



## SENATE REGULAR MEETING

Tuesday, June 6, 2023 4:00 – 6:00 pm  
Capilano University – Library Room 322

### AGENDA

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#### **Land Acknowledgement**

Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the territories of the Lílwat, xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwataʔ/Selilwitulh (Tseil-Waututh) Nations.

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of the May 9, 2023 Minutes – Decision** Senate Members  
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
  - 5.1 Self-Evaluation Committee – *Information* Christina Neigel
6. **New Business**
  - 6.1 Annual Update on Illuminating 2030 – *Information* Laureen Styles  
Schedule 6.1
  - 6.2 Indigenous (framework) – *Information* Micki McCartney  
Schedule 6.2
  - 6.3 NWCCU – *Information* Laureen Styles  
Schedule 6.3
  - 6.4 Graduates – *Decision* Kyle Vuorinen
  - 6.5 Senate Orientation – *Information* Paul Dangerfield
7. **Committee Reports**
  - 7.1 Academic Planning and Program Review Committee – *Information* Sue Dritmanis



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|------------|--|--------------------|
| 7.2        | Bylaw, Policy and Procedure Committee – <i>Information</i>                   | Corey Muench       |
|            | 7.2.1 B.102 Policy Development and Management                                | Schedule 7.2.1     |
| 7.3        | Curriculum Committee – <i>Decision</i>                                       | Deb Jamison        |
|            | 7.3.1 Resolution Memo  | Schedule 7.3.1     |
|            | <a href="#">May 19 Agenda Package</a> / <a href="#">May 19 Draft Minutes</a> |                    |
| 7.4        | Teaching and Learning Committee – <i>Information</i>                         | Diana Twiss        |
| 7.5        | Budget Advisory Committee – <i>Information</i>                               | Michael Thoma      |
| <b>8.</b>  | <b>Other Reports</b>   |                    |
|            | 8.1 Chair of Senate - <i>Information</i>                                     | Paul Dangerfield   |
|            | 8.2 Vice Chair of Senate – <i>Information</i>                                | Robert Thomson     |
|            | 8.3 VP Academic and Provost – <i>Information</i>                             | Laureen Styles     |
|            | 8.4 Board Report – <i>Information</i>  | Rosie Anza-Burgess |
|            | 8.5 Elder Report - <i>Information</i>  | Elder Latash       |
| <b>9.</b>  | <b>Discussion Items</b>  |                    |
| <b>10.</b> | <b>Other Business</b>  |                    |
| <b>11.</b> | <b>Information Items</b>   |                    |



## SENATE MEETING

Tuesday, May 9, 2023 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

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**Present:** Paul Dangerfield (Chair), Deanna Baxter, John Brouwer, Rosie Anza-Burgess, Sue Dritmanis, Iana Dokuchaeva, Brian Ganter, Victor Gelano, Christy Goerzen, Deb Jamison, Manpreet Kaur, Tracy Penny Light, Maia Lomelino, Anthea Mallinson, Amina El Mantari, Brad Martin, Corey Muench, Lesley Nelson, Christina Neigel, Ramin Shadmehr, Dennis Silvestrone, Laureen Styles, Jason Tam, Robert Thomson, Diana Twiss, Kyle Vuorinen, Stephen Williams, Recorder: Mary Jukich

**Regrets:** Lara Duke, Kyle Guay, Karandeep Sanghera, Michael Thoma

**Guests:** Manpreet, Eduardo Azmitia

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#### **1. Welcome**

The Chair called the meeting to order at 4:00 pm.

In the absence of Michael Thoma, Anthea Mallinson assumed voting rights for the Faculty of Fine and Applied Arts.

In the absence of Kyle Guay, Victor Gelano assumed voting rights for the Faculty of Global and Community Studies.

#### **2. Approval of the Agenda**

*Paul Dangerfield moved and Diana Twiss seconded:*

To adopt the agenda.

**CARRIED**

#### **3. Approval of the Minutes**

*Paul Dangerfield moved and Maia Lomelino seconded:*

To adopt the April 4, 2023 minutes.

**CARRIED**  
**1 abstention**

#### **4. Correspondence Received**

No correspondence was received.

#### **5. Business Arising**



## SENATE MEETING

Tuesday, May 9, 2023 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

#### 5.1 Self-Evaluation Committee

*Presented by: Christina Neigel*

Senate members were informed that to date, 21 responses to the survey were received. The survey will remain open until May 10 and Senators were encouraged to complete the survey.

