AGENDA

1. Call to Order ................................................................. Jane Fee 9:00

2. Approval of Agenda

3. Approval of Minutes,
   3.1. Joint Committee, November 16, 2018
   3.2. SSC Academic Planning and Priorities, December 7, 2018

4. Chair’s Report

5. New Business:
   5.1. 2019 / 2020 KPU Draft Budget ................................................. Joe Sass
   5.2. Formation of Writing Group .................................................. David Burns
   5.3. Review of Draft Senate 2020 / 2021 Budget Assessment Process .......... David Burns

6. Items for Discussion .............................................................. Jane Fee

7. Adjournment
## Senate Standing Committee on Academic Planning and Priorities

**Present:** (Quorum: 7 voting members)

- David Florkowski
- Ann-Marie McLellan
- Carolyn Robertson
- Lincoln Saugstad
- Allyson Rozell
- Peter Warren
- Tom Westgate
- Lindsay Wood

**Regrets:**

- Sal Ferreras
- Zena Mitchell
- Steve Cardwell
- Alan Davis
- Sharon Leitch
- Xing Liu
- Sholto Scruton

**Senate Office**

- Rita Zamluk, Administrative Assistant

**Guests:**

- Sal Ferreras
- Zena Mitchell
- Steve Cardwell
- Alan Davis

**Ex-Officio / Non-voting**

- David Burns
- Stephanie Chu
- Jane Fee (Chair)
- Lori McElroy

**Senate Standing Committee on University Budget**

**Present:** (Quorum: 8 voting members)

- Faith Auton-Cuff
- Sonu Bratch
- Stefanie Broad
- Caroline Daniels
- Stephanie Howes
- Richelle Hughes
- Stephanie Phillips
- Diane Purvey
- Sukey Samra
- Tom Westgate

**Regrets:**

- Kristan Ash
- Barnabe Assogba
- Sal Ferreras
- Seanna Takacs
- Christina Wilcox
- Elizabeth Worobec
- Alan Davis

**Senate Office**

- Rita Zamluk, Administrative Assistant

**Guests:**

- Wendy Ip
- Katie Masse

**Ex-Officio / Non-voting**

- David Burns
- Jane Fee
- Jon Harding
- Joe Sass
1. **Call to Order**
   
   The Chair called the meeting to order at 9:04 p.m.

2. **Approval of Agenda**
   
   Faith Auton-Cuff moved the agenda be confirmed as circulated.

   The motion carried.

3. **Approval of Minutes, September 28, 2018**

   David Burns will have a draft for the discussion to combine the committees for a December or January meeting.

   Carolyn Robertson moved the minutes be accepted as circulated.

   The motion carried.

4. **Chair’s Report**

   The Chair submitted her report, and welcomed the students to the Committees. She thanked the members for attending the budget presentations.

5. **Budget Assessment**

   Jane Fee chaired the discussion.

   5.1. **Senate Priorities for 2019 / 2020 Budget**

   Jane Fee, David Burns, Joe Sass, and Jon Harding provided background and context for the discussion. The discussion opened with Jon Harding presenting a slide show, *FY19 Financial Context*.

   Jon Harding reviewed growth at KPU, the optimum size of KPU, break-even points, and revenue sources. He discussed possibilities for optimizing use of current resources. He updated the Committees about petitions for increased government funding, the impacts of inflation, overhead, and the increased costs of multi-campus operations.

   The Chair, Jane Fee, highlighted items to consider when considering the academic priorities: Strategic Enrollment Management, recruitment strategies, the number of sections offered, inefficiency of section sizes, and the number of courses and credits per program.

   The Committees requested that

   1. “open” be added to the third bullet point in, *KPU Memo_Executive Priorities_JH 05302018*, to read as “Creating an open integrated planning culture...”.

