



## SENATE STANDING COMMITTEE ON LIBRARY

**Regular Meeting**  
**Wednesday, April 29, 2026**  
**10:00 a.m. – noon**  
**Fir 116, Surrey Campus**

### AGENDA

1. Call to Order and Territorial Acknowledgement ..... Jennifer Williams 10:00
2. Approval of Agenda
3. Approval of Minutes, February 11, 2026
4. Chair's Report ..... Jennifer Williams 10:10
5. University Librarian's Report ..... Todd Mundle 10:15
6. Items for Discussion
  - 6.1. The Act and Policies under the jurisdiction of Senate..... Michelle Molnar 10:25
  - 6.2. Mandate and Membership Review Continued..... Catherine Schwichtenberg 10:40
  - 6.3. Report from the Librarians .....Kelsey Chaban 10:55
  - 6.4. Library Communications on Overdue Books..... John Singh 11:05
7. Adjournment

---

**SENATE STANDING COMMITTEE ON LIBRARY**

**Minutes of Regular Meeting**  
**Wednesday, February 11, 2026**  
**10:00 a.m. – noon**  
**MS Teams Online**

---

**Present:**

**Voting Members**

Allison Richardson  
Andre Iwanchuk  
Jennifer Williams -Chair  
John Singh  
Judy Taylor  
Kelsey Chaban  
Laura Del Rio Torres  
Melissa Cuthill  
Yanny Yeung

**Ex-Officio**

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

**Non-Voting Members**

Todd Mundle  
Diane Purvey  
Amanda Grey

**Administrative Resources**

Ruby Gupta  
Michelle Molnar

**Presenters**

---

**Not Present:**

**Voting Members**

Matt Heximer  
Judy Bicep

**Non-Voting Members**

Catherine Schwichtenberg

---

**1. Call to Order and Territorial Acknowledgement**

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

Members introduced themselves.

**2. Approval of Agenda**

**Laura Del Rio Torres moved the agenda be confirmed as amended.**

**The motion carried.**

**3. Approval of Minutes, Nov 26, 2025**

**Laura Del Rio Torres, moved the minutes be accepted as amended.**

**The motion carried.**

#### **4. Chair's Report**

Jennifer Williams, reported on the acceptance of the new strategic plan framework at Senate, acknowledged the work of the librarians and committee members, and discussed upcoming leadership transitions, including Todd's retirement and the end of her term as chair.

#### **5. University Librarian's Report**

Todd Mundle referred to his attached report and highlighted the first anniversary of the Braille printing service. He also appreciated the work of Kelsey Chaban, Librarian, for her work with it and shared the introduction of portable Braille slates available for borrowing at each campus. He further shared the staffing changes within the library.

#### **6. Items for discussion**

##### **6.1. Membership Review**

Jennifer Williams, on behalf of Catherine Schwichtenberg led an in-depth review of the committee's membership composition, mandate, and effectiveness, addressing representation gaps, the role of librarians, student participation, EDI perspectives, and the committee's advisory versus governance functions.

##### **6.2. Library factsheet**

Allison Richardson, shared the library factsheet prepared by the library team members. She highlighted the key statistics presented on the factsheet with inclusion of data on collections, usage, study room bookings, equipment, teaching activities, open access initiatives, and the Braille printer.

##### **6.3. Receipt of Return Items**

The members discussed the feasibility of automatic email receipts for returned items and agreed that patrons can request a printed charge history at the service counter or check their account history online for up to a year. It was also suggested to have a policy implementation for staff to print receipts for high-value item returns. The members were in agreement to discuss this further in details.

#### **7. Adjournment**

The meeting adjourned at 11:27 a.m.

## SENATE STANDING COMMITTEE ON LIBRARY

**Agenda Number:** 6.1

**Meeting Date:** *Wednesday, April 29, 2026*

**Presenter(s):** *Michelle Molnar*

---

**AGENDA TITLE:** THE ACT AND POLICIES UNDER THE JURISDICTION OF SENATE

**ACTION REQUESTED:** Discussion

---

### Context and Background

[The University Act](#) (“the Act”) is a provincial statute that creates the legal framework for degree-granting universities in British Columbia and describes the roles of the university’s governing bodies, including the senate.

KPU is designated as a “special purpose, teaching university”, and the Act gives the senate the legal authority over academic matters, including curriculum, admissions, graduation rules, and academic standards. This means decisions about what is taught and how degrees are awarded must go through senate, and university bylaws and policies must follow the Act’s division of responsibilities between senate, the board, and senior officers. The Act also sets rules for senate membership and elections and is implemented in practice through senate bylaws, committees, and regular reporting.

KPU’s [Senate Bylaws](#) state that the Senate shall establish such committees, consisting of members or non-members, as the Senate from time to time may think fit and may specify the duties to be performed by such committees. Committees of the Senate may not assume any of the powers of the Senate and are restricted to making recommendations to the Senate unless otherwise tasked by Senate.

### Library References in the Act

#### Powers of board

(1) The management, administration and control of the property, revenue, business and affairs of the university are vested in the board.