#### 6. New Business

##### 6.1 Graduates

*Presented by: Kyle Vuorinen*

The Registrar submitted a list of 821 graduates, verified by the Registrar's Office, to have met the graduation requirements of their program.

*Kyle Vuorinen moved and Laureen Styles seconded:*

**23/17** Senate approve the students from the five Faculties for their respective credentials for graduation.

**CARRIED**

#### 7. Committee Reports

##### 7.1 Academic Planning and Program Review Committee

*Presented by: Sue Dritmanis*

The committee met on April 11 and Aurelea Mahood, Director, Academic Initiatives Planning (AIP), provided an overview of external advisory committees, as well as a presentation on Review 2.0 annual snapshot activities.

##### 7.2 Bylaw, Policy and Procedure Committee

*Presented by: Corey Muench*

The committee met on April 11, April 25 and May 9.

At the April 11 and April 25 meetings, work continued to be focussed on the revisions to the Senate Bylaws and the Senate election procedures. The committee also reviewed the Honorary Degree Policy and Procedures and one of the recommendations was to include wording around EDI in terms of consideration for honorary degree recipients.



## SENATE MEETING

Tuesday, May 9, 2023 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

At the May 9 committee meeting work was focussed on the Board policy, B.102 Policy on Policy Management.

#### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

##### 7.3.1 Resolution Memorandum

The resolutions brought forward from the April 21, 2023 Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Robert Thomson seconded:*

**23/17** Senate approve SCC Resolutions 23/29 to 23/35.

**CARRIED**

#### 7.4 Teaching and Learning Committee

*Presented by: Diana Twiss*

The committee met on April 18 and reviewed correspondence received from the Faculty of Arts & Sciences relating to the use of Chat GPT. In addition, the committee members provided feedback on the current Academic Integrity Policy and Procedures.

Various reports were also presented at the committee meeting, and one of the key highlights was as follows:

- The Indigenous framework will be presented to the remaining faculty for input as well as the summer students. As requested by the Elders, the framework will be a “living” document and continue to evolve.

#### 7.5 Budget Advisory Committee

*Presented by: Deb Jamison*

The committee is scheduled to meet on Thursday, June 1.

### 8. Other Reports

#### 8.1 Senate Chair



## SENATE MEETING

Tuesday, May 9, 2023 4:00 pm  
Capilano University, Library Building, Room LB 322

### MINUTES

---

Paul Dangerfield provided the Chair's report, including the following highlights:

- The Senate orientation typically takes place in the fall during a regular Senate meeting. However, for this year work will be undertaken to develop a different format as well as a more fulsome package for new Senators, and to determine a more appropriate timing for the orientation.
- The Chair provided an update on the digital transformation, noting that from January to March information was gathered and April was used for planning the engagement in terms of developing the surveys and approach to ensure that all staff, students, faculty and employees were able to participate and provide feedback. The first survey was recently distributed and moving forward, there will be a series of workshops and additional opportunities scheduled for feedback.
- May is Asian Heritage Month and various activities are scheduled throughout the university. During the month, it is important to recognize that throughout the pandemic there were significant challenges for the Asian community. One of the things that can be done as a university is to continue discussions around programming, content and curriculum and be able to support students, employees and our community. Senators were encouraged to engage and participate in the activities throughout May.
- The Employee Long Service Awards event is scheduled for the coming week and Senators were encouraged to celebrate those employees.

#### 8.2 Senate Vice-Chair

Robert Thomson, provided the Vice-Chair report, including the following highlights:

- On April 12, the Vice-Chair attended the Alumni Awards of Excellence event and noted the diverse nature of the recipients' backgrounds and representation of our community.
- Senators were encouraged to complete the Senate self-evaluation survey.



## SENATE MEETING

Tuesday, May 9, 2023 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

- The Vice-Chair will be attending the various convocation ceremonies.