   2. Bring the discussion to Senate meeting on November 26, 2018

   After debate and amendment, Carolyn Robertson moved that the Senate Standing Committees on Academic Planning and Priorities and on University Budget recommend that Senate requests that when developing the 2019 / 20 budget, KPU Finance considers the following prioritized list as the most important Executive Budget Priorities from the memo dated May 24, 2018:

   1. **Seeking out cost saving initiatives and efficiencies to safeguard the financial stability of the University at large.**

   2. **Creating an open integrated planning culture to ensure KPU operations are aligned with our resources, thus allowing for institutional sustainability. A focus on strategic enrolment**
management (SEM) planning while aligning recruitment, admission and retention processes with KPU’s capacity to meet demand and support student success.

The motion carried.

5.2. Assess Alignment of Budget Requests

David Burns chaired this section of the meeting. Joe Sass, Jane Fee, David Burns, and Jon Harding answered questions and provided background and context for the discussion.

The Committee reviewed the alignment of the budget proposals with priorities as determined by SSCAPP and SSCUB.

The Committee discussed the following:
- Revenue generation of CPS and the costs of running the building
- New administrative positions
- Supporting the work of Deans and Associate Deans
- Providing support to IT
- The importance of the library as a gathering place and student resource
- The linking of Strategic Enrollment Management with support for the Registrar’s Office, IT, support for Deans and Associate Deans, and planning for internalization
- Planning for internalization includes the number, the origin, and the term of student enrollment
- Prioritizing small efficiency projects

The Committees requested:
- A review of the business plan for Surrey Civic Plaza
- An assessment of the impact of open education on revenue generation and student experience
- A strategic plan for International Education

Action: David Burns will prepare a one-page summary for review by the Senators on the Committees. Once reviewed, the summary will go forward to Senate for the November 26, 2018 meeting.

Carolyn Robertson moved that the Senate Standing Committees on Academic Planning and Priorities and the University Budget recommends that Senate requests that the budget items on the attached list be emphasized.

The motion carried.

6. Items for discussion

No items for discussion.

7. Adjournment

The meeting adjourned at 12:00 p.m.
1. **Call to Order**
   The Chair called the meeting to order at 9:00 a.m.

2. **Approval of Agenda**
   David Florkowski moved the agenda be confirmed as circulated.
   The motion carried.

3. **Approval of Minutes, November 23, 2018**
   David Florkowski moved the minutes be accepted as circulated.
   The motion carried.

4. **Chair’s Report**
   Jane Fee, Chair, submitted her report. She reported on the conversations regarding the budget priorities at Senate. David Burns highlighted the appreciation expressed for the specificity of the document.
5. New Business

5.1. Policy Review: AR17 Academic Schedule and Course Timetables

Zena Mitchell, University Registrar, provided background and context for the discussion. She highlighted the difference between the Academic Schedule and Academic Timetables. The changes being introduced are:

1. 7:00 a.m. start time
2. The possibility of re-rooming classes with smaller enrollment to smaller classrooms
3. No more than 60% of a Faculty’s courses should be offered during peak times: 10:00 – 2:30. This percentage would average across the entire Faculty
4. Optimized and simplified standard meeting times

She highlighted the purpose of the policy is to provide a framework for Faculties, and to simplify scheduling in preparation for implementing new scheduling software.

Sal Ferreras, Provost and Vice-President, Academic updated the Committee on inputs from consultations with Faculty Councils and the Kwantlen Faculty Association, the expenses associated with a 7:00 a.m. start and ensuring comprehensive consultations.

Jane Fee, the Chair, indicated that another change in the policy is to have SSCAPP be the reviewing committee for academic schedule. Currently the Senate Standing Committee on Policy Review reviews the schedule for fit with the existing policy.

The Committee discussed the implications of removing the 7:00 a.m. start time, having a pilot for 7:00 a.m. classes, mechanisms to introduce and manage a pilot project, integrating the standardized blocks with the scheduling requirements of outside agencies, accommodating existing courses that are off the standard timetables, KPU rescheduling final exams, final exam meeting patterns, different options for scheduling, scheduling around statutory holidays, providing more classes for adults working during the day, estimating the costs associated with implementing the policy, the varying scheduling needs of programs and Faculties, the preference of students for different time slots, and moving to online and hybrid courses.