(2) Without limiting subsection (1) or the general powers conferred on the board by this Act, the board has the following powers:

(m) to set, determine and collect the fees

(iii) for public lecturing, library fees, and laboratory fees,

### Senate of a special purpose, teaching university

35.2 (6) The senate of a special purpose, teaching university must advise the board, and the board must seek advice from the senate, on the development of educational policy for the following matters:

(f) the evaluation of programs and educational services;

(g) the library and resource centres;

### Academic Policies that fall under the jurisdiction of:

#### 1. Senate, or

Policy	Procedure	Policy Name
<a href="#">AC4</a>	<a href="#">AC4</a>	Student Evaluation and Grading
<a href="#">AC5</a>		Graduate Degree Studies
<a href="#">AC6</a>	<a href="#">AC6</a>	Recognition of Prior Learning (RPL)
<a href="#">AC9</a>	<a href="#">AC9</a>	Skills and Outcomes
<a href="#">AC14</a>	<a href="#">AC14</a>	KPU Credential Framework
<a href="#">AD5</a>	<a href="#">AD5</a>	Honorary Degrees
<a href="#">AR2</a>	<a href="#">AR2</a>	Admission
<a href="#">AR5</a>	<a href="#">AR5</a>	Dean's Honour Roll
<a href="#">AR7</a>		Graduation with Distinction
<a href="#">AR10</a>	<a href="#">AR10</a>	Priority of Scheduling of Registration
<a href="#">ST1</a>	<a href="#">ST1</a>	Student Awards
<a href="#">ST2</a>	<a href="#">ST2</a>	Student Academic Integrity
<a href="#">ST3</a>	<a href="#">ST3</a>	Grade Appeals
<a href="#">ST6</a>	<a href="#">ST6</a>	Minimum Academic Standards for Programs in which letter grades are assigned (Academic Standing)
<a href="#">ST11</a>	<a href="#">ST11</a>	Attendance and Participation in Courses
<a href="#">ST12</a>	<a href="#">ST12</a>	Academic Renewal
<a href="#">ST13</a>	<a href="#">ST13</a>	Course Withdrawal
<a href="#">ST16</a>	<a href="#">ST16</a>	Work-Integrated Learning

#### 2. Jurisdiction: Board of Governors, with advice from Senate

Policy	Procedure	Policy Name
<a href="#">AC1</a>	<a href="#">AC1</a>	Program Advisory Committee
<a href="#">AC3</a>	<a href="#">AC3</a>	Program Review
<a href="#">AC8</a>		Principles of Academic Freedom and Responsibility
<a href="#">AC10</a>	<a href="#">AC10</a>	Development and Change of Senate-Approved Programs
<a href="#">AC13</a>	<a href="#">AC13</a>	Minimum Qualifications for Faculty Members
<a href="#">AC15</a>	<a href="#">AC15</a>	Digital Credentials (Non-credit)

<a href="#">AR17</a>	<a href="#">AR17</a>	Academic Schedule and Course Timetables
<a href="#">ER2</a>	<a href="#">ER2</a>	Naming of University Assets
<a href="#">GV2</a>	<a href="#">GV2</a>	Protocol for the Development of University Policies and Procedures
<a href="#">GV9</a>	<a href="#">GV9</a>	Establishment and/or Discontinuance of Faculties and Departments
<a href="#">GV10</a>	<a href="#">GV10</a>	Mission, Vision and Values Development and Amendment
<a href="#">ST7</a>	<a href="#">ST7</a>	Student Conduct (Non-Academic)

### 3. Jurisdiction: President

The following policies reference or may impact the library.

Policy	Procedure	Policy Name
<a href="#">AD2</a>	<a href="#">AD2</a>	Complaints about Instruction, Services or Employees
<a href="#">AD3</a>	<a href="#">AD3</a>	Procurement
<a href="#">BP5</a>	<a href="#">BP5</a>	Use of University Property
<a href="#">BP7</a>	<a href="#">BP7</a>	University Space
<a href="#">FM1</a>		Financial: Annual Expenditure Plan
<a href="#">IM1</a>	<a href="#">IM1</a>	Copyright Compliance
<a href="#">IM2</a>	<a href="#">IM2</a>	Freedom of Information
<a href="#">IM5</a>		Identification Card
<a href="#">IM10</a>	<a href="#">IM10</a>	Records and Information Management
<a href="#">RS3</a>	<a href="#">RS3</a>	Indirect Costs of Research
<a href="#">RS4</a>	<a href="#">RS4</a>	Administration and Control of Research and Special Funds

#### Submitted by

Michelle Molnar, Administrative Coordinator, University Senate

#### Date submitted

April 22, 2026

## SENATE STANDING COMMITTEE ON LIBRARY

**Agenda Number:** 6.2

**Meeting Date:** *Wednesday, April 29, 2026*

**Presenter(s):** *Catherine Schwichtenberg*

---

**AGENDA TITLE:** MANDATE AND MEMBERSHIP REVIEW

**ACTION REQUESTED:** Discussion

---

### Context and Background

Based on the previous meeting's discussion on membership, the committee requested to continue the conversation on membership and to include the committee mandate.

### Current Membership Composition

#### Voting Members

- Chancellor
- President
- Student senator or student representative
- Faculty senator or representative from each Faculty
- Three librarians
- Representative, Library support staff
- Representative, Office of Advancement

#### Non-voting Members

- Vice-Chair of Senate
- Provost and Vice-President, Academic or designate
- University Librarian
- Representative, Open Education

### Current Mandate

The areas of advice include the following:

1. Advise the University Librarian on matters relating to the operation of the library and act as a liaison between the library and all fields of instruction and research and scholarship.
  - 1.1 Establishing collection priorities and budgets between all fields of instruction and research and scholarship

- 1.2 Determining priorities for library budget requests and the use of library space and facilities
  - 1.3 Monitoring the continuing response to library surveys and reviews
  - 1.4 Overseeing strategic planning objectives
  - 1.5 Reviewing proposed major changes in library systems and operations
  - 1.6 Reviewing accomplishment of annual objectives
  2. Report to Senate at least once a year
  3. Other duties as assigned by Senate
- 

**Submitted by**

Catherine Schwichtenberg

**Date submitted**

April 22, 2026