

PRESIDENT'S REPORT TO THE BOARD

JUNE 19, 2018

PRESIDENT'S OFFICE

May and June were filled with numerous academic year end activities. These included Capilano University becoming signatory of the Okanagan Charter for employee and student well-being, the Centre for Teaching Excellence hosting an extensive faculty professional development session, and celebrating the graduation of over 1,000 students at the 2018 Convocation ceremonies.

We also saw the finalization of numerous BoG, Senate and operational policies, procedures, terms of reference and by-laws, wrapping up an extraordinary year of work by CapU's policy team to update, renew and create critical documents to guide our day-to-day operations. There was also the kick-off of a President's Advisory Committee to provide oversight and advice on the development of a new smoking policy for our campuses.

Finally, in June we held our third joint planning session with the University, CFA, MoveUP, exempt and CSU executives. The purpose was to review the 2018-19 Operational Plan and to identify areas of collaboration for the coming academic year. We agreed that areas of focus would include the 50th anniversary celebrations, well-being, targeted employee engagement, investigating joint professional development opportunities, supporting orientation for new employees, enhancing student preparedness, implementing recommendations from the Academica admissions review and embracing innovation and scholarly activities.

ACADEMIC & PROVOST

FACULTY OF ARTS AND SCIENCES

- » The BSc General Stage 1 will be shortly going to the Senate Academic Planning and Program Review Committee (SAPPRC) and Academic Leadership (AL) for additional feedback and approval to proceed.
- » Work on the Psychology, Environmental Studies and English majors continues.
- » Leonard George, Chair Social Sciences, is delighted to be presenting a Cap EX entry scholarship to a Seycove Student in June.
- » An Advisory Board for the Bachelor of Arts has been struck and will meet in early June.
- » Arts and Sciences had a record number of students enroll for its summer session and has added 14 sections in response. In support of these students, many of whom are international, faculty are piloting a peer mentor program under the guidance of Derek Murray (Humanities) and Rachel Clearwater (STEM). Six current Arts and Sciences students have been hired into these positions to provide assistance and help in understanding the expectations of a post-secondary experience in Canada. Already the program has proven to be a valuable resource for international students, while at the same time providing a much-appreciated employment opportunity and work experience for the mentors that were hired.
- » Several Arts and Sciences staff members recently attended the First Responder training sessions for sexual assault respondents and felt it was very valuable.
- » Arts and Sciences staff are in the process of completing their mid-term goal-setting reports; these are expected to be finalized by June 29.
- » At the all-faculty meeting, employee engagement, assessment and the terms of reference for our faculty and its committees were all discussed in depth.
- » Bob Muckle from the School of Social Sciences received a Heritage award from the District of North Vancouver, which in turn generated much positive media coverage for CapU.
- » The eighth year of Capilano Universe, a community outreach initiative, successfully concluded this month with a lecture from Art Historian Efrat El-Hanany entitled, "Divine! An Evening with Michael Angelo." Sessions have all been extremely well attended.

- » The Cap Core committee has been meeting regularly in order to get everything in place for the Fall 2018 term. Derek Murray is leading a team of five attending the American Association of Colleges and Universities' General Education Institute in Salt Lake City this month to gain knowledge and to benefit from the experience of colleagues at institutions where General Education (called Cap Core here) curricula have been in place for many years.
- » With the assistance of communications and marketing, an excellent visual has been produced to clearly explain Cap Core.

WHAT IS CAP CORE?

Cap Core is a framework for selecting courses that helps students become well-rounded graduates. Courses are organized into three themes that are designed to provide the foundational and professional knowledge for career success.

CAP CORE THEMES



Foundation

Literacy
Numeracy



Integration

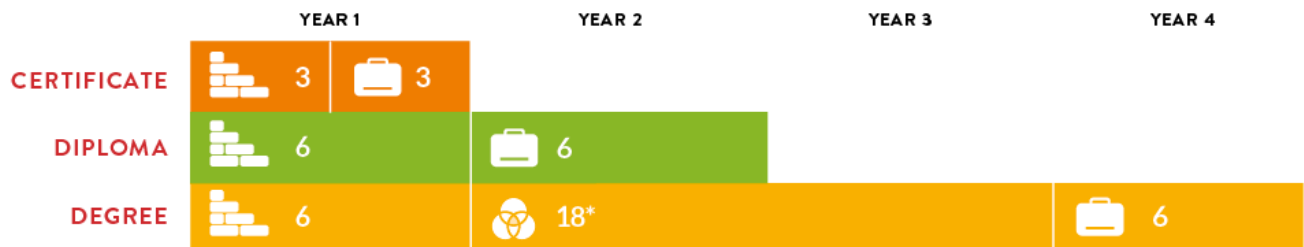
Self and Society
Science and Technology
Culture and Creative Expression



Professional Practice

Experiential learning
Capstone course

CAP CORE CREDITS BY CREDENTIAL



* Integration courses may be completed during any year of studies

KĀLAX-AY SUNSHINE COAST CAMPUS

- » As part of our commitment to Truth and Reconciliation, the campus sponsored a **KAIROS Blanket Exercise** at the shishálh Nation Hall on June 1. At that ceremony, the Truth and Reconciliation Quilt constructed by the campus community was the centerpiece of a concluding dialogue circle.
- » **The Pathways to Higher Learning** program, developed in conjunction with the shishálh nation, launches in the fall of 2018. The program provides pathways for students to pursue post-secondary education and/or career goals through coursework, employment training, life and career coaching, and teachings using Aboriginal knowledge practices.

- » On Friday, May 25, 2018, the Minister of State for Child Care, Katrina Chen, came to the Sunshine Coast and met with faculty from the Early Childhood Care and Education department and *kálox-ay* the Sunshine Coast campus along with Nicholas Simons, MLA for Powell River-Sunshine Coast. The Minister spent an hour discussing the need for qualified Early Childhood Educators on the Sunshine Coast and then toured the Sechelt Nation's Mem7iman Child Development Centre. Although a recent funding application for rural program delivery was unsuccessful, a part-time intake for ECCE will open starting in the fall of 2018 to address community demand. Future provincial funding applications are anticipated.
- » **The Welcoming Communities** program, a partnership of Capilano University and Sunshine Coast Community Services, will hold a Multicultural Festival on June 29 from 4–8 p.m. at the Seaside Centre and the Sechelt Public Library. There will be performances, food, crafts, displays, children's activities and more.

FACULTY OF BUSINESS AND PROFESSIONAL STUDIES

- » **The Capilano University Enactus** team attended the national competition in Toronto in May. The students were awarded first runner-up in the semi-finals.
- » A total of 43 students participated in business and cultural experiences in the **China Field School** and the **Hungary Field School** (at the University of Pécs).
- » The School of Business hosted a visiting professor from the University of Pécs in the month of May. The professor attended Capilano's Professional Development (PD) days, met with faculty and learned from our instructors on Canadian teaching techniques.
- » As part of PD days, the faculty from the School of Business worked on curriculum mapping for the program review of the Bachelor of Business Administration (BBA).
- » The School of Communication hosted the **Communication and Media Articulation Committee (CAMAC)** meeting on campus on May 9 and 10. Over 20 institutions attended with the topic of discussion being: internationalization of curriculum.
- » School of Legal Studies: 100% employment for our grads, developing an externally funded Contract Law Citation for business managers.
- » New online Legal Administrative Assistant option starting in the fall.
- » Recent productive PAC meeting with industry reps and dealing with all Legal Studies programming.

FACULTY OF EDUCATION, HEALTH & HUMAN DEVELOPMENT

- » In order to address demand for early childhood care and the shortage of qualified early childhood educators in B.C., the provincial government has awarded \$55,000 in one-time funding to the University to deliver an additional certification program for Infant/Toddler educators at the North Vancouver campus in 2018-19. Plans are also being finalized to deliver our ECE diploma program through the Sechelt campus over the next three years in order to meet similar needs on the Sunshine Coast.
- » **The Access Work Experience** department has received \$75,000 in provincial funding for 2018-19 to enhance institutional capacity to serve and accommodate students with disabilities and to provide them with training in fields experiencing high labour market demand.
- » **The Education Assistant** program and Ts'zil Learning Centre have received \$220,000 in federal funding to deliver training over two years in Mt. Currie to address the shortage of special needs educators in the region.
- » **The Health Care Assistant** program has received \$135,000 in provincial funding for 2018-19 to deliver training in partnership with the Squamish Nation to build community capacity in long-term, acute and residential care.

FACULTY OF GLOBAL & COMMUNITY STUDIES

SCHOOL OF TOURISM MANAGEMENT

- » The Associate of Arts Degree in Global Stewardship will be suspended for 2018-19 as work is done to reimagine and re-envision the program and ensure it remains a flagship offering at CapU.

SCHOOL OF PUBLIC ADMINISTRATION

- » Development of the master's degree in public administration - local government continues. The Stage 1 proposal has been approved to move forward by the Senate Academic Planning and Program Review Committee.

SCHOOL OF HUMAN KINETICS

- » Development of the bachelor's degree in health and human kinetics continues. The Stage 1 proposal has been approved to move forward by the Senate Academic Planning and Program Review Committee

FACULTY OF FINE & APPLIED ARTS

- » Film, Music and Design held grad shows over April with exceptionally strong turnouts.

SCHOOL OF PERFORMING ARTS

- » 28 Jazz grad recitals happened in the first two weeks of April with every concert packed to capacity. With 32 students completing a BMus in Jazz Studies, this is the largest number of graduates in one group for the program.
- » **Nitecap** (Jazz) was the featured group at the Cantando Music Festival in Sun Peaks from April 21–23. They performed for over 2,000 high school students from B.C. and Alberta. The group also performed at some local high schools and held workshops with high school choral ensembles in the area.

IDEA SCHOOL OF DESIGN

- » The Design grad show held in the SFU foyer downtown showcased CapU student talents to a broad audience in this high profile location.

SCHOOL OF MOTION PICTURE ARTS

- » **Doreen Manuel**, Indigenous Independent Digital Filmmaking (IIDF) program coordinator has been appointed to the Knowledge Network Board of Directors from May 2018 to December 2019.

CENTRE FOR INTERNATIONAL EXPERIENCE

INTERNATIONAL LEADERSHIP AND MENTORSHIP PROGRAM

- » The Centre for International Experience held its new student orientation for summer students on May 10. Around 200 new students from around the world attended. The program included sessions on student learning support and academic integrity, introductions to student mentors, a faculty panel and many more activities to help the students transition successfully to their beginning of studies at CapU.
- » The CIE team is currently planning pre-departure workshops in two cities in India to prepare accepted students for their learning experience at Capilano University prior to leaving their home country. We anticipate that this will help students engage in learning more successfully once they arrive in the fall.
- » Admissions for the fall semester are on par with last fall semester and applications to post baccalaureate programs are especially strong. Faculty members are being consulted on admission and enrolment targets across the institution to provide effective management tools in the international registration process.
- » **The International Student Experience Working Group** has almost finished its important work of identifying areas of need and actions for improvement and these are being crafted into an International Student Experience Framework that will guide related actions and activities in CIE and other areas of the institution.
- » The director, international, **Dr. Chris Bottrill**, was elected in May at the Pacific Asia Travel Association (PATA) summit and board meetings in Gangneung, Korea, to Chairman of the PATA. This is the highest international position in the field of tourism ever held by an employee of Capilano University.

