



SENATE STANDING COMMITTEE ON CURRICULUM

Regular Meeting

Wednesday, June 5, 2024

4:15 p.m. – 6:00 p.m.

Cedar 2110, Surrey Campus

AGENDA

1. Call to Order and Territorial Acknowledgement Catherine Schwichtenberg 4:15
2. Approval of Agenda
3. Approval of Minutes, May 15, 2024
4. Chair's Report
5. Items for Information
 - 5.1. Digital Badge Committee Report Todd Mundle 4:20
6. New Business
 - 6.1. Subcommittee Nominations Catherine Schwichtenberg 4:30
 - 6.2. Program Change: Citation in Metal Fabrication Joel Murray 4:35
 - 6.3. Admissions Change: Diploma of Technology in Environmental Protection.....
..... Melissa Drury 4:45
 - 6.4. Subcommittee on Pathway Courses..... Catherine Schwichtenberg 4:55
7. Adjournment

SENATE STANDING COMMITTEE ON CURRICULUM

Minutes of Regular Meeting

Wednesday, May 15, 2024

4:15 p.m. – 6:00 p.m.

MS Teams Online

Voting Members: 12		
Conrad King Ian Stanwood Krista Gerlich-Fitzgerald Lindsay Norris	Richard Popoff Ron Murray Sherilyn Sweeney Theresa Voorsluys	Kwuntiltunaat (Kim Baird) Alan Davis
		Non-voting
		Catherine Schwichtenberg, Chair Nadia Henwood Nishan Perera
Regrets	Senate Office	Guests
Brett Favaro Katherine Carpenter, Vice-Chair Navleen Kaur Shelley Boyd David Burns Leeann Waddington	Michelle Molnar	Allyson Rozell Meredith Laird Sara Naderinajafabadi Virginia Vandenberg

1. Call to Order and Territorial Acknowledgement

The Chair called the meeting to order at 4:19 p.m.

2. Approval of Agenda

Ron Murray moved the agenda be accepted as amended.

The motion carried.

3. Approval of Minutes, April 10, 2024

Lindsay Norris moved the minutes be accepted as amended.

The motion carried.

4. Chair's Report

The Chair reminded members that the next meeting of SSCC is in person on the Surrey campus.

She noted that the Office of the Registrar noticed an addition error in the total course credit count for the CRIM Hons program which was approved at SSCC and Senate last month. The Program Change form read 84 credits when it should be 72. Krista Gterlich-Fitzgerald, Associate Registrar confirmed the total of 72 credits (over and above the BA Arts Framework) is in compliance with Policy. The committee

recommended the Chair make the credit change in the final program revision document for implementation into the Academic Calendar.

5. New Business

5.1. New and Revised Course Outlines

The committee noted the course requested Pathway 3, however they felt it did not meet the conditions of a pathway course, being a 3000 level and requiring 21 credits of prerequisites. The committee requested the pathway request be removed and recommended to the department resubmit if pathway is desired.

Lindsay Norris moved that the Senate Standing Committee on Curriculum recommend that Senate approve INDG 3000 – Introduction to West Coast Indigenous Societies as amended.

The motion carried.

The committee noted the course in CIM states a implementation date of Fall 2025, however the Associate Registrar approved a Fall 2024 implementation if the department preferred. Sara Naderi, SOCI instructor confirmed the department would prefer to implement the course for Fall 2024.

Lindsay Norris moved that the Senate Standing Committee on Curriculum recommend that Senate approve SOCI 3240 – Gender in the Globalization World as amended.

The motion carried.

It should be noted that the May SSCC meeting is considered past the deadline set out by the Office of the Registrar for inclusion in the Academic Calendar.

5.2. MATH 2341 to STAT 2342 Program and Course Changes

Allyson Rozell, Math Instructor provided background on the changes noting that STAT is a new acronym and will provide a path for the mathematics department to develop more courses in STAT for potential programs.

