KWANTLEN POLYTECHNIC UNIVERSITY
Faculty of Science

FACULTY COUNCIL
Tuesday, May 21st, 2024
Microsoft Teams Meeting (Online)
4:15 PM – 6:15 PM

AGENDA

1. Additions/Approval of Agenda
2. Approval of Previous Meeting Minutes
3. Business Arising from the Minutes?
4. Reports

    a) Chair's Report - (Allyson Rozell)

    b) Dean's Report - (Brett Favaro)

    c) Senate Reports

      i) Senate - (Allyson Rozell)

      ii) Standing Committee on Program Review – (Fergal Callaghan)

      iii) Standing Committee on University Budget – (Fergal Callaghan)

      iv) Standing Committee on Academic Planning and Priorities – (Allyson Rozell)

      v) Standing Committee on Curriculum – (Brett Favaro)

      vi) Standing Committee on Research – (Brett Favaro)

      vii) Standing Committee on Teaching and Learning – (Catherine Chow)

    d) Science Committee Reports

      i) Curriculum – (Brett Favaro)
         - Program Change Proposal - Diploma of Technology in Environmental Protection

      ii) Academic Planning and Priorities – (Allyson Rozell)

      iii) Research – (No Representative)

      iv) Nominations and Governance – (Michael Coombes)

      v) New Business?

Date of next meeting: May 21, 2024

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Faculty of Science

FACULTY COUNCIL
Tuesday, April 16th, 2023
Microsoft Teams Meeting (Online)
4:15 PM – 6:15 PM

Meeting Minutes

Attendees:
Jeff Dyck; *Assoc. Dean*
Erika Eliason; *Assoc. Dean*
Ashley Schneider; *Recording*
Allyson Rozell; *Chair*
Mike Coombes; *Vice-Chair*
Alex Lyon
Christina Iggulden
Fergal Callaghan
Kaylee Magee
Laura Bryce
Nick Inglis
Martina Solano Bielen
Melissa Bodner
Melissa Drury
Michael Adams
Muskandeep Kaur
Nadia Henwood
Patrick Duffy; *Alternate*
Russ Lyons*; Guest*
Samaneh Ghanzafari Hashemi
Tyron Tsui
Xavier Ardez

Regrets:
Alan Davis
Brett Favaro; *Dean*
Nicole Tunbridge; *Alternate*
Casey McConill
Catherine Chow
Mary Hosseinyazdi
Michael Kiraly
Sepideh Tahriri Adabi

1. **Approval of the Agenda of April 16, 2024**

   *It was **moved** (Mike Coombes), **seconded** (Patrick Duffy)**, and carried THAT** the agenda be approved as distributed.*

2. *Approval of the Faculty Council Minutes of March 19, 2024*

   *It was **moved** (Mike Coombes), **seconded** (Patrick Duffy)**, and carried THAT** the agenda be approved as distributed.*

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

4. **Reports:**
   a. **Chair's Report:**
      - Thank you all for participating in the electronic vote to move two new course outlines through in time to make it to SSCC.
        The following motions were approved by Faculty Council by electronic vote on April 9th:
      - **MOTION:** THAT Faculty Council approve the BIOL 1492 new course outline.
      - **MOTION:** THAT Faculty Council approve the MATH 2342 new course outline.

   b. **Dean's Report:**
      - Everyone will have seen the announcement about my secondment. This starts in September, and in the interim I remain fully engaged in my work as dean.
        I, and my office, will work hard to orient Amy to the position and I know she'll do a great job. The transition will be smooth and I really look forward to seeing what she will do in the role during this time. As for the climate strategy, folks will hear more from me in September on this.
      - Summer enrollment is nice and strong. Great job to everyone for getting the word out and promoting their programs.
      - Reminder about the upcoming Faculty of the Whole meeting on May 3 – looking forward to seeing people there!

   c. **Senate Reports:**
      No report (no meeting since last Faculty Council meeting).

      - **Senate Standing Committee on Program Review (SSCPR):**
        o Summary of proposed changes to AC3, program review policy and procedure:
        o <u>Frequency and length of program review</u>:
        o 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 (currently non-degree programs are reviewed every seven years and degree programs every five years). Additionally, this change aligns with KPU's direction towards offering additional shorter credential programs. To clarify, this would mean that there should be no more than five years between the approval of a program's quality assurance plan and the beginning of the next program review cycle.
        o The quality assurance plan (QAP) should be approved within 24 months of the start of the program review process. (Typically, it takes 16-20 months for the curriculum review, self-study, external review, and QAP, but a buffer of 4 months is being added to allow for unexpected delays.)
        o So, to summarize:
          no more than two years for approval of QAP, followed by no more than five years before the start of the next program review cycle.

