28, 2025

Presenter(s): Peter Smailes/Carole Laplante

AGENDA TITLE: FY2025-26 BUDGET UPDATE

ACTION REQUESTED: Discussion

RECOMMENDED RESOLUTION

COMMITTEE REPORT

For Secretariat Use Only

Context and Background

On March 26, 2025, the Board of Governors approved Kwantlen Polytechnic University's (KPU or the University) FY2025-26 budget submission. The budget was built on assumptions regarding a decline in international student enrollment, reduced tuition revenue, and the use of deferred funds from FY2024. To achieve balance, the budget introduced two reduction targets:

1. **Non-salary Discretionary Spending:** \$3M reduction across various expenditure categories.
2. **Position and Overtime Reductions:** \$5M reduction focused on BCGEU and Administrative positions.

Immediately following the budget approval, work commenced to allocate these reductions across divisions, ensuring alignment with organizational priorities and minimizing risk.

As well, guiding the University is *the Fiscal 2026 and Beyond* document that was presented to the Finance Committee at its March 2025 meeting, which outlines KPU's initiatives to increase revenues and/or Educational Activity focusing on recruitment and retention and initiatives to reduce costs. A tracking spreadsheet has been developed, and all initiatives are being assigned to responsible Vice Presidents for each portfolio. Progress will be reported at the June 2025 Finance Committee meeting.

The next several Presidents Circle meetings that includes leaders from across the University will have discussions focusing on cost saving initiatives. In many cases, these opportunities require

collaboration across more than one VP portfolio. A lead VP will be assigned to each promising initiative to bring together the necessary internal experts in order to fully develop and implement the initiative.

Discretionary Non-staffing Expenditures

Targets for discretionary non-staffing reductions have been allocated to divisions based on their proportional capacity across six key expenditure categories:

1. Supplies
2. Travel and PD
3. Communications
4. Fees and Services
5. Contracts
6. Software and Subscriptions

The Office of Equity and Inclusive Communities budget was developed in 2024 and while there is a commitment to fully funding the portfolio, some funding was deferred to future years for a phased growth of the office. Therefor the portfolio has been excluded from the reductions, consistent with their exemption from vacancy targets.

Preliminary targets for FY2026-27 (\$2M) and FY2027-28 (\$2M) have also been set, providing a three-year roadmap for budget savings. These targets aim for total non-salary reductions of \$7M across the next three fiscal years.

All divisions and portfolio leads have identified specific budget lines and initiatives to meet the \$3M target for FY2025-26. The identified reductions are being removed from the budgets through budget realignment that reflects actual spending levels and select initiatives rated as low or medium risk to KPU.

The discretionary non-staffing reductions to May 2, 2025, are:

In \$ thousands	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>
Target	3,000	2,000	2,000
Reductions	<u>(2,776)</u>	<u>(450)</u>	<u>(154)</u>
Remaining	224	1,550	1,846

Over the coming months, the remaining reductions will be identified for 2025/26 and for 2026/27.

Position and Overtime Reductions

Work continues to identify BCGEU and Administration salary savings. This is a complex task that requires departments, in most cases, to rethink their organizational charts. Over the past five years positions have been added to support strategic initiatives of the University such as sustainability, cybersecurity, the Office of Equity and Inclusive Communities, Indigenous Leadership, student mental health supports, etc. In order to continue to advance these strategic initiatives, BCGEU and Administration salary savings will primarily come from existing roles that will, in many cases, result in the reduction of services. A vacancy reduction target has been set based on a portfolio's share of the overall base budgeted salaries for BCGEU and Administration. The Vice Presidents are identifying

positions for restructuring and/or elimination along with the associated impact on the University. An Executive meeting has been scheduled to review the proposed organizational and staffing changes and the impact on the university.

The hiring review process remains in effect, requiring that all recruitment decisions undergo vetting by Senior Leadership within Human Resources, Students and Finance before positions are posted. Should the vacancy reduction targets not be met, a full hiring freeze may be implemented, and the full reduction target may require considering additional layoffs as part of the plan.