Lindsay Norris moved that the Senate Standing Committee on Curriculum recommend that Senate approve the discontinuance of MATH 2341 and replace it with STAT 2342 in Science programs and courses that reference MATH 2341, effective September 1, 2024.

Affected Science courses and programs are: Courses:

[MATH 2335 – Statistics for Life Sciences](#)

[MATH 3315 – Applied Inferential Statistics](#)

[MATH 4280 – Graph Theory and Applications](#)

Programs:

[Minor in Mathematics](#)

The motion carried.

5.3. Subcommittee Nominations

Ian Stanwood moved that the Senate Standing Committee on Curriculum appoint the nominees on the 2024 05 15 Subcommittee Nominations document.

The motion carried.

5.4. Senate Pathway Committee

The chair provided background on the development and draft of the committee mandate and membership which was brought forward last month for review. The committee noted that this should be a Subcommittee and the motion was updated to reflect this change.

Theresa Voorsluys moved that the Senate Standing Committee on Curriculum recommend that the Senate Governance and Nominating Committee recommend that Senate approve the creation of the Subcommittee on Pathway Courses including the proposed mandate and membership, effective September 1, 2024.

The motion carried.

6. Items for Information

6.1. CIM Programs Summer 2024 Launch

Meredith Laird, Manager, Curricular Support, updated the committee on the launch of CIM-Programs which will occur over the summer.

Virginia Vandenberg, Curriculum Support Specialist provided a brief presentation of the software.

The committee asked if the system supports the ability for SSCC to ensure program revisions are in-line with recommendations from the program quality assurance plan approved by the Senate Standing Committee on Program Review. Meredith Laird responded that proponents are responsible for ensuring this is clear through their changes and rationales provided through the program revision.

The committee also asked if the software allows for inclusion of feedback from consultations in a transparent manner. It was noted that the consultations are to be attached to the software and will be visible to anyone with access to the system as it moves through governance.

7. Adjournment

The meeting adjourned at 5:39 p.m.

SENATE STANDING COMMITTEE ON CURRICULUM

Agenda Number: 5.1

Meeting Date: June 5, 2024

Presenter(s): Todd Mundle

AGENDA TITLE: *Digital Badge Report*

ACTION REQUESTED: Information

Context and Background

Enclosed is a detailed report of the digital badges approved by the Digital Badge Committee since the April 2024 SSCC meeting.

Key Messages

1. One digital badge was approved
 - Relearning Gender – Online Module

Attachments

1. Approved Digital Badges 2024-January-March. The full proposals can be viewed on the DBC SharePoint site: <https://kpuemp.sharepoint.com/sites/committees/db/SitePages/Home.aspx>

Submitted by

Todd Mundle, University Librarian – Decanal representative – Digital Badge Committee

Date submitted

May 16, 2024

List of Approved KPU Digital Badges (April – May 2024)

1. Relearning Gender - Online Module – *Office of Equity & Inclusive Communities*

Proponent Department	Proposal Title	Brief Description	Criteria for earning the digital badge
Office of Equity & Inclusive Communities	Relearning Gender - Online Module	<p>Upon successful completion of this course, learners will be able to:</p> <ul style="list-style-type: none"> - Describe and define sexuality, gender identity, and gender expression. - Practice using the correct pronouns. - Begin deconstructing gender norms. - Support the creation of safer spaces for the 2SLGBTQIA+ community. <p>A digital badge will be provided at the end of the course for learners to share with others and have displayed to show their commitment to creating safer spaces for all.</p>	<p>The online course is about 3 hours long. Throughout the course, there are visuals, educational videos, quizzes, and activities to test one’s knowledge. There is a final quiz at the end to test the overall knowledge one has learned throughout the course.</p> <p>Reaching 100% completion of the Relearning Gender online course. This includes completion of the final quiz, which can be taken as many times as needed and next steps learning opportunities.</p>

SENATE STANDING COMMITTEE ON CURRICULUM

Agenda Item: 6.1

Meeting Date: June 4, 2024

Presenter(s): Catherine Schwichtenberg

AGENDA TITLE: *Subcommittee Nominations*

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT the Senate Standing Committee on Curriculum appoint the nominees on the 2024 06 05 Subcommittee Nominations List.

