



FACULTY COUNCIL

**Minutes of the Meeting held Tuesday, May 17th, 2016
1:00 pm in Rooms 2410 Arbutus (Surrey)**

Present:

Michael Coombes (Chair)	Graham Rankin	Allyson Rozell
Betty Worobec	Paul Adams	Jana Kolac
Lily Liu	Pat Duffy	Cameron Lait
Mike Bomford	Jennifer Au	Avtar Sadhra
Melissa Bodner	Richard Pomfret	Joel Murray
		Barbara Maloney, Recording

1. Senate Report

As Jennifer Au has to leave the meeting early, the Senate Report was moved up on the Agenda.

Jennifer prepared a detailed statement for Faculty Council covering several current issues being discussed at Senate. Her report is attached as APPENDIX I.

2. Approval of the Agenda

It was requested to add an item under Other Business, regarding Permission to Register.

It was **moved, seconded** (Patrick Duffy/Richard Pomfret) **and carried**

THAT Faculty Council approve the Agenda as amended.

3. Approval of the Minutes of March 15th, 2016

It was **moved and seconded** (Patrick Duffy/Avtar Sadhra)

THAT the Minutes of March 15th be approved with corrections.

The corrections are as follows:

- The list of attendees required some additions and a deletion.
- It was requested to note for the Minutes that Harry Gray was no longer with KPU and, therefore, the item requiring follow-up with him by Mike cannot be concluded.
- It was also requested to amend the third paragraph under the Chair's Report to read as follows:
- "Mike requests that Faculty Council members take news of this motion back to the Departments to discuss and to ask Betty to be engaged on this issue. Mike will send the text of the motion to everyone on Faculty Council. This issue is aimed primarily..."

The vote was called and **the motion with amendments carried**.

4. Business Arising

The Chair's Report Item in the April minutes regarding the Faculty of Arts motion concerning more equitable distribution of work does not require further discussion as there was only one person heard from on the issue.

Under the April Senate Report, 5.c., it was mentioned that the Biology Department should be sending their comments on to SSCC to consider when they are discussing the issue of the prerequisite change for ENGL 1100.

5. Reports

a. Chair's Report

Mike had nothing to report.

Proposed dates for next year's Faculty Council meetings will be presented for approval at the June meeting.

b. Dean's Report

Betty reported that Faculties will follow more or less the same timeframe on processing budgets. The late September Faculty Council meeting will be considering the Faculty budget and will need to have it submitted to Finance by October 17th. This year's processes will be different from last year's, utilizing a zero-based budget format this year. No funds will be carried over and there will be emphasis placed on finding efficiencies.

Science Rendezvous in May was a very good event, building on the success of the previous years. Next year it will be held on May 13th, 2017.

Spring Convocation is coming up soon and will highlight the first B.Sc. hoods to be worn by the Math graduates. We will also see the first Plant Health graduates, the first Sustainable Agriculture graduates and first Brewing graduates at this convocation.

The first Fall Applicant Night event was a successful occasion where the focus was to convert applicants to actual students at KPU. Held at the Surrey campus, it provided an opportunity for applicants to meet with advisors; these are individuals who are very focused on their university experience.

The Future Students Office is also trying to establish a Richmond Parent Information evening.

The final presentation for KPU/Science World event was held at the end of April featuring Jana Kolac speaking about Exoplanets. The next series will begin in June with Alek Egi speaking on the science of beer. Following will be Jim Matteoni with Stephanie Phillips from Design will be speaking about bees and structure design of hives at the end of August. Mike Bomford will continue with the series in February and a number of others from Faculty of Arts will follow.

It was **moved, seconded and carried** (Mike Coombes/Patrick Duffy)

THAT the Faculty Council of the Faculty of Science and Horticulture express its appreciation to the Dean's Office for a job well done organizing the Science Rendezvous event.

It was **moved, seconded and carried** (Mike Coombes/Richard Pomfret)

THAT Faculty Council of the Faculty of Science and Horticulture express its appreciation to the volunteers who made the Science Rendezvous event such a success.

c. Nominations and Governance

There were no items.

d. Curriculum Committee

It was **moved, seconded and carried** (Patrick Duffy/Richard Pomfret)

THAT Faculty Council accept the Admissions Revision to the Brewing and Brewery Operations Diploma Program, as submitted.

It was **moved, seconded and carried** (Patrick Duffy/ Richard Pomfret)

THAT Faculty Council accept the Admissions Revision to the Environmental Protection Technology Diploma Program: MAT compliance.

e. Academic Planning and Priorities

The Committee has been meeting and will be trying to get the strategic enrollment management data from the Provost for review.

6. Other Business

With regard to the Permission to Register form, it has been brought forward from faculty members that students have been able to sign themselves into a course via this form, because there is no copy of the form which comes back to the instructor after being processed. Graham will be discussing this with the Registrar and will report back to Faculty Council on the matter.

It was **moved, seconded and carried**

THAT the meeting be adjourned.