BCGEU and Administration salary savings to May 2, 2025:

In \$ thousands	<u>2025/26</u>
Target	5,000
Salary Savings	<u>1,917</u>
Remaining	(3,083)

Key Messages

1. Monitoring of enrolment and tuition projections continues to be top priority for KPU. Enrolment updates are shared regularly with KPU leadership to ensure alignment with budgeted projections. Any significant variances will be reported through regular updates to the Finance committee and Board of Governors.
2. The budget reduction targets for FY2025-26 have been assigned, and \$3M in non-salary discretionary spending will be removed from specific budget lines. To date, \$2.77M has been identified and the remaining \$244k will be identified and removed in the coming months.
3. The vacancy/overtime reduction target is still in progress. To date, \$1.9M in BCGEU and Administration budgeted positions have been identified for elimination, with the remaining \$3.1M to be identified by May 31, 2025.
4. Leadership remains focused on a three-year strategic outlook to achieve fiscal balance by FY2027-28 through further reductions and revenue-generating initiatives. Updates on progress will be shared with the Finance Committee and the Board of Governors.

Resource Requirements

N/A

Implications/Risks

N/A

Consultations

1. Polytechnic University Executive
2. President’s Circle

Submitted by

Peter Smailes, Vice-President Administration and Acting Chief Financial Officer

Date submitted

May 20, 2025

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 8.4

Meeting Date: May 28, 2025

Presenter(s): Carole Laplante

AGENDA TITLE: FY2025 REVISIONS TO BYLAW NO. 4 FEES

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT the Board of Governors approve the revisions to Bylaw No. 4, Fees, as presented, and as recommended by the Board Finance Committee.

COMMITTEE REPORT

On May 13, 2025, the Board Finance Committee received, reviewed and recommended that the Board of Governors approve the revisions to the Bylaw No. 4 Fees, as presented.

Context and Background

The Board of Governors approved Bylaw No. 4, Fees at its March 2025 meeting. As a result of an oversight, a tuition waiver for eligible Indigenous students was not included. In addition, the new Traditional Chinese Medicine degree was missing from Bylaw No. 4. The attached revised bylaw corrects these oversights.

University Act, Section 27(1): The management, administration and control of the property, revenue, business and affairs of the university are vested in the board.

University Act, Section 27(2)(m): Without limiting subsection (1) or the general powers on the board by this Act, the board has the following powers:

To set, determine and collect the fees

- (i) to be paid for instruction, research and all other activities in the university,
- (ii) for extramural instruction,
- (iii) for public lecturing, library fees, and laboratory fees,
- (iv) for examinations, degrees and certificates,
- (v) for the use of any student or alumni organization in charge of student or alumni activities, and

- (vi) for the building and operation of a gymnasium or other athletic facilities;

Board of Governors Manual, Section 14: The Finance Committee reviews and makes recommendations to the Board in respect of setting, determining and collecting fees as provided by the *University Act*.

Bylaw No. 4 is revised on an annual basis to reflect annual increases and changes to fees.

Key Messages

1. An amendment to Bylaw No. 4 is recommended to note that the University has approved a tuition waiver for eligible Indigenous students as part of its newly-detailed commitment to advancing truth and reconciliation. Please refer to the announcement from June 20, 2023 - [Tuition Waiver to advance truth and reconciliation](#).
2. An additional amendment to Bylaw No. 4 is recommended to include courses as part of the new Traditional Chinese Medicine degree.

Resource Requirements

N/A

Implications/Risks

N/A

Consultations

1. Office of the Registrar

Attachments

1. FY2025 Update Draft Bylaw No.4, Fees
2. FY2025 Updated Draft Bylaw No. 4, Fees (track changes)

Submitted by

Peter Smailes, Vice President, Administration and Acting Chief Financial Officer

Date submitted

May 2, 2025

Bylaw History
Bylaw No. 4
Approving Jurisdiction: Board of Governors
Original Effective Date: November 16, 1982
Revised Date: May 28, 2025

Deleted: January 31

Bylaw No. 4

Fees

- Pursuant to the *University Act*, program or course fees and charges to be paid to the University by students shall be determined and/or revised by the Board of Governors. The rates effective September 1, 2025 are included below.
- Tuition fee structure for domestic students¹
Tuition will be waived for eligible KPU students who are members of the Kwantlen, Katzie, Semiahmoo, Musqueam, Tsawwassen, Qayqayt, and Kwikwetlem First Nations.

- Credit based programs, excluding graduate level programs:

Category	\$ / credit	
1	\$162.84	<ul style="list-style-type: none"> Existing courses as at September 1, 2011 will remain in Category 1. ² Accessible Education and Training courses.
2	\$196.77	<ul style="list-style-type: none"> Education Assistant Program courses. New courses developed for degrees/programs in Faculties such as Business and Arts.
3	\$219.79	<ul style="list-style-type: none"> Bachelor of Design, Product Design courses. New courses developed for programs that incorporate smaller classes, labs, and/or studios, e.g. Design, Science, Horticulture and Health.
4	\$251.54	<ul style="list-style-type: none"> Health Unit Coordinator courses. New online courses developed for degrees/programs and other specialized programs. Diploma in Front-End Development for Interactive Application courses.