REGISTRAR

- » **Scholarship, Bursary, and Award Impact Statement:** In 2017-18, the University provided approximately \$1.9 million in support to more than 900 students through scholarships, bursaries, awards and program funding.
- » **Bursary Impact Statement:** In 2017-18, the University provided approximately \$1.3 million to more than 700 students through bursary funding. This funding supported an average of 25% of assessed unmet financial need in both the Summer 2017 and Fall 2017 terms and approximately 35% in the Spring 2018 term.
- » **Capilano Excellence Scholarships:** Ten newly admitted students have been selected to receive the Capilano Excellence Scholarship (CAPX) for their admission to Capilano University in 2018/2019. These students are being recognized for excellence in academics as well as leadership in both school and community endeavors; they will receive a full-ride scholarship to support domestic tuition and tuition surcharges for up to four years of study.
- » **JumpStart & Parent Orientation:** Initiated a new event to support newly admitted students conversion and transition to the University. To date we have hosted four events in May and 111 students have attended. We have three more events in June with the potential of more in July if demand remains. Capilano's first ever Parent Orientation is set to run this summer at four separate sessions.

- » **Student Ambassadors:** As part of our commitment to supporting students and ensuring our prospective students have access to first hand information from students, we hired five student ambassadors to help the Recruitment team with JumpStart and Parent & Student Supporter Orientation events, and other on and off campus events.
- » **Recruitment High School visits:** We increased our recruitment efforts between January and March by revisiting high schools in the Lower Mainland, attending additional high school fairs and attending seven Strengthening Connections (First Nations recruitment events) on Vancouver Island and on the Mainland.
- » **Recruitment Fairs and other events:**
 - CapU was one of the breakfast sponsors at the **Canadian Independent School Counsellors' National Conference BC 2018** where we presented to 110 private school counsellors and schools from Ontario, Manitoba and the Lower Mainland. This has spawned several invitations to come to schools and fairs in Ontario and Manitoba to connect directly with their students.
 - Recruiters also participated in the National Association for College Admission Counseling (NACAC) Fair at the Vancouver Conference Centre in April where they engaged with over 300 prospective students.
 - Recruiters were invited to attend the **Invergarry Adult Education Centre 2018 Career Fair** in Surrey in May and our recruiters invited the Faculty of Education, Health and Human Development to join them. This was a successful event as many of the guests that attended are looking into the ABE and HCA Programs.
- » **Community Events:** Watch for our recruiters and student ambassadors in your neighborhood this summer as they have signed up to attend 10 community events between May to September throughout the Lower Mainland.
- » **Campus Tours:** Campus tours are on-going but they also do special tours for interested parties. In May a group of 36 students from Evan Hardy Collegiate in Saskatoon came to learn more about the MOPA Program and tour the campus. This school has paid us an annual visit!

LIBRARY

- » Library and IT have formed a common service desk in anticipation of the renovations for the new Learning Commons.
- » For the Learning Commons, the Library is working closely with the Math Learning Centre and the Writing Centre and other stakeholders to ensure a smooth transition to the new space, once it is complete in late August.

ACADEMIC INITIATIVES AND PLANNING

- » Academic Initiatives and Planning (AIPO) is busy supporting faculty in their professional development period with their various development, review and assessment work. Four new program development proposals moved to Stage 1 of the process while our office continued to adapt and align the development process to ministry and university standards. As part of the BBA program review, we facilitated various sessions with the School of Business over three days.
- » **Kira Brayman**, our recent hire as Academic Initiatives Liaison, initiated program review in various departments while working with others to finalize their self-studies in preparation for external reviews in the fall.
- » Program assessment ramped up to meet the June 15 deadline for 2018/19 assessment plans and 2017/18 reports. AIPO also found a day to develop our own goals together with an assessment plan. John Stubbs completed his five month contract at the end of May.

FINANCE & ADMINISTRATION

FACILITIES SERVICES & CAMPUS PLANNING

- » The first and second phases of the **Campus Master Plan** have included robust engagement, the results of which have informed the draft principles, big moves and concept diagrams. To gather additional feedback from the broader audience, an online survey has been circulated to staff and faculty and posts have been made to social media on CapU's Twitter, Facebook and Instagram accounts. The Plan's progress to date will be presented to the Board on June 19, 2018.
- » Between February and April 2018, a **Health and Safety Gap Analysis** was conducted, based on the WorkSafeBC Certificate of Recognition programme's audit template, in an effort to benchmark the University's level of safety compliance against the Act and Regulation. The analysis covers nine different areas. The University passed in two areas: Joint Occupational Health and Safety Committee and Stay at Work/Return to Work. Seven areas require significant improvement: Organizational Commitment, Programmes and Procedures, Hazard Identification and Control, Training Education and Certification, Inspections, Incident Investigations and Programme Administration. Three key projects will be undertaken this year that touch the entire University community: Safety Policy Renewal;

Supervisor Responsibilities and Duty of Care Training; and, a Workplace Violence Risk Assessment and Recommendations.

