

SENATE STANDING COMMITTEE ON CURRICULUM

Regular Meeting
Wednesday, September 10, 2025
2:00 p.m. – 4:00 p.m.
MS Teams

AGENDA

1. Call to Order and Territorial Acknowledgement Catherine Schwichtenberg 2:00
2. Approval of Agenda
3. Approval of Minutes, June 4, 2025
4. Chair's Report Catherine Schwichtenberg 2:05
 - 4.1. Welcome and Introductions
 - 4.2. Meeting Orientation
 - 4.3. Review of Committee Mandate and Membership
5. New Business..... Catherine Schwichtenberg 2:20
 - 5.1. Subcommittee Nominations
 - 5.2. Course Outline Approvals
6. Items for Information
 - 6.1. DQAB Decision Update Meredith Laird 2:30
7. Adjournment

SENATE STANDING COMMITTEE ON CURRICULUM

Minutes of Regular Meeting

June 4, 2025

4:15 p.m. – 6:15 p.m.

MS Teams

| Voting Member Quorum: 7 | | |
|------------------------------------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Celia Brinkerhoff Ian Stanwood Krista Gerlich-Fitzgerald Naomi Ben-Yehuda | Richard Popoff Ron Murray Shelley Boyd Sherilyn Sweeney | Alan Davis |
| | | Non-voting |
| | | Catherine Schwichtenberg Meredith Laird Nadia Henwood Nishan Perera |
| Regrets | Senate Office | Guests |
| Amy Jeon Conrad King Leeann Waddington Lindsay Norris | Michelle Molnar | Connie Klimek David Burns Josephine Chan Kim Bagshaw Marla McMullen Monica Affleck Suzanne Pearce |

1. Call to Order and Territorial Acknowledgement

The Chair called the meeting to order at 4:19 p.m.

2. Adoption of Agenda

There is no DQAB update this month. Item 6 is replaced with the Election of a Committee Chair.

Richard Popoff moved the agenda be confirmed as amended.

The motion carried.

3. Adoption of Minutes, May 14, 2025

Shelley Boyd moved the minutes be accepted as amended.

The motion carried.

4. Chair's Report

The chair reported that all items from the previous meeting were approved. She noted that the Senate Micro-credentials Committee meets this Friday to approve the revised AC15 Policy and the future dismantling of the committee should the policy be approved by the Board in October.

4.1. Subcommittee Nomination

The chair noted that this appointment would allow for continuity for the committee and that other committee members whose terms are ending are being asked to stay until the committee is dismantled.

Ian Stanwood moved that the Senate Standing Committee on Curriculum approve the following nominee to the Senate Micro-credentials Committee, effective September 1, 2025, through August 31, 2028:

Jovita Vytasek, Faculty Member, Faculty of Educational Support and Development

The motion carried.

5. New Business

5.1. Graduate Studies General Regulation 1: Master's Capstone Project or Thesis Dialogue

David Burns, Dean pro tem, Faculty of Graduate Studies, explained the structure of the regulation, including the division between projects and theses, the intellectual community requirements and the commitment to indigenization and supportive experiences.

Shelley Boyd moved that the Senate Standing Committee on Curriculum recommends that the Senate approve Graduate Studies General Regulation 1: Master's Capstone Project or Thesis Dialogue, effective September 1, 2026.

The motion carried.

5.2. Policy Revision: AC15 Digital Credentials

Josephine Chan, Special Advisor to the Provost on Policy and Academic Affairs, summarized the proposed changes, highlighting changes made based on feedback from various committees.

Richard Popoff moved that the Senate Standing Committee on Curriculum recommends that the Senate recommend the Board of Governors approve draft Policy and Procedure AC15 Digital Credentials (Non-Credit), effective January 1, 2026.

The motion carried.

5.3. Admissions Revision: Bachelor of Science in Nursing

Connie Klimek, Bachelor of Science in Nursing coordinator, introduced the admissions changes, which now include the newly approved first-year 3-credit anatomy and physiology courses, aligning with admissions to other nursing programs across the province.

Richard Popoff moved that the Senate Standing Committee on Curriculum recommend that Senate approve the revisions to the Bachelor of Science in Nursing program admissions requirements, effective September 1, 2026, pending determination by the Degree Quality Assessment Board.

The motion carried.

5.4. Admissions Revision: Bachelor of Psychiatric Nursing

Kim Bagshaw, Bachelor of Psychiatric Nursing Coordinator, noted that these changes are the same as previously discussed for the Bachelor of Science in Nursing and will lower barriers for students applying.

Celia Brinkerhoff moved that the Senate Standing Committee on Curriculum recommend that Senate approve the revisions to the Bachelor of Psychiatric Nursing program admissions requirements, effective September 1, 2026, pending determination of the Degree Quality Assessment Board.

The motion carried.