#### 8.3 VP Academic and Provost

Lauren Styles provided the Vice President Academic and Provost report, including the following highlights:

- Digital Learning Strategy has been approved by the Ministry of Post Secondary Education and Future Skills (PSEFS):  
[https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/digital-learning-strategy/digital\\_learning\\_strategy.pdf](https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/digital-learning-strategy/digital_learning_strategy.pdf)
- The development activity with the digital learning framework continues with a draft expected to be circulated in May/June for further input and consultation.
- The Teaching and Learning Symposium with the theme of Health and Wellness had 180 registrations total, and 104 online attendees on the opening day. Thank you all who participated and the CTE and director, teaching and learning for their leadership with this annual event.
- A warm congratulations to this year's Teaching Excellence awardees;
  - Emma Trottier
  - Laura Harrison
  - Kofi J. S. Gbolonyo
  - David Kirk
  - Jerome Genz<https://www.capilanou.ca/about-capu/get-to-know-us/capsule-stories/articles/inspired-teaching/>
- Summer term 1 launched – similar domestic student numbers from last year, nearly double international student numbers.
- [B.106 Program and Course Review and Approval](#) initial scoping for review has commenced; anticipating this will lead to this policy transitioning into several policies, including a specific policy and procedure on academic unit review.



## SENATE MEETING

Tuesday, May 9, 2023 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

- The site visit with the exempt status application happened in late April, and we are anticipating the external review report in the near future, with an intention that this can be on the DQAB agenda for June.

#### 8.4 Board Report

Rosie-Anza Burgess provided the Board report, including the following highlights:

The Board met on May 2, 2023 and received several reports, including from the Board Chair, the President and the Senate Vice-Chair. The Board also approved the following:

- Adaptation of the Acting President Policy.
- B.110 Academic Affiliation Agreements Policy.
- The revised B.301 Naming of Buildings, Spaces and Programs Policy.
- The rescission of B.305 System for Naming Buildings at Capilano Policy.
- The rescission of ARM 48 Distinguished Alumni Award and ARM 50 The One to Watch Alumni Award policies.

#### 8.5 Elder Report

A report was not provided as Elder Latash was not in attendance.

#### 9. Discussion Items

No discussion items were presented.

#### 10. Other Business

No other business was presented.

#### 11. Information Items

The following information items were presented:

- The “Legends of the Capilano” book launch was taking place on Tuesday, May 9<sup>th</sup>.
- The retirement celebration for Anthea Mallinson, faculty Senator, will take place on June 16<sup>th</sup> at 3:30 pm.
- Eduardo Azmitia, guest, President of the CFA, provided a brief summary of upcoming events and also acknowledged appreciation for the university’s support.





## SENATE MEETING

Tuesday, May 9, 2023 4:00 pm  
Capilano University, Library Building, Room LB 322

### MINUTES

---

- Maia Lomelino, student Senator, was acknowledged for her work and contributions to Senate.

The meeting was adjourned at 5:00 pm.

**Next Meeting: Tuesday, June 6, 2023**

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DRAFT

# MEMO

**To:** Senate

**From:** Laureen Styles, Vice President Academic and Provost

**Subject:** Academic Plan Update

**Date:** June 6, 2023

## BACKGROUND

The university academic plan [\*illuminating 2030\*](#) (I2030) was approved by the Board of Governors on the recommendation of Senate in February, 2021. Building on *Envisioning 2030*, the university plan, I2030 sets the academic direction with a range of actions identified for implementation over the next five years. Led by the provost and director, academic initiatives and planning a four phased process was utilized with the development of I2030 including significant participation of an advisory group, academic leadership and the Senate Academic Planning and Program Review Committee (SAPPRC).

## DISCUSSION

To keep Senate and the university apprised of progress, an update on the academic plan is provided annually (see full report in MS Teams). While not intended to be exhaustive in nature and content, the update is a way of capturing, articulating, and sharing progress that is directional, and reflects activity aligned with long term shifts and changes to meet the goals of I2030 and E2030.

Substantive progress has been made over the last year. Deep appreciation is extended to all who have had a role to play in our collective progress towards I2030. Several actions are well underway and additional activity is planned for 2023-2024 as identified in the update.

As noted, the update is not comprehensive of all academic activity aligned, with and furthering I2030. There are also several other university documents that capture more detailed activity, projects, and initiatives: (a) President's Report to the Board of Governors, and (b) the annual university Institutional Accountability Plan and Report.

## **RECOMMENDED MOTION:**

*THAT* the vice president academic and provost's update on *illuminating 2030* be received as information.

