SENATE STANDING COMMITTEE ON POLICY
Regular Meeting
Wednesday, May 1, 2024
2:00 p.m. – 3:00 p.m.
MS Teams

AGENDA

1. Call to Order and Territorial Acknowledgement ....Aimee Begalka   2:00

2. Approval of Agenda

3. Approval of Minutes, April 3, 2024

4. Chair's Report ....Aimee Begalka   2:05

5. Items for Discussion

   5.1 Draft Policy and Procedure AC3 Program Review (Revision) 2:10
   .... Lori McElroy and Meredith Haaf

6. Report of Special Assistant to Provost on Policy and Academic Affairs .... Josephine Chan   2:25

7. Adjournment

SENATE STANDING COMMITTEE ON POLICY
Minutes of Regular Meeting
Wednesday, April 3, 2024
2:00 p.m. – 3:00 p.m.
MS Teams

Voting Member Quorum: 5		
Aimee Begalka, Chair Iryna Karaush Josh Mitchell	Laurie Detwiler Navleen Kaur Travis Higo, Vice-Chair	Alan Davis
		Non-voting
		Catherine Schwichtenberg David Burns Jennifer Jordan Josephine Chan Lilian Christiane Quarezemin Correa Leite Nadia Henwood Tristan Li
Regrets	**Senate Office**	**Guests**
Bess Wong	Maggie Ding (recorder) Michelle Molnar	

1. **Call to Order and Territorial Acknowledgement**

   The Chair, Aimee Begalka, called the meeting to order at 2:00 p.m.

2. **Approval of Agenda**

   Laurie Detwiler, moved the agenda be confirmed as circulated.

   The motion carried.

3. **Approval of Minutes**

   3.1 January 31, 2024

   Josh Mitchell, moved the minutes be accepted as circulated.

   The motion carried.

   3.2 March 6, 2024

   Laurie Detwiler, moved the minutes be accepted as circulated.

   The motion carried.

4. **Chair's Report**

    No report.

5. **New Business**

    5.1. **Draft Policy AC5 Graduate Degree Studies**

    David Burns, Associate Vice-President Academic, provided an overview of the policy and commended the extensive work done by the policy team. The policy, which began with a focus on Indigenization, aims to incorporate meaningful indigenous knowledge, particularly within the context of graduate studies, where there was previously no established framework. Having addressed questions raised during consultations, Burns expressed confidence that all pertinent issues have been thoroughly considered, positioning the proposal for successful advancement.

    David Burns responded to inquiries regarding the statement of policy principles, emphasizing the continuous efforts to ensure safety and inclusivity within the university community, incorporating feedback from consultations with experts. Subsequently, the dialogue shed light on the challenges in writing a new policy for graduate studies, highlighting the lack of existing models to reference, the need to innovate, and the anticipation of future adjustments and adaptations, ultimately emphasizing the uniqueness of the endeavor for KPU.

    Laurie Detwiler moved that the Senate Standing Committee on Policy recommend that Senate approves Policy AC5 Graduate Degree Studies, effective September 1, 2024.

    The motion carried.

    5.2. **Omnibus Policy Revision**

    David Burns began his presentation by highlighting the meticulous process undertaken since September. He emphasized the necessity for changes, ranging from minor to substantial, to ensure compatibility with existing systems. Burns commended the policy team for their significant efforts in this regard. He emphasized the inclusion of adjustments catering to various perspectives, such as establishing new systems and revising approval processes, ultimately resulting in a comprehensive set of policies tailored specifically to graduate studies without affecting unrelated areas.

    In a series of discussions among committee members, inquiries arose regarding policy revisions and administrative procedures. Burns outlined a procedural framework to address these concerns, highlighting flexibility within the new faculty structure. These discussions reflect proactive efforts to address academic policy intricacies and ensure effective governance within the academic institution.

Travis Higo moved that the Senate Standing Committee on Policy recommend that Senate approves the omnibus policy revision, effective September 1, 2024.

The motion carried.