5.5. Admissions Revision: Post-Baccalaureate in Human Resources

Suzanne Pearce, Associate Dean, Melville School of Business, provided the rationale for the proposed changes which will provide greater flexibility in admissions.

Richard Popoff moved that the Senate Standing Committee on Curriculum recommend that Senate approve the admissions changes to the Post-Baccalaureate Diploma in Human Resources Management program, effective September 1, 2026.

The motion carried.

5.6. Admissions Revision: Post-Baccalaureate in Accounting

Suzanne Pearce noted that these changes are the same as above.

Ian Stanwood moved that the Senate Standing Committee on Curriculum recommend that Senate approved the admissions revisions to the Post-Baccalaureate Diploma in Accounting program, effective September 1, 2026.

The motion carried.

5.7. Micro-credential Proposals: Change Management for Human Resources; Emotional Intelligence for Human Resources; Human Resource Essentials

Marla McMullen and Monica Affleck presented the proposed micro-credentials which are based on core competencies required for Human Resource professionals, including emotional intelligence, change management, and HR essentials.

Richard Popoff moved that the Senate Standing Committee on Curriculum recommend that Senate approve the Micro-credential in Change Management for Human Resources, the Micro-credential in Emotional Intelligence for Human Resources, and the Micro-credential in Human Resources Essentials.

The motion carried.

6. Election of a Committee Chair

Nadia Henwood, Associate Vice-President, Enrolment and University Registrar conducted the election for a committee chair for the term of September 1, 2025 - August 31, 2028.

First call: Sherilyn Sweeney nominated Catherine Schwichtenberg, who accepted the nomination.

Second call: no nominations.

Third call: no nominations.

Catherine Schwichtenberg was acclaimed as the chair of the committee.

7. Items for Discussion

The chair noted this was the last SSCC meeting of the Academic year and thanked outgoing members for their work and contributions.

8. Adjournment

The meeting adjourned at 5:32 p.m.

9. Workshop on Curriculum Quality

Following the meeting, members engaged in a workshop hosted by Craig Wright and Daniel Benzimra, Teaching & Learning Strategists, focused on Curriculum Support for members of the Senate Standing Committee on Curriculum.

SENATE STANDING COMMITTEE ON CURRICULUM

Agenda Number: 4.2

Meeting Date: September 10, 2025

Presenter(s): Catherine Schwichtenberg

AGENDA TITLE: COMMITTEE ORIENTATION

ACTION REQUESTED: Information

Context and Background

Senate Standing Committees are a vital part of our university's governance structure. They are responsible for reviewing, analyzing, adjusting or refining, documents, policies, recommendations, and curriculum before recommending to the university community. The representation of Senate Standing Committees is chosen carefully, so that a variety of perspectives can be heard.

Approximately one-third of committee membership changes annually, so it is essential that all members understand their roles and Senate's expectations. To promote consistency, engagement, and transparency across all committees, Chairs are encouraged to dedicate the first meeting of the academic year to orientation.

Committees will, unless otherwise decided by Senate, follow the [bylaws of Senate](#).

Committee Member Responsibilities

- Represent the best interests of the university, rather than as a delegate of the body or constituency from which they are drawn
- Disclose any affiliations or biases when speaking
- Engage respectfully and constructively
- Prepare for meetings by reviewing materials in advance

Voting Members:

- Vote in the best interests of KPU – not the department, Faculty, or personal interests
 - If unsure, ask clarifying questions – very important!
 - Don't be afraid to speak up and out – Senate needs diverse opinions
 - If the committee is silent or appears to be in favour, ask questions that help look for issues – be the devil's advocate
 - Understand that the decision of the committee belongs to the committee – not one person.
 - Communicate with your Faculty
-

Non-voting members

- May not vote but can participate in the discussion – providing the expertise of their particular area

Guests:

- Typically invited to attend and if required, to speak on specific agenda items
- May include proponents (e.g., curriculum changes) or administrative leads (e.g., policy updates)
- Do not vote

Observers:

- May attend but do not speak (unless invited by the chair, because of special expertise)
- Shall not disrupt or influence the committee's deliberations
- Do not vote

Chair

- Drafts agendas and reviews minutes
- Facilitates inclusive and respectful discussion
- Encourages diverse perspectives
- Manages time and ensures all voices are heard
- Voting chairs may choose to vote only in the event of a tie or may vote last as to avoid influencing the group

Meeting Etiquette

1. Use of the Teams chat is reserved for members to submit motions and request recognition of the Chair to speak. Teams chat contents generate an institutional record, cannot be deleted, and may be subject to an FOI request.
2. The Senate office assistant will notify the chair when quorum is met and note the number of voting members present.
3. Members are encouraged to decline meeting invitations or notify the Senate Office when they are unable to attend a meeting so they can ensure quorum can be met.