**SENATE REPORT**

<b>AGENDA ITEM: Indigenous Framework - Update</b>	
<b>PURPOSE:</b>	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
<b>MEETING DATE: June 6, 2023</b>	
<b>PRESENTER: Dr. Laureen Styles, Vice President, Academic and Provost &amp; Dr. Micki McCartney, Acting Director, Indigenous Education and Affairs</b>	

**PURPOSE**

To update Senate on the development of an Indigenous Framework in the context of both goals and actions in Envisioning 2030 and Illuminating 2030.

The framework is intended to move to Senate for approval and then to the Board of Governors as information and is connected to both Envisioning 2030 and Illuminating 2030.

**BACKGROUND**

Commencing Fall (September 2021), the director, Indigenous Education and Affairs (IEA) launched a process to develop an Indigenous framework at the university during Truth and Reconciliation Week, building on the positive work and progress over the last decade. Several activities were convened inviting university participation from both employees and students. The framework development is guided by important and significant provincial, national and international policy and reports such as:

- Truth and Reconciliation Calls to Action
- Murdered and Missing Indigenous Women and Girls Inquiry Report
- Declaration Act (BC)
- United Nations Declaration of the Rights of Indigenous Peoples
- In Plain Sight: Addressing Indigenous-specific Racism and Discrimination in BC Health Care
- Post-secondary Education and Training Policy Framework and Action Plan (BC) – draft revisions (2022)

The framework development was – and is – planned as iterative and participatory, with input being sought from the university faculty, staff and administrators; territorial rights holders on whose unceded lands the university has campuses/learning locations (primarily through education directors or managers); Indigenous students and Elders with established connection to the university.

**RECENT PROGRESS:**

Regular meetings have been held between Donna Cole, the Director of Indigenous Initiatives at the Capilano Students Union (CSU), Luis Eduardo Azmitia Pardo, the President of the Capilano Faculty Association (CFA), and the Acting Director of Indigenous Education and Affairs to discuss progress and matter pertinent to the co-creation of a living document that validates the 16 dialogues held in the Fall/Spring 2022/23 with CapU Elders, and non-Indigenous faculty. Over the summer, Indigenous employees at CapU and Indigenous students enrolled will have the opportunity to share their input with

Donna Cole on the Indigenous (Framework). The acting Indigenous Education and Affairs director met with three of the Nation's Education Division Directors and the Chief of the Shíshálh who wish to do this work independently.

### **ANTICIPATED FORWARD STEPS**

An Indigenous framework is intended to pull together foundational commitments and aspirations considering key perspectives, documents and policy, along with [Envisioning 2030](#) and [Illuminating 2030](#) and be a living document that affords a directional approach to our collective work, grounded in furthering reconciliation.

Our goal is to present the Senate with the framework in September, while prioritizing unity and accountability for the actions outlined in this dynamic living document. As we work and learn together, the framework will continue to evolve. We are dedicated to creating a format that genuinely represents the knowledge and input of the Indigenous CapU community and Nation partners through inclusivity and collaboration. We are currently contemplating creating a video featuring CapU Elders narrating the process of forming this living document and discussing related topics. It is essential to approach this work with respect and acknowledge its significance.

**SENATE REPORT**

<b>TOPIC: NWCCU Accreditation</b>	
<b>PURPOSE:</b>	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Discussion
<b>MEETING DATE: June 6, 2023</b>	
<b>PRESENTER: Paul Dangerfield, President</b>	

**PURPOSE**

To seek input and advice from Senate on NWCCU accreditation.

**BACKGROUND**

Over the last several months, the Director, Academic Initiatives and Planning and the Vice President, Academic and Provost have been reviewing provincially- and University- required academic quality assurance processes and have brought forward a recommendation with regards to NWCCU accreditation for consideration by the president (as per the memo in the Senate MS Teams site).

Guided by [University Act](#) section 35.2 (6)a in the spirit and tone of that section, the president is seeking Senate's input and advice on NWCCU accreditation.

**SUGGESTED MOTION**

THAT Senate receive as information the NWCCU accreditation recommendation.

## SENATE REPORT

<b>AGENDA ITEM:</b>	<b>Policy Development and Management (Board Policy B.102)</b>
<b>PURPOSE:</b>	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
<b>MEETING DATE:</b>	<b>June 6, 2023</b>
<b>PRESENTERS:</b>	<b>Corey Muench, Chair, Senate Bylaw, Policy, and Procedure Committee Jacquetta Goy, Director, Risk Management</b>

### PURPOSE

To present as information to Senate updates to the policy on “Policy Development and Management,” B.102.