Context and Background

The Senate Standing Committee on Curriculum is responsible for appointing members to its three subcommittees:

1. Senate Micro-credential Committee (SMC)
2. Subcommittee on Quantitative Courses (SQC)
3. Subcommittee on Writing-Intensive Courses (SWIC)

From time to time, subcommittee members will change and nominations will come forward to the SSCC for review and appointment.

Attachments

1. 2024 06 05 Subcommittee Nominations List

Submitted by

Michelle Molnar, Administrative Coordinator, University Senate

Date submitted

May 24, 2024

SENATE STANDING COMMITTEE ON CURRICULUM

Agenda Number: 6.2

Meeting Date: June 5, 2024

Presenter(s): Joel Murray

AGENDA TITLE: PROGRAM CHANGE: CITATION IN METAL FABRICATION

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT the Senate Standing Committee on Curriculum recommend that Senate approve the revisions to the Citation in Metal Fabrication Program, effective September 1, 2024.

COMMITTEE REPORT

Faculty of Trades and Technology Curriculum Committee Approval: April 4, 2024

Faculty of Trades and Technology Faculty Council Approval: April 17, 2024

Context and Background

The proposed changes are in response to specific issues that cannot be delayed until a Program review: for the Math requirement, MATT 1013 is the replacement for MATT 1015, which was discontinued yet remains as a curricular requirement in the calendar. For the English requirement, the additional high school English courses are included on recommendation from the Office of the Registrar. For the Math requirement, the KPU Vocational Trades Mathematics Assessment is being replaced with the Math Placement Test. The statement concerning satisfactory physical health was removed because the language was outdated, and it was replaced with more accurate, recent language in consultation with Accessibility Services. The curricular requirement stating that “students must achieve a minimum grade of B- in all required courses” was added for clarification because it had been omitted in previous calendars.

Key Messages

1. No Curriculum map is provided because the curriculum for this program is developed by SkilledTradesBC and is provided to all trades training institutions in British Columbia, including KPU.

2. No transition plan is required because this is a limited intake cohort program.
3. There is a change in the number of credits, but this change actually results in no impact on students. As per KPU Bylaw 4 (under “Fixed Term Programs,” Category 2), tuition fees for Trades vocational courses are not based on credits; tuition is based on the number of weeks of the program. To be clear, the number of weeks of the Metal Fabrication/Fitter: Citation (Foundation) remains unchanged, so the cost of the course remains the same.

Resource Requirements

- None

Implications/Risks

- Should this proposal not be approved, successful students will not be able to graduate with a citation.

Consultations

1. Michael Rumpeltes, Instructor, Metal Fabrication, October 6, 2023
2. David Burns, AVP, Academic, April 23, 2024
3. Catherine Schwichtenberg, Vice Chair of Senate, April 24, 2024

Attachments

1. Program Change Form – Citation in Metal Fabrication
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Submitted by

Dr. Joel Murray, Associate Dean, Faculty of Trades and Technology

Date submitted

May 21, 2024

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1. Program Change Proposal

PROGRAM DETAILS

Faculty:	Faculty of Trades and Technology
Program Name:	Metal Fabrication/Fitter
Department:	Welding
Effective date:	September 1, 2024
Dean/Associate Dean:	Laura McDonald, Dean / Dr. Joel Murray, Associate Dean
Chair/Coordinator:	Chris Matskiw
Submission Date:	May 18, 2024

Commented [NH1]: Given this Trades intake occurs in February 2025, we are ok allowing for the admission change to happen outside of the usual timelines.