Date of next meeting: June 21st, 2016, all together at Surrey Campus

APPENDIX I



KWANTLEN POLYTECHNIC UNIVERSITY

Senate Report to FSH Faculty Council

ENGL 1100 Prerequisite Changes

The proposal from the English Department to change the prerequisites for ENGL 1100 from a B in English 12 to a C+ was approved at SSCC, and it will be coming forward to Senate for final approval. Committee members found that having the month of April available for consultations was very useful. At SSCC, the vote was 10 in favour and 2 opposed. If approved by Senate on May 30th, then the prerequisite change will be effective September 1, 2016.

Policy AC11 (B19) – General Education in Degree Programs

This policy is under review by the Provost, and SSCC has been tasked with making recommendations for updates to the policy. SSCC made some recommendations to clarify and update some of the definitions to align with current practice.

SSCC Subcommittee on Writing-Intensive Courses

The SSCC Subcommittee on Writing-Intensive Courses (SWIC) is making some recommendations on changes to Policy AC11 (formerly B19), namely separating the minimum 3-credit writing-intensive course requirement in the policy into two categories: Writing Instruction Courses (e.g., ENGL 1100) and Writing Intensive Courses (e.g., ENGL 1202 and 1204). The Chair of SWIC, Robert Dearle (who is also the current Chair of the English Department), is consulting with all the Faculty Curriculum Committees on the committee's recommendation.

The two provisional definitions of Writing Instruction Courses versus Writing Intensive Courses are as follows:

- **Writing Instruction Courses (WRIT)** are courses in which the principles and forms of university writing represent the content and objectives of the course. Students will be instructed in and will practice critical reading and thinking, summarizing, analyzing, critiquing, and synthesizing information. Students will develop these skills in forms that prepare them for a broad range of writing situations. The course will also ensure that students have understood and can utilize writing fundamentals, such as complex sentence structure, syntax, diction and punctuation. Emphasis will also be placed on paragraph unity, coherence, and development. A significant portion of writing assignment grading will be based on students' quality of expression and demonstrated ability to produce error-free sentences consistently without assistance. The course will also require students to improve their writing and editing skills through revision. Research methods and common academic citation styles, such as APA and MLA, are introduced and practiced.
- **Writing Intensive Courses (WI)** are courses that teach content through writing, and writing through content. Content is discipline-specific, and the course is designed to instruct students in the writing conventions and situations of the discipline while helping them develop their core writing skills. Emphasis is placed on developing and assessing writing fundamentals, such as complex sentence structure, syntax, diction and punctuation, and so on. In addition to writing, students develop their skills through revision based on feedback. However, equal emphasis is placed on developing and assessing students' understanding of discipline-specific content (such as terminology, concepts, and methodologies), and their ability to participate in the discourse of the area. Research methods and citation styles are also discipline-specific.

The committee has also observed that in North American universities and colleges, courses with a WI designation are almost invariably part of a broader institutional commitment to writing instruction throughout

a student's education. Consequently, second and third-year WI courses often form requirements of undergraduate degree programs.

SSCC Quantitative Courses Working Group

The working group reviewed the current criteria that the SSCC Subcommittee on BA Quantitative Courses uses to evaluate courses for quantitative status and determined that no changes need to be made. It is consulting with all the Faculty Councils on whether there is interest in adding a quantitative requirement to Policy AC11 (B19) that would apply to all bachelor degrees at KPU. Currently, the 9 credits of quantitative requirement is part of the BA Framework, so it is only applicable to Bachelor of Arts degrees.

New Curriculum Development, Revision and Approval Processes

Senate approved the following revised documents at its meeting on April 25, 2016:

- Guide for Program Development and Program Revision
- Course Outline Manual

These documents are publications of the Senate and the Office of the Provost and Vice-President, Academic. The Senate Office is working with the Provost's Office to update the Senate Program Development website so that these documents and forms will be made readily available to faculty, staff and administration. The plan is to adopt a similar format to that of the Faculty Handbook on SharePoint. We are hopeful that the new Senate Program Development website will be launched in June.

Training Workshops

With the launch of the new Senate Program Development website, the Vice Chair of Senate and the Provost's Office will be conducting training workshops. There will be separate workshops for programs (development, revision and approval processes) and for courses (course outline development, revision, discontinuance and approval processes). Currently, the plan is to provide training workshops in June, and then repeat them around the third week of September.

Strategic Enrolment Management (SEM) Plan

The Provost informed Senate that a SEM plan will be submitted to SSCAPP, SSCUB and Senate in June. The next meeting of the Senate Standing Committee on Academic Planning and Priorities (SSCAPP) will be on June 10, 2016.

Draft 2017/18 Budget Development Process and Key Dates

At this month's meeting of the Senate Standing Committee on University Budget (SSCUB), the committee will be discussing a draft 2017/18 budget development process that was developed by Finance. The document was designed to initiate a conversation about the timeline and new budget model process.