### BACKGROUND

The *University Act* outlines the policy areas and topics which are managed by the Board of Governors alone, policy areas which are managed by the Senate alone, and policy areas for which the Board of Governors must seek advice from the Senate (section 35.2(6)). The Senior Leadership Council (SLC) manages operational policies for administrative processes.

Policy B.102, “Policy Development and Management,” resides with the Board of Governors and was last updated in 2018. Since then, there have been significant changes to the policy management process with the move of the Policy Office to the Director, Risk Management, and it was felt that these should be reflected in the policy.

### APPROVALS & CONSULTATIONS:

The SLC Policy Subcommittee was the initial consultation group for this policy. The policy was also presented and discussed by the Senate Bylaws, Policies and Procedures committee, with a number of changes incorporated. Proposed changes to policy review processes were discussed with the Vice Presidents Finance and Administration and Academic & Provost. Legal review has been completed and advice received incorporated. Posted for community feedback with no comments to date.

<b>Date</b>	<b>Committee or Group</b>	<b>Purpose</b>
6 March	SLC Policy Sub-Committee	Initial review
3 April	SLC Policy Sub-Committee	Reviewed, proposed improvements and determined ready for SLC consideration.
4-21 April	Capilano University Community – posted on Frontlines	For community feedback
19 April	SLC	Reviewed, asked for further amendments if required and recommended for Board sub-committee consideration

9 May 23 May	Senate Bylaws, Policies and Procedures committee	For information and discussion of Senate related aspects of the policy
17 May	SLC	Reviewed changes made, recommended for Board sub-committee consideration
8 June	Senate	To receive as information
12 June	Governance and Planning Committee	Review, request amendments if required or recommend for Board approval
27 June	Board	Final approval

#### Plan for associated training or awareness raising

The changes to the policy development and approval process have been discussed at the SLC subcommittee, BP&P and SLC on several occasions. The policy Frontlines webpage is being redeveloped and will include more guidance for policy proponents. When the revised policy has been approved and the Frontlines pages updated notice will be posted on “In the loop” and at SLC. Specific training is not required but the policy office will continue to support policy proponents as required.

#### **HIGHLIGHTS OF PROPOSAL BROUGHT TO SENATE BYLAW, POLICY, AND PROCEDURE COMMITTEE:**

The Policy outlines the principles and processes for the development, consultation and approval of policies and procedures. Significant changes include:

- Changing the Officer responsible for Policy B.102 from the President to the Vice President Finance and Administration
- Defining “Officer Responsible” for policy development as a Vice President
- Identifying the Vice President, Academic and Provost as the usual Officer responsible for the development and review of Senate policies
- Adding the requirement for a policy proponent for each policy, who may not be the Vice President responsible, but may be assigned by the Vice President responsible.
- Establishing the Policy Office as a central component in the process of writing, reviewing, revising, and rescinding of policies/procedures
- Adding a more structured process to how Senate policies are developed/administered, i.e. a process of VP Academic assigning a policy proponent who then works with the Policy Office to draft, revise, or review policies in preparation for Senate Bylaw, Policy, and Procedure Committee to review and bring to Senate for approval
- Adding more direction with regard to impact assessment and consultation during policy development and review
- Adding the requirement for policy proposals and briefing reports to be created
- Including the role of the SLC policy subcommittee
- Clarifying the process to ensure Senate consultation is incorporated when creating, revising and rescinding Board policies involving matters of educational policy as per section 35.2(6) of University Act, including the provision of and response to recommendations from the Senate to the Board.
- Ensuring legal compliance and consistency across the processes for Board, Senate and SLC policies;
- Clarifying the process for legal review of policies

- Detailing a number of policy-related responsibilities
- Including references to the rescinding of policies throughout the policy as needed.
- Adding an appendix to the policy with the wording of Section 35.2(6) of the University Act for easier reference.


### **DOCUMENTS FOR SENATE REVIEW**

Two versions of the proposed policy are provided for Senate: a version with comments/questions by members of the Bylaw, Policy, and Procedure Committee and a finalized version. The currently in-use Senate policy B.102 is also included for reference.