CONSULTATIONS

Consultations	Person Consulted	Consultation Date
Office of the Provost:	Virginia Vandenburg	May 14, 2024
Vice Chair of Senate:	Catherine Schwichtenberg	April 24, 2024
Other(s)* (if applicable):	Mike Rumpeltes, Instructor	October 6, 2023

**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**	November 21, 2023 March 12, 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:	April 4, 2024
Faculty Council (if required):	April 17, 2024
SSC on Curriculum:	
SSC on University Budget (if required):	
SSC on Academic Planning and Priorities (if required):	
Senate:	

Overview of Proposed Change(s):	<p>It is proposed that MATT 1015 be removed from the curricular requirements in Metal Fabrication/Fitter: Citation (Foundation) program, as MATT 1015 has been discontinued. It is proposed that MATT 1013 be required instead.</p> <p>Program changes also reflect replacing Vocational Trades Mathematics Assessment with KPU's MPT (math placement test), the addition of a statement concerning the minimum grade in all required courses, the addition of high school English courses in the Admission Requirements section, the removal of the requirement of permission of the Dean for international students, the removal of the statement concerning satisfactory physical health and the addition of the statement concerning Accessibility Services, and various other housekeeping changes.</p> <p>NOTE: The curriculum for this program is developed by SkilledTradesBC and is provided to all trades training institutions in British Columbia, including KPU.</p>
Rationale:	<p>The proposed changes are in response to specific issues that cannot be delayed until a Program review: for the Math requirement, MATT 1013 is the replacement for MATT 1015, which was discontinued. For the English requirement, the additional high school English courses are included on recommendation from the Office of the Registrar. For the Math requirement, the KPU Vocational Trades Mathematics Assessment is being replaced with the Math Placement Test. The statement concerning satisfactory physical health was removed because the language was outdated, and it was replaced with more accurate, recent language in consultation with Accessibility Services. The curricular requirement stating that "students must achieve a minimum grade of B- in all required courses" was added for clarification because it had been omitted in previous calendars.</p>
URL(s):	https://calendar.kpu.ca/programs-az/trades-technology/metal-fabrication-fitter/metal-fabrication-fitter-citation/#requirementsstext

Impact on Students:	<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> The changes alter the admission, declaration or continuance requirements <i>If yes, provide both the current calendar entry and new calendar entry in full. (see below)</i></p> <p><input checked="" type="checkbox"/> The changes alter the curricular requirements <i>If yes, provide both the current calendar entry and new calendar entry in full. (see below)</i></p> <p><input checked="" type="checkbox"/> The changes change the total number of required credits <i>If yes, state the current number of total credits: 23 and proposed number of total credits: 21.5</i></p> <p>NOTE: There is no impact on students, as these are <i>vocational</i> credits, not undergraduate credits. As per KPU Bylaw 4 (under "Fixed Term Programs," Category 2), tuition fees for Trades courses are not based on credits; tuition is based on the number of weeks of the program. To be clear, the number of weeks of the Citation in Metal Fabrication/Fitter remains unchanged.</p> <p><input type="checkbox"/> The changes introduce new, revised or discontinued courses</p>
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	<p>Click or tap here to enter text. <i>and list the courses below.</i></p> <p><input type="checkbox"/> The changes alter the credential awarded <i>If yes, indicate the proposed credential:</i></p>
Transition Plan	No transition plan is required because this is a limited intake cohort program.

Curriculum Map¹

NOTE: No Curriculum map is provided because the curriculum for this program is developed by SkilledTradesBC and is provided to all trades training institutions in British Columbia, including KPU.

PLO #1:

PLO #2:

PLO #3:

PLO #4:

PLO #5:

PLO #6:

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 as 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.

