



SENATE GOVERNANCE AND NOMINATING COMMITTEE

Regular Meeting
Tuesday, January 13, 2025
10:00 a.m. – 12:00 p.m.
MS Teams Online

AGENDA

1. Call to Order Sharmen Lee 10:00
2. Approval of Agenda
MOTION: THAT the agenda be approved as circulated.
3. Approval of Minutes, November 12, 2025
MOTION: THAT the minutes be approved as circulated.
4. Chair's Report Sharmen Lee 10:03
5. New Business
 - 5.1. January 2026 SSC Nominations Catherine Schwichtenberg 10:05
MOTION: THAT the Senate Governance and Nominating Committee recommend that Senate appoint the nominees listed for approval on the *January 2026 Nominations to Senate Standing Committees*.
 - 5.2. Search Advisory Committee for the Associate Dean, FoH..... Catherine Schwichtenberg 10:10
MOTION: THAT the Senate Governance and Nominating Committee recommend that Senate appoint the following members to the Search Advisory Committee for the appointment of the Associate Dean, Faculty of Health:
 Student (one):
 - Raymond Chou
 Regular faculty members (up to six):
 - Elise Strand
 - Laura Del Rio Torres
 - Lorraine Guild
 - Muska Safi
 - Nikki Purewal

- 6. Items for Discussion..... Catherine Schwichtenberg 10:45
 - 6.1. Committee Work Plan Follow-Up
 - 6.2. Senator Welcome Email
- 7. Adjournment



SENATE GOVERNANCE AND NOMINATING COMMITTEE

Minutes of Regular Meeting
Wednesday, November 12, 2025
10:00 a.m. – 12:00 p.m
MS Teams Online

Present:

Voting Members

Catherine Schwichtenberg
Celia Brinkerhoff
Jenna Smith
Mike Larsen
Sharmen Lee, Chair
Sheena Dela Torre

Non-Voting Members

Nadia Henwood
Todd Mundle

Administrative Resources

Michelle Molnar
Sonia Orlu

Presenters

N/A

Ex-Officio

Bruce Choy, President and Vice-Chancellor
Kwuntiltunaat (Kim Baird), Chancellor

Not Present:

Voting Members

Non-Voting Members

Keri Spindler

1. Call to Order and Territorial Acknowledgement

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

2. Approval of Agenda

Mike Larsen moved the agenda be approved as amended.

The motion carried.

3. Approval of Minutes, October 14, 2025

Jenna Smith moved the minutes be approved as circulated.

The motion carried.

4. Chair's Report

No report.

5. New Business

5.1. November 2025 Senate Standing Committee Nominations

Celia Brinkerhoff moved that the Senate Governance and Nominating Committee recommend that Senate appoint the nominees listed for approval on the *November 2025 Nominations to Senate Standing Committees*.

The motion carried.

5.2. Search Advisory Committee for the Appointment of the University Librarian

Catherine Schwichtenberg moved that the Senate Governance and Nominating Committee recommend that Senate appoint the following members to the Search Advisory Committee for the appointment of the University Librarian:

Student (one):

- **Sheena Dela Torre**

Regular Faculty Members (three):

- **Kayla Blomley (Faculty of Educational Support and Development)**
- **Jeffrey Butler (Faculty of Health)**
- **Elizabeth Spaulding (Faculty of Academic and Career Preparation)**

The motion carried.

6. Item for Discussion

6.1. Committee Work Plan Follow-Up

The Committee, after a comprehensive discussion, agreed to the following next steps:

- Regarding student representation on Senate committees:
 - The Senate Office will draft a standardized appointment letter for senators and committee members, including students.
 - A summary of current committee mandates, membership structures, and student representation will be prepared.
 - Feedback will be sought from Senate standing committees and current student representatives regarding the adequacy of student representation relative to committee mandates.