6. **Items for Information**

   6.1. **AC3 Program Review – Revision (Phase One Posting)**

   Tristan Li, Policy and Academic Affairs Specialist, presented proposed revisions for the AC3 Program Review, including adjusting non-degree program review frequency and defining compliance criteria. He informed further consultation opportunities in May and highlighted the committee's authority to request additional consultees.

   During the discussion, the group expressed support for the idea of involving Faculty Councils more frequently in program reviews, noting their likelihood to engage and pay attention in such settings. Additionally, they highlighted the importance of including the Career Development Center (CDC) or its director in the consultation process, especially for programs involving co-op.

7. **Report of Special Assistant to Provost on Policy and Academic Affairs**

   Josephine Chan, Special Assistant to Provost on Policy and Academic Affairs, provided an update to the committee on the ER2 Naming of University Assets. She mentioned late feedback on the draft and ongoing research into best practices at other institutions, with plans to consult executives again and potentially post updates on the blog in late April or early May.

8. **Adjournment**

   The meeting adjourned at 2:51 p.m.

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SENATE
Agenda Number: *5.1*
Meeting Date: *May 1, 2024*
Presenter(s): *Lori McElroy, AVP Planning & Accountability; Meredith Haaf, Director, Planning & Accountability*

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AGENDA TITLE: *DRAFT POLICY AND PROCEDURE AC3 PROGRAM REVIEW (REVISION)*

ACTION REQUESTED: Discussion

RECOMMENDED RESOLUTION

N/A

COMMITTEE REPORT

For Secretariat Use Only

Context and Background

The President and AVP, Planning & Accountability developed new metrics to track progress against the goals outlined in VISION 2026. Goal E1: Ensure continuous improvement of all KPU programs and services, is one of the goals in VISION 2026 that was also in VISION 2023. As part of the process of developing these metrics, gaps in the existing AC3 Policy and Procedure were identified:

1. Timeframe for review of degree and non-degree programs

Historically, degree programs have been reviewed every five years and non-degree programs every seven years. There is no logic to allowing more time between program reviews for non-degree programs; quality of these programs is just as important as the quality of degree programs. Changes to the Policy and Procedure are therefore needed to standardize the timeframe for review of degree and non-degree programs. The Provost is proposing a change to AC3 Policy and Procedure so that all degree and non-degree programs are reviewed at least once every five years.

2. VISION 2026 metric and definition of compliance

The new metric for VISION 2026 Goal E1: Ensure continuous improvement of all KPU programs and services is as follows: the percentage of programs that are in compliance with Policy AC3. To support this metric, a concrete definition of compliance is required, which should be clearly defined in the AC3

Policy and Procedure. Typically, program reviews take between 16 and 20 months to complete. To allow for the possibility that unexpected delays may occur, the proposal is that a review must be completed within 24 months of starting. Compliance is then defined to mean that a program's Quality Assurance Plan was approved less than five years ago OR the review is underway and is progressing appropriately (i.e., it has been less than 24 months since the review began).

Key Messages

1. The Provost is seeking to implement changes to AC3, Program Review Policy and Procedure, to standardize the timeframe for review of degree and non-degree programs. Historically, degree programs have been reviewed every five years and non-degree programs every seven years.
2. The Provost is proposing that all degree and non-degree programs be reviewed every five years as the quality of programming is equally important regardless of credential length. Additionally, this change aligns with KPU's direction towards offering additional shorter credential programs.
3. Following from the above, the Provost is seeking to clarify in AC3 Policy and Procedure the time limit for completion of program reviews in line with the standardized timeframe. It is proposed that programs have 24 months to complete their review in order to remain in compliance with Policy AC3 and therefore meet the Ministry program review requirements.

Implications/Risks

KPU is required by the Ministry to ensure our programs are compliant with the Program Review policy. A clear definition of compliance is needed to be able to effectively monitor compliance. The absence of a clear definition of compliance in the Program Review policy and procedure will lead to confusion and possible non-compliance with Ministry requirements.

Additionally, the consequences of not standardizing the time frame for review of degree and non-degree programs is misalignment with the University's direction towards offering additional shorter credentials by signaling that quality of degree programs is more important than the quality of non-degree programs.