- » **Emergency Preparedness:** As part of the University's responsibility for employees, students and other members of the University community, preparing for emergencies is part of the day-to-day management. Several initiatives have been underway: approving and using the Emergency Response Plan for special and known events (e.g., Convocation); outfitting the Emergency Operations Centre; identifying and training the University's Emergency Management Team; outfitting the North Vancouver campus with two large emergency response containers and smaller cabinets for CapU Residence and the Sechelt campus; and, the continued quarterly fire drills and training of the floor warden teams.
- » Cap U's Bi-Annual Energy Management Assessment, where the energy manager presents a status update and seeks input on strategies, program development and goals was presented to executives and BC Hydro on May 8. The outcome placed emphasis on:
 1. Exploring additional electrical supply to ensure CapU's ability to grow.
 2. Preparing to adopt STARS (Sustainability Tracking, Assessment and Reporting System).
 3. Testing the feasibility of renewable heating options.
 4. Identifying the costs and processes for climate adaptation planning.
 5. Developing a business plan to establish permanent resourcing of the CapU Works program.
- » The following are examples of **campus improvement and deferred maintenance projects** that were completed at the end of the fiscal year:
 - The Bosa Centre exterior plaza concrete pavers were deteriorating, creating a liability for the University. An engineering assessment, redesign and renewal of the Bosa Centre's exterior plaza has been completed.
 - With the decommission of the P-Building, there was insufficient lighting being provided in parking lot #3 and adjacent areas. A new lighting design to increase safe pedestrian travel between the parking lot, Bosa Centre and surrounding community garden pathways was designed and installed. As part of the safety requirements of the site, additional lighting controls were incorporated to ensure adequate light levels are achieved for safety, code compliance and comfort.
 - The Arbutus Main Incoming Electrical System has been renewed after more than 40 years of continuous services as part of the equipment Life Cycle replacement to ensure that operational reliability is maintained incorporating up to date technologies.
 - All heating main valves, coils and control valves have been replaced in the Fir building, eliminating obsolete components and providing more comfortable temperatures to occupants in different seasons.

BOOKSTORE

- » The Bookstore will be launching a new textbook delivery service to students at the CapU Residence. Branded "Books on Beds", the service enables students to pre-order their texts prior to arrival and have them waiting for them in their residence rooms when they move in.

PURCHASING SERVICES

- » The Purchasing department has begun implementation of Bonfire, specialized software for competitive bidding and strategic procurement which captures Request for Information (RFI), Request for Proposal (RFP), Request for Quote (RFQ) and Request for Bid (RFB). The product streamlines workflow on-line for the purchasing team and vendors, eliminates paper, and provides transparency and audit trails of the evaluation process.

HUMAN RESOURCES

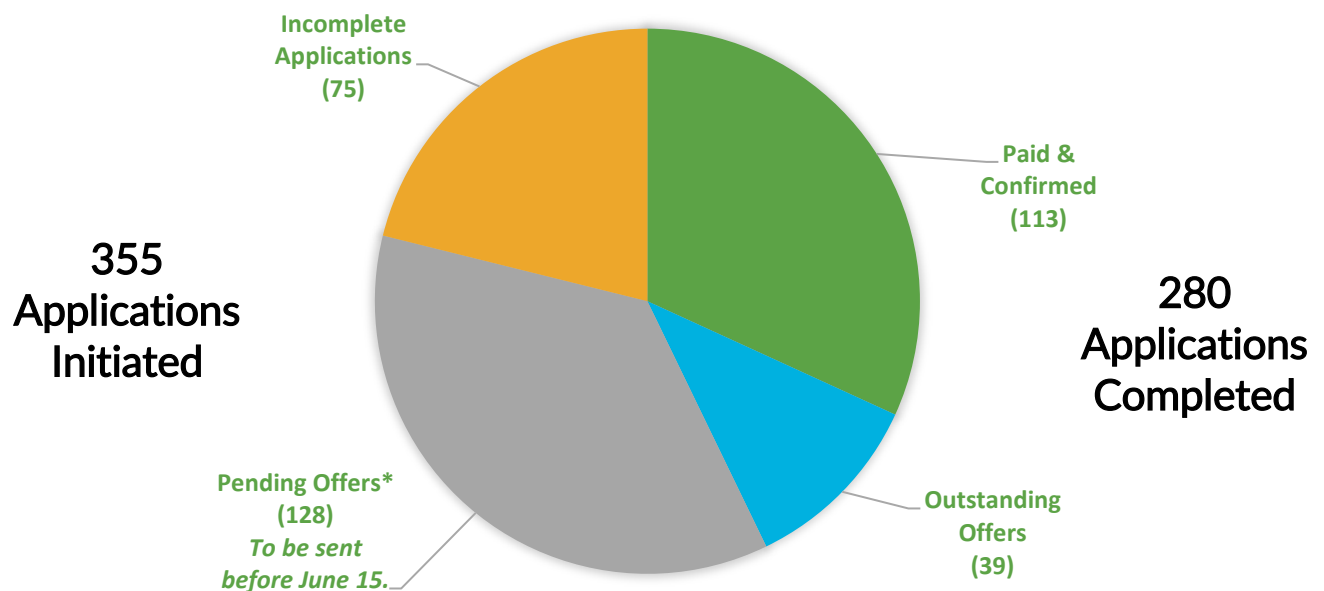
- » Flowing from the task force on mental health and campus discussions with students on wellness, Capilano University **signed the Okanagan Charter:** An International Charter for Health Promoting Universities and Colleges. An official signing event was hosted by Dr. Fung, Chancellor on May 9, 2018. The Charter creates a framework for well-being and calls upon post-secondary schools to embed health into all aspects of campus culture and to lead health promotion action and collaboration locally and globally.
- » The Okanagan Charter provides institutions with a common language, principles and framework to become a "health and well-being promoting campus" and outlines two Calls to Action:
 - To embed health into all aspects of campus culture, across the administration, operations and academic mandates;
 - To lead health promotion action and collaboration locally and globally.