Current Requirements with Proposed Changes <i>Cut and paste the relevant section(s) in full from the current Calendar website. Use <u>track changes</u> to show the proposed changes.</i>	New Requirements <i>Provide a clean copy to show how the new Calendar entry will appear. List courses in alpha/numeric order.</i>
<p>Admission Requirements</p> <p>In addition to KPU's General university admission requirements, including the vocational level English Proficiency Requirement, <u>In addition to meeting one of KPU's applicant categories,</u> the following program admission requirements apply:</p> <ul style="list-style-type: none"> • English: <ul style="list-style-type: none"> ○ English Studies 12 with a minimum grade of 'C' (or equivalent), or ○ <u>Literary Studies 12 with a minimum grade of 'C' (or equivalent), or</u> ○ <u>English First Peoples 12 with a minimum grade of 'C' (or equivalent),</u> or ○ <u>Composition 12 with a minimum grade of 'C' (or equivalent), or</u> ○ <u>Creative Writing 12 with a minimum grade of 'C' (or equivalent), or</u> ○ Completion of KPU's Vocational Trades English Reading Assessment with a minimum score of 80%. • Mathematics: <ul style="list-style-type: none"> ○ Apprenticeship and Workplace Mathematics 11 with a minimum grade of 'C' (or equivalent), or ○ Foundations of Mathematics 11 with a minimum grade of 'C' (or equivalent), or ○ Pre-calculus 11 with a minimum grade of 'C' (or equivalent), or ○ KPU's Vocational Trades Mathematics Assessment with a with a minimum threshold percentage of 63.5%, or ○ <u>KPU's Math Placement Test (MPT) with a minimum score of 12.</u> 	<p>Admission Requirements</p> <p>In addition to meeting one of KPU's applicant categories, the following program admission requirements apply:</p> <ul style="list-style-type: none"> • English: <ul style="list-style-type: none"> ○ English Studies 12 with a minimum grade of 'C' (or equivalent), or ○ Literary Studies 12 with a minimum grade of 'C' (or equivalent), or ○ English First Peoples 12 with a minimum grade of 'C' (or equivalent), or ○ Composition 12 with a minimum grade of 'C' (or equivalent), or ○ Creative Writing 12 with a minimum grade of 'C' (or equivalent), or ○ Completion of KPU's Vocational Trades English Reading Assessment with a minimum score of 80%. • Mathematics: <ul style="list-style-type: none"> ○ Workplace Mathematics 11 with a minimum grade of 'C' (or equivalent), or ○ Foundations of Mathematics 11 with a minimum grade of 'C' (or equivalent), or ○ Pre-calculus 11 with a minimum grade of 'C' (or equivalent), or ○ KPU's Math Placement Tests (MPT) with a minimum score of 12.

<p>Notes:</p> <ul style="list-style-type: none"> Group information sessions are regularly scheduled at the Cloverdale campus, and participation is highly recommended. Please see kpu.ca/trades for schedule information. <u>Completion of high school technology education courses is an asset in the ability to progress through the program.</u> Completion of high school shop courses is an asset. International student Application for Admission requires approval of the Dean. <p>Satisfactory physical health is also recommended. Prior to applying, prospective students with mental or physical impairments, who may require program accommodations, should contact the Office of the Dean of Trades and Technology to discuss required skills and competencies, and Accessibility Services to ensure appropriate accommodations can be arranged.</p> <p><u>Accessibility Services (Accommodations): Students seeking accommodations for a disability should contact Accessibility Services to explore options to remove potential barriers to their learning experience. Prospective students and applicants are encouraged to reach out for support as early as possible as some services require advance planning. An Accessibility Advisor or Learning Specialist will review the course essential skills and abilities and determine what, if any, accommodations could support your education.</u></p>	<p>Notes:</p> <ul style="list-style-type: none"> Group information sessions are regularly scheduled at the Cloverdale campus, and participation is highly recommended. Please see kpu.ca/trades for schedule information. <u>Completion of high school technology education courses is an asset in the ability to progress through the program.</u> <p>Accessibility Services (Accommodations): Students seeking accommodations for a disability should contact Accessibility Services to explore options to remove potential barriers to their learning experience. Prospective students and applicants are encouraged to reach out for support as early as possible as some services require advance planning. An Accessibility Advisor or Learning Specialist will review the course essential skills and abilities and determine what, if any, accommodations could support your education.</p>
<p>Curricular Requirements</p> <p><u>Students must achieve a minimum grade of B- in all required courses.</u></p> <hr/> <p><u>ENGT 1015</u> Communication Skills for Trades I 1.5</p>	<p>Curricular Requirements</p> <p>Students must achieve a minimum grade of B- in all required courses.</p> <hr/> <p><u>ENGT 1015</u> Communication Skills for Trades I 1.5</p>

Commented [CS2]: What does this mean – an asset in one’s application or ability to transition through the program? I wonder if some clarity should be provided here to reduce confusion.