Consultations

To date, the following groups and individuals, who were either required or requested to be consulted regarding revisions to AC3 Policy and Procedure, have had the opportunity to provide input:

- Senate Standing Committee on Program Review (SSCPR)
- Melville School of Business Faculty Council
- AVP, Academic
- Office of General Counsel
- Risk
- Career Development Centre
- Office of Equity & Inclusive Communities

- Privacy
- Labour Relations
- AVP Indigenous Leadership
- Lead Advisor on Disability, Accessibility and Inclusion

In addition to the above, per Senate Standing Committee on Policy recommendation (April 3, 2024), consultation with all Faculty Councils was initiated April 15, 2024.

Attachments

1. AC3 Policy (DRAFT)
2. AC3 Procedures (DRAFT)

Submitted by

Meredith Haaf, Director, Planning & Accountability

Lori McElroy, AVP, Planning & Accountability

Date submitted

April 18, 2024

Policy History	
Policy No. AC3	
Approving Jurisdiction: Board of Governors, with Senate advice	
Administrative Responsibility: Provost and Vice President Academic	
Effective Date: ~~October 19, 2022~~TBD	

Program Review
Policy

A. CONTEXT AND PURPOSE

1. Program Review at Kwantlen Polytechnic University is a faculty-led, collaborative, systematic and evidence-based examination of a program's quality. Program Review allows for a detailed analysis of a program's strengths and areas for improvement that result in enhancements to the program. Students, faculty, alumni, discipline/sector representatives (e.g., program advisory committees), and programs' Deans offices are all given an opportunity to provide their perspectives during the review.

2. As a public institution, KPU has a duty to ensure and report on the quality of its programs. Program Review is the mechanism by which we practice this accountability, and communicate it to our community. KPU's Senate Standing Committee on Program Review (SSCPR) oversees this process.

3. Program Review is the process that drives continual progress and improvement at the program level. Program Review findings should inform Senate deliberations on curricular changes, and curriculum development. For this reason, Quality Assurance Plans will be submitted to Senate, following approval by the SSCPR, as part of the SSCPR Chair's Report.

B. SCOPE AND LIMITS

1. This policy applies to educational programs under the governance of Senate.

2. Program Review does not evaluate performance of individual faculty, staff, or administrators.

3. This policy does not apply to programs which are not under the governance of Senate (e.g. Continuing/Professional Studies and Apprenticeship).

C. STATEMENT OF POLICY PRINCIPLES

1. All degree and non-degree programs will be scheduled for review at least once every five (5) years. ~~All programs will be scheduled for review on a regular basis. Degree programs will undergo review at least once every five (5) years and all non-degree programs will undergo review at least once every seven (7) years.~~

2. All programs under the governance of Senate must meet the requirements of Policy AC3, including programs that undergo extensive review by external accrediting bodies. As appropriate, the review of programs that undergo external review may occur concurrently *with the external accreditation so as not to duplicate processes.*

3. Successful completion of a ~~P~~program ~~R~~review requires the SSCPR's approval of the following reports: Self-Study Report, External Review, and Quality Assurance Plan.

4. Implementation of the Quality Assurance Plan is not deemed completed until a program can demonstrate, through Annual Follow-Up Reports to the satisfaction of the SSCPR, its substantial completion.

5. The SSCPR Chair will include approved Quality Assurance Plans in the SSCPR Report to Senate.

D. DEFINITIONS

Refer to Section A of AC3 Procedure for a list of definitions in support of this Policy.

E. RELATED POLICIES & LEGISLATION

University Act 35.2 (6)(f)
AC9 *Skills and Outcomes Policy*
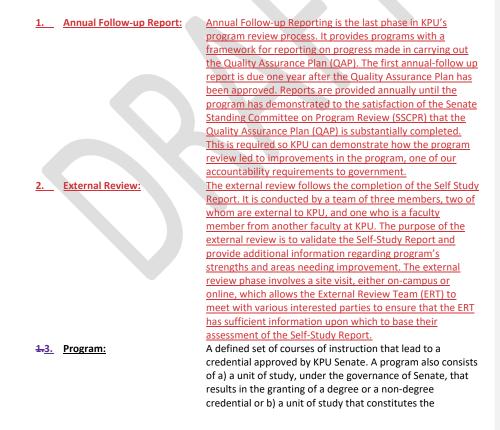AC10 *Development and Change of Senate-Approved Programs*

F. RELATED PROCEDURES

Refer to Procedure AC3 *Program Review*.

