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BUSINESS FACULTY COUNCIL

Draft Minutes of Regular Meeting
Monday, March 2, 2026
1:00 p.m. – 3:00 p.m.
MS Teams Online

Voting Members on Committee: 13 **Quorum: 6**

Voting Members:		
Ashman, Melissa	Lantinova, Vera (Vice Chair)	Somji, Alia (Dean)
Braaksma, Anita	Machado, Marcelo	Wanniarachchi, Kavinda
Ebrahimi, Shora	Morkunas, Vida	Whittemore, Joel
Kietaibl, Anton	Pannu, Mandeep	
Kwan, Ben (Chair)	Ramnarine, Sasha	
		Members present: 13 Simple Majority: 7
Non-Voting:		
Valle Anaya, Tiffany	Herrmann, Shari Ann	
Arruda, Gustavo	Al Modares, Alex	
Cook Bondy, Robin	MacNeil, Joanne	
Gilbert, Lori-Ann	Nambudiri, Abhilash	
Henwood, Nadia		
Regrets:		
Rai, Raveena	Charlton, Peter	
Guests:		
Waddington, Leeann		
Office Support:		
Jeffrey, Alyssa	Jain, Riya	

1. Call to Order and Territorial Acknowledgement

The Chair called the meeting to order at 1:02 p.m.

2. Approval of Agenda

Anita and Vida moved the agenda be confirmed as circulated.

The motion carried.

3. Approval of Minutes, January 19, 2026

Melissa and Vida moved the minutes be accepted as circulated.

The motion carried.

4. Chair's Report

Appreciation was expressed to Anita and Richard for their work. An Agenda item will be added to allow further discussion of the Committee's ongoing activities.

Updates were provided regarding the presentation and wording of Faculty Council materials, with efforts underway to modernize language. No substantial policy changes from the University were reported and there are no items requiring action.

The Chair is consulting the KFA to determine the official position on Simple Syllabus.

Faculty Council continues to navigate its responsibilities as effectively as possible during the current marking period.

A vacancy for the position of Chair, Curriculum Committee, was announced.

5. Dean's Report

Meredith Laird and Winnie Wong were invited to Department Chairs to provide clarity regarding CPS corporate training logs and to support discussion on tools available to faculty. There is a need to demystify micro-credentials and how they function at KPU. It is highlighted that there is clarification needed based on the roles of CPS and CTC.

A call was sent out late last fall for a representative from MSB to sit on the Digital Credential Committee. This will help look at the micro-credentials that come through various faculties. Currently, this seat on the committee is still empty.

A proposal was brought forward to have a designated non-teaching time block on Mondays from 10:00am-1:00pm to support meeting attendance and faculty engagement. The suggested implementation period is September 1st, 2026- August 2027.

6. Faculty Council Subcommittee Reports (written updates)

6.1. Curriculum
6.2. Nominating
6.3. Standing committee on Business Education Framework
6.4. Standing committee on Educational Quality

7. New Business

7.1. Faculty Council Member for ACPR

MOTION: Motion to hold a by-election for Faculty Council Member for ACPR

Moved by Sasha Ramnarine, seconded by Melissa Ashman

Motion carried

7.2. * A request for input regarding the status of Research and Scholarship Committee, Academic Integrity Violation Committee, and Student Awards Committee

It was noted that the Science and Research Committee should remain dormant unless its work is required. Members agreed that the committee may be reactivated as needed.

Members are unsure what the objective is for the Scholarship committee and Student Award committee, but noted there is importance. If concerns or needs arise, maintaining these committees would be beneficial. The current membership on this committee includes: Marcelo Machado, Mina Sahota and Mandeep Pannu. Mandeep has supported the committee in the past and notes the importance of having representation on these committees. Anita Braaksma served as Chair last year, the current leadership for this committee is unclear.

It was brought forward that there is an issue with the PD Form, when filling out it will save information from the last persons to fill it out. It is expressed to download the form, not save until IT can resolve the issue.

Members agreed to keep the AIV Subcommittee open but to reconsider its membership, particularly the Associate Dean role as it currently lists Suzanne Pearce and she has retired.

The Chair will update the list of committees and there memberships and bring the revised information forward.

7.3. A faculty request for clarification regarding simple syllabus

A discussion was held regarding the rationale for implementing Simple Syllabus. At this time the intended purpose of the system is to provide consistent, accurate and accessible information to students across all courses. Since returning from the pandemic, inconsistencies in syllabi have led to student frustration and increased complaints, ensuring that correct information in syllabi is a priority.

Simple Syllabus integrates with CourseLeaf and Banner, allowing automatic updates to course information. This reduces errors and ensures alignment with official course data. With this, Simple Syllabus will automatically embed and update policy links, ensuring students always receive the most current information.

The system is designed to keep syllabi to all students. They will be able to view all syllabi directly, access a consolidated list of all their classes and integrate course information to their calendars. With this, Simple Syllabus will automatically link to Moodle, maintain records and update policy references. This will reduce administrative workload. With Moodle, faculty may attach a PDF, provide a link to the dashboard or direct students to Simple Syllabus directly.

If faculty are submitting through Simple Syllabus, they will no longer have to submit them through SharePoint.

Drop-in sessions will be available for faculty who wish to receive assistance with Simply Syllabus.

8. Adjournment

Melissa Ashman moved the meeting be adjourned.

The meeting adjourned at 2:04 p.m.