5.2. Establishment of a New Post-Baccalaureate Department

Stephanie Howes, Acting Dean, School of Business, provided background and context. She provided updated budget information reflecting the increased overhead charges.

The Committee discussed the name, purpose, and scalability of the department, the programs to be housed in the new department, the implementation date, and budget implications.

Carolyn Robertson moved that the Senate Standing Committee on Academic Planning and Priorities recommends that Senate recommends that the Board of Governors approves the establishment of a new department: Operations and Technical Management effective May 1, 2019.

The motion carried.

5.3. Establishment of a New Department

Stephanie Howes provided background and context. The Committee discussed the number of faculty involved, the name of the department, the history of the departments, professional
development funds, the potential for growing the Public Relations program and the wishes of Public Relations to maintain its identity through the department name.

David Florkowski moved that the Senate Standing Committee on Academic Planning and Priorities recommends that Senate recommends that the Board of Governors approves the creation of a new academic department called Applied Communications and Public Relations effective April 1, 2019.

The motion carried.

6. Items for discussion

6.1. Contract for Services: KPU and Orient Education Services

Alan Davis, President, provided context and background for the discussion. He highlighted the collaborative nature of the relationship and the opportunities available to KPU.

The Committee highlighted the positive aspects of the contract, and discussed the program structure, naming, and location of the university in Kuwait, and further consultations with the School of Design.

6.2. Items for Future Agendas

January 11, 2019: Sal Ferreras, the Provost and Vice-President, Academic will bring forward a GV9 proposal regarding the Faculty of Academic and Career Advancement.

David Florkowski, Dean, Faculty of Health advised that he will be bringing forward a Concept Paper for a Degree in Traditional Chinese Medicine within the next few months.

7. Adjournment

The meeting adjourned at 10:54 a.m.
SENATE STANDING COMMITTEES ON ACADEMIC PLANNING AND PRIORITIES AND ON UNIVERSITY BUDGET

Agenda Item: 5.1
Meeting Date: January 18, 2019
Presenter: Joe Sass

Agenda Item: 2019/20 Draft University Budget

| Action Requested: | Motion to Approve | Discussion | Information | Education |

Senate Standing Committee Report: For Senate Office Use Only

University Act, Section 62 (2): The president must prepare and submit to the board an annual budget in consultation with the appropriate standing committee of the senate.

SSC Academic Planning and Priorities Mandate: Advise the Senate Standing Committee on the University Budget on the academic priorities for the allocation of funds.

SSC University Budget Mandate: On behalf of Senate, and in consultation with the Senate Standing Committee on Academic Planning and Priorities, advise the President and Vice-Presidents on the review and development of academic budgetary priorities, major capital plans, and the allocation of funds.

Context & Background:

On June 25, 2018 Senate reviewed and agreed with the Executive Budget Priorities listed in the attached memo dated May 24, 2018.

On October 12, and October 26, 2018 the members of the Senate Standing Committees on Academic Planning and Priorities and on the University Budget listened to budget requests made by the KPU community to KPU Finance.

On November 5, 2018 the President, Alan Davis, confirmed the priorities in the attached memo are still valid.
On November 26, 2018 Senate requested that, when developing the 2019 / 20 budget, KPU Finance considers the following as the most important Executive Budget Priority in supporting long-term student success.

Seeking out cost saving initiatives and efficiencies to safeguard the financial stability of the University at large by creating an open, consultative, and integrated planning culture to ensure KPU operations are aligned with our resources and values, thus allowing for institutional sustainability. Focus will be placed on strategic enrolment management (SEM) planning while aligning recruitment, admission and retention processes with KPU’s capacity to meet demand and support student success.

Senate also requested that the budget items in the attached document be emphasized in preparing the 2019 / 20 University Budget.