Policy History	
Policy No.	
AC3	
Approving Jurisdiction:	
Board of Governors, with Senate advice	
Administrative Responsibility:	
Provost and Vice President Academic	
Effective Date:	
~~October 19, 2022~~TBD	

KWANTLEN POLYTECHNIC UNIVERSITY

Program Review
Procedure

A. DEFINITIONS

1. **Annual Follow-up Report:** Annual Follow-up Reporting is the last phase in KPU's program review process. It provides programs with a framework for reporting on progress made in carrying out the Quality Assurance Plan (QAP). The first annual-follow up report is due one year after the Quality Assurance Plan has been approved. Reports are provided annually until the program has demonstrated to the satisfaction of the Senate Standing Committee on Program Review (SSCPR) that the Quality Assurance Plan (QAP) is substantially completed. This is required so KPU can demonstrate how the program review led to improvements in the program, one of our accountability requirements to government.

2. **External Review:** The external review follows the completion of the Self Study Report. It is conducted by a team of three members, two of whom are external to KPU, and one who is a faculty member from another faculty at KPU. The purpose of the external review is to validate the Self-Study Report and provide additional information regarding program's strengths and areas needing improvement. The external review phase involves a site visit, either on-campus or online, which allows the External Review Team (ERT) to meet with various interested parties to ensure that the ERT has sufficient information upon which to base their assessment of the Self-Study Report.

~~1.~~3. **Program:** A defined set of courses of instruction that lead to a credential approved by KPU Senate. A program also consists of a) a unit of study, under the governance of Senate, that results in the granting of a degree or a non-degree credential or b) a unit of study that constitutes the

		designation of major or minor, or c) a unit of study that constitutes a department.
4.	**Quality Assurance Plan:**	The Quality Assurance Plan (QAP) is a multi-year strategic plan for how the program will address the recommendations emerging from the self-study and external review of the program.
5.	**Self-Study:**	The Self-Study consists of a review of the program's curriculum, instructional design and delivery, program relevance, student demand and resources needed to support the program. It is the core of the program review process and forms the foundation on which the entire review is based. It includes an analysis of the program's strengths, weaknesses, opportunities and challenges, as well as recommendations that will need to be addressed to improve the program's quality.
2.6.	**SSCPR:**	The Senate Standing Committee on Program Review (SSCPR) is responsible for: developing procedures and standards to ensure Pprogram Rreviews are conducted in accordance with the principles of the Program Review Policy; and reviewing reports to ensure they meet KPU's program review standards. The Committee includes faculty, dean, staff and student representation.

B. PROCEDURES

1. The schedule for Pprogram Rreviews is updated on a yearly basis by the Office of Planning & Accountability's (OPA) Manager of Quality Assurance, in consultation with the Deans and Associate Deans, and provided to Senate to ensure programs are reviewed as required by the policy, as follows:
   a. Degree and non-degree programs are reviewed at least once every five (5) years.~~Degree programs are reviewed at least once every five years.~~
   ~~b. Non-degree programs are reviewed at least once every seven years.~~
   c.b. If a department offers different credentials, all credentials are reviewed together.
2. The review consists of four components, each of which requires a report to be submitted to the SSCPR:
   a. Phase 1: Self-Study;
   b. Phase 2: External Review;
   c. Phase 3: Quality Assurance Plan;
   d. Phase 4: Annual Follow-Up Reporting.
3. Faculty are responsible for writing and submitting all Pprogram Rreview reports and appendices (with the exception of the External Review) and ensuring that each report is in compliance with SSCPR-approved standards and templates. Deans are expected to provide input as well to all reports (with the exception of the External Review). The Provost is expected to provide direct input to the Quality Assurance Plan.
4. Guides that lay out expectations for each component of the review process as well as templates for each report are available on ~~the~~OPA's Program Review webpage, linked here: *Program*

