AGENDA

1. Call to Order .................................................................Jennifer Au 9:00
2. Confirmation of Agenda .................................................. 9:01
3. Approval of Minutes: February 19, 2016 .................................. 9:02
4. Pending Business
   4.1 Teaching Fellows .........................................................Jennifer Au 9:05
5. Chair's Report .................................................................Jennifer Au 9:20
6. KPU Draft fiscal 2016/17 Budget ........................................ Jennifer Au 9:21
7. Recognition of Post-Secondary Institutions ...................... Nadia Henwood 9:25
8. Research and Scholarship ................................................ Arthur Fallick 9:55
9. Items for Discussion ....................................................... 10:10
10. Adjournment .............................................................. 10:15

Next Meeting
   Friday, April 8, 2016, 9am
   Surrey Campus, Cedar 2110
MINUTES

Senate Standing Committee on
Academic Planning and Priorities (SSCAPP)
Friday, February 19, 2016, 9am
Surrey Campus, Cedar Building, Room 2110

Present:
Jennifer Au, Chair
Chamkaur Cheema
Tru Freeman
Andhra Goundrey
Romy Kozak
Jerry Murphy
Carolyn Robertson
Puneet Thiara

Regrets:
Arthur Fallick
Jane Fee
Bruce Ferguson
Gillian Welton
Tom Westgate

Ex-Officio / Non-voting
Salvador Ferreras
Nadia Henwood
Lori McElroy
Todd Mundle

Guests:
Josephine Chan
Lindsay Clayton
Diane Naugler
Duane Radcliffe
Valerie Warren

Recorder
Lori Scanlan, University Secretariat

1. Call to Order
The Chair called the meeting to order at 9:00am.

2. Confirmation of Agenda
Moved by Tru Freeman; seconded by Romy Kozak:
THAT the agenda be confirmed.

Motion Carried

3. Approval of Minutes of January 19, 2016
Moved by Carolyn Robertson; seconded by Tru Freeman:
THAT the minutes of January 19, 2016 be approved.

Motion Carried

4. Pending Business
No business pending.

5. Chair’s Report
The Chair’s report was received.

6. Full Program Proposal: Certificate in Education Assistant
Diane Naugler, Associate Dean, Faculty of Arts, presented the full program proposal for a Certificate in Education Assistant.
Revisions discussed include:

- Change any SETA or EDAP acronyms to EDAS.
- add in sentences pertaining to the following two points within section B4: “Provide Evidence of Labour Market Demand”:
  - indicate how the Education Assistant Certificate reflects KPU’s mandate
  - indicate that the projected “slight” decline in jobs for educational assistants within the most recent British Columbia Labour Market Outlook Report will, when projected over a ten year period, increase to current levels by the year 2024

Moved by Romy Kozak; seconded by Jerry Murphy:
THAT the Senate Standing Committee on Academic Planning and Priorities endorse the Full Program Proposal for a Certificate in Education Assistant and recommend it to Senate.

Motion Carried

7. Program Concept and Full Program Proposal: Post Baccalaureate Diploma in Accounting
Duane Radcliffe, Associate Dean, Valarie Warren, Accounting Chair and Lindsay Clayton, faculty member from the School of Business, presented the program concept and full program proposal for a Post Baccalaureate Diploma in Accounting. An amendment to the feasibility assessment report was received by the committee.

Revisions discussed include:

- In the Executive Summary, replace the word “undergraduate” with “baccalaureate” in the following sentence in order to clarify that this is not inclusive of associate degrees:

The Post Baccalaureate Diploma in Accounting (“PBDA”) is designed for students who have completed a baccalaureate degree and wish to meet the pre-requisite requirements of the CPA program in an efficient and timely manner.

Moved by Chamkaur Cheema; seconded by Romy Kozak:
THAT the Senate Standing Committee on Academic Priorities and Planning endorse the Program Concept and Full Program Proposal for a Post Baccalaureate Diploma in Accounting, and recommend it to Senate.

Motion Carried

8. AVED’s New Degree Approval Process and Criteria
Salvador Ferreras, Provost and VP Academic, informed SSCAPP that on January 26, 2016, the Ministry of Advanced Education (AVED) announced that the Degree Quality Assessment Board (DQAB) has implemented the Stage 1 Review process to the Ministry’s existing Degree Program Approval Criteria and Process workflow. The purpose of the Stage 1 Review is to ensure that new degree proposals take into consideration the Provincial strategic priorities and that the new degrees give graduates the skills to succeed in the labour market. The Provost discussed the implications that the Stage 1 review might have on program development and revision at KPU. SSCAPP was informed that in the case of retroactive submissions, Lori McElroy, Executive Director of Institutional Analysis and Planning (IAP), Josephine Chan, Special Assistant to the Provost, and Jennifer Au, Senate Vice Chair, will work with the Faculties impacted and help facilitate the process.
9. **Items for Discussion**

The Provost requested that SSCAPP make recommendations on the selection criteria and search committee composition for the selection of Teaching Fellows in the following areas: Open Studies, Learning Outcomes, and Experiential Learning. The Provost indicated that selection of Teaching Fellows should take place in April/May 2016.

**Action:** THAT SSCAPP consider the Provost’s request, and at its March 11, 2016 meeting, draft recommendations for a set of selection criteria and for the composition of a search committee for the selection of three Teaching Fellows at KPU (Open Studies, Learning Outcomes, Experiential Learning).