- Findings will return to SGNC for further consideration.
- Regarding voting rights of designates on committees: the committee discussed the ambiguity surrounding “or designate” language in membership provisions, including voting rights, authority to designate, and expectations of designated members’ expertise. Members agreed that these issues are interconnected with broader membership and mandate review. Consensus emerged that clarification should be addressed as part of a comprehensive governance review rather than through piecemeal changes.
- Develop a plan for a comprehensive review of Senate committee mandates, memberships, and structures in alignment with the upcoming strategic and academic plans, to be completed by May 2026.
- Schedule a future SGNC meeting to review and discuss the current Senate bylaws to ensure committee members understand the existing governance structure and identify any areas needing clarification.

7. Adjournment

The meeting adjourned at 11:42 a.m.

SENATE GOVERNANCE AND NOMINATING COMMITTEE

Agenda Number: 5.1

Meeting Date: *January 13, 2026*

Presenter(s): *Catherine Schwichtenberg*

AGENDA TITLE: JANUARY 2026 SENATE STANDING COMMITTEE NOMINATIONS

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT the Senate Governance and Nominating Committee recommend that Senate appoint the nominees listed for approval on the *January 2026 Nominations to Senate Standing Committees.*

COMMITTEE REPORT

For Secretariat Use Only

Context and Background

The Senate Governance and Nominating Committee, aided by the Vice-Chair of Senate, has the mandate to nominate members to serve on Senate committee.

Consultations

1. Elected senators – Vice-Chair consults with new senators to choose a minimum of two Senate committees on which to serve per Senate Bylaw 1.10
2. Faculty Councils – for faculty member nominations
3. Provost and Vice President, Academic – for nominations of Deans and designates
4. Students – for statements of interest
5. Support staff – for statements of interest
6. Others who nominate designates or representatives

Attachments

1. January 2026 Nominations

Submitted by

Sonia Orlu – Administrative Assistant, University Senate

Date submitted

December 16, 2025

NOMINATIONS TO SENATE STANDING COMMITTEES
Jan-26

For Approval:								
Committee	First Name	Last Name	Committee Role	KPU Faculty	Voting	Start Date	End Date	Nominated by
SSC Program Review	Bogdan	Bryja	Faculty Representative	Academic and Career Preparation	Voting	27-Jan-26	31-Aug-28	Faculty Council

SENATE GOVERNANCE AND NOMINATING COMMITTEE

Agenda Number: 5.2

Meeting Date: *Tuesday, January 13, 2026*

Presenter(s): *Catherine Schwichtenberg*

AGENDA TITLE: SEARCH ADVISORY COMMITTEE FOR THE APPOINTMENT OF THE ASSOCIATE DEAN, FACULTY OF HEALTH

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT the Senate Governance and Nominating Committee recommend that Senate appoint the following members to the Search Advisory Committee for the appointment of the Associate Dean, Faculty of Health:

Student (one):

- Raymond Chou

Regular faculty members (up to six)

- Elisa Strand
 - Laura Del Rio Torres
 - Lorraine Guild
 - Muska Safi
 - Nikki Purewal
-

Context and Background

KPU will commence a search for the Associate Dean, Faculty of Health in order to make a recommendation to the President. As per Policy HR20 and related procedures for *Composition of Search Advisory Committees*, the Provost is requesting that a Search Advisory Committee be appointed as soon as possible, comprising as follows:

- regular faculty members, two of whom are appointed by the Kwantlen Faculty Association and others appointed by the Senate to ensure representation by the Faculty of the Associate Dean up to a maximum of eight faculty
 - one student majoring in a program offered by the Faculty, appointed by the Senate
 - one student majoring in a program offered by the Faculty, appointed by the Kwantlen Student Association
-

- iv. one regular BCGEU staff member from the Faculty, appointed by the BCGEU
- v. one excluded staff member from the Faculty, appointed by the Chair
- vi. one Dean or Associate Dean from another Faculty appointed by the Provost

Key Messages

1. The Provost has requested **Senate to appoint up to six (6) faculty members and one (1) student** to the Search Advisory Committee for the appointment of the Associate Dean, Faculty of Health.

