

BUSINESS FACULTY COUNCIL
Draft Minutes of Regular Meeting
Monday, December 15, 2025
1:00 p.m. – 3:00 p.m.
In Person, Cedar, Room 2110

Voting Members on Committee: 16

Quorum: 9

Voting Members:

Ashman, Melissa	Kwan, Ben (Chair)	Somji, Alia (Dean)
Braaksma, Anita	Lantinova, Vera (Vice Chair)	Wannairachchi, Kavinda
Charlton, Peter	Morkunas, Vida	Whittemore, Joel
Crothers, Simon	Pannu, Mandeep	Wong, Richard
Ebrahimi, Shora	Rai, Raveena	
Kietaibl, Anton	Ramnarine, Sasha	

Members present: 16 Simple Majority: 9

Non-Voting:

Bowles, Tracey	MacNeil, Joanne
Gilbert, Lori-Ann	Nambudiri, Abhilash
Henwood, Nadia	Pearce, Suzanne
Herrmann, Shari Ann	Wong, Kamson

Regrets:

Mouli, Srividhya

Guests:

McCannell, Lesley	Poole, Nicole
McMullen, Marla	Schwichtenberg, Catherine

Office Support:

Jeffrey, Alyssa

1. Call to Order and Territorial Acknowledgement

The Chair called the meeting to order at 1:00 p.m.

2. Approval of Agenda

Simon moved the agenda be confirmed with the retraction of item 4.3. Proposal of a Micro-Credential

The motion carried.

3. Approval of Minutes, November 17, 2025

Sasha moved the minutes be accepted as circulated.

The motion carried.

4. New Business

Lesley McCannell

4.1. Program Level Decisions

Update [HRMT Post Bacc Program](#) Learning Outcomes

MOTION: Motion to approve the HRMT Post Bacc Program Learning Outcomes updates as presented

Moved by Anton

13 in favour, none opposed

The motion carried.

4.2. Course Level Decisions

Lesley McCannell

- Removal of BUSM 5100 and BUSM 5130 from the Program
- HRMT 5200 Credit Reduction: 5 credits to 3 credits
- HRMT 5190 Credit Reduction: 4 credits to 3 credits
- Removal of Prerequisites for all courses except final practicum

Updated Course Outlines: Prerequisite, Learning Outcomes, Calendar Descriptions, Content, Learning Activities, Assessment Maps.

- [HRMT 5100: HR & the Business](#)
- [HRMT 5110: HR Management](#)
- [HRMT 5120: Professional Communications for HR Professionals](#)
- [HRMT 5130: Talent Acquisition](#)
- [HRMT 5140: Human Relations & Intercultural Fluency](#)
- [HRMT 5150: Health and Safety](#)
- [HRMT 5160: Total Rewards](#)
- [HRMT 5170: Talent Management](#)
- [HRMT 5180: Organizational Development & Leadership](#)
- [HRMT 5190: Labour and Employee Relations](#)
- [HRMT 5200: Strategic Human Resources Management Practicum](#)
- [HRMT 5210: Labour and Employee Relations](#)
- [HRMT 5300: Strategic Human Resources Management Practicum](#)

MOTION: Motion to approve the Course Level Decisions for the HRMT Post Bacc Program as presented

Moved by Sasha

13 in favour

The Motion Carried.

4.3. Faculty Council Members at Large

Ben Kwan

MOTION: Motion to hold a byelection for Faculty Council Members at Large

Moved by Anton

11 in favour, none opposed

The Motion Carried.

4.4. Faculty Council Vice Chair

Ben Kwan

MOTION: Motion to Elect a Faculty Council Vice Chair

Moved by Kavinda

Vera Lantinova Volunteers to be Faculty Council Vice Chair

Time Elected- August 31, 2026

4.5. Domestic Recruitment Overview

Nicole Poole

The Recruiters at KPU represent all 140 programs, each covering a school district, with the Surrey School District requiring 2 Recruiters while also managing portfolio's like Parents, PACs or mature learners.

The Typical Domestic Recruitment timeline for a Fall Semester is as follows:

February to June – Viewbook and Marketing Materials are created

August to September – Packages are to be delivered

September to December – Highschool Recruitment season, Applications open October 11th

December to April – Start Conversation efforts, focusing on mature markets

February to June- Calling Campaigns

June to August – June 1st deposits are due. Application Deadline is July 1st

September- Classes Start

Drop-in services are available on all Campuses aside from Civic, which is by request only as well as Phone and Virtual appointments.

FSO holds events like Counsellor Conference, Breaking Barriers (Community Partners) and Discovery days. They support over 150 program info sessions annually, averaging 4/week.