¹ Courses eligible as "new" for the purposes of this Bylaw (including courses designated as online) are courses assigned newly designated subject codes accompanying Ministry-approved programs not previously offered by KPU. New courses approved by Senate that bear a pre-existing subject code are not considered "new" for the purposes of this Bylaw (unless they are being newly classified at a different academic level).

² With the exception of the Health Unit Coordinator and Education Assistant Programs.

5	\$310.82	<ul style="list-style-type: none"> ▪ Brewing and Brewery Operations courses. ▪ Health (HEAL) courses. ▪ Mechatronics and Advanced Manufacturing Technology Diploma courses.
6	\$652.14	<ul style="list-style-type: none"> ▪ Post-Baccalaureate in Technical Apparel Design courses.
7	\$263.61	<ul style="list-style-type: none"> ▪ Post-Baccalaureate Diploma in Accounting courses.
8	\$358.02	<ul style="list-style-type: none"> ▪ Acupuncture courses ▪ Traditional Chinese Medicine courses ▪ Certificate in Farrier Science courses.
9	\$410.07	<ul style="list-style-type: none"> ▪ Post-Baccalaureate Diploma in Operations and Supply Chain Management courses. ▪ Post-Baccalaureate Diploma in Technical Management and Services courses. ▪ Post-Baccalaureate Diploma in Human Resource Management courses. ▪ Entertainment Arts courses. ▪ Citation in Cloud Architecture and Security courses.

Deleted: Diploma in Traditional Chinese Medicine –

b. Fixed term programs:

Category	\$ / week	
1	\$141.86	<ul style="list-style-type: none"> ▪ Existing courses as at September 1, 2011.
2	\$290.97	<ul style="list-style-type: none"> ▪ New courses developed for degrees/programs in skilled trades programs, e.g. Arborist courses.

c. Adult Upgrading No charge

d. English Language Studies No charge

e. Credit based graduate level programs:

Category	\$ / credit	
1	\$410.07	<ul style="list-style-type: none"> Graduate Diploma in Business Administration-Green Business courses. Graduate Diploma in Business Administration-Global Business courses.
2	\$652.14	<ul style="list-style-type: none"> Graduate Certificate in Sustainable Food Systems and Security courses.

3. Other fees and charges for domestic students:

a. Student fees for libraries, technologies and student life	7% of tuition Waived for eligible KPU students who are members of the Kwantlen, Katzie, Semiahmoo, Musqueam, Tsawwassen, Qaygayt, and Kwikwetlem First Nations.
b. Application fee	\$40.00 No charge for self-declared Aboriginal applicants
c. Transcript fee	\$10.00 per transcript
d. Appeals	\$15.00
e. Confirmation deposit	Domestic applicants are required to remit a non-refundable \$250.00 confirmation deposit to signify acceptance of an offer of admission to open intakes and a \$500.00 confirmation deposit to signify acceptance of an offer of admission to a limited intake program. If the student registers this fee will be applied towards the full tuition fees assessment, thereby reducing the total fees owing.
f. Graduation fee	No charge

4. Prior Learning Assessment and Recognition (PLAR):

- Students receiving PLAR credit awarded for individual course(s) will be charged the domestic rate of tuition based on the fee category for the assigned course.
- Students receiving PLAR credit(s) as a result of a competency-based assessment will be charged an assessment fee of \$750 or the cost associated with the resulting credit at the domestic rate of tuition based on the fee category for the assigned course(s), or whichever is the lesser of the two.
- Students receiving PLAR credit for coursework previously completed at KPU in a different academic level may be exempt from PLAR fees, with approval of a PLAR advisor/assessor and the relevant Dean. Where a previous assessment is on file as precedent, a flat fee of up to \$750 may be assessed at the discretion of the Dean with approval of the Chief Financial Officer.

5. Continuing and Professional Studies:

Fees and charges will be assessed by the appropriate Vice President.

6. Service charges:

All discretionary fees will be determined by the appropriate Vice President (e.g. duplicate tuition receipt charge, NSF cheque/stop payment charge, calendar charge, rush documents, graduation late fee, document evaluation fee, external invigilation charge, supplementation exam fee, library card replacement fee, cheque replacement fee, etc.).