POLICY, PRIVACY AND GOVERNANCE

- » The first meeting of the Presidential Advisory Committee on **Smoking on Campus** was held on May 30, 2018. Representatives from across the University community from departments, services and the unions (students, faculty and staff) reviewed the draft terms of reference and joint statement. This committee will be responsible for the overall community consultation process, policy development, communications, implementation and support plan and enforcement strategy.

STUDENT HOUSING SERVICES

- » In our first full year of operations, we provided housing to 155 students for at least one term. For 2018/19, we anticipate operating at full capacity based on the application numbers below.
- » Our application process for 2018/19 opened on March 1, 2018 and, since opening, we have launched three separate rounds of applications before initiating our open application period on June 1, 2018. The following is an update on our application statistics as of June 4, 2018:



- » The data above translates to a **73% conversion rate** from offer to confirmation. This number is up considerably from the 2017/18 application process (**33%**).
- » In addition to the application numbers above, 40 residence rooms have been reserved for and filled by First Nations Student Services (16), Athletics (12) and Residence Advisors (12). An additional 30 rooms are also reserved for Exchange/Visiting Students through a separate application process.

STRATEGIC PLANNING, ASSESSMENT AND INSTITUTIONAL EFFECTIVENESS

DIVISION OF STUDENT SUCCESS

- » **Cyndi Banks**, AVP, Student Success and **Laura MacKay**, Manager Centre for Teaching and Learning (CTE) continued to co-chair the Student Success and Retention Task Force meetings throughout the spring semester. The seven working

groups are now presenting their recommendations to the Task Force including action plans and metrics to support success.

- » A faculty team, **Robin Furby, Stephanie Wells** and **Laura MacKay** have launched our new **First Year Seminar pilot project** for launch in spring 2019. First Year Seminars are being introduced to CapU as one of the 11 high impact practices for increasing retention and student engagement in their learning. The program will be housed within the CTE and courses are designed to meet Cap Core learning outcomes, will focus on interdisciplinary topics, and employ active and inquiry-based pedagogies. Emphasizing student participation, critical thinking, and the development of academic skills, the seminars are open to all first-year students from all CapU Faculties and departments. Based on an expression of interest call, 17 submissions were received and 5 selected – one from each Faculty.
- » Student Success is grateful for the support of **Victoria Miles and Marketing & Communications** who have engaged ION to develop our internal and external marketing campaign for the Centre for Student Success and new orientation.
- » **Cyndi Banks** and **Christine Chan**, IR Analyst, attended a student success data strategy conference in March.

ACCESSIBILITY SERVICES

- » Accessibility Services invigilated 386 accommodated exams from all faculties in April 2018.
- » **Nathan Anderson** attended the district school psychologist meetings in the North and West Vancouver school districts. The Districts shared some of the changes in the K-12 system and how that has impacted the practice of school psychology in our 'feeder schools'. One of the most salient changes is that school psychologists no longer conduct psychoeducational assessments for students in high school if they have been previously identified. This change in practice has huge implications for students transitioning to university.
- » **Cheryl Kramer** co-chaired the Provincial Post-Secondary Disability Services Annual Articulation meetings hosted by UBC-Okanagan in Kelowna, May 23–25. Ongoing discussions were held on changes to grant funding at the provincial and federal level for supporting students with disabilities in post-secondary including an increase to the reimbursement for learning disability assessment reimbursements and supports for students on the Autism Spectrum. Presentations included Attention-Deficit Hyperactivity disorder and ways to support students, cannabis legislation, impact of the changes to the K-12 system on students transitioning to post-secondary, and the gradual shift to less reliance on diagnosis and more on functional impact for documentation for supports and accommodations for students.

ATHLETICS & RECREATION

- » The Athletics and Recreation Department is celebrating over 36 accomplishments for the year, 15 of which are time records (see Appendix). These were showcased at the annual Athletics & Recreation Gala event in April where students received awards ranging from GPA scores and academic achievements to team related records.
- » **Milt Williams** co-lead a team of HR and Student Wellness groups to promote campus wellness and the signing of the **Okanagan Charter**. This document is a call to action for health promotion and wellness at the post-secondary level.

CAREER DEVELOPMENT CENTRE

- » The CDC hosted several events for our inaugural **Career Development Month** in March including:
 - **What Hiring Managers Want Industry Panel** (five panelists from the District of North Vancouver, Angus One, CapU and BMO)
 - **Jobs for Caps Hiring Fair**
 - **Cap Cares Volunteer Fair** (38 exhibitors, over 130 job openings for students, 242 number of students participated)
- » During the period the CDC offered 140 one-on-one career advising appointments; nine classroom workshops; four NABU JSSP sessions; participated in Explore Capilano, in Grad Fair, and in our CPA Recruit Info Session.
- » **Nancy Ng**, Manager, earned her Certified Career Development Practitioner (CCDP) certification and she attended the Association for Co-operative Education BC/Yukon PD event in May.
- » The CDC is currently developing new workshops and materials for summer including the new Canadian Workplace Culture Basics workshop to support international students and for fall 2018 and reviewing and re-designing our existing workshops. Many meetings were held with employers about potential opportunities for partnership or potential job opportunities for students: Federal Public Service Commission, CIBC, Telus, Sherwin-Williams, Cactus Club, ICBC, Deloitte, & Ledcor.
- » We are excited to note that the Orbis Career Portal was approved for purchase and will become available in the fall of 2018 for students and employers to use.