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- o Compliance:
- o It is proposed that the above points will be used to define compliance with the policy. So, a program will be considered to be in compliance with AC3 if:
The quality assurance plan is approved within 24 months of the program review starting, and the next program review is started no later than five years after approval of previous QAP.
- o The Provost will decide on the appropriate action should a program not be in compliance with this policy and procedure.

- **Senate Standing Committee on University Budget (SSCUB):**
  - o Nothing to report.

- **Senate Standing Committee on Academic Planning and Priorities (SSCAPP):**
  - o No meeting since the last Faculty Council.

- **Senate Standing Committee on Curriculum (SSCC):**
  - o Key factors of direct relevance to Science:
  SSCC approved Brewing's proposed admission change (replacing portfolio with letter of intent), and also including GEOG 1105 into the Associate of Science framework.
  Additionally, we now have a STAT designation for courses! And the first course to use it will be STAT 2342, replacing MATH 2341, although some housekeeping remains on bringing that to Senate.
  - o At past Faculty Council's Allyson updated everyone on the "Pathways working group" which was looking at Pathways courses and what can lead to success in them. Part of this group's findings was that there were some classes that had very high DFW rates for "Pathways" students, and so we should look at whether those are appropriate classes for the Pathway.
  Well, at SSCC a recommendation came down to create a "Senate Pathway Subcommittee" akin to the SWIC or QUANT committees, which would be a consultative body that would help make recommendations on additions or subtractions from the pathway.

  MOTION: That Faculty Council delegate the authority to approve program changes necessitated by the change of name for MATH 2341 to STAT 2342 to the Science Curriculum Committee.
  Moved: Allyson Rozell, **seconded**: Mike Coombes, **Carried**.

- **Senate Standing Committee on Research (SSCR):**
  - o No meeting since the last Faculty Council.

- **Senate Standing Committee on Teaching and Learning (SSCTL):**
  - o Upon the recommendation of the Accessibility Committee, SSCT&L discussed the possibility of auto-generating captions for Kaltura videos. Currently, captions can be generated on a per-video basis, but this is a manual process. AVP Teaching & Learning collected a number of questions from the committee, will consult with her

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team, and bring responses to the next SSCT&L meeting (April 25). I invite any feedback on this change from the members of Science Faculty Council.

o Following up on the extensive work of the Pathways Working Group, SSCT&L reviewed the process for approving a Pathways course, and will make a recommendation to SSCC in due course.

d. **Science Committee Reports**

- **Curriculum Committee:**
  - o Approved two new courses (BIOL 1492 and STAT 2342) and revision to MATQ 1099

- **Academic Planning and Priorities:**
  - o Committee members should be consulting with their departments regarding space needs, specifically for student research projects.
    Also, AP&P should be in the loop for program development and revisions, I believe we'll be generating a short list of questions, including regarding sustainability and indigenization, that should come to AP&P in the early stages of program development/revision.

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

- **Nominations and Governance:**
  - o Nothing to report.

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

Meeting adjourned by Chair at 4:51 PM

Date of next Faculty Council: May 21, 2024

Table of Contents

1. Program Change Proposal

For degree or non-degree program changes that may be deemed substantive by the Ministry of Advanced Education, Skills & Training's website, please consult with the Provost's Office before completing this document. For degree program changes that may be deemed substantive, the Ministry's Determination of New Degree Template must be completed and approved by Senate prior to submission to the Ministry for determination. Contact the Provost's Office for assistance in completing this template.

This form is to be used for:

- minor changes to any Senate-approved degree and non-degree programs at KPU
- addition of Honours designation to a Major program currently offered at KPU
- creation of a Minor degree for which a cognate Major program is currently offered at KPU

For more information on how to complete this form, please contact the Chair of the Senate Standing Committee on Curriculum (SSCC).

The Program Change Proposal should be submitted to Senate@kpu.ca by the submission deadline posted on the Senate Standing Committee on Curriculum (SSCC) website meeting along with any new, revised, or discontinued course outlines associated with the proposal submitted on the Consent Agenda for the same meeting. Faculties must have already formally approved the associated course outlines.

