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BUSINESS FACULTY COUNCIL

Draft Minutes of Regular Meeting
Monday, January 19, 2026
1:00 p.m. – 3:00 p.m.
MS Teams Online

Voting Members on Committee: 16 **Quorum: 9**

Voting Members:

Ashman, Melissa	Kwan, Benjamin (Chair)	Somji, Alia (Dean)
Braaksma, Anita	Lantinova, Vera (Vice Chair)	Wannairachchi, Kavinda
Charlton, Peter	Machado, Marcelo	Whittemore, Joel
Ebrahimi, Shora	Morkunas, Vida	Wong, Richard
Jarvis, Jeremy	Pannu, Mandeep	
Kietaibl, Anton	Ramnarine, Sasha	

Members present: 16 Simple Majority: 9

Non-Voting:

Valle Anaya, Tiffany	Herrmann, Shari Ann
Cook Bondy, Robin	MacNeil, Joanne
Bowles, Tracey	Nambudiri, Abhilash
Gilbert, Lori-Ann	Wong, Kamson
Henwood, Nadia	

Regrets:

Rai, Raveena

Guests:

Jauernig, Nina

Kirk, Samuel

Kaur, Rajmale

Office Support:

Jeffrey, Alyssa

Jain, Riya

1. Call to Order and Territorial Acknowledgement

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

2. Approval of Agenda

Sasha and Vida moved the agenda be confirmed as circulated.

The motion carried.

3. **Approval of Minutes, December 15, 2025**

Kavinda moved the minutes be accepted as circulated.

The motion carried.

4. **New Business**

4.1. Faculty Council Standing and Ad Hoc Committees

Faculty Council reviewed the current status of its standing and ad hoc committees. It was noted that several committee memberships had expired and that the existing committee list requires updating.

Faculty Council standing committees established by bylaw include the **Curriculum Committee** and the **Nominating Committee**. Membership terms for both committees ended in 2025. A call for nominations to the Nominating Committee resulted in no new volunteers; as a result, the current chairs were re-elected for an additional two-year term.

The **Curriculum Committee Chair** has resigned. An interim chair will preside over the February meeting, and a permanent chair will be sought by March. It was noted that the position is no longer eligible for time release, and there was discussion about whether the bylaws provide guidance on the selection of a chair under these conditions. Council noted that the removal of time release has made recruitment more challenging.

The **Standing Committee on Educational Quality (SCEQ)**, established by Faculty Council vote, is currently active, with its membership and term confirmed as up to date.

The **Standing Committee on Business Education Framework (SCBEF)** was established in 2021. Following the resignation of the previous chair, a new chair has been identified. It was noted that the committee has not met since May 2025, that its roster requires updating, and that there is some uncertainty regarding its current mandate and direction. Follow-up discussions are planned to clarify next steps.

The **Research and Scholarship Committee** currently has two members whose terms expire in February 2026. It was noted that there is interest in involving faculty actively engaged in research, and that leadership of the committee will require further consideration.

The **Student Awards Committee** and the **Academic Integrity Violation (AIV) Committee** were noted as inactive. A review of existing records will be undertaken to confirm current membership and clarify each committee's purpose. Council was informed that institutional supports and procedures related to academic integrity have been strengthened, and that additional guidance is available through the Teaching and Learning Commons.

Council discussed the value of regular subcommittee reporting. A proposal was made to introduce standing written updates from subcommittees to the Chair, with highlights brought forward to Faculty Council as appropriate.

4.2. Student Pitch Comp update – Nina Jauernig

A reminder was shared about the upcoming competition, which is open to all KPU students across every program or discipline. Classroom visits are underway to inform students about the opportunity and to encourage participation.

The ENTR Special Topics course (offered in January/February) focuses on launching a business and students are strongly encouraged to attend the associated bootcamps on January 24th, February 14th and February 28th. An Online session on Intellectual Property will follow along with additional optional online workshops.

Melville Faculty can support the initiative by promoting the competition to their students, volunteering as Mentors (needed from mid March-May) and attending the May 1st Pitch event.

Marcelo noted that several of his students have already registered and emphasized the value of the experience. He highlighted one student with a strong idea who could benefit from partnering with someone in Marketing, and asked if Teams can be interdisciplinary – for example, combining Marketing and Info students.

For post competition support, there is interest in pairing participants with alumni, mentors and in the future, creating opportunities for students to pitch beyond KPU. There is significant potential for growth.

While MSoB staff regularly attend the pitch competition, students have expressed that they would like to see more Faculty present. The May event will be a half day, and faculty are encouraged to attend if possible. Winning projects may also evolve into Capstone opportunities.

Discussion ensued.

4.3. Simple Syllabus

Simple Syllabus provides a shared starting point across courses. Key features include a user-friendly, cloud-based platform with auto save, seamless system integration, single sign-on access, student roster visibility and a consistent branded layout. Many of these features are designed to eliminate small frustrations and reduce cognitive load for students, particularly those balancing significant responsibilities outside the classroom by removing unnecessary barriers.

Course details such as Term, Class, Section, Delivery Method and Credit Hours are automatically populated. Instructor information is also auto-filled, leaving only items like office hours and office hour locations for Faculty to complete. Additional details are provided in the PowerPoint.

A question was raised regarding the data storage and privacy, given that the took is provided through a U.S. Company. Although with it being an American product, all data is stored in Canada and has been reviewed and approved by the Privacy Office.

Questions were also raised about link sharing and integration between Simple Syllabus and Moodle. Faculty also asked whether Melville's Logo can be changed and if the system is live. Samuel and Rajmale confirmed that the logo can be updated and that the system is available for immediate use.

Alia is curious how many people are using ss and how many are still uploading.

Samuel offered to meet with Faculty individually to address any concerns.

5. Standing and Ad Hoc Committees

5.1. Curriculum Committee

No report

5.2. Nominating Committee

No report

5.3. SCEQ

No report

6. Senator's Report

No report

7. Chair's Report

Ben thanks Vera for joining us as Vice Chair and with helping prepare meetings.

Faculty Council will start using a cover sheet for the submission of non-routine Agenda Items. The cover sheet helps presenters clearly communicate the purpose, context and key considerations of their items in advance, so that council members can come to meetings better prepared for meaningful discussion.

Ben is also Keeping an eye on School Policy, AR2, Stage 1 Consultation. This is regarding Admission Procedure Amendment. Please go on the policy blog to review. The deadline for this is January 30th 2026.

8. Dean's Report

Emails were sent inviting Faculty to participate in upcoming Strategic Plan Department meetings. While the original intention was to attend individual Department Meetings to address area-specific issues, scheduling challenges made this difficult. Four time slots have been created for small group discussions. With 177 Faculty members in the Melville School of Business, registration is encouraged and in-person participation is preferred to support meaningful dialogue.

Melville has a lack of representation at Senate. Elections or Nominations will occur in February, and Catherine Schwichtenberg (Vice Chair, Senate) has outlined the responsibilities and time commitments involved service as a Senator. Senate meetings typically run from 1-2 hours, are scheduled a year in advance on the Third Monday from 4:00pm-6:00pm and do not occur in July, August or September. Members receive meeting packages a week prior and should set aside 30-60 minutes for review.

Faculty may also volunteer for Senate Subcommittees, which typically meet for two hours at either 10:00am or 2:00pm, between five and ten times per year, excluding July and August.

Catherine provides orientation and ongoing support, and past Senators have found the experience manageable and rewarding. Strengthening MSoB’s representation on Senate would be highly beneficial.

9. Adjournment

Mandeep moved the meeting be adjourned.

The meeting adjourned at 2:57 p.m.