Review Webpage under Guides & Sample Reports. These documents include, but are not limited to, the following:

    a. ***Guide #1: Getting Started*** – provides the Program Review Team with an overview of the Program Review process at KPU and prepares them for the Program Review kick-off meeting.

    b. ***Guide #2: Curriculum Review*** – includes information on how to conduct a curriculum review, including developing/reviewing program learning outcomes, career pathways map, and curriculum map. It also explains where to report this information in the Self-Study Report template.

    c. ***Guide #3: Self-Study Data*** – provides information about the data sources available for the Self-Study, including, including the administrative data, and standard survey questions, and explains the survey development process. Administrative data and survey results inform assessments of program relevance and demand, effectiveness of instructional delivery, and program resources, services, and facilities.

    d. ***Guide #4: Self-Study*** – covers the rest of the Self-Study process, explainingExplains how to use the Self-Study data to address the Program Review questions and where to report this information in the Self-Study Report template within the following sections: program relevance and demand (relevance, faculty qualifications and currency, student demand); effectiveness of instructional delivery (instructional design and delivery of the curriculum, student success, student experience including equity, diversity and inclusion); and resources, services and facilities.

    e. ***Guide #5: External Review*** – provides information on the steps required to plan an external review site visit and criteria for selection of external reviewers.

    f. ***Guide #6: Quality Assurance Plan Development*** – comes with a template and explains in detail how to develop a Quality Assurance Plan based on the findings and recommendations in the Self-Study and External Review Reports.

    g. ***Guide #7: Annual Follow-Up Reporting*** – explains the process for reporting back to the SSCPR on progress made in carrying out the Quality Assurance Plan.

5. Sample approved reports are also available on the OPA's Program Review webpage, linked here: Guides & Sample Reports*Program Review Webpage* under *Guides & Sample Reports*.

6. To ensure quality standards, the SSCPR must approve each report before the review can proceed to the next phase of the process.

7. The SSCPR also approves the individuals the program nominates to serve as external reviewers.

8. A program with an external accreditation body will only require one external review site visit (to be conducted by the accreditation external review team) if the following conditions are met:

    a. The composition of the accreditation external review panel is equivalent to that of a KPU external review team (i.e. the team consists of a combination of academics and discipline/sector professionals).

    b. The accreditation review site visit is similar in scope to that of a KPU external review site visit and will involve talking to similar groups of stakeholders (e.g. students, faculty, staff, alumni, advisory board members).

    c. The accreditation external review report can be made public on KPU's Program Review website.

9. A Pprogram Rreview is completed once the SSCPR has approved the Quality Assurance Plan. The approved Quality Assurance Plan should then go forward to Senate. The approved Quality Assurance Plans are available on OPA's Program Review webpage, linked here: the Program Review Webpage under *Completed Reviews*.

10. A review typically takes 16-20 months from commencement to submission of the Quality Assurance Plan, unless the program has provided the SSCPR with an appropriate rationale for an extension. The Dean or AVP Academic decides if a delay is appropriate. However, all reviews must be completed within 24 months of starting (i.e., the Quality Assurance Plan must be approved by the SSCPR within 24 months of the commencement of the review).~~A review typically takes 16 months from commencement to submission of the Quality Assurance Plan, unless the program has provided the SSCPR with an appropriate rationale for an extension.~~

11. Compliance with AC3 Policy and Procedure would encompass the following situations:

    a. A program's Quality Assurance Plan was approved less than five years ago; OR

    ~~10.~~b. The review is underway, started within 5 years of completion of the last review, and is progressing appropriately (i.e., it has been less than 24 months since the review began).

12. The Provost will decide on the appropriate action should a program not be in compliance with this Policy and Procedure.

~~11.~~13. ~~Institutional Analysis and Planning (IAP)~~ OPA provides planning support and guidance throughout the review process; provides administrative data; oversees survey data collection (which includes gathering views from students, faculty and alumni), including guidance on survey design, survey administration, and data analysis and reporting. OPA~~IAP~~ also provides administrative support to the SSCPR. The ~~IAP~~ OPA staff who are on-hand to provide support are:

    a. Manager, Quality Assurance;

    b. Research Analysts, Quality Assurance.