7. Co-operative Education Work Term for both domestic and international students:

All Co-operative Education Students	Tuition	Student Fees (LTSD)
Full-time work terms	\$732.78 per work term	7% of tuition

- a. The tuition fee for a Co-operative Education Work Term is a flat fee per work term. This is equivalent to 4.5 credit hours based on the amount per credit in category 2. a.1. Note however, the student will be awarded the equivalent of 9 credit hours.

8. International student fees

- a. International student tuition fees for credit based programs, excluding graduate level programs:

Category	\$ / credit
1	\$740.95 / credit

- b. International student tuition fees for English Upgrading (ENGQ) and English Language Studies (ELST)

Category	\$ / credit
1	\$410.08 / credit

c. International student tuition fees for credit based graduate level programs:

Category	\$ / credit	
1	\$740.95	<ul style="list-style-type: none"> ▪ Graduate Diploma in Business Administration- Green Business courses. ▪ Graduate Diploma in Business Administration- Global Business courses. ▪ Graduate Certificate in Sustainable Food Systems and Security courses.

d. International student tuition fees for fixed term programs:

Category	\$ /week
1	\$740.95

9. Other fees and charges for international students are as follows:

a. Student fees for libraries, technologies and student life	7% of tuition
b. Application fee	\$120.00
c. Transcript fee	\$10.00 per transcript
d. Appeals	\$15.00
e. Confirmation deposit	<p>International applicants are required to remit a non-refundable \$5,000 confirmation deposit to signify acceptance of an offer of admission.</p> <p>If the student registers, this fee will be applied towards the tuition fees assessment, thereby reducing the total fees owing.</p>
f. International tuition deposit	<p>Continuing international students are required to remit a non-refundable \$2,200 international tuition deposit to signify their intent to register in classes for the upcoming term.</p> <p>Once an international student registers for courses, the international tuition deposit is applied toward the account balance, thereby reducing the total fees owing for the term.</p>
g. Graduation fee	No charge

Bylaw History
Bylaw No. 4
Approving Jurisdiction: Board of Governors
Original Effective Date: November 16, 1982
Revised Date: May 28, 2025

Bylaw No. 4

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- a. The tuition fee for a Co-operative Education Work Term is a flat fee per work term. This is equivalent to 4.5 credit hours based on the amount per credit in category 2. a.1. Note however, the student will be awarded the equivalent of 9 credit hours.

8. International student fees

- a. International student tuition fees for credit based programs, excluding graduate level programs:

Category	\$ / credit
1	\$740.95 / credit

- b. International student tuition fees for English Upgrading (ENGQ) and English Language Studies (ELST)

Category	\$ / credit
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d. International student tuition fees for fixed term programs:

Category	\$ /week
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g. Graduation fee	No charge

Report to the Board of Governors

Alan Davis, President and Vice Chancellor

May 28, 2025

In addition to my regular administrative and governance engagements, the following are of note since the last Senate meeting.

March 31 was the annual in-person meeting of the Council of Presidents of the Association of Governing Boards: there was much to discuss regarding the US governments' actions with respect to EDI policies and threats to university funding.

From April 8 to the 13th I was in Beijing, having been invited to give a keynote speech at the Chinese Study Abroad Forum.

I was also pleased to sign an important memorandum of agreement with the Beijing Fashion Institute of Technology, following up on a visit last September with Dean Anhdra Goundrey.

On April 15th I joined a group of quality process auditors in a training session for the audit of Georgian College, and later that day joined in the regular meeting of the Ontario College Quality Assurance Management Board.

On April 16th I attended the board meeting in Victoria of British Columbia Association of Institutes and Universities, which adopted its new name: the Pacific Association of Canadian Institutes and Universities (PACIU). We met with the Minister of Postsecondary Education and Future Skills, the honorable Anne Kang as well as her Deputy Minister and the ADM.

April 24 saw the wonderful Wilson School of Design's graduation show, which I was pleased to attend.

On May 2nd we held KPU Day at the Richmond Campus where I gave the annual state of the university address and honored long service and distinguished award winners.

The 2025 AACMC International Academic Conference on Traditional Chinese Medicine and Acupuncture was held at KPU Richmond on May 10th and I was pleased to provide welcoming remarks. Late that day I attended the marvelous Science Rendezvous event at KPU Langley where hundreds of parents and children were on campus to be excited and enthralled by the work of the Faculty of Science.

May 12 to 15 was the annual Polytechnics Canada Showcase, this year hosted by Red River Polytechnic, and on May 25 we held the 2nd New Moon Gala, organized by Gayle Bedard, with Major Events and many others in support.

