KWANTLEN POLYTECHNIC UNIVERSITY
Senate

SUBCOMMITTEE ON PATHWAY COURSES

Regular Meeting
Wednesday, October 22, 2025
10:00 a.m. – 12:00 a.m.
MS Teams

AGENDA

1. Call to Order and Territorial Acknowledgement .... Catherine Schwichtenberg   10:00

2. Approval of Agenda

3. Approval of Minutes, August 27, 2025

4. Chair's Report

5. Items for Discussion... Catherine Schwichtenberg   10:10

    5.1. Update on Pathway Request Submission Process

    5.2. English Proficiency Information for Proponents

    5.3. Review of DFW Rates of Pathway vs. UG Students

6. Adjournment

KWANTLEN POLYTECHNIC UNIVERSITY
Senate

SENATE MICRO-CREDENTIALS COMMITTEE
Minutes of Regular Meeting
Wednesday, August 27, 2025
10:00 a.m. – 12:00 p.m.
MS Teams Online

Voting Member Quorum: 4		
Lacey Shorter Gillian Sudlow Michael Nyenhuis	Mitra Gourjipour - chair Parvinder Dhariwal	**Non-voting** Catherine Schwichtenberg Emily Ginter Alice Lee
Regrets	**Senate Office**	**Guests**
Melissa Swanink Nishan Perera	Michelle Molnar	

1. **Call to Order**

   The Chair called the meeting to order at 10:01 a.m.

2. **Approval of Agenda**

   Added 4.1 – Review of Mandate and Membership and 4.2 – Update from the Senate Office.

   Gillian Sudlow moved the agenda be confirmed as amended.

   The motion carried.

3. **Approval of Minutes, June 19, 2025**

   Lacey Shorter moved the minutes be accepted as amended.

   The motion carried.

4. **Chair's Report**

   ### 4.1. Review of Committee Mandate and Membership

   The committee reviewed their mandate and membership, briefly discussing recruitment for vacancies and ensuring representation.   They agreed to revisit membership needs as the committee matures.

   ### 4.2. Update from the Senate Office

   Michelle Molnar, Administrative Coordinator, University Senate provided an update on the recommended pathway criteria that was approved at SSCC in June. The criteria is published on

the committee site and will be imbedded in CIM (CourseLeaf) this fall. They discussed using a fillable form for interim requests. The committee reviewed the form and provided minor changes.

ACTION: Senate office to add form to senate website

5. **Items for discussion**

   5.1. Consultation Process

   The committee discussed the consultation process for pathway proposals, clarifying that proponents are responsible for seeking consultation, typically with department chairs, and that the committee's role is governance rather than direct consultation; assessment will be based on proponents' responses, with recommendations provided as needed.

   5.2. Pathway Data Review Timeline

   Committee members agreed that reviewing data in October is preferable to April, as it ensures recommendations are timely and actionable before faculty councils pause for the summer and allows for a comprehensive review of the academic year.

6. **Adjournment**

   The meeting adjourned at 11:49 a.m.

SUBCOMMITTEE ON PATHWAY COURSES
Agenda Number: *5.1*
Meeting Date: Wednesday, October 22, 2025
Presenter(s): *Michelle Molnar*

AGENDA TITLE: UPDATE ON PATHWAY REQUEST SUBMISSION PROCESS

ACTION REQUESTED: Information

Context and Background

As a follow up to the August 2025 meeting, the Senate office has developed an interim process for receiving pathway requests until the criteria can be imbedded into CIM.

The procedures on the [Subcommittee on Pathway Courses website](#) has been updated and requests proponents submit a [Request for Pathway Attribute Form](#) which gathers information relevant to the criteria established by the committee.

Attachments

1. Copy of Request for Pathway Attribute Form

Submitted by

Michelle Molnar, Administrative Coordinator, Senate

Date submitted

October 15, 2025

Request for Pathway Course Attribute

The information gathered in this form will be reviewed by the Subcommittee on Pathway Courses (SPWC) who are responsible for recommending approval of Pathway (PW) designation to undergraduate (UG) courses based on the SSCC approved criteria. Please review the criteria on the SPWC website. https://www.kpu.ca/curriculum/subcommittee-pathway-courses

Section 1
Course Information

1. Course Faculty (Required)

Please select at most 3 options.