PROGRAM DETAILS

Faculty:	Faculty of Science
Program Name:	Diploma of Technology in Environmental Protection
Department:	Environmental Protection Technology
Effective date:	September 2025 Notes: *If you are requesting a change to **admission** requirements, Senate approval is required by September meeting of Senate of the preceding academic year (prior to the first application cycle for the academic year). If you are requesting a change to **declaration or curricular** requirements, approval is required no later than the April meeting of Senate of the preceding academic year.*
Dean/Associate Dean:	Brett Favaro
Chair/Coordinator:	Melissa Drury
Submission Date:	TBA[JO1]

CONSULTATIONS

Consultations	Person Consulted	Consultation Date
Office of the Provost:	David Burns	15-Feb-2024
Vice Chair of Senate:	Catherine Schwichtenberg	15-Feb-2024
Other(s)* (if applicable):		

For more complex consultations, please attach the Curriculum Consultation Forms. If you have any inquiries regarding the completion of the above Consultations section or the Curriculum Consultation Forms, please contact the Chair of the Senate Standing Committee on Curriculum.

OFFICE OF THE REGISTRAR PROPOSAL REVIEW

Review of Completed Program Change Proposal	Review Submission Date
Send to **OREGCurrConsult@kpu.ca** for review**	15-Feb-2024

__Allow 2 weeks for the Office of the Registrar's proposal review (in advance of the SSCC submission deadline).__
If the proposed changes introduce new courses, submit 2 weeks in advance of your Faculty's curriculum committee meeting.

APPROVALS

	Proposal Approval Date
Faculty Curriculum Committee:	2-May-2024
Faculty Council (if required):	TBA
SSC on Curriculum:	TBA
SSC on University Budget (if required):	N/A
SSC on Academic Planning and Priorities (if required):	N/A
Senate:	TBA

Overview of Proposed Change(s):	Deletion of "Preference will be given to applicants with demonstrated work experience in a relevant field, post-secondary education in a related discipline and excellence in courses required for admission. Applicants will be asked to submit a resume to demonstrate relevant work experience." from the Environmental Protection Technology Admission Requirements section in the Calendar.
Rationale:	We are submitting this proposed revision in response to a specific issue (enrollment) which cannot be delayed until a program review.
	It was noted in the Diploma of Technology in Environmental Protection Program Review Quality Assurance Plan that challenges in recruiting students exist. We continue to see soft enrollment, and the Science Dean's office cancelled 3 ENVI program courses in response to soft enrollment in spring 2024.
	People may find the phrase "Preference will be given to applicants with demonstrated work experience in a relevant field, post-secondary education in a related discipline and excellence in courses required for admission. Applicants will be asked to submit a resume to demonstrate relevant work experience" intimidating and it may discourage them from applying.
	Along with improving our events and social media presence, and working with Marketing on other initiatives, by deleting this phrase in the Admission Requirements section in the Calendar we aim to reduce real or perceived barriers to applicants to the Diploma of Technology in Environmental Protection.

	We hope that this simplification of the application process will be more straightforward for applicants, and it will remove a possible barrier to applications.
URL(s):	*https://calendar.kpu.ca/programs-az/science-horticulture/environmental-protection-technology/environmental-protection-diploma-technology/#requirementstext*

Impact on Students:	**Check all that apply**: ☒ The changes alter the admission, declaration or continuance requirements *If yes, provide both the current calendar entry and new calendar entry in full. (see below)* ☐ The changes alter the curricular requirements *If yes, provide both the current calendar entry and new calendar entry in full. (see below)* ☐ The changes change the total number of required credits *If yes, state the **current** number of total credits:* *and **proposed** number of total credits:* ☐ The changes introduce new, revised or discontinued courses *and list the courses below.* ☐ The changes alter the credential awarded *If yes, indicate the proposed credential:*
Transition Plan	*(Current students are entitled to complete their program of study without having additional requirements for graduation added midstream. If this proposed change impacts in-progress students, a transition plan must be provided to identify how in-progress students will be permitted to graduate, including the allowable course substitution(s).)*

Curriculum Map[1]

PLO #1:

PLO #2:

PLO #3:

PLO #4:

PLO #5:

PLO #6:

Program Courses and their Course Learning Outcomes (CLOs)	Program Learning Outcomes (PLOs)					
	PLO #1	PLO #2	PLO #3	PLO #4	PLO #5	PLO #6

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[1] **Introduced [I]**: Course learning outcomes that concentrate on knowledge or skills related to the program outcomes at a basic level or skills at an entry-level of complexity.
Developing [D]: Course level outcomes that demonstrate learning at an increasing level of proficiency of the program level outcome as well expanding complexity.
Advanced [A]: Course level outcomes that demonstrate learning related to the program level outcome with an increasing level of independence, expertise and sophistication or integrate the use of content or skills in multiple levels of complexity.