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 11

Meeting Date: May 28, 2025

Presenter(s): Asma Sayed/Lori McElroy

AGENDA TITLE: 50-30 CHALLENGE SURVEY

ACTION REQUESTED: Information

RECOMMENDED RESOLUTION

N/A

COMMITTEE REPORT

For Secretariat Use Only

Context and Background

KPU is a participant in the 50-30 Challenge, an initiative between the Government of Canada, Canadian businesses, and diversity organizations aimed at increasing diversity in senior leadership roles and on boards while highlighting the benefits of giving all people a seat at the table.

The two goals of the 50-30 Challenge are:

- Gender parity of 50% or more on our board and among senior management. This includes representation from all marginalized genders, including, but not limited to: women, non-binary, trans, Two-Spirit and gender diverse people.
- Significant representation (30%) on our board and senior management of other diverse groups including racialized persons, people living with disabilities (including invisible and episodic disabilities), and members of the 2SLGBTQIA+ communities.

The first survey of the board and senior leadership was first conducted in 2022. Since membership in the board and senior management changes over time, the survey is being conducted again in May and June of 2025.

The survey results will support the strategic planning in the Office of Equity and Inclusive Communities (OEIC) as it focuses on its goals of increasing diversity and inclusion at KPU.

Key Messages

1. All member of the Board will receive a survey invite in late May to early June from the KPU Office of Planning & Accountability. We are asking you to take 2 minutes to complete the four questions in the survey.
2. The survey is anonymous. No one at KPU will know the identity of those who respond to the survey. You have the option of skipping any question that you are not comfortable answering.
3. Results for each question will be reported separately and will allow us to measure and report on the current makeup of the board, and of the senior management team in relation to the goals of the 50-30 Challenge. Results will also inform the strategic planning of OEIC, and they will be reported in the 2024/25 Accountability Plan & Report, which will be submitted to the government in July 2025.

Resource Requirements

The resources for the survey are provided by the Office of Planning & Accountability (OPA).

Implications/Risks

The survey results help us understand the diversity of the KPU board and senior leadership team and identify where gaps may exist, if any. The gaps will further support the work of OEIC.

Consultations

1. n/a

Attachments

1. None

Submitted by

Asma Sayed, VP, Equity & Inclusive Communities

Lori McElroy, AVP, Planning & Accountability

Date submitted

May 12, 2025

BOARD OF GOVERNORS – REGULAR MEETING

Agenda Number: 12

Meeting Date: May 28, 2024

Presenter(s): Lily Chong

AGENDA TITLE: NOTICE OF ELECTION: BOARD CHAIR & VICE-CHAIR

ACTION REQUESTED: Information

RECOMMENDED RESOLUTION: N/A

COMMITTEE REPORT

Entered by secretariat.

Context and Background

An election for the Board Chair and Vice-Chair positions will take place at the next meeting. Kindly confirm the nominee is aware and has approved before submitting your nomination to the Board Office.

Key Messages

1. In accordance with Section 24 of the Board Governance Manual, the Board Chair and Vice-Chair are elected annually and may be re-elected up to a maximum of three consecutive years.
2. In order to be eligible for election, the Board Chair and Vice-Chair must be an Appointed Member of the Board.
3. Voting will take place at the June 2025 Board of Governors Regular meeting. The term will be for one-year, from August 1, 2025 to July 31, 2026.
4. The University Secretary will conduct the election.

Submitted by

Sonia Banwait, Executive Assistant, Board of Governors

Date submitted

May 1, 2025

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 13

Meeting Date: May 28, 2025

Presenter(s): Alan Davis / Asma Sayed

AGENDA TITLE: MINISTRY OF POST-SECONDARY AND FUTURE SKILLS LETTER OF REQUEST TO PUBLIC INSTITUTIONS ON RACISM, HATE & DISCRIMINATION

ACTION REQUESTED: Information

RECOMMENDED RESOLUTION

COMMITTEE REPORT

For Secretariat Use Only

Context and Background

KPU has received a letter from the BC govt, Honorable Anne Kang, Minister of Post-Secondary Education and Future Skills (attached) about developing, implementing and firmly enforcing policies and procedures that address race and discrimination, including antisemitism. We have been asked to provide links to all current relevant policies and procedures. The following information will be provided to the Ministry.

Key Messages

- 1. Existing Policies and Procedures at KPU that address racism, hate, and/or discrimination:**
 - EI1 [Diversity and Inclusiveness](#) / [Procedure](#)
 - HR16 [Employment Equity](#) (prevent discrimination in employment)
 - HR18 [Job Accommodations for Employees](#) / [Procedure](#) (prevent discrimination in equitable employment practices)
 - HR21 [Respectful Workplace](#) / [Procedure](#) (bullying/harassment, discrimination in the workplace)
 - ST14 [Academic Accommodations for Students with Disabilities](#) / [Procedure](#) (prevent discrimination in accommodating students with disabilities)

KPU Policies and Procedures under development / to be developed that address racism, hate, and/or discrimination:

- EI2 Trans Inclusion (currently undergoing Phase One Posting)
- XXX Anti-racism policy (draft is in the report of the [Task Force on Anti-Racism](#); soon to undergo Phase One posting)

Existing Policies and Procedures at KPU that address conduct / violence:

- [Employee Code of Conduct](#)
- SR8 [Emergency Response to Inappropriate, Disruptive or Threatening Behavior](#)
- SR9 [Violence in the Workplace](#)
- SR14 [Sexual Violence and Misconduct](#) / [Procedure](#)
- ST7 [Student Conduct \(Non-Academic\)](#) / [Procedure](#)

2. KPU had a Task Force on Anti-Racism which released its report in October 2022 and since then, the institution has been actively working on the implementation of the report's 64 recommendations. We have a draft anti-racism policy in the report, and we are working on making that an active policy by taking it through the policy process.

3. OEIC in the process of offering both antisemitism and Islamophobia training in the coming months. We are completing the procurement process for both. This will help raise awareness about the issues mentioned in the Ministry's letter.

Attachments

1. Ministry Letter
-

Submitted by

Asma Sayed, VP, Equity & Inclusive Communities

Date submitted

May 26, 2025



May 7, 2025
Our Ref. 144477

Dear British Columbia Public Post-Secondary Institution Board Chairs:

As your new Minister of Post-Secondary Education and Future Skills and new Parliamentary Secretary for International Credentials, we are writing to reaffirm our Government's unwavering commitment to ensuring that post-secondary institutions remain safe, inclusive and respectful environments for everyone. Our Government has been very clear that racism, hate and discrimination, including antisemitism, have no place on post-secondary campuses or anywhere else in British Columbia.

Further to the letter sent to you in September 2024, we expect that every public post-secondary institution has developed, implemented and now firmly enforces policies and procedures that address racism, hate and discrimination, including antisemitism. Institutions should ensure these policies are well-communicated and consistently applied. We remain committed to working with all public post-secondary institutions to strengthen awareness of existing policies and procedures.

Institutional policies and procedures should be clear that they apply to students, faculty, staff, contractors and visitors. They should outline reporting mechanisms, investigative processes, enforcement measures and the potential consequences for violations. As leaders of our public post-secondary institutions, it is your responsibility to ensure these policies and procedures are effectively and actively communicated to your community. Public post-secondary institutions are encouraged to work with their communities to ensure their policies and procedures align with best practices to keep students, faculty, staff, contractors, and visitors safe from violence and discrimination in all forms.

To promote awareness of existing policies and procedures that support safe public post-secondary environments, we ask that you provide Ministry staff with website links to all relevant student and workplace policies and procedures that address racism, hate and discrimination, including antisemitism. Ministry staff will publish links to these policies and procedures on our website, similar to how we link to policies related to [sexualized violence](#). Please send this information to Chad Doerksen, Director of Post-Secondary Policy, at Chad.Doerksen@gov.bc.ca, by June 30, 2025.

.../2

Thank you for your continued leadership in the public post-secondary system. Our Ministry remains committed to supporting you in providing world-class public post-secondary education to all students in a safe, inclusive and supportive environment.

Sincerely,



Honourable Anne Kang
Minister of Post-Secondary
Education and Future Skills



Sunita Dhir
Parliamentary Secretary for
International Credentials

pc: All Public Post-Secondary Institution Presidents



September 19, 2024
Our Ref. 135667

Dear British Columbia Public Post-Secondary Institution Board Chairs:

With the academic year underway and as you welcome new and returning students, staff and faculty to your institutions, I want to highlight the importance I place as Minister of Post-Secondary Education and Future Skills on your work to ensure that post-secondary institutions are safe communities for everyone. I am looking to you, the leaders of the public post-secondary education system, to ensure safety in the areas of racism and antisemitism, sexualized violence and overdose prevention.

As Board Chairs of public post-secondary institutions, you take your responsibility for the management and administration of your institution seriously, and Government respects your accountability for these areas. We recognize the autonomy of academic governance at post-secondary institutions and value academic freedom and the protection of speech. I know that ensuring all post-secondary students, staff and faculty have access to safe, inclusive and high-quality learning environments that support them in achieving their best is a commitment shared across the post-secondary education sector.