☐ Academic and Career Preparation
☐ Arts
☐ Business
☐ Design
☐ Health
☐ Science
☐ Trades and Technology

2. Course Department (Required)

3. Course Subject and Number i.e ENGL 1100 (Required)

4. Course Name (Required)

5. Course URL in CIM - https://nextcalendar.kpu.ca/courseadmin/?key= (Required)

Section 2
Pathway Course Revision

6. *Is this a revision of a course that was previously approved for PATH designation?*

☐ Yes

☐ No

7. *If yes, how do the revisions ensure that the pathway attribute criteria set by the Subcommittee remains unaffected?*

Section 3
New Pathway Attribute Request

8. *Does this course have one or more pre-requisites? If so, will those pre-requisites prevent the student from entering this pathway course?*

9. *Please indicate if this course is scheduled regularly. Single choice.*

   ☐ Yes

   ☐ No

10. *If this course has been previously taught, please state the DFW rates across all sections in the previous year. Grade distribution reports can be accessed on the OPA SharePoint site.* https://app.powerbi.com/groups/me/apps/4edf22d4-b60e-47e5-bb98-733485bdd02b/reports/9c8a8463-9aca-4e71-8158-0e0f588e7ae6/ReportSection07d30bcba4083884abef?redirectedFromSignup=1&experience=power-bi

11. *Please explain how course content, activities, skills, and assessments are accessible by students who have not met the undergraduate level English Language Proficiency.*

12. *Please explain how this course applies the principles of Universal Design for Learning (UDL).* https://www.kpu.ca/teaching-and-learning/learning-opportunities/teaching-resources/resources/udl

13. *Please explain how this course supports students in acquiring core academic skills (e.g., time management, notetaking, reading skills, critical thinking skills, and learning strategies).Multi Line Text.*

14. *Please explain how the instructional practices will be coordinated across sections and instructors to ensure a consistent and inclusive learning experience for all students.Multi Line Text.*

15. *Please attach additional documentation to support your application (e.g. syllabi, rubrics, assignment guidelines, etc.)*

   Upload file

Section 4

Consultations

16. Please provide a list of consultations such as ELST, English Upgrading, Teaching and Learning, The Learning Centres, etc. Include the name of the person consulted and the date of the consultation.

SUBCOMMITTEE ON PATHWAY COURSES
Agenda Number: *5.2*
Meeting Date: Wednesday, October 22, 2025
Presenter(s): *Catherine Schwichtenberg*

AGENDA TITLE: ENGLISH PROFICIENCY INFORMATION FOR PROPONENTS

ACTION REQUESTED: Discussion

Context and Background

At the August meeting, the committee discussed the consultation process for proponents seeking the pathway attribute for their courses. As a subcommittee of the Senate Standing Committee on Curriculum, this committee's role is governance rather than direct consultation.

It is important to provide information on English proficiency levels in a tangible way for colleagues who do not typically teach English Language Studies/English Upgrading and to manage a potential influx of consultations with areas such as English Upgrading, English Language Studies, Teaching and Learning and the Learning Centre.

For discussion:

1. What is the best way to provide this information? Where should it be housed?
2. Who should be responsible for managing this information?

Submitted by

Michelle Molnar, Administrative Coordinator, Senate

Date submitted

October 15, 2025

SUBCOMMITTEE ON PATHWAY COURSES
Agenda Number: 5.3
Meeting Date: Wednesday, October 22, 2025
Presenter(s): *Catherine Schwichtenberg*

AGENDA TITLE: REVIEW OF DFW RATES OF PATHWAY VS UG

ACTION REQUESTED: Discussion

Context and Background

The mandate for the Subcommittee on Pathway Courses includes annually reviewing applicable data on undergraduate PW courses.

At its last meeting, the committee expressed interest in viewing this data earlier in the academic year as to initiate any follow-up required within the same academic year, allowing for any changes to be included in the upcoming academic calendar.

The Office of Planning and Accountability created a dashboard accessible by members of this committee.
[Pathway Student Grades in UG Courses - Power BI](#)

Submitted by

Michelle Molnar, Administrative Coordinator, Senate

Date submitted

October 15, 2025