Submitted by

Michelle Molnar, Administrative Coordinator, University Senate

Date submitted

September 3, 2025

SENATE STANDING COMMITTEE ON CURRICULUM

Agenda Number: 5.1

Meeting Date: *Wednesday, September 10, 2025*

Presenter(s): *Catherine Schwichtenberg*

AGENDA TITLE: SUBCOMMITTEE NOMINATIONS

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT the Senate Standing Committee on Curriculum appoint the nominees on the 2025 09 10 Subcommittee Nominations.

Context and Background

The Senate Standing Committee on Curriculum is responsible for appointing members to its four subcommittees:

1. Senate Micro-credential Committee (SMC)
2. Subcommittee on Quantitative Courses (SQC)
3. Subcommittee on Writing-Intensive Courses (SWIC)
4. Subcommittee on Pathway Courses (SPWC)

From time to time, subcommittee members will change and nominations will come forward to the SSCC for review and appointment.

Attachments

1. 2025 09 10 Subcommittee Nominations
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Submitted by

Michelle Molnar, Administrative Coordinator, University Senate

Date submitted

August 29, 2025

NOMINATIONS TO SSCC SUBCOMMITTEES
Sep-25

| Committee | First Name | Last Name | Committee Role | KPU Faculty | Voting | Start Date | End Date | Nominated by |
|-------------------|-------------------|------------------|-----------------------|--------------------|---------------|-------------------|-----------------|---------------------|
| Micro Credentials | Victoria | Nicholson | faculty member | Arts | Voting | 1-Sep-25 | 31-Aug-28 | Faculty Council |
| Micro Credentials | Daniel | Anvari | faculty member | Science | Voting | 1-Sep-25 | 31-Aug-28 | Faculty Council |
| Micro Credentials | John | Singh | faculty member | Trades and Tech | Voting | 1-Sep-25 | 31-Aug-28 | Faculty Council |
| | | | | | | | | |

SENATE STANDING COMMITTEE ON CURRICULUM

Agenda Number: 5.2

Meeting Date: *September 10, 2025*

Presenter(s): *Catherine Schwichtenberg*

AGENDA TITLE: COURSE OUTLINES

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT the Senate Standing Committee on Curriculum recommend that Senate approve the September 2025 list of revised courses outlines.

COMMITTEE REPORT

Attachments

1. Course Outlines, September 2025

Submitted by

Michelle Molnar, Administrative Coordinator, University Senate

Date submitted

September 3, 2025

Senate Standing Committee on Curriculum
September 10, 2025

| Faculty | Department | Course Subject Code | Course Number | Course Title (insert hyperlink in this column) | Implementation Date (Enter as text) | Category | Attribute Requested? (QUAN, PATH, WI) | Date attribute was reviewed by subcommittee (to be filled in) | Proponents/guests to be invited to speak at SSCC (Senate office will send guest invite) |
|----------|------------|---------------------------|------------------|---------------------------------------------------|----------------------------------------|----------|------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Business | Business | PRLN | 2010 | Social Media for Public relations | 1-Sep-26 | Revised | | | Robin Cook Bondy |
| Arts | History | HIST | 4405 | Making Digital History | 1-Sep-26 | Revised | | | Kyle Jackson |
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SENATE STANDING COMMITTEE ON CURRICULUM**Agenda Number: 6.1****Meeting Date:** *Wednesday, September 10, 2025***Presenter(s):** *Meredith Laird*

AGENDA TITLE: DQAB DETERMINATION UPDATE**ACTION REQUESTED:** Information**RECOMMENDED RESOLUTION****N/A**

Context and Background

| Program | Revisions approved by Senate Date | DQAB determination | Next steps |
|-------------------------------------|------------------------------------------|------------------------------------------|-------------------------------|
| Bachelor of Arts, English | March 31, 2025 | Revisions do not constitute a new degree | Implement changes as approved |
| Bachelor of Arts, Creative Writing | March 31, 2025 | Revisions do not constitute a new degree | Implement changes as approved |
| Bachelor of Fine Arts, Visual Arts | March 31, 2025 | Revisions do not constitute a new degree | Implement changes as approved |
| Minor in Economics | March 31, 2025 | Revisions do not constitute a new degree | Implement changes as approved |
| Bachelor of Arts, Political Science | April 28, 2025 | Revisions do not constitute a new degree | Implement changes as approved |

| | | | |
|----------------------------------------------------------|----------------|------------------------------------------------|----------------------------------|
| Bachelor of Science, Physics for Modern Technology | April 28, 2025 | Revisions do not constitute a new degree | Implement changes as approved |
| Bachelor of Business Administration, Accounting | April 28, 2025 | Revisions do not constitute a new degree | Implement changes as approved |
| Bachelor of Nursing | June 23, 2025 | Revisions do not constitute a new degree | Implement changes as approved |
| Bachelor of Psychiatric Nursing | June 23, 2025 | Revisions do not constitute a new degree | Implement changes as approved |

Submitted by

Meredith Laird, Manager, Curricular Support

Date submitted

August 27, 2025