Government has been very clear that violence, hate and discrimination, including antisemitism, have no place on post-secondary campuses or anywhere else in BC. While peaceful demonstrations are part of post-secondary institutions' free speech and exchange of ideas, none of us can tolerate expressions of hatred and acts of violence of any kind, and we recognize the need to ensure safety is maintained on campuses.

I expect that each public post-secondary institution has developed, implemented and enforced rules around racism and hate, including incidences of hate language used to bully, harass or harm others. Institutional policies should detail any applicable reporting processes, enforcement measures or potential disciplinary consequences that are in place. Additionally, as leaders of our public post-secondary institutions, it is up to you to ensure these policies are effectively communicated to your community, including students, faculty, staff and contractors. Post-secondary institutions are encouraged to work with their community to ensure their policies and procedures align with best practices to keep students, staff and faculty safe from violence in all forms.

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I am also grateful for the input and advice your institutions, students and community members and partners have provided over the past year which has helped to inform the development of a draft *Post-Secondary Sexualized Violence Action Plan*. As the Ministry continues to develop and augment the *Action Plan*, I urge you to review your institution's policies and procedures to ensure alignment with trauma-informed and survivor-centered approaches. I also encourage you and your teams to make use of the existing synchronous and asynchronous training resources and supports available on the [Safe Campuses BC](#) website. This website also hosts a [Toolkit](#) on reporting of sexualized violence to support you when drafting your institution's annual report.

The safety of post-secondary communities is also at risk from the ongoing toxic drug crisis, which has resulted in significant increases in drug-related overdoses and deaths. In May 2024, I [convened a Post-Secondary Overdose Prevention and Response Steering Committee](#) (the Steering Committee) who, along with my Ministry, has [prepared guidelines](#) to inform your institutions as you develop focused strategies that reflect the individual nature of your post-secondary communities. In addition, a province-wide [toxic drug and naloxone awareness campaign](#) was launched in September to coincide with the return of students to campus. The Steering Committee will continue to keep you and your colleagues informed as you pursue your role in responding to this public health emergency over the short-, medium- and long-term.

My Ministry remains committed to inclusion, justice and equity for all and is dedicated to ensuring staff, students and faculty feel safe and supported. We are committed to working with all public post-secondary institutions to promote policies and procedures that recognize these elements while following best practices in responding to and preventing racism, hate and violence at public post-secondary institutions. My Ministry will continue to work with all post-secondary institutions to provide world-class post-secondary education to all students in a safe and supportive environment.

Sincerely,



Honourable Lisa Beare
Minister of Post-Secondary Education and Future Skills

pc: All Public Post-Secondary Institution Presidents

Vice Chair's Report to Board of Governors

Notes from the Senate Meeting of March 31, 2025, to the Board of Governors

The Chair, Dr Alan Davis, opened the meeting by expressing gratitude to the Indigenous peoples on whose lands we live and work at KPU.

Written reports were received from President Davis and Provost and Vice President, Academic Dr. Purvey. Senate Standing Committee on Curriculum had nine motions for Senate to consider. And after the list of new, revised and discontinued list of course outlines was approved, the Health Care Assistant program's proposal to have vocational credits converted to undergraduate credit was approved, permitting HCAP graduates to enter KPU nursing programs with credits and, in doing so, reduce the time and cost to complete their nursing diploma.

Five micro-credentials were approved: one from EDAS and four from Brewing. The EDAS micro-credential demonstrates Applied Behaviour Analysis skills and will be beneficial for those wishing to teach in K-12. The four Brewing micro-credentials will provide evidence of industry-related learning within a shorter timeframe than the diploma.

Four program revisions from the Faculty of Arts were approved, all based on the results of their program reviews. The motions for program revision are pending determination by the Degree Quality Assessment Board.

- The Bachelor of Arts (BA) Framework revisions included the addition of Cree to its language options, the inclusion of Physical Geography courses to meet science requirements, and aligning English requirements with the Writing Intensive designation.
- The BA in English, Major, modernized its program by improving the scaffolding of learning outcomes and incorporating course content on underrepresented voices, as well as courses that reflect today's issues, alongside hands-on experiences in Digital Humanities. They also created an Honours degree at the same time, which will support students continuing their education beyond the undergraduate level.
- The BA Creative Writing Major, Minor, and Associate proposed revisions to their program and course learning outcomes after aligning them the 2023 Academic Plan, improving language through decolonization and using more inclusive wording throughout.
- The Bachelor of Fine Arts, Visual Arts Program proposed changes that would reduce confusion for students and enhance their understanding of modern and contemporary art, topics that are not currently emphasized in the program.