COUNSELLING

- » During February, 225 appointments were booked (100% usage) and there were 24 drop-in sessions; March, 254 appointments and 49 drop in meetings; 34 students had to wait more than 1-3 weeks to see a counsellor; April, 207 appointments and 21 drop ins; May 37 students had to wait up to 3 weeks . **Workshops** in the period included: 3 Meditation Monday drop in workshops with 5 to 10 participants; 2 in-class presentations to ABE students on stress management, one with 9 and 11 students; one in-class presentation on office social skills preparing international students for their practicum training, 22 students; Three Keys to Relaxation workshop – 5 participants; Meditation group – 6; Maggie Feist did a mindfulness stress buster in April at the library de-stress weeks with 19 participants.
- » Counselling Services hosted the annual **BC Post-Secondary Counsellors' Association Conference** in North Vancouver, May 7-9. A total of thirty-seven counsellors and students attended: Topics included AEDP therapy approach in working with students, how technology has affected students and creating new issues, and integrating body movement in treatments.

LEARNING SERVICES

- » **Alison Parry**, Learning Specialist, offered 59 individual consultations and taught 19 in-class, course specific workshops during the period.
- » **Melissa D'Agostino**, Learning Services Advisor, provided 24 appointments offering learning support for individual needs, delivered four study skills workshops (Improving Concentration and Creating Visual Study Tools) and delivered a new workshop during summer orientation geared toward International students. This new workshop addressed Education Differences and New Learning Demands. Three exam prep tables were set-up in the library to help engage students in exam preparation and to support exam readiness leading up to finals. Exam Jam was offered for the first time in CapU Residence from 7:30 p.m.-12 a.m.; 35 students participated. Learning Support and the Library teamed up to provide exam prep support including specific study strategies that required students to practice getting learned material out instead of just in. Study techniques used included elaboration, retrieval practice, and teaching someone else. Activities were also provided (colouring bookmarks, drawing challenges, learning how to juggle and playing soccer in the gym) to help reduce stress and cognitive fatigue.

OFFICE OF INSTITUTIONAL RESEARCH

- » **Reports & Surveys:** Annual CDW submission to the Ministry; with the new graduation report, AOR and Enrolment reports. We have completed the revision of all KPI report methodologies with the exception of seat utilization which will be completed over the summer; 3 new student success focused survey research projects have been successfully piloted this academic year: Welcome Survey, Student Services Survey and NSSE. Full reporting will be available in the summer term. Two new operational-focused student survey projects will be piloted in the summer, aiming to ease operational data tracking demands for all service teams. Significant response rate increases were achieved through new messaging strategies designed to encourage greater student participation. We adopted a recommendation from the Student Health & Wellness Working Group from the Student Success & Retention Task Force and implemented the National College Health Assessment Survey in partnership with the Health and Wellness Working Group. The aim is to support the University's commitment to the Okanagan Charter by providing health-focused data and information for the campus community.
- » IR provided analytical data and support to **Centre for International Experience** to help with their goal of achieving a balanced approach for international education.
- » We are currently re-evaluating the necessity of an internal data warehouse for long-term analytical development. **Tableau** implementation has been postponed due to IT delays. IR has halted all dashboard development until further notice.
- » We are delighted to announce the hire of our new summer student assistant, **Tia Kutschera Fox**, through the Canada Summer Jobs program to support recent research development of the team.

STUDENT AFFAIRS

- » Student Affairs is delighted to announce the hire of **Crysta Perak** as our new Student Affairs Assistant Summer Student through the Canada Summer Jobs grant. Crysta is a 4th year MOPA student and will continue to work with us through December.
- » **Jody Armstrong**, Community Wellness Strategist provided two sessions of First Responder to Sexual Violence & Misconduct Training for staff and faculty in May. Jody delivered the first consent education workshop for international students for new summer students and she attended the National Conference on Campus Mental Health for Higher Education Administrators in Toronto.

- » **Remy Marlatt**, Student Success Facilitator, has been busy preparing for CapU's first 2-week long new student orientation in September. Orientation will held over two weeks (August 27-September 7) and includes an online component available to new students in July to begin their transition to CapU. Remy is also launching the CCR and two new Peers Helping Peers teams for the fall. "*Starting for Success*" is a new student transition support team that has recruited 45 peer helpers to help with orientation and the first year experience for new students. The second team includes three peer helpers to support students with lived experience in care. Remy has been actively collaborating with the **Recruiting Team** in their **Jumpstart** program offered in the summer for parents and students who have been admitted to the University. The **first SafeTALK training** is scheduled with HR on June 12 to launch suicide awareness workshops on campus.
- » Since joining the Student Affairs team, our Student Conduct Officer, **Lynn Newman**, has been working collaboratively with units across campus to identify needs and to establish teams to promote both safety and academic integrity, enhancing the learning environment for all members of the University community. Building on the success of the First Nations' Early Alert Team, a cross-functional team has been brought together to provide similar support for all students, staff and instructors. Lynn has also been working with the newly-established Duty of Care Committee to proactively identify safety concerns and develop protocols around emergency incidents. Lastly, she is also a member of the Task Force on Mental Health that has been assigned to prepare a report and recommendations for the senior leadership council.