### **RECOMMENDATION**

*THAT the Senate accept as information the updates to B.102 Policy Management and Development prior to presentation to the Governance and Planning Committee and subsequently the Board of Governors.*



 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>B.102</b>	<b>President</b>		
Policy Name			
Policy Development and Management			
Approved by	Replaces	Category	Next Review
<b>Board</b>	<b>ARM 1125 and Memo 6</b>	<b>C</b>	<b>March 2023</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>June 9, 2015</b>	<b>March 2018</b>		

## 1 PURPOSE

- 1.1 Capilano University’s policy development framework provides the University community and the Board of Governors (Board) and the Senate with a consistent procedure for developing policy that will assist in ensuring compliance with legal and other regulatory requirements, managing risk, achieving the University’s mission, and setting appropriate standards and expected behaviours.
- 1.2 The purpose of this policy is to establish standards and parameters for the development, approval and management of official University policy.

## 2 DEFINITIONS

**“Administrative Unit practices”** - practices developed by an administrative unit that pertain specifically to that area and do not have University-wide implications.

**“Executive”** – includes the President, Vice-Presidents and the Executive Director of the University.

**“Housekeeping changes”** - revisions to existing policies or procedures that do not change their substance may be considered housekeeping in nature, and may include changes to the following:

- Department name
- Review date
- Job titles
- Spelling and grammar

**“Officer responsible”** - the administrator with oversight of the policy and procedure based on area of responsibility, consistent with the organizational structure. Normally, this individual is the proponent of a policy.

**“Policy”** - a formal statement of principles that directs how the University will act in a particular situation. A policy addresses broad issues and, because it includes a statement of principles, should serve the University over an extended period of time without the need for frequent review or change.

**“Procedures”** - define the manner in which a policy is to be implemented. Procedures tend to be reviewed and updated more frequently than policies to ensure that they reflect the most current organizational structure, regulatory framework, and any other relevant changes in circumstance.

**“Proponent”** - the person who propounds, or puts forward, a policy. Normally, the administrator or Vice President responsible is the proponent; however, in some circumstances a committee chair may serve as the proponent.

**“School-based practices”** - practices developed by an academic area that pertain specifically to that area and do not have University-wide implications.

**“Senior Leadership Council”** - the administrative unit that has responsibility for coordinating, managing, and approving the operational policies that are not approved by the Board or Senate. The Senior Leadership Council includes the Executive.

**“University community”** - all officers, employees and students of Capilano University.

### 3 SCOPE

- 3.1 This policy governs the development of all policies under the jurisdiction of the Board, Senate, and the Senior Leadership Council (SLC).
- 3.2 This policy does not govern the development of administrative unit practices or school-based practices; however, if the administrative unit practice or the school-based practice contradicts University policies, University policy will prevail.
- 3.3 The Board and Senate will develop new and review existing policies in accordance with the respective powers and duties of each as set out in the *University Act* as well as any other policies that the University might determine are best handled by one of these bodies. SLC develops policies that fall outside the jurisdiction of the Board and Senate, which normally are operational policies.
- 3.4 Procedures may or may not be developed depending on the nature of the policy. The officer responsible will determine if procedures need to be developed.

### 4 POLICY STATEMENT

- 4.1 Policy development and management at the University is an inclusive process.

- 4.2 The Board, Senate and SLC will develop, approve and manage policies that fall within their respective powers and duties.
- 4.3 The President may request any of those bodies to develop a policy or procedure, or revise a policy, with respect to subject matter within its powers.
- 4.4 Official University policy and procedures are posted on the Capilano University Policy and Procedures webpage. Notification of newly approved or amended policy and procedures will be communicated by the Office of Policy and Privacy through the University communication process.

## **5 POLICIES AND PROCEDURES APPROVAL AUTHORITY**

### **5.1 Board Policies Excluding Section 35.2(6) of *University Act***

- 5.1.1 The Board has the authority to establish policies and procedures in respect of matters within its power under the *University Act*.
- 5.1.2 Upon direction of the Board, the President will assign responsibility for the development of draft policies and procedures to the officer responsible.
- 5.1.3 Draft policies and procedures will be reviewed by SLC prior to Board consideration.
- 5.1.4 Draft policies will be reviewed by the Board's Policy and Planning committee.
- 5.1.5 Finalized drafts of the policies will be forwarded to the next Board meeting for approval.
- 5.1.6 Finalized drafts of the procedures will be approved by SLC, or as determined by the Board. Approved procedures will be included as an information item at the next Board meeting.

### **5.2 Board Policies under Section 35.2(6) of *University Act***

- 5.2.1 The Board has the authority to establish educational policies in respect of matters within its power under Section 35.2(6) of the *University Act* and must seek the advice of Senate on these educational policies. Senate must also advise the Board on these policies.
- 5.2.2 Upon direction of the Board, the President will assign responsibility for the development of the draft policies to the officer responsible.
- 5.2.3 Draft policies will be reviewed by the SLC prior to Board consideration.
- 5.2.4 Draft policies will be reviewed by the Board Policy and Planning committee. The Policy and Planning committee will send draft policies to the Senate Bylaw, Policy and Procedures committee (or another Senate committee as determined by the Chair of Senate) to seek Senate's advice.

- 5.2.5 Senate will review the advice articulated by the Senate subcommittee and then forward its advice to the Board Policy and Planning committee. The Policy and Planning committee will receive the advice of Senate on behalf of the Board. If the Policy and Planning committee disagrees with Senate's advice, a written rationale will be provided to the Board for its consideration.
- 5.2.6 Finalized drafts of policies along with written rationale (if required as per 5.2.5) will be forwarded to the next Board meeting for approval. The Board will provide Senate with the rationale, along with its decision(s), as information.
- 5.2.7 If needed, accompanying procedures for these policies will be developed and approved by Senate, unless otherwise determined by the Board, and then received by the Board as information at the next Board meeting.
- 5.2.8 In developing a new procedure, Senate will determine in each case who is responsible to prepare the procedure. The Senate Bylaw, Policy and Procedures committee will review the draft.

### **5.3 Senate Policies**

- 5.3.1 Senate has the authority to establish policies and procedures in respect of matters within its power under the *University Act*.
- 5.3.2 In developing a new policy or procedures, Senate will determine in each case who is responsible to prepare the draft and procedure. The Senate Bylaw, Policy and Procedures committee will review the draft.
- 5.3.3 Finalized drafts of the policies and procedures will be forwarded to the next Senate meeting for approval.

### **5.4 Operational Policies**

- 5.4.1 SLC has the authority to establish operational policies and procedures that prescribe administrative processes. These policies are intended to provide for the efficient operation of the University and may be developed to provide clear direction to employees of the University.
- 5.4.2 The President will assign responsibility for the development of the draft policies and procedures to an officer of the university or an administrative area such as Financial Services or Human Resources.
- 5.4.3 Draft policies and procedures will be reviewed and approved by SLC.

## **6 POLICY REVIEW**

- 6.1 All policies will include a 'Review by' date for review of the policy and procedures no later than five (5) years after either their approval or their last review. When policies are reviewed, the accompanying procedures must be reviewed. Both policies and procedures may be reviewed more frequently if necessary.

- 6.2 The Board, Senate, and SLC may, at any time, initiate a review of any policies under their purview.
- 6.3 The Office of Policy and Privacy will refer policies that are due for review to the Board, Senate or SLC.
- 6.4 Once a review has occurred, the normal approval procedures will be followed, as stated above and in the Policy Guidelines posted on the University Policy and Privacy webpage.

## **7 UPDATING PROCEDURES**

- 7.1 Procedures can be, and should be, updated as required to meet the changing needs of the University.
- 7.2 The Office of Policy and Privacy and the President will determine whether these updates require a review and approval in accordance with the provisions in Section 5 above.

## **8 LEGAL ADVICE**

- 8.1 From time to time, it will be necessary and prudent to seek outside legal advice especially for specialized areas of expertise.
- 8.2 All requests for outside legal advice must be approved by the Vice-President, Finance and Administration. The President and the requesting person will be notified of the decision.

## **9 RESPONSIBILITIES**

- 9.1 The Office of Policy and Privacy is responsible to maintain the University Policy and Procedures webpage, the Policy Guidelines and templates, and to inform the Capilano University community, including the members of the Board and Senate, of any new policies and procedures or any amendments.
- 9.2 The SLC is responsible for the implementation and dissemination of policy and procedure.
- 9.3 All employees are responsible to familiarize themselves with the content of all University policies and procedures, and to conduct themselves accordingly.

## **10 EXCEPTIONS**

- 10.1 Under exceptional and/or emergency circumstances, the President may approve new policies and procedures or revisions to existing policies and procedures on an interim basis until such time that the policy may proceed through the regular policy approval process. For example, including but not limited to, legislation and regulation changes or directives from the provincial government.



## POLICY

Policy No.	Officer Responsible		
<b>B.102</b>	<b><u>President Vice President Finance and Administration</u></b>		
Policy Name	<b>Policy Development and Management</b>		
Approved by	Replaces	Category	Next Review
<b>Board</b>	<b>ARM 1125 and Memo 6</b>	<b>C</b>	<b>March 2023</b>
Date Issued	Date Revised	Related Policies, <del>Reference</del>	
<b>June 9, 2015</b>	<b>March 2018</b>		

### 1 PURPOSE

1.1 The purpose of this policy is to ~~establish a framework standards and parameters~~ for the development, approval, ~~review~~ and management of ~~official University Policies, Procedures and other university wide Guidance for Capilano University (the "University").~~

1.2 ~~Capilano~~The University's policy development framework provides ~~the University community and the Board of Governors (Board) and the Senate with a~~ consistent process~~es~~ure for developing policy ~~and supporting documentation~~ that will assist ~~with~~;

a. ~~ensuring compcomplying~~ance with legal and other regulatory requirements, ~~or accreditation requirements;~~

b. ~~achieving the University's vision, purpose, values, goals and strategic directions;~~

c. ~~managing risk;~~

d. ~~Promoting organizational efficiency; and~~

~~achieving the University's mission vision, purpose, values, goals and strategic directionsmission; and~~

a-e. ~~setting appropriate standards and expected behaviours.~~

Commented [CM1]: university-wide

Commented [JG2R1]: master document amended.

### 2 DEFINITIONS

~~"Administrative Unit practices"~~—practices developed by an administrative unit that pertain specifically to that area and do not have University wide implications.

~~"Executive"~~—includes the President, Vice Presidents and the Executive Director of the University.

~~"Guidance"~~ advisory publications that are intended to provide guidance to members of the

~~University as to how an associated Policy or Procedure is implemented and may include illustrative examples, best practices, or recommendations. Guidance is non-binding in nature. “Housekeeping changes” – revisions to existing policies or procedures that do not change their substance may be considered housekeeping in nature, and may include changes to the following:~~

~~Department name~~

~~Review date~~

~~Job titles~~

~~Spelling and grammar~~

~~“Officer responsible” – the University Vice President administrator with oversight of the policy and procedure based on area of responsibility, consistent with the organizational structure. Normally, this individual is the proponent of a policy.~~

~~“Policy” – a formal statement of principles that directs how the University will act in a particular situation. Policies address matters that require Board of Governors, Senate, or Senior Leadership Council review and approval. A Policy addresses broad issues and, because it includes a statement of principles, should be designed to serve the University over an extended period of time without the need for frequent review or change.~~

Commented [CM3]: address

Commented [JG4R3]: master document amended

~~“Procedures” – define the manner in which University Policies are to be implemented, describing the process or set of steps to be followed by Members of the University Community. Procedures may tend to be reviewed and updated more frequently than policies in order to ensure that they reflect the most current organizational structure, regulatory framework, and any other relevant changes in practice or circumstances.~~

~~“Policy Proponent” – the person who develops or revises propounds, or puts forward, a policy. The Officer responsible will normally designate a Director in their portfolio to act as the administrator or Vice President responsible is the proponent; however, in some circumstances a committee chair may serve as the proponent. The Policy Proponent also assumes responsibility for Policy maintenance after approval.~~

~~“School based practices” – practices developed by an academic area that pertain specifically to that area and do not have University wide implications.~~

~~“Senior Leadership Council” – the formal management group appointed by the President with administrative unit that has responsibility for coordinating, managing, and approving the operational policies that are not approved by the Board or Senate. The Senior Leadership Council includes the Executive.~~

~~“University community” – all officers, employees and students of Capilano University. community”~~

~~all officers, employees and students of Capilano University.~~

“Member of the University Community” Capilano University employees, students, board members and volunteers.

### 3 SCOPE

3.1 This policy governs the development of all policies under the jurisdiction of the Board, Senate, ~~or~~ and the Senior Leadