KWANTLEN POLYTECHNIC UNIVERSITY
Senate

SENATE STANDING COMMITTEE ON CURRICULUM
Minutes of Regular Meeting
Wednesday, September 10, 2025
2:00 p.m. – 4:00 p.m.
MS Teams Online

Present:

Voting Members	**Non-Voting Members**
Brett Favaro	Catherine Schwichtenberg
Celia Brinkerhoff	Meredith Laird
Krista Gerlich-Fitzgerald	Nadia Henwood
Lindsay Norris	Nishan Perera
Naomi Ben-Yehuda	
Richard Popoff	
Sherilyn Sweeney	

Ex-Officio	**Presenters and Administrative Resources**
Bruce Choy, President and Vice-Chancellor	
Kwuntiltunaat (Kim Baird), Chancellor	

Not Present:

Voting Members	**Non-Voting Members**
Conrad King	
Shelley Boyd	
Ron Murray	

1. **Call to Order**

   The Chair called the meeting to order at 2:02 p.m.

2. **Approval of Agenda**

   Krista Gerlich-Fitzgerald moved the agenda be accepted as circulated.

   The motion carried.

3. **Approval of Minutes, June 4, 2025**

   Lindsay Norris moved the minutes be accepted as circulated.

   The motion carried.

4. **Chair's Report**

   The Chair thanked the committee again for their confidence in voting her in as chair. She noted members whose terms were ending and encouraged members to speak to colleagues about serving.

   She announced the first Senate meeting of the academic year, scheduled for September 29th at the Surrey Conference Centre, and encouraged all committee members to attend for networking and to hear from the new Senate chair, Dr. Bruce Choy.

   The chair also reported that the four subcommittees—writing intensive, quantitative, micro-credentials, and pathway—had not yet met for the new year, but regular updates would be provided as activities progress.

   Michelle Molnar, Administrative Coordinator, University Senate, provided an update on some changes to processes including decision to discontinue with OnBoard, the transition to sharing packages via SharePoint, and the launch of a new Office of the Secretariat SharePoint site, with ongoing adjustments to workflow and communication.

   She reminded members of the two-week submission deadline for meetings which is required to ensure the chair has time to review items prior to publication of the package.

   4.1. Welcome and Introductions

   Members and guests introduced themselves.

   4.2. Meeting Orientation

   The Chair reviewed the responsibilities of the chair, committee members, and voting/non-voting participants, and discussed meeting norms and etiquette.

   4.3. Review of Committee Mandate and Membership

   The Chair noted that a comprehensive review of the committee's mandate and membership is forthcoming, potentially directed by Senate, and that current practices will continue until further guidance is received.

   Through review of the mandate, the committee engaged in a detailed discussion about the process for reviewing course outlines, the use of consent agendas, and the scope of the committee's authority regarding learning outcomes and assessment types.

5. **New Business**

   5.1.   Subcommittee Nominations

   Naomi Ben-Yehuda moved that Senate Standing Committee on Curriculum appoint the nominees on the 2025 09 10 Subcommittee Nominations.

   The motion carried.

   5.2.   Course Outline Approvals

The committee reviewed the list of revised course outlines, with a focused discussion on PRLN 2010's assessment structure and compliance with institutional policy.

Richard Popoff moved that Senate Standing Committee on Curriculum recommend that Senate approve the September 2025 list of revised course outlines.

The motion carried.

6. **Items for Information**

    6.1. **DQAB Decision Update**

    Meredith Laird, Manager, Curricular Support reported that recent program revisions submitted to the Degree Quality Assessment Board were all determined not to constitute new degrees, allowing the university to proceed with implementation as planned.

7. **Adjournment**

    The meeting adjourned at 3:25 p.m.