Attachments and Links

1. Memo: Call for SAC Members for the Appointment of the Associate Dean, Faculty of Health
 2. [HR20, Search Advisory, Appointment and Re-Appointment of Senior Academic Administrative Positions Policy](#)
 3. [HR20, Search Advisory, Appointment and Re-Appointment of Senior Academic Administrative Positions Procedures](#)
-

Submitted by

Sonia Orlu – Administrative Assistant, University Senate

Date submitted

December 16, 2025



SURREY CAMPUS

12666 – 72ND Ave.
Surrey, BC Canada V3W 2M8

MEMORANDUM

TO: Senate
Dr. Diane Purvey, Provost & VP Academic
Sharmen Lee, Dean, Faculty of Health
Mark Diotte, President, Kwantlen Faculty Association
John Potter-Smith, BCGEU Support Staff
Paramvir Singh, President & VP University Affairs, Kwantlen Student Association

CC: Michelle Molnar, Administrative Coordinator, University Senate
Sonia Orlu, Administrative Assistant, Senate
Dervla Hagan, Executive Assistant, Office of Provost
Davinder Cheema, Dean's Assistant, Health
Kyla Meermann, Coordinator of Administrative Services, Kwantlen Faculty Association
Angelo Ma, Human Resources Business Partner
Evita Gandhi, Talent Acquisition Specialist

FROM: CHAIR – Sharmen Lee, Dean, Faculty of Health

DATE: December 4, 2025

SUBJECT: **Appointment – Associate Dean, Faculty of Health**

KPU will commence a search for an Associate Dean, Faculty of Health in order to make a recommendation to the President as per Policy HR20.

As per Policy HR20 and related procedures for *Composition of Search Advisory Committees*, I am requesting that members of the Search Advisory Committee be appointed as soon as possible, as follows:

- i. regular faculty members, two of whom are appointed by the Kwantlen Faculty Association and others appointed by the Senate to ensure representation by the Faculty of the Associate Dean up to a maximum of eight faculty
- ii. one student majoring in a program offered by the Faculty, appointed by the Senate
- iii. one student majoring in a program offered by the Faculty, appointed by the Kwantlen Student Association
- iv. one regular BCGEU staff member from the Faculty, appointed by the BCGEU
- v. one excluded staff member from the Faculty, appointed by the Chair
- vi. one Dean or Associate Dean from another Faculty appointed by the Provost

Tentative Schedule:

(Dates could be moved depending on how the search unfolds but all efforts are made to adhere to the booked dates and times).

Meeting	Date	Time
Search Committee Orientation	February 4, 2026	1:00pm-3:00pm (Virtual)
Candidate Review (Long List)	March 11, 2026	1:00pm-3:00pm (Virtual)
Candidate Review (Short List)	March 25, 2026	1:00pm to 3:00pm (Virtual)
Interviews	April 7 and 8, 2026	Full Day (In-person – Langley Campus)
Debrief Meeting	April 10, 2026	1:00pm to 3:00pm (Virtual)
Second Interviews (potential)	April 22, 2026	Full Day Hold (In-person – Langley Campus)
Final SAC Recommendation Meeting	April 24, 2026	1:00pm to 3:00pm (Virtual)

Please notify me, as Chair of the Search Advisory Committee, once the above appointments have been made by you or your representative group. We would appreciate a response by **January 26, 2026**.

Sincerely,

Sharmen Lee
Dean, Faculty of Health



SENATE GOVERNANCE AND NOMINATING COMMITTEE

Agenda Number: 6.2

Meeting Date: *Tuesday, January 13, 2026*

Presenter(s): *Catherine Schwichtenberg*

AGENDA TITLE: SENATOR WELCOME EMAIL

ACTION REQUESTED: Discussion

Context and Background

Following up from the SGNC meeting of November, 2025, the Vice-Chair of Senate agreed to provide a copy of the email sent to new Senators. The email is intended to welcome, provide information, support effective communication, and improve the Senate onboarding experience.

