FACULTY COUNCIL

Tuesday, June 18th, 2023
Microsoft Teams Meeting (Online)
4:15 PM – 6:15 PM

Meeting Minutes

Attendees:
Erika Eliason; *Assoc. Dean*
Ashley Schneider; *Recording*
Allyson Rozell; *Chair*
Mike Coombes; *Vice-Chair*
Alex Lyon
Casey McConill
Catherine Chow
Christina Iggulden
Fergal Callaghan
Kaylee Magee
Mary Hosseinyazdi
Melissa Bodner
Melissa Drury
Nadia Henwood
Nick Inglis
Samaneh Ghanzafari Hashemi
Tyron Tsui
Xavier Ardez
Guest; Jennifer Au
Guest; Leeann Waddington
Guest; Sarah Dunn

Regrets:
Brett Favaro; *Dean*
Jeff Dyck; *Assoc. Dean*
Alan Davis
Laura Bryce
Martina Solano Bielen
Nicole Tunbridge
Michael Adams
Michael Kiraly
Muskandeep Kaur
Sepideh Tahriri Adabi

1. **Approval of the Agenda of June 18, 2024**

   *It was **moved** (Michael Coombes), **seconded** (Catherine Chow)**, and carried THAT** the agenda be approved as distributed.*

2. ***Approval of the Faculty Council Minutes of May 21, 2024**

   *It was **moved** (Michael Coombes), **seconded** (Catherine Chow)**, and carried THAT** the agenda be approved as distributed.*

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3. **Business Arising:**
    - Nothing arising.

4. **Reports:**
    a. **Chair's Report:**
       - Nothing to report.

    b. **Dean's Report:**
       - Jeff has been in a serious accident and will be off for the foreseeable future.
         Erika will cover all 9 departments in the interim.
         We will provide more information as we have it, but for now we hope Jeff has a full and speedy recovery.
       - Brett's secondment will begin and Amy will replace him for the next calendar year beginning in September.
       - Thank you everyone for their hard work to support the hiring process!
       - We are watching Fall enrollment closely. We will aim to make most of the decisions regarding cancellations etc. in early August. Please expect to see communication from us around then.
       - Have a great rest of your summer!

    c. **Senate Reports:**
       - At its May meeting, Senate voted in favour of discontinuing MATH 2341 and replacing it with STAT 2342 in all programs that reference MATH 2341.
       - Senate approved Allyson Rozell's nomination to the Senate Executive Committee and to continue representing the Faculty of Science on the Senate Standing Committee on Academic Planning and Priorities. Kent Mullinix's nomination to the Senate Standing Committee on Research was also approved.
       - Senate also voted in favour of approving revisions to the proposed Bachelor of Traditional Chinese Medicine (BTCM) Concept Paper and Program Proposal, which had originally been approved by Senate and the Board in Fall 2022, and then submitted to BC's Degree Quality Assessment Board (DQAB) for government approval. Following a direction from DQAB that the program must ensure its graduates will meet provincial licensure requirements (and without which DQAB would not approve the program), the revisions involve adding an extra term (for 10 terms in total) so that graduates meet the requirements for registration and licensure in BC. This involved some discussion, as the approval was accelerated by going straight to Senate instead of first going through all of the normal committees.

       - **Senate Standing Committee on Program Review (SSCPR):**
         o At its May meeting, SSCPR approved the Sustainable Agriculture first annual follow-up report and the Mathematics second annual follow-up report.

       - **Senate Standing Committee on University Budget (SSCUB):**
         o At the June joint meeting of SSCUB and SSCAPP, the committees approved the principles and priorities that will guide the development of the 2025/26 university

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budget (offer to share those). They are the same as last year's principles and priorities.

- o An update on how the last fiscal year finished, as well as the outlook for the 25/26 budget and the timeline for its development, were presented.
- o Although significantly less income from international tuition is expected, two factors have helped mitigate that somewhat: The university finished the 23/24 fiscal year with a $33M surplus, mostly due to underspending (unfilled positions) and larger investment income than expected (due to high interest rates). In addition to that, there was a large amount of income ($116M) from the sale of land at the Cloverdale campus for the new Surrey hospital and BC cancer care centre.
- o For the 25/26 budget, only capital requests will be considered. The total capital budget for 25/26 is expected to be $24M, of which $8.3M will be available for new capital projects. So Faculties and Depts should still prepare their capital requests for 25/26.
- o Although no requests for new operating budget will be considered for 25/26, there will be $5M of additional one-time-only operating funding to continue strategic initiatives that are already underway.

- **Senate Standing Committee on Academic Planning and Priorities (SSCAPP):**
  - o Nothing additional to report.

- **Senate Standing Committee on Curriculum (SSCC):**
  - o Did not have Quorum but EPT's program changes was discussed in favour, so is still moving to Senate even though it was not formally approved at this step.

- **Senate Standing Committee on Research (SSCR):**
  - o Fulsome discussion on the research advancement strategy.
  - o Research was again identified as a priority that cuts across all departments.
  - o They are using an expansive definition designed to be inclusive.

