
**JOINT SENATE STANDING COMMITTEE ON ACADEMIC
PLANNING AND PRIORITIES AND ON UNIVERSITY BUDGET**

Regular Meeting
Friday, September 12, 2025
10:00 a.m. – noon
MS Teams

JOINT AGENDA

1. Call to Order and Territorial Acknowledgement Catherine Schwichtenberg 10:00
2. Approval of Agenda
MOTION: That the joint agenda be accepted as circulated.
3. Approval of Minutes, May 30, 2025
MOTION: That the minutes be accepted as circulated.
4. Chairs' Report Catherine Schwichtenberg 10:05
 - 4.1. Committee Member Introductions 10:10
 - 4.2. Committee Mandate and Membership Review 10:20
 - 4.3. SSCUB Chair Election..... 10:50
5. Items for Discussion..... 10:55
6. Adjournment of Joint Committee

JOINT SENATE STANDING COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES AND ON UNIVERSITY BUDGET

Minutes of Regular Meeting

Friday, May 30, 2025

10:00 a.m. – noon

MS Teams Online

SSCAPP Voting Member Quorum: 6		
Allyson Rozell Andhra Goundrey Andreas Schwartz Diane Van der Gucht	Katie Kozlowski Michael Cober Seanna Takacs Sharmen Lee	Alan Davis
		Non-voting
		Carley Hodgkinson Catherine Schwichtenberg Daniel Bernstein Leeann Waddington Lori McElroy Melinda Schramm Zena Mitchell
Regrets		Guests
Diane Purvey Jenna Smith Simranjot Sekhon		Shari Ann Herrmann
SSCUB Voting Member Quorum: 6		
Carley Hodgkinson Caroline Daniels Fergal Callaghan Gurp Lehal	Hannah Celinski Heather Harrison Seanna Takacs Shelley Boyd	Alan Davis
		Non-voting
		Catherine Schwichtenberg
Regrets	Senate Office	Guests
Diane Purvey Jashanpreet Singh Mike Mann Peter Smailes	Michelle Molnar Sonia Orlu	Carole Laplante

1. Call to Order and Territorial Acknowledgement

The Chair, Catherine Schwichtenberg, called the meeting to order at 10:05 a.m.

2. Adoption of Agenda

Diane Van Der Gucht moved that the joint agenda be accepted as circulated.

The motion carried.

3. Approval of Minutes, Joint SSCAPP/SSCUB, May 9, 2025

Shelley Boyd moved that the minutes be accepted as circulated.

The motion carried.

4. Chairs' Report

No report.

5. New Business

5.1. FY 2026-27 University Draft Budget Principles and Priorities

Carole Laplante presented the revised budget principles and priorities for FY 2026-27. The university anticipates a tuition revenue shortfall of \$49M for 2025–26 due to declining international enrollment, with a further \$1.9M shortfall projected for the summer term. The university's strategic priorities—supporting students, advancing social justice, environmental stewardship, decolonization, and full Indigenous inclusion—remain unchanged.

The university has taken immediate measures such as hiring reviews, reduction of discretionary spending, and the use of deferred revenues. These are temporary and unsustainable, requiring more permanent adjustments.

The Committee discussed the following:

- **Budget Targets:** Asked whether budget targets for specific areas would be shared.
 - Response: Three-year targets had been set for many units based on prior projections; more to come.
- **Use of Metrics:** Concern over the delay of performance tracking tools.
 - Response: Benchmarking and available data will guide decision-making; no specific system referenced.
- **Marketing and Course Enrollments:** Concern raised about insufficient course promotion.
 - Response: Marketing expenditures and course viability will be evaluated through a risk-managed lens.
- **Faculty Engagement:** Questions focused on layoffs, morale, and faculty inclusion.
 - Response: Acknowledged; future engagement strategies (e.g. town halls) are under consideration.
- **Strategic Priority Clarity:** The lack of ranking among priorities was noted.
 - Response: The priorities are intended to be considered holistically, though further clarity may come under new leadership.
- **Operational Planning:** A need for a short-term, institution-wide operational plan was identified.