10. **Adjournment**

The meeting adjourned at 10:00am.
Agenda Item: Chair’s Report

Action Requested: 
- [ ] Motion to Approve
- [ ] Discussion
- [X] Information
- [ ] Education

Recommended Resolution: N/A

Context & Background: 
The Chair’s report informs the committee on
- the status of SSCAPP items that were brought forward to Senate for approval,
- action items resulting from resolutions passed at SSCAPP, and
- other informational items.

Key Messages: 
[maximum of three]
1. Senate endorsed the following full program proposals for recommendation to the Board of Governors:
   - Certificate in Education Assistant
   - Diploma in Acupuncture

2. The proposal for a Post-Baccalaureate Diploma in Accounting was endorsed by SSCUB on February 12th and by SSCC on March 2nd. It will move forward to Senate on March 21st.

3. SSCUB discussed and endorsed the KPU draft fiscal 2016/17 budget on March 4th. As part of this discussion, the committee felt that there needs to be more information on the Phase 2 Strategic Enrolment Management (SEM) plan.

Submitted by: Jennifer Au, Chair, Senate Standing Committee on Academic Planning and Priorities

Date submitted: January 10, 2016
Agenda Item: KPU Draft Fiscal 2016/17 Budget

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<th>Recommended Resolution:</th>
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<td>THAT the Senate Standing Committee on Academic Planning and Priorities consider the KPU draft fiscal 2016/17 budget and its allocation of funds consistent with Vision 2018 and the KPU Academic Plan, and endorse its presentation to Senate.</td>
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Context & Background:
It is part of the mandate of the Senate Standing Committee on Academic Planning and Priorities (SSCAPP) to advise the Senate Standing Committee on University Budget on the academic priorities for the allocation of funds.

Key Messages:
1. The KPU draft fiscal 2016-17 budget was developed based on the KPU Vision 2018 Strategic Plan, KPU Academic Plan 2018, and the budget priorities that SSCUB developed at its meeting on December 14, 2015.

2. The above recommended resolution needs to be passed at a regular (open) SSCAPP meeting so that it may be presented to Senate at its March 21, 2016 regular meeting.

Submitted by: Jennifer Au, Chair, Senate Standing Committee on Academic Planning and Priorities

Date submitted: March 4, 2016
Agenda Item: Recognition of Post-Secondary Institutions

Action Requested:  □ Motion to Approve  □ Discussion  ✔ Information  □ Education

Context & Background: At the December 2015 meeting of SSCAPP, institutional recognition was discussed in the context of Policy AR12: Transfer Credit and Advanced Standing. This procedure, in support of this policy, states, “The decision to award transfer credit for courses from institutions not considered recognized by KPU require approval of the appropriate Senate Committee.”

The committee requested clarification with regard to KPU’s definition of “recognized” institutions. After much discussion, the outcome was a request from SSCAPP that the Office of the Registrar provide some information to help guide SSCAPP with future requests of this nature.

To that end, the attached information sheet has been provided to help guide the committee’s review/recommendation of recognition of post-secondary institutions on a go-forward basis.

Attachments: Recognition of Post-Secondary Institutions: Information Sheet

Submitted by: Zena Mitchell, University Registrar

Date submitted: March 4, 2016
Recognition of Post-Secondary Institutions: Information Sheet

KPU considers the following as “Recognized” for the purposes of admission, evaluating transfer credit and awarding advanced standing:

- Member institutions of the BC Council on Admission and Transfer (BCCAT)
- Canadian public post-secondary institutions
- Member institutions of Universities Canada (formerly Association of Universities and Colleges of Canada [AUCC])
- International institutions considered accredited or recognized in their country, as determined by the Office of the Registrar through accreditation reference materials or the Ministries of Education in that country
- The Advanced Placement program
- The International Baccalaureate diploma program
- Any institution or organization that does not meet the above criteria but which the appropriate Senate Committee approves for recognition.

Office of the Registrar determines whether an institution is recognized based on whether one or more of the above criteria have been met. All other institutions are considered unrecognized. This would include, but is not limited to:

- Private institutions that do not meet any of the criteria above
- Any educational institution or other organization that is not a post-secondary institution (e.g., secondary schools, professional organizations).

Implications for Consideration:

- Recognition of an institution does not compel departments to articulate, however when course information is reviewed and transfer credit is denied, appropriate reasons need to be stated, in accordance with Policy AR12 (Transfer Credit and Advanced Standing).
- Courses that do articulate are usable across Faculties for the purposes of graduation as applicable.

BCCATT’s Principles of Articulation:

- Student-centred
- Academic integrity
- Parity of esteem
- Equivalency
- Reciprocity
- Communication
- Transparency
- Efficiency
- Respecting disciplinary expertise
Suggested criteria SSCAPP may wish to consider and/or request when Faculties submit a request for institutional recognition:

- Does the institution have regulatory approval by the Government (i.e. do they have permission to operate as a post-secondary institution?)
- What is the length of time the organization been operating?
- Has accreditation information been provided?
- What type of institutional quality assurance/program quality information has been provided?
- What are the admission requirements in comparison to KPU?
- Are there reputable affiliations/recognitions/agreements with other organizations/post-secondary institutions?
- What are the faculty qualifications?
- How accessible are the course outlines?
- What blend of programs/credentials does the institution offer?
- What academic level is the curriculum (e.g. graduate, undergraduate, vocational, preparatory)?
- How accessible are the course outlines?
- What type of grading system, credit hours, and GPA calculations are used?
- Has the department provided a submission from the sending institution providing rationale for recognition?
- Has broader consultation happened across KPU for which the sending institution has courses?

Additional Resources:
- Transfer Agreements with non-member institutions: [http://www.bccat.ca/pubs/nonmemberspolicy.pdf](http://www.bccat.ca/pubs/nonmemberspolicy.pdf)