Key Messages:
The Committees will provide feedback to KPU Finance on the draft 2019 / 2020 University Budget.

Attachments:
1. Budget Requests and University Priorities
2. Draft University Budget –
   the link will be distributed via calendar update

Submitted by: Rita Zamluk, Administrative Assistant, University Senate
Date submitted: January 11, 2019
LIST OF BUDGET PRIORITIES

NOVEMBER 16, 2018

On November 16, 2018, a joint meeting was held of the Senate Standing Committees on Academic Planning and Priorities and the University Budget. Following two days of budget presentations, and a financial context update from Jon Harding, VP Finance, the committees considered the alignment of this year’s budget presentations with the University’s budgetary priorities. The following observations were passed through a unanimous vote.

It was concluded that several proposals were, in their current form, not evidently high priority proposals. Several observations about these proposals were made:

- Without concrete evidence of future return on investment, the budget requests put forward by Business Development and Innovation [BDI] are not supported. The ongoing financial sustainability of BDI should be reviewed by management.
- The request for a KPU Civic Campus Director would only be in alignment with University priorities were it part of a business plan for the Civic Plaza campus.
- Prior to further investment in Open Education (such as the proposed AVP Open), a strategic plan should be considered by Senate.
- Prior to further investment in International Education, a strategic plan should be considered by Senate.
- Prior to further investment in Human Resources, a clearer understanding of KPU’s HR needs is required.

The committees also found that several proposals were especially supportive of the University’s priorities. These proposals were:

- Investment in strategic enrolment management. This priority was, notably, understood by the committees as supportive of other important operational needs (such as increased support for the Deans and Associate Deans)
- IT infrastructure and functional support (including the automating of currently manual processes)
- Increased investment in the Teaching and Learning Commons
- Preventative intervention for at-risk students
- Support for investment in the Library, particularly with respect to its role as a physical gathering place for students. The Langley campus was identified as in particular need of support in this regard.
SENATE STANDING COMMITTEES ON ACADEMIC PLANNING AND PRIORITIES AND ON UNIVERSITY BUDGET

Agenda Item: 5.3
Meeting Date: January 18, 2019
Presenter: David Burns

Agenda Item: 2019/20 Draft Budget Assessment Process

Action Requested: ☒Motion to Approve
☐Discussion
☐Information
☐Education

Recommended Resolution
THAT the Senate Standing Committees on Academic Planning and Priorities and on University Budget recommend that Senate approves the Senate draft Budget Assessment Process and the 2020 / 2021 Key Dates.

Senate Standing Committee Report:
For Senate Office Use Only

University Act, Section 62 (2): The president must prepare and submit to the board an annual budget in consultation with the appropriate standing committee of the senate.

SSC Academic Planning and Priorities Mandate: Advise the Senate Standing Committee on the University Budget on the academic priorities for the allocation of funds.

SSC University Budget Mandate: On behalf of Senate, and in consultation with the Senate Standing Committee on Academic Planning and Priorities, advise the President and Vice-Presidents on the review and development of academic budgetary priorities, major capital plans, and the allocation of funds.

Context & Background:

1. The Senate Office is preparing the schedule of Senate and Senate Standing Committee meetings for the period September 2019 – June 2020. Initial approval of these dates is needed to proceed with the scheduling.

2. The Joint Committees will approve the final dates in May 2019 when the budget assessment process cycle for the 2020 / 2021 begins.
Attachments: Draft 2020 / 2021 Senate Budget Assessment Process