MATT 1015		3	MATT 1013	Mathematics/Science for Manufacturing and Mechanical Trades Level 1	1.5
<u>MATT 1013</u>	<u>Mathematics/Science for Manufacturing and Mechanical Trades Level 1</u>	<u>1.5</u>			
<u>MFAB 1100</u>	Safe Working Procedures	2.5	<u>MFAB 1100</u>	Safe Working Procedures	2.5
<u>MFAB 1110</u>	Trade-Specific Tools	2	<u>MFAB 1110</u>	Trade-Specific Tools	2
<u>MFAB 1115</u>	Basic Stationary Power Equipment	2	<u>MFAB 1115</u>	Basic Stationary Power Equipment	2
<u>MFAB 1120</u>	Oxy-fuel and Cutting Equipment	2	<u>MFAB 1120</u>	Oxy-fuel and Cutting Equipment	2
<u>MFAB 1125</u>	Welding for Metal Fabrication	2.5	<u>MFAB 1125</u>	Welding for Metal Fabrication	2.5
<u>MFAB 1130</u>	Read Basic Drawings	2	<u>MFAB 1130</u>	Read Basic Drawings	2
<u>MFAB 1141</u>	Basic Metal Fabrication	4	<u>MFAB 1141</u>	Basic Metal Fabrication	4
<u>MFAB 1150</u>	Metallurgy Theory	1.5	<u>MFAB 1150</u>	Metallurgy Theory	1.5
Total Credits		23 21.5	Total Credits		21.5

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
Nadia Henwood AVP Enrollment Services and Registrar	Office of the Registrar	Comments: Given this Trades intake occurs in February 2025, we are ok allowing for the admission change to happen outside of the usual timelines.	3/12/2024
Click or tap here to enter text. Click or tap here to enter text.		Comments: Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text. Click or tap here to enter text.		Comments: Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text. Click or tap here to enter text.		Comments: Click or tap here to enter text.	Click or tap to enter a date.
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Click or tap here to enter text. Click or tap here to enter text.		Comments: Click or tap here to enter text.	Click or tap to enter a date.

3. Financial Assessment Questions

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.

Change in number of credits	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details: The number of credits will decline. MATT 1015 was a 3.0 credit course, while MATT 1013 is a 1.5 credit course. Please note that there is no impact on students, as these are <i>vocational</i> credits, not undergraduate credits. As per KPU Bylaw 4 (under "Fixed Term Programs," Category 2), tuition fees for Trades vocational courses are not based on credits; tuition is based on the number of weeks of the program. To be clear, the number of weeks of the Metal Fabrication/Fitter: Citation (Foundation) remains unchanged.
Change in space requirements	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, please provide details:
Change in equipment requirements	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, please provide details:
Change in support requirements	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, please provide details:

Please attach any financial document if required.

SENATE STANDING COMMITTEE ON CURRICULUM**Agenda Number: 6.3****Meeting Date: June 5, 2024****Presenter(s): Melissa Drury**

AGENDA TITLE: Admissions Revision: Diploma of Technology in Environmental Protection**ACTION REQUESTED:** Motion**RECOMMENDED RESOLUTION**

THAT the Senate Standing Committee on Curriculum recommend that Senate approve the admissions revision to the Diploma of Technology in Environmental Protection program effective September 1, 2025.

COMMITTEE REPORT

Faculty of Science Curriculum Committee Approval: May 2, 2024

Faculty of Science Faculty Council Approval: May 21, 2024

Context and Background

This proposed revision is being submitted 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 exist in recruiting students. We continue to see soft applications and enrollment. The Science Dean's office cancelled 3 ENVI program courses in response to soft enrollment in spring 2024.