The Melville School of Business proposed one program change: The Minor in Economics proposed a change to its program that would allow specific course electives rather than the current open-ended pick list. For the Governance and Nominating Committee, Senate approved Search Advisory Committees for the Dean, Melville School of Business, and an Associate Dean for the Wilson School of Design.

From the University Registrar came a motion to approve the list of Graduates as of March 31, and a motion

to add one graduate to the register as of December 31. Senate approved both motions.

Finally, the University Secretary, Nadia Henwood, announced the notice of Election for the Senate Vice Chair. The Election will occur during the April Senate Meeting.

Respectfully submitted

Catherine Schwichtenberg
Vice Chair, Senate

Vice Chair's Report to Board of Governors

Notes from the Senate Meeting of April 28, 2025, to the Board of Governors

The Chair, Dr Alan Davis, opened the meeting by expressing gratitude to the Indigenous peoples on whose lands we live and work at KPU.

President Davis, Provost Dr. Purvey, and several standing committee chairs provided their reports in the agenda package.

The Senate Standing Committee on Curriculum consumed most of the agenda, with approvals for the April 2025 list of discontinued, new, and revised course outlines followed by new and revised program proposals. Senate recommended that the Board of Governors approve two new programs: A Certificate in Brewing and a Diploma in Engineering Physics. Several motions for program revisions passed, including updates to the Diploma in Brewing and Brewery Operations, the Bachelor of Science, Major in Physics for Modern Technology, the Bachelor of Arts, Major in Political Science, Associate of Arts in Political Science; Minor in Political Science and the Bachelor of Business Administration in Accounting. (Motions for degree program revision are pending determination by the Degree Quality Assessment Board.) Finally, three new micro-credential proposals were approved. These three micro credentials, namely Psychology and Organizational Behaviour, Psychology, Marketing and Design, and Quantitative and Quality Psychology Research, are met after completing specific courses.

Also, in the meeting, Catherine Schwichtenberg was acclaimed as the Vice-Chair of the Senate, and the Senate heard about the University Chancellor's term ending and the call for members to sit on a search advisory committee.

Finally, the spring election report was provided, and Senate was pleased to welcome Senator Elects Laura Del Rio Torres and Catherine Schwichtenberg from the Faculty of Health, Richard Popoff elected from the Faculty of Science, and Raymond Chou, Sheena Dela Torre, Gurnoor Kaur, and Harkomalpreet Singh Gill elected from the student population.

Respectfully submitted

Catherine Schwichtenberg
Vice Chair, Senate

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 19.1

Meeting Date: May 28, 2025

Presenter(s): Lily Chong

AGENDA TITLE: SPRING ELECTION REPORT

ACTION REQUESTED: Information

Context and Background

The University Act Sec 16 (1) states: The registrar must report the results of the election to the senate at its first meeting following the election.

Senate Election Results, April 9, 2025

Faculty Results

Faculty of Academic & Career Preparation	1 seat – no candidate Term: September 1, 2025 - August 31, 2028
Faculty of Health	Laura Del Rio Torres (<i>Acclaimed</i>) Term: September 1, 2025 - August 31, 2026 Catherine Schwichtenberg (<i>Acclaimed</i>) Term: September 1, 2025 – August 31, 2028
Faculty of Science	Richard Popoff (<i>Elected</i>) Term: September 1, 2025 – August 31, 2028
Faculty of Trades & Technology	1 seat - no candidate Term: September 1, 2025 – August 31, 2028

Support Staff Results

1 seat - no candidate
Term: September 1, 2025 – August 31, 2028

Student Results

Raymond Chou (*Elected*)
Term: September 1, 2025 – August 31, 2026

Sheena Dela Torre (*Elected*)
Term: September 1, 2025 – August 31, 2026

Gurnoor Kaur (*Elected*)
Term: September 1, 2025 – August 31, 2026

Harkomalpreet Singh Gill (*Elected*)
Term: September 1, 2025 – August 31, 2026

Board of Governors Results, April 9, 2025**Student Results**

Anirudh Agnihotri (*Elected*)
Term: September 1, 2025 – August 31, 2026

Karanbir Boparai (*Elected*)
Term: September 1, 2025 – August 31, 2026

Submitted by

Nadia Henwood, Chief Returning Officer

Date submitted

April 17, 2025