ABC1100	I	I				I
ABC1200			I	I	I	
ABC2200	D	D		D		
ABC3100			D		D	D
ABC4000	A	A	A	A	A	A

Current Requirements with Proposed Changes	New Requirements
Cut and paste the relevant section(s) in full from the current Calendar website. Use track changes to show the proposed changes. *For a new Minor degree for which a cognate Major program is currently offered at KPU, insert the following text below "This is a new Minor degree program for which a cognate Major degree program already exists at KPU. There is no existing curriculum for the minor, and as per Policy AC11 there is no requirement for a Concept Paper or FPP."*	*Provide a clean copy to show how the new Calendar entry will appear. List courses in alpha/numeric order.*
Admission Requirements In addition to the Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement, the following program admission requirements apply: • Level E1 as defined in the Math Alternatives Table. • Minimum grade of C+ in Chemistry 11 (or equivalent) Students lacking any of these requisites must obtain their equivalent before being admitted to the program. ~~Preference will be given to applicants with demonstrated work experience in a relevant field, post-secondary education in a related discipline and excellence in courses required for admission. Applicants will be asked to submit a resume to demonstrate relevant work experience.~~	**Admission Requirements** In addition to the Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement, the following program admission requirements apply: • Level E1 as defined in the Math Alternatives Table. • Minimum grade of C+ in Chemistry 11 (or equivalent) Students lacking any of these requisites must obtain their equivalent before being admitted to the program.

List any new, revised or discontinued courses associated with this program change			
Course Subject Code	Course Number	Descriptive Title, hyperlinked to course outline	New, Revised, or Discontinued

2. Curriculum Consultations

Please consult with the Office of the Provost as additional consultations may be required depending on the scope of the proposed program changes.

For consultees, please consider the following questions when providing your feedback to the Proponent:

- Does your department/unit support the proposed curriculum? Provide rationale for support/non-support.
- How does the proposed curriculum impact your department/unit?
- How does the proposed curriculum impact your program?
- Is there potential for curricular overlap with current offerings?

Name	Department, Program and/or Faculty	Comments	Date Consulted
Nicole Poole	Assistant Registrar, Domestic Recruitment, Future Students Office	**Comments:** No concerns with this change.	January 18, 2024
Liam Bagshaw	Student Recruitment Coordinator, Domestic Recruitment, Future Students Office	**Comments:** No concerns with this change.	January 18, 2024
Christopher Hauta	Instrumentation Specialist, Environmental Protection, Faculty of Science and Horticulture	**Comments:** No concerns with this change.	January 18, 2024
Paul Richard	Faulty, Environmental Protection, Faculty of Science and Horticulture	**Comments:** No concerns with this change.	January 18, 2024
Mike Harris	Central Academic Advising, Student Success	**Comments:** No concerns with this change.	January 18, 2024
Andrea Flello	Degree Advisor, Faculty of Science and Horticulture	**Comments:** No concerns with this change.	January 18, 2024
Hannah Cenaiko	Degree Advisor, Faculty of Science and Horticulture	**Comments:** No concerns with this change.	January 18, 2024

3. Financial Assessment Questions

<table>
<tr>
<td colspan="2" style="background-color:#7a1327;color:white">Financial Assessment Questions
The following information will help determine whether there is a budgetary impact to the proposed program changes, and what additional information and consultation will be required.

Please note that all additional budgetary requests in support of the proposed program change require approval from the Dean and the Provost, and additional financial documents may be required.</td>
</tr>
<tr>
<td>Change in number of credits</td>
<td>Yes☐ No☒
If Yes, please provide details:</td>
</tr>
<tr>
<td>Change in space requirements</td>
<td>Yes☐ No☒
If Yes, please provide details:</td>
</tr>
<tr>
<td>Change in equipment requirements</td>
<td>Yes☐ No☒
If Yes, please provide details:</td>
</tr>
<tr>
<td>Change in support requirements</td>
<td>Yes☐ No☒
If Yes, please provide details:</td>
</tr>
</table>

Please attach any financial document if required.