Prospective program applicants 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.

We hope that deleting this phrase in the Admission Requirements section in the Calendar will simplify the application process and reduce barriers to applicants to the Diploma of Technology in Environmental Protection. Marketing and outreach initiatives are also occurring.

Key Messages

1. Removal of 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” from the program admissions content.

Consultations

1. David Burns, AVP, Academic
2. Catherine Schwichtenberg, Vice-Chair of Senate

Attachments

1. Program Change memo – EPT – 1Sep2025
-

Submitted by

Melissa Drury, Chair, Environmental Protection Program

Date submitted

May 22, 2024

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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 <i>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.</i>
Dean/Associate Dean:	Brett Favaro
Chair/Coordinator:	Melissa Drury
Submission Date:	May 22, 2024

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):	21-May-2024
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:	<p>We are submitting this proposed revision in response to a specific issue (enrollment) which cannot be delayed until a program review.</p> <p>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.</p> <p>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.</p> <p>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.</p>

	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/#requirements-text

Impact on Students:	<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> The changes alter the admission, declaration or continuance requirements <i>If yes, provide both the current calendar entry and new calendar entry in full. (see below)</i></p> <p><input type="checkbox"/> The changes alter the curricular requirements <i>If yes, provide both the current calendar entry and new calendar entry in full. (see below)</i></p> <p><input type="checkbox"/> The changes change the total number of required credits <i>If yes, state the current number of total credits: Click or tap here to enter text. and proposed number of total credits: Click or tap here to enter text.</i></p> <p><input type="checkbox"/> The changes introduce new, revised or discontinued courses <i>Click or tap here to enter text. and list the courses below.</i></p> <p><input type="checkbox"/> The changes alter the credential awarded <i>If yes, indicate the proposed credential:</i></p>
Transition Plan	The change to admissions has no affect on current students.

Curriculum Map¹ - a curriculum map is not required for this change in admissions.

PLO #1:

PLO #2:

PLO #3:

PLO #4:

PLO #5:

PLO #6:

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.

<p>Current Requirements with Proposed Changes <i>Cut and paste the relevant section(s) in full from the current Calendar website. Use track changes to show the proposed changes.</i></p> <p><i>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."</i></p>	<p>New Requirements <i>Provide a clean copy to show how the new Calendar entry will appear. List courses in alpha/numeric order.</i></p>
<p>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:</p> <ul style="list-style-type: none"> • Level E1 as defined in the Math Alternatives Table. • Minimum grade of C+ in Chemistry 11 (or equivalent) <p>Students lacking any of these requisites must obtain their equivalent before being admitted to the program.</p> <p>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.</p>	<p>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:</p> <ul style="list-style-type: none"> • Level E1 as defined in the Math Alternatives Table. • Minimum grade of C+ in Chemistry 11 (or equivalent) <p>Students lacking any of these requisites must obtain their equivalent before being admitted to the program.</p>

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 Fello	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

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.

Change in number of credits	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, please provide details:
Change in space requirements	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, please provide details:
Change in equipment requirements	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, please provide details:
Change in support requirements	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, please provide details:

Please attach any financial document if required.

SENATE STANDING COMMITTEE ON CURRICULUM

Agenda Number: 6.4

Meeting Date: June 5, 2024

Presenter(s): Catherine Schwichtenberg

AGENDA TITLE: SUBCOMMITTEE ON PATHWAY COURSES

ACTION REQUESTED: Discussion

RECOMMENDED RESOLUTION

THAT the Senate Standing Committee on Curriculum recommend that the Senate Governance and Nominating Committee recommend that Senate approve the creation of the Subcommittee on Pathway Courses including the proposed mandate and membership, effective September 1, 2024.