- **Senate Standing Committee on Teaching and Learning (SSCTL):**
  - o The last meeting was in-person where Generative AI was discussed.
  - o 7 course releases the Provost has set up for next Fall and Spring have been awarded to develop courses applying Generative Ai to various fields, and several were awarded to Science. (Details are not usually published on these until after they actually happen.)

d. **Science Committee Reports**
  - **Curriculum Committee:**
    - o There was discussion about the CIM programs system being developed for program changes and items like D7s. This will be compatible with CIM courses system. A demonstration was given.
    - o Guest, Jennifer Au, presented the update on the proposed Bachelor of Arts Double Minor that was supported by the Curriculum Committee.

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    o **MOTION**: That Faculty Council support the proposal for development of a Bachelor of Arts Double Minor degree which includes Faculty of Science Minors. **Seconded**: Mike Coombes; **carried**.

- **Academic Planning and Priorities:**
  - Nothing to report.

- **Research:**
  - Nothing to report.

- **Nominations and Governance:**
  - Nom Gov was tasked to select candidates for Faculty-wide scholarships.
  - There are a few categories of scholarships: General (Students apply), Department specific (students nominated by Departments), and Faculty-wide (Nom Gov chooses).
  - We want to improve the process for selection of candidates as we only receive names, residency, program, and GPA to decide from even though some scholarship applications ask for additional details like volunteer experience.
  - We are considering creating a Moodle quiz for students to fill out to describe things like their volunteer activities and other information that would be helpful for this selection process to be more precise to the qualities the scholarships are actually looking for.
  - Informational discussion.
  - No members voiced opposition, so development of the Moodle site will proceed within Nom Gov.

5. **New Business:**
   - Nothing arising.

6. **Guest: Teaching and Learning - Simple Syllabus Presentation**
   Sarah Dunn; Leeann Waddington
   - Introducing new technology for KPU that is in the very early stages.
   - Example of blank syllabus in the new system: https://kpu-sandbox.simplesyllabusca.com/en-US/doc/8lzz80crb/Initial-Term-ACT-101-01-Introduction-to-Accounting?mode=view
   - Explained rationale for why Simple Syllabus is being implemented, the features and benefits, as well as the current predicted timeline for implementation.
   - Science will be one of the first groups the software is set up for.
   - A few members offered to volunteer as testers over the Summer.

Meeting adjourned by Chair at 5:38 PM

Date of next Faculty Council: September 17, 2024

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Simple Syllabus

Embracing the Future of Syllabus Creation

Agenda

1. Overview: Introduction to Simple Syllabus

2. Rationale: Why Implement Simple Syllabus

3. Features / Benefits

4. Implementation Process and Timeline

5. Questions

What is Simple Syllabus?

We are excited to introduce to you the Simple Syllabus;

A transformative platform designed to streamline and enhance the way you create, manage, and share your course syllabi.

SIMPLE SYLLABUS

KPU Rationale

- Simple Syllabus has been purchased to deliver accurate, consistent, and accessible syllabus formats for students while reducing faculty preparation time and effort.

- The platform integrates with KPU course outline (CIM) and scheduling systems (Banner) to auto populate required fields and link to KPU policy and student support resources.

- Faculty can enter their own course-specific content and have the option to carry forward content from previous course offerings.

Why Simple Syllabus?

- Proven Excellence and Reliability

- Multi-Format Accessibility

- Efficient, Streamlined and Centralized

- Template Structure

Features and Benefits

- User Friendly
  - Enhanced satisfaction and engagement

- Cloud Based with Auto-Save Feature
  - Easy remote system access and data loss prevention

- Seamless System Integration and Single Sign On
  - Security and convenience

- Student Portal
  - Centralized resources hub

- Admin-Controlled Updates
  - Timely updates and reduced downtime

- Student Roster Access
  - Efficient management of student data

- Intellectual Property Protection
  - Instills confidence

- Consistent Branded Look
  - Professional, cohesive and visually appealing

The Student Perspective

- ○ Ease of Use

- ○ Enhanced Satisfaction

- ○ Predicable format

- ○ Provides consolidated materials lists

- ○ Mobile accessibility

- ○ Improved academic planning

Faculty Perspective

o Minimized manual data entry

o Consistent phrasing templates(ie Academic Integrity)

o Decreased time and effort

o Carry forward information from previous syllabi

o Automated submission to Deans

Institutional Perspective

o Collection of accreditation data

o Risk Mitigation

o Automated archiving of records
o Enhanced Consistency

o Improved Accessibility

o Mobile Optimization

o Improved Student Experience
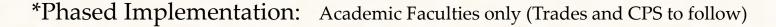
Completed Pre-Planning Phase

- Analyzed existing KPU syllabi templates for consistent formatting insights

- Created templated phrasing for Academic Integrity and Gen AI

- Collaborated with Deans and AVPs for administrative support

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Implementation Scope and Timelines

JUNE - Planning Templates and Sandbox Build	JULY – Testing of Systems and Integration	AUGUST – Training and Implementation

*Phased Implementation: Academic Faculties only (Trades and CPS to follow)

Questions?

Thank you!

Through active intentional partnering, the Teaching & Learning Commons provides pedagogical leadership that is grounded in community, ethics, creativity, and care.

ACTIVE INTENTIONAL PARTNERING