Webforms are answered by FSO each with an individual answer averaging about 100-150 per day. Most prospective students want their questions answered with Speed, Accuracy and a person (not AI.)

Faculty can engage with recruitment by hosting program info sessions, establishing partnerships with High schools and Community Partners, distribute specific posters, share newsworthy items in their newsletters in CRM email campaigns, invite prospective students to already established events, support “offer” calling campaigns and by wearing KPU branded material in their community.

More information is available on the PowerPoint Slide, provided by FSO.

4.6. Discussion: Student Withdraw Date for Courses

Vida Morkunas

Students can withdraw without a refund between September 15 and December 1st. Prior to the Pandemic, the withdrawal deadline was November 1st, and the window extended only to week 8 rather than the current of week 12. The impact of late withdrawals is significant: students often leave quietly without informing instructors or teammates, which disrupts major assignment deadlines and group projects. This “ghosting” effect is showing more in Introductory and Intermediate classes, particularly in December, and remaining students are often left completing assignment without their peers. There is also the question of students who do not withdraw the course, but remain at risk of failing due to other students withdrawing. Concerns are being raised about why KPU maintains a late withdrawal date while other universities set deadlines in Mid-October to early November. The change was brought forward during the pandemic but has not been reversed.

5. Standing and Ad Hoc Committees

5.1. Curriculum Committee

Nothing to report

5.2. Nominating Committee

Nothing to report

5.3. SCEQ

The dashboard has been updated with the Academic Year 2024-2025 data through the end of Summer 2025.

A follow up reminder has already been sent to Fall 2025 faculty who are teaching courses this semester that require Learning Outcome data submission. The deadline for this is December 31, 2025.

Departments will be contacted in February regarding the Action and Analysis reports. We would like all Fall 2025 Learning Outcome data to be fully updated prior to this communication. This year's reporting is expected to be more straightforward and last years reports have been uploaded to the SCEQ SharePoint site for easy reference.

Shari Ann has created a dashboard training video to support the departments.

[kpuemp.sharepoint.com/sites/sob/Committees/SCEQ/SiteAssets/MSB_Learning_Outcome_Dashboard_video_guide_\(HD_1080_-_WEB_\(H264_4000\)\).mp4](https://kpuemp.sharepoint.com/sites/sob/Committees/SCEQ/SiteAssets/MSB_Learning_Outcome_Dashboard_video_guide_(HD_1080_-_WEB_(H264_4000)).mp4)

Finally, we are seeking a representative from the Accounting Department to join us at SCEQ.

6. Senator's Report

The Melville School of Business has 4 vacancies, 2 of those being Senators and the others being for SSC Program Review and SSC University Budget. In regards to the withdrawal date, it was extended during COVID to give students more flexibility to make decisions for themselves. Under Policy ST13, the revised timeline was reinstated after thorough decision at SSCC and Senate with the goal of supporting students' best interests. Concerns have been raised about the late withdrawal dates compared to other institutions. The updated Policy took effect September 1st, 2024 and is reviewed every 3 years. Elections will be held in the Spring, and only MSOB Faculty can elect representatives. Serving as Senator involves active participation in Senate Subcommittees while ensuring Faculty voices are engaged in Governance and Policy Development.

As for the Micro-Credentials, it is moving forward with being a Standing Committee, including the Digital Badge Committee. It is currently testing its website and the committee expects to provide a cleared explanation of its work in January. While details are not yet finalized, the process is moving towards operational status by January and is now Independent of Senate, functioning under its own framework for Micro-Credentials and Digital Badges.

7. Chair's Report

Faculty have raised concerns regarding recruitment.

Ben is currently keeping an eye on Policies

8. Dean's Report

Alia's extension until June 30th, 2026 will provide time for significant work that still needs to be done. The Deans office is made up of 6 members of the Leadership team. Over the last three months, we have faced challenges with coordination, promotion and visibility. To address this, the plan for January is to host a series of Departmental meetings to engage Faculty directly and outline next steps. We will be confronting declining student enrollments, and cancelled program intakes. If each Faculty, Staff and Admin take a small piece, we can make a difference.

Alia met with the Media department, and we are struggling with getting Melville out there, while the Media department mentions that information is not consistently shared from our area. To avoid this, we must avoid last minute requests and ensure timely communication.

Look out for meeting invitations when they come. We have value in having a collective voice. We cannot rebuild our reputation if we do not have everyone helping.

9. Adjournment

The Motion to Adjourn was approved

The meeting adjourned at 3:07 p.m.