Attachments

1. Copy of New Senator email

Submitted by

Catherine Schwichtenberg

Date submitted

January 6, 2026

Greetings {Role} {LastName}, and congratulations on your appointment as the {Faculty} {Role} and voting member of the {CommitteeListWithCodes} :)

We are so pleased you've chosen to represent your Faculty in KPU's governance system, and truly looking forward to working with you. Your voice will help shape academic policies, curriculum, academic priorities, and the many important issues that come before Senate. Your perspective as a member of the Faculty of {Faculty} will be an invaluable part of these conversations. Please know that you're not expected to be an expert. We just ask that you read the agenda package, think about the items that will be discussed or motioned, and during the meeting ask your clarifying questions, share your thoughts, and vote with the best interests of KPU in mind.

Communications:

As Senate Vice Chair, I am here as your friendly liaison for anything Senate-related. Please don't hesitate to reach out to me with any questions, concerns, or even just to chat. I'm here to support you. You will also be serving along with others from your Faculty (listed below). They may be a great resource, as can your Dean, who is a regular voting member of Senate.

{PeersAllFaculty}

To help you get started, I've cc'd your Dean, the Chair of your Senate committee(s), the Chair of your Faculty's FC/Nominations Committee, and the Senate Office team (Michelle, Sonia, and Ruby), who support meetings, minutes, schedules, and membership. Please arrange a meeting with your Dean to discuss your Senate role and to identify the best person to speak with about your teaching schedule and any potential conflicts that may affect your Senate participation. This meeting with your Dean is also an opportunity to talk openly about how to navigate situations where your perspectives or votes may differ. Senators are expected to exercise independent judgment, and it is normal for Deans and Faculty/Support Staff Senators to hold different views at times. Having this discussion on how you can communicate comfortably and respectfully when disagreements arise will help ensure you are both comfortable expressing those views.

Schedules, Agendas, and Background Information:

- **Senate Website:** You will find the full Senate and committee meeting schedule here: <https://www.kpu.ca/senate/committees>. There are also links to membership and mandates of each committee and more.
- **Calendar Invitations:** You should have received calendar invitations for all your meetings until June. Please accept all of them. If you're unable to attend a meeting, please email Senate@kpu.ca and your committee chair closer to the date.
- **Agenda Packages:** Links to the agenda for each meeting are placed into your calendar invite - usually 5-7 days before the meeting so that you have time to read the entire package. If you are unable to find the package, don't hesitate to email senate@kpu.ca. It's important that you review the agenda package before the meeting.
- **Background Information:** I've attached several documents that provide information about Senate, the University Act, and your role. Please take some time to review them, and don't hesitate to reach out with any questions.
 - Guide for Members of Senate _2023 12 19.pdf

- Powers of Senate, Board of Governors, and Faculties (per University Act 2008).pdf;
- Principles to guide bi-cameral gov at KPU - revised 15 06 12_
- Robert's Rules for Committee Members.docx

Collective Agreement Support: (ONE of the following paragraphs is included)

KFA Only: Please note that the KFA collective agreement includes supportive language regarding your participation as a {Role}.

12.17 LEAVE OF ABSENCE FOR UNIVERSITY COMMITTEES

An employee whose assigned work schedule would prevent them from attending meetings of a University committee to which they have been elected or appointed, will be granted a leave of absence from their regular duties without loss of pay or other entitlements to attend such meetings(s). Where such leave is granted, the Employer will replace the employee as necessary. Costs arising from this provision will not be charged against the program area of the participating employee.

BCGEU Only: Please note that the BCGEU collective agreement includes supportive language regarding your participation as a {Role}.

BCGEU

25.10 Leave of Absence for University Committees

An employee whose assigned work schedule would prevent them from attending meetings of a University committee to which they have been elected or appointed, will be granted a leave of absence from their regular duties without loss of pay or other entitlements to attend such meeting(s). Where such leave is granted, the Employer will replace the employee as necessary. The cost of this provision will be borne by the institution as a general operating expense.

If you have any questions or would like to meet again please don't hesitate to reach out. I'm here to help you in your important role as {Role} of {Faculty}.

Warm regards,

Catherine