- Response: concern acknowledged.
- Enrollment Assumptions: Clarified that enrollment forecasts are developed using long-standing methods and new variables (e.g., IRCC processing).
- Polytechnic Identity: It was questioned why the term "Polytechnic" was not reflected in the principles.
 - Response: The point was acknowledged and taken back for consideration.

The committee voted in favor of an amendment to Priority #3 to revise the wording in the right-hand column to read: "Continue to advance KPU's strategic priorities, prioritizing teaching, learning, and scholarly activities."

Hannah Celinski moved that the Joint Senate Standing Committee on Academic Planning and Priorities and on University Budget recommend that Senate endorse the amended FY 2026–27 University Draft Budget Principles and Priorities.

The motion carried.

5.2. FY 2026–27 Budget Update

Carole Laplante presented a high-level overview of the budget update, reiterating concerns about volatile international enrollments, uncertainty in federal study permit processing, and a leaner financial outlook.

5.3. Consolidated Financial Statements for Year Ended March 31, 2025

Carole Laplante presented the recommended consolidated financial statements. She highlighted that FY 2024–25 marked the first year where expenditures exceeded revenue, necessitating greater reliance on investments.

6. Items for Discussion

None.

7. Adjournment of Joint Committee

The meeting was adjourned at 11:45 a.m.

**JOINT SENATE STANDING COMMITTEE ON ACADEMIC
PLANNING AND PRIORITIES AND ON UNIVERSITY BUDGET**

Agenda Number: 4.2

Meeting Date: *September 12, 2025*

Presenter(s): *Catherine Schwichtenberg*

AGENDA TITLE: COMMITTEE MANDATE AND MEMBERSHIP REVIEW

ACTION REQUESTED: Discussion

Context and Background

On September 19, 2021, the Senate Governance and Nominating Committee (SGNC) emphasized the importance of each committee annually reviewing its mandate and membership. This practice helps new members become familiar with their committee's role and responsibilities while giving returning members an opportunity to refresh their knowledge.

During 2022–2023, the Vice-Chair of Senate conducted a comprehensive three-year review of all committee mandates and memberships and recommended changes to SGNC and Senate.

Key Messages

Senate standing committees continue the practice of providing an informational introduction to their mandates and memberships each fall.

Attachments

1. Mandate and Membership, Senate Standing Committee on Academic Planning and Priorities (SSCAPP)
 2. Mandate and Membership, Senate Standing Committee on University Budget (SSCUB)
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Submitted by

Sonia Orlu – Administrative Assistant, University Senate

Date submitted

September 5, 2025

Senate Standing Committee on Academic Planning and Priorities (SSCAPP)

Mandate:

1. Advise Senate on the mission statement, goals, objectives, strategies and priorities of the University.
2. In consultation with the Senate Standing Committee on Curriculum and the Senate Standing Committee on the University Budget, advise Senate on the establishment, suspension and/or discontinuance of educational programs.
3. In consultation with the Senate Standing Committee on Curriculum, the Senate Standing Committee on the University Budget and any other duly constituted senate body, advise Senate on the priorities for implementation of new programs leading to citations, certificates, diplomas, degrees and post-baccalaureate credentials.
4. Advise Senate on the establishment or discontinuance of faculties, schools, divisions and departments of the University.
5. In consultation with the Senate Standing Committee on Research, advise Senate on the establishment, revision or discontinuance of research centres, institutes, and other research-related matters requiring senate approval.
6. In consultation with other relevant standing committees, review and advise Senate on the policies related to affiliation and articulation agreements with other post-secondary institutions.
7. In consultation with the Senate Standing Committee on Curriculum and the Senate Standing Committee on the University Budget, advise Senate on the Strategic Enrolment Management Plan, policies for enrolment management and the admission of students, and the integration of these with the Academic Plan.
8. Advise the Senate Standing Committee on the University Budget on the academic priorities for the allocation of funds.
9. Establish such subcommittees as needed to fulfill the committee's responsibilities, as well as reporting mechanisms for these subcommittees.
10. Other duties as assigned by Senate.