Submitted by: Rita Zamluk, Administrative Assistant, University Senate

Date submitted: January 11, 2019
### ROLE OF SENATE IN BUDGET ASSESSMENT

<table>
<thead>
<tr>
<th>Month</th>
<th>President</th>
<th>SSCP / SSCUB (&quot;Joint Committee&quot;)</th>
<th>Senate</th>
<th>Draft 2020 / 2021 Budget Assessment Meeting Dates</th>
<th>Interaction with KPU Finance</th>
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<tbody>
<tr>
<td>May</td>
<td>* President meets with Joint Committee</td>
<td>* Joint Committee meets with President to review principles and initial priorities for 2019 / 2020 KPU Budget</td>
<td>* Senate receives and provides feedback on draft principles and initial budget priorities</td>
<td>May 17, 2019: Joint Committee</td>
<td>KPU Finance meets with SSCP / SSCUB to prepare for budget presentations.</td>
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<td>* Joint Committee reviews and recommends Senate approves the final draft of Senate Budget Assessment Process and meeting dates of Joint Committee</td>
<td>* Senate approves the final Senate Budget Assessment Process and meeting dates of Joint Committee</td>
<td>May 27, 2019: Senate</td>
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<td>June</td>
<td>* President receives Senate endorsement of initial principles and priorities</td>
<td>* Joint Committee recommends that Senate endorses principles and initial priorities.</td>
<td>* Senate endorses principles and initial budget priorities and forwards to President.</td>
<td>June 14, 2019: Joint Committee</td>
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<td>June 28, 2019: Senate</td>
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<td>July</td>
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<td>September</td>
<td>* President receives Senate endorsement of initial principles and priorities</td>
<td>* Joint Committee meets with KPU Finance to prepare for the budget presentations.</td>
<td>* Senate endorses principles and initial budget priorities and forwards to President.</td>
<td>September 27, 2019: Joint Committee</td>
<td>KPU Finance meets with SSCP / SSCUB to prepare for budget presentations.</td>
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<td>October</td>
<td>* Joint Committee and KPU Finance meet to prepare for the budget presentations.</td>
<td>* Joint Committee reviews budget presentation requests from Services and Admin Business Areas, and KPU Facilities</td>
<td>* Senate endorses principles and initial budget priorities and forwards to President.</td>
<td>October 18, 2019: Joint Committee (Attend Presentations)</td>
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<td>November</td>
<td>President receives final list of priorities from Senate.</td>
<td>* KPU Finance informs Joint Committee of current financial context</td>
<td>* Senate endorses principles and initial budget priorities and forwards to President.</td>
<td>October 25, 2019: Joint Committee (Attend Presentations)</td>
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<td>* Joint Committee reviews budget requests and confirms alignment with principles and priorities</td>
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<td>* Recommends final list of principles and priorities to Senate</td>
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<td>December</td>
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<td>November 15, 2019: Joint Committee</td>
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<td>January</td>
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<td>November 26, 2019: Senate</td>
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<td>February</td>
<td>* KPU Finance presents draft KPU budget to Joint Committee</td>
<td>* Joint Committee collects feedback from members,</td>
<td>* Senate approves Senate Budget Assessment Process for 2020 / 2021</td>
<td>January 17, 2020: Joint Committee</td>
<td>TBD: Deadline for submission of Budget Endorsement Memo to Board of Governors.</td>
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<td>* Joint Committee forms a writing group to prepare a budget endorsement memo in February</td>
<td>* Joint Committee reviews Senate Budget Assessment Process and initial dates for 2020 / 2021 and recommends approval to Senate</td>
<td>January 27, 2020: Senate</td>
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<td>* Joint Committee reviews Senate Budget Assessment Process and initial dates for 2020 / 2021 and recommends approval to Senate</td>
<td>* Senate approves Senate Budget Assessment Process for 2020 / 2021</td>
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<td>March</td>
<td>* KPU Finance presents Final KPU budget to Joint Committee</td>
<td>* Joint Committee collects feedback from members. Writing group drafts budget endorsement letter</td>
<td>* Senate endorses final budget and approves final budget endorsement letter.</td>
<td>February 7, 2020: Joint Committee</td>
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<td>April</td>
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<td>* Joint Committee reviews draft endorsement letter and forwards to Senate</td>
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<td>February 14, 2020: Joint Committee</td>
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<td>February 24, 2020: Senate</td>
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