CENTRE FOR TEACHING EXCELLENCE

- » **Dr. Laura MacKay**, Manager, has been appointed the new co-chair of the **BC Teaching and Learning Council**.
- » The CTE is delighted to welcome **Bettina Boyle** as our new educational developer. She will be supporting faculty with their courses, pedagogies, and online curriculum development.
- » CTE's 2018 May **Teaching and Learning Symposium** was a resounding success with over 174 registered participants attending throughout the week. **Pat Duncan** from the Ministry of Education presented our keynote on the changing BC K-12 curriculum.
- » CTE sponsored faculty member **Blake Rowsell** to complete the Facilitator Development Workshop course and he is now qualified to facilitate our **Instructional Skills Workshops** with CTE starting in the fall of 2018. A second iteration of our popular **Active Learning Online** course for faculty started on June 1.
- » Four faculty and two students presented in three sessions on the **Scholarship of Teaching and Learning** at BC campus' **Festival of Learning**, May 28-30.
- » **MacKay, L., Rzepski, A., and Marek, R.** "Students as Partners in Developing Curriculum, Teaching and Learning Initiatives".
- » **Wight, K. and Geary, D.** "Diversity, Adversity, Perversity, and the University: Opportunities for Embedding and Celebrating Diversity in Class Materials".
- » Lambert, K., Power, H, Daniels, C., Wright, L., and **Castagne, M.** "Communities of Praxis: Opening Education with Collective Community Action".
- » CapU is hosting the **AAEEBL Conference** (Association for the Authentic, Experiential, and Evidence-Based Learning) July 23-26. **Jan Unwin** (from the Ministry of Education and Advanced Education Superintendent of Graduation and Student Transitions) is putting together a stream with the K-12 instructors. A pre-conference has been added on Monday, July 22 to gather together a BC Think Tank of people working on ePortfolios.

CONTINUING STUDIES & EXECUTIVE EDUCATION:

- » At the start of June, Continuing Studies welcomed 40 students from Mexico for a month-long English Language Enrichment Program. This ESL program is part of the Proyecta 10,000 initiative, established by the government of Mexico in 2015. Proyecta 10,000 aims to support 10,000 Mexican students, teachers and researchers to study in Canada by 2018. This initiative resulted from conversations that took place between Canada and Mexico during the North American Leaders' Summit in 2014 where both countries agreed that education was a strategic cooperation priority. This is the third year CapU Continuing Studies has been selected as one of the Proyecta 10,000 host institutions, previously delivering programs in 2015 and 2017.
- » Serious Fun Summer Camps commence next month. The 2018 camps continue to focus on STEM subjects which enable students to stay current, promote their creativity, and help prepare them for the jobs of the future. Camps this summer include Web Design & UX, Teen Technology Lab, Robotics and Engineering and a Digital Media & Innovation Boot Camp.
- » Continuing Studies is also preparing to welcome a group of 42 junior high school students next month, from Koto City in Japan. This 8-day socio-cultural exchange program will be delivered in Squamish, BC and includes interactive English lessons, field trips & outdoor activities, a First Nations workshop, and more.

- » Executive Education delivered customized Financial Management workshops in Edmonton this month to a group of senior executives from Ledcor. Participant feedback from these workshops has been extremely positive with overall evaluation scores above 4.7 on a 5-point Likert scale for the previous cohort.

ADVANCEMENT

Advancement includes the departments of Communications & Marketing, Development & Alumni Relations, and Special Events & Ceremonies. Advancement's goals are to: enhance the University's reputation; develop positive relationships, and secure resources to support University priorities.

WEBSITE REDESIGN

- » Communications & Marketing staff are currently working as editors in the new content management system (CMS) to provide page content review and revisions for the new Capilano University website. Set to launch on June 27, 2018, the new site will feature a combination of existing content (historic) and updated content that has been streamlined and tailored to better serve the user experience. In addition to the addition of new content, hundreds of pages will be reviewed and tested by the team prior to June 27. Post-launch, updating and enhancing content will remain ongoing work for the department.

50TH ANNIVERSARY- *CELEBRATE THE EXPERIENCE!*

- » Please see the attached document entitled "50th Anniversary Program Highlights and Outcomes."

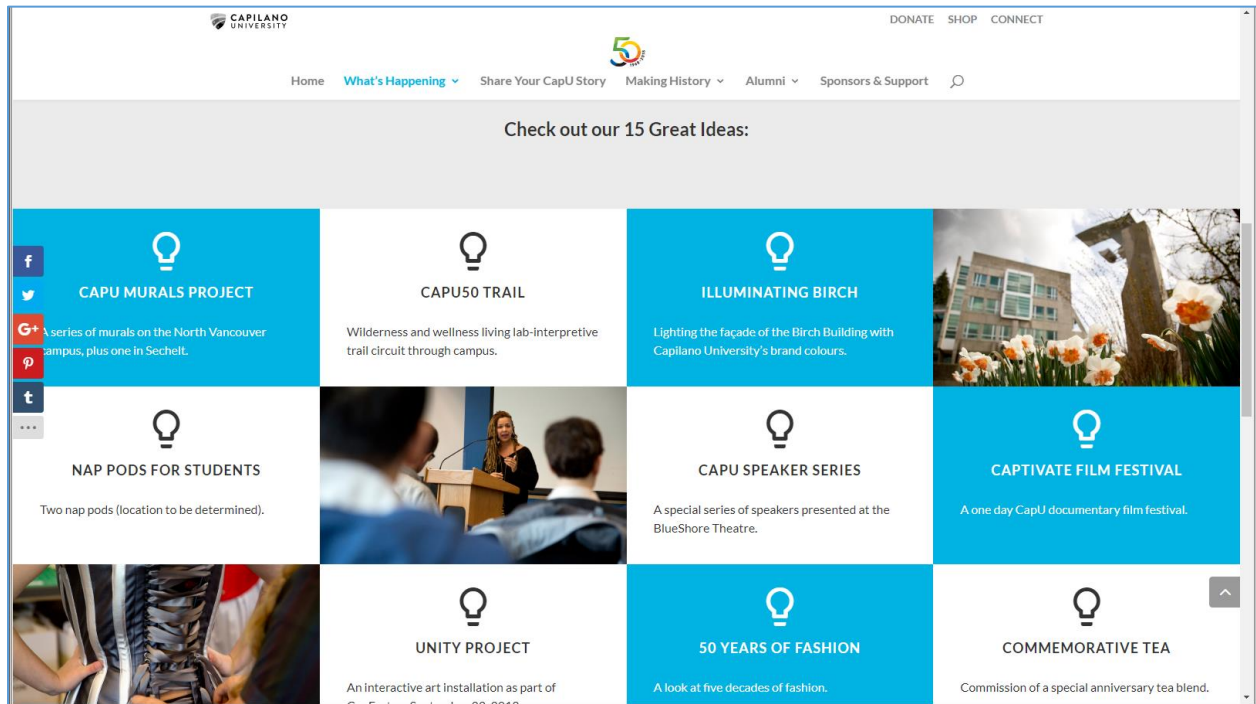
50th Anniversary Program Highlights & Outcomes