COMMITTEE REPORT

For Secretariat Use Only

Context and Background

In the March 2023 SSCTL meeting, after discussing the report on Pathway Student Success presented by Dr. Lori McElroy (OPA), SSCTL formed a Pathway Working Group (PWG) with a mandate that included a review of applicable data, and recommendations for change. The pathway working group provided a fulsome report to SSCTL which was unanimously approved for presentation to SSCC on January 10, 2024.

The Pathway working group advised that:

1. Ongoing action to support Pathway students and to reduce the incidence of low-success courses requires active collaboration between the Office of the Provost, ACP, and SSCC.
2. Decisions about how to refine the process of adding courses to the Pathway, based on PWG recommendations, will be undertaken by SSCC.
3. Collaboration between SSCTL expertise and SSCC may be advised in the process of adding courses to the Pathway going forward.

Key Messages

- SSCC formed subcommittees for Quantitative and Writing Intensive courses with mandates and membership that best support the expertise required to recommend courses for these attributes.
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- A committee with expertise in English upgrading and student success will be required to review and recommend courses appropriate for the pathways.

Resource Requirements

NA

Implications/Risks

NA

Consultations

1. Senate Standing Committee on Teaching and Learning
2. Christina Page, Chair, Senate Standing Committee on Teaching & Learning

Attachments

1. Proposed Mandate and Membership for the Subcommittee on Pathway Courses
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Submitted by

Catherine Schwichtenberg, Vice-Chair of Senate

Date submitted

May 2, 2024

Draft Mandate and Membership: Subcommittee on Pathway Courses

Background

The Subcommittee on Pathway Courses (SPWC) is a subcommittee of the Senate Standing Committee on Curriculum (SSCC). SPWC is the body that has the subject expertise to recommend approval of Pathway (PW) designation to courses following the criteria set out by SSCC.

Mandate

The Subcommittee on Pathway Courses (SPWC) is an SSCC subcommittee with a mandate to:

1. Make recommendations for changes to the criteria and guidelines for Pathway (PW) courses when required.
2. Review the criteria for PW courses as necessary and recommend approval of any revisions to SSCC.
3. Make recommendations for amendments to applicable policies, websites, and Academic Calendar content as they pertain to PW courses.
4. Collaborate with Faculties, the Senate Standing Committee on Teaching & Learning, and the Office of the Provost to ensure that Pathway-designated courses align with academic standards, the goals of the pathway program, and the needs of students.
5. Review proposals for new Pathway-attributed courses, changes to existing Pathway courses, and the removal of Pathway attributes following established criteria and guidelines.
6. Report to SSCC of any courses the committee deems to have satisfied the established criteria, for recommendation to Senate as a Pathway-attributed course.
7. Report to the course developers of any courses that the committee deems to have not satisfied the established criteria for the Pathway attribute.
8. Annually review data from the Office of Planning & Accountability on Pathway student success on PW courses (DFW rate), and make applicable recommendations to SSCC.
9. Review periodically the mandate, composition, and processes of SPWC, and make recommendations to SSCC concerning these matters as appropriate.
10. Perform other duties as assigned by Senate.

Membership

Chair: Elected by the committee for a three-year term.

The membership of the Subcommittee on Pathway Courses is constituted by representative members from across KPU who have expertise in English upgrading and developmental education. The faculty members are nominated by their respective Faculty councils and approved by the Senate Standing Committee on Curriculum.

Voting Members

- Two faculty members from the Faculty of Academic and Career Preparation
- Two additional faculty members from Faculties with one or more courses on the Pathway
- One representative from the Teaching & Learning Commons
- One Academic Advisor
- One student currently or previously registered in a pathway course

Non-Voting

- Provost and VP Academic, or designate
- Chair of SSCC
- Learning Specialist (Accessibility Services Faculty)
- Learning Strategist (Learning Centres Faculty)
- Dean or Associate Dean, Academic and Career Preparation

Vacant positions do not count towards quorum.

Terms of Office

- Three-year terms

The Chair will inform the committee if a member's absences exceed three meetings. The committee will discuss the situation and the chair, in conjunction with the committee, may declare the position vacant.