C. RELATED POLICY

AC3 *Program Review*
AC9 *Skills and Outcomes*
AC10 *Development and Change of Senate-Approved Programs*

SENATE STANDING COMMITTEE ON POLICY

Agenda Item:
Meeting Date: *May 1, 2024*
Presenter: *Josephine Chan*

Report of Special Assistant to the Provost on Policy and Academic Affairs to Senate Standing Committee on Policy

Draft Policy AC5 *Graduate Degree Studies*, Omnibus Policy Revision

AC5 and omnibus policy revision package received recommendation from the Senate Standing Committee on Policy at its April 3 meeting. They will be presented to Senate for motion on April 22. Given that the approving jurisdiction for Procedures AC10 (*Development and Change of Senate-Approved Programs*) and AC13 (*Minimum Qualifications for Faculty Members*) is the Board with Senate's advice, both Procedures will proceed to the May 22nd Board meeting for final approval if they receive recommendation from the Senate to the Board.

Proposed Faculty of Graduate Studies

Following a university-wide consultation process from January to March 2024, and the Task Force endorsement on March 11, the full written proposal to establish a Faculty of Graduate Studies at KPU will be submitted to Senate at its April 22nd meeting, for recommendation to the Board of Governors for final approval at its May 22 meeting.

For graduate studies-related updates and detailed information, please visit the AVP, Academic SharePoint site (Link: https://kpuemp.sharepoint.com/sites/avpa/SitePages/Update-on-Faculty-of-Graduate-Studies.aspx).

Draft Policy and Procedure ER2 *Naming of University Assets*

Draft Policy and Procedure ER2 (amalgamation of AC12 *Naming, Academic Units* and ER8 *Asset Naming Opportunities*) is currently under consultation and amendment. The policy writing team anticipates a Phase Two Posting in May.

Other Policies in consultation

Policy and Procedure AC3 *Program Review* completed Phase One Posting on March 28, 2024. The Policy Developer (Office of Planning & Accountability) is currently conducting consultation. The draft Policy and Procedure will be presented to the Senate Standing Committee on Policy on May 1 as part of the consultation process.

Counselling and Accessibility, led by Lynda Beveridge, is currently conducting consultations on draft Policy and Procedure ST14 *Academic Accommodations for Students with Disabilities*. Once the drafts are

finalized, they will be presented to the Polytechnic University Executive (PUE) for advice prior to proceeding to Phase Two Posting.

For a list of all Policies and Procedures currently in consultation and amendment stage, please see the AVP, Academic SharePoint site (Link: https://kpuemp.sharepoint.com/sites/avpa/Shared%20Documents/List%20of%20Policies%20at%20Consultation%20Stage.pdf).

Updates to enhance accessibility on the Policy Blog and Consultation Engine

The Policy and Academic Affairs team has committed to create a more person-centered and inclusive space for meaningful and effective service and resources for the KPU community. This goal is in close alignment with the Vision 2026 goals identified in Accessibility Plan 2023.

With support from Teaching and Learning Commons, the Policy and Academic Affairs team has implemented the new accessibility plugin to the KPU Policy Blog and Consultation Engine on WordPress. This feature supports users to adjust font sizes and contrast settings to their preferences, ensuring a seamless browsing experience for all.

The team is currently conducting an inventory check on all internal and external facing communication and documentation within the policy development portfolio, with the aim of making continuous updates and adjustments to enhance accessibility. The team will provide more information in the coming months.

Progress on annual report

Per Procedure GV2 Policy Protocol, the President will report annually to the Board and Senate on University Policies developed and reviewed during this academic year and the action taken or recommended, including all Policies or Procedures that went through the clerical change process.

The Policy and Academic Affairs team is currently reviewing progress and consolidating status updates for all 101 policies and procedures in KPU's policy repository. The team will present the AY2023-2024 Policy Annual Report to the committee on May 29, as well as to the Board Governance Committee on June 19.

Communication

Questions and feedback can be directed to policy@kpu.ca (policy and academic initiatives) or graduatestudies@kpu.ca (graduate studies).

Prepared by:

Josephine Chan
Special Assistant to the Provost on Policy and Academic Affairs