April 1 - May 31, 2018

Anniversary Website (Microsite)

The CapU 50th anniversary microsite continued to be very active in April and May, with 2,033 new and returning visitors. Content additions to the microsite during this period included: information about the Great Ideas initiative, the CapU50 e- Bulletin; a sneak peek at CapFest, and the second Cap Love Tuesdays employee photo shoot.

- ✓ 2,033 visitors to the site
- ✓ 18 % new visitors
- ✓ 59 % came to the site directly
- ✓ 30 % came via Social Media **LinkedIn, Twitter, etc.*
- ✓ 11 % came via referral or random search



Social Media

Followers to May 31, 2018:

- ✓ Facebook: 13,204 followers (+2.6%)
- ✓ Instagram: 2,961 followers (+8.7%)
- ✓ Twitter: 4,821 followers (+1%)
- ✓ LinkedIn: 29,604 (+1%)



CapU Posts April 1st - May 31st, 2018:

- ✓ Facebook: 5 posts (one sponsored)
- ✓ Instagram: 3 posts with 519 Likes
- ✓ Twitter: 4 posts with 9 Retweets and 18 Likes + 5 #CapU50



SPONSORED FACEBOOK POST: May 11, 2018

- ✓ 3,111 Facebook viewers reached
- ✓ 148 likes and 13 shares

“The early days of #CapilanoU's #OutdoorRecreation Management program were full of adventures, from climbing Mt. Waddington to being chased by the U.S. Forest service.”

CapU50 Bulletin: A sneak peek at CapFest

On May 3rd, 2018 the second 50th Anniversary **E-Bulletin** was sent to **12,925 email addresses**:

- ✓ **99 %** successfully delivered
- ✓ **31 %** opened (increase of 2.8% over first bulletin)
Education industry average is 19.93%
- ✓ **8 %** clicked thru

Top two visited pages:

- ✓ What's Happening – 132 clicks
- ✓ capu50.capilano.ca – 128 clicks



CapFest Mail Drop

In May **33,000 households and businesses** across the North Shore received a CapFest flyer, inviting them to Save-the-Date of September 22, 2018.



Sponsorship

Thirteen sponsorships, ranging from \$2,500 - \$50,000, have been secured to support the anniversary program. Additional sponsorships will continue to be sought until July 1 2018, after which sponsors will be profiled on the anniversary microsite and promoted in accordance with their sponsorship level.

MEDIA SPONSOR

A sponsorship agreement with the Corus Entertainment network (including Global BC, Global News; BC1 and CFOX) will result in anniversary promotion through a combination of television, radio and digital. Coverage will include community calendar on-air mentions, webpage highlights, radio commercials, listings on the CFOX on-air event calendar, and cfox.com, inclusion in the CFOX All Access Club E-Newsletter (35,000+ members) and social network platforms (135,000 followers).



Internal Communications

Employee communications about the 50th Anniversary program continued throughout April and May:

- ✓ 11 “In the Loop” posts on employee intranet
- ✓ 8 employee e-mails via Constant Contact tool - Average open rate of 46.5%
- ✓ 1 Employee photo shoot

Topics included:

- Cap Loves Tuesdays
- Great Ideas Fund
- *Let’s keep it going* employee information session
- Scotiabank Charity Challenge
- Highlights from the President’s Office (incl. 50th anniversary)



CAP ♥ TUESDAYS

External Communications

On May 14, 2018, President Paul Dangerfield received congratulations from Hideo Takahashi, President of Hokkaido College of Art and Design. CapU is one of four sister schools with the college. The first exchange between our institutions took place in 1996. Since 2007, CapU has sent 9 IDEA students on exchange and received 8 students from the college.

Impact

April 1 – May 31, 2018

- 46% of CapU employees are aware of 50th anniversary activities
- 33,000 households and businesses received information about CapFest (mail drop)
- 175 apparel items sold as part of Cap Love Tuesdays (\$4,171.67 in sales) - 5% (\$208.58) donated to the CapU 50th Anniversary Student Bursary. To date 1,092 items sold
- 24 outstanding alumni nominated for an Alumni Award of Excellence (more than double the usual number of nominations received)
- 100+ employees engaged at *Let’s Keep it Going* the 50th anniversary employee information event
- 15 Great Ideas projects approved and underway