Membership Composition:

Voting Members

- Chancellor
- President
- Two student senators or student representatives
- Faculty senator or representative from each Faculty
- Support staff senator or representative
- Two deans or designates

Non-voting Members

- Vice-Chair of Senate
- University Registrar or designate
- Provost and Vice-President, Academic or designate
- Vice-President, Students or designate
- Associate Vice-President, Teaching and Learning or designate
- Associate Vice-President, Research or designate
- Associate Vice-President, Planning and Accountability or designate
- Chair of the Senate Standing Committee on Curriculum
- Chair of the Senate Standing Committee on University Budget

Approved by Senate: April 25, 2022

Senate Standing Committee on University Budget (SSCUB)

Mandate:

The Budget Committee of Senate serves two important roles. Its responsibilities include:

- Those related to its role as an advisory body to Senate on matters within the jurisdiction of Senate, and
- Those related to its role as an advisory role to the President and vice-presidents on budgetary policy, processes, and allocations.

Responsibilities

1. Advise Senate and its committees on the budgetary implications of matters within the jurisdiction of Senate and its committees, including proposals for new educational, research or other programs or initiatives, as required by Senate and its committees.
2. On behalf of Senate, and in consultation with the Senate Standing Committee on Academic Planning and Priorities, advise the President and Vice-Presidents on the review and development of academic budgetary priorities, major capital plans, and the allocation of funds.
3. At the request of the President, Board of Governors and Senate, provide advice on matters related to the University's property, building, and structures.
4. Assist the President and Vice-Presidents in the development of budgetary policies, guidelines, processes, and models.
5. Assist the President and Vice-Presidents with the development of consultation and communication strategies related to budgetary matters.
6. Present the annual University budget to Senate.
7. Establish such subcommittees as needed to fulfill the Committee's responsibilities.
8. Other duties as assigned by Senate

Membership Composition:

Voting Members

- Chancellor
- President
- Two student senators or student representatives
- Faculty senator or representative from each Faculty
- Support staff senator or representative
- Two deans or designates
- Librarian
- Representative, Information Technology

Non-voting Members

- Vice-Chair of Senate
- Provost and Vice-President, Academic or designate
- Vice-President, Administration or designate
- Chief Finance Officer or designate
- Chair of Senate Standing Committee on Academic Planning and Priorities

**JOINT SENATE STANDING COMMITTEE ON ACADEMIC
PLANNING AND PRIORITIES AND ON UNIVERSITY BUDGET**

Agenda Number: 4.3

Meeting Date: *September 12, 2025*

Presenter(s): *Catherine Schwichtenberg*

AGENDA TITLE: SSCUB CHAIR ELECTION

ACTION REQUESTED: Information

Context and Background

The Senate Office provided notice of election on September 8, 2025.

Key Messages

1. All Senators and voting members who are members of the Senate Standing Committee are eligible to be elected as committee chair.
2. The chairs of senate standing committees are normally elected for a three-year term beginning in September.
3. This election is for the term **September 12, 2025 – August 31, 2028**.
4. Senators will be elected for a three-year term or for the term remaining in the Senator's term on Senate, whichever is shorter.
5. A member will be elected for a three-year term or for the term remaining in the member's term on the Committee, whichever is shorter.
6. The Vice-Chair of Senate will conduct the election.

Attachments

1. SSC Chair and Vice-Chair Responsibilities
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Submitted by

Sonia Orlu – Administrative Assistant, University Senate

Date submitted

September 5, 2025

Senate Standing Committee Chair and Vice-Chair Responsibilities

Workplan

- In consultation with the Vice-Chair of Senate, develops a draft annual workplan for the committee
- Finalizes the workplan with the committee
- Submits agenda items
- Ensures the committee receives necessary information in a timely fashion

Meeting Preparation

- Reviews documents submitted to Senate Office.
- Advises proponent and senate staff of any changes needed before the documents can proceed to committee
- Approves the draft agenda and supporting materials for distribution to the committee
- Cancels scheduled meetings as needed

Meeting

- Conducts the committee meetings.

After the meeting

- Reviews and edits draft minutes prepared by senate staff
- Advises on next steps for action items
- Emails members their action items
- Reviews attendance of committee members

Reports to Senate

- Prepares report for Senate to inform the Senate of current committee issues and activities
- Writes one-page report for the Senate Annual Report
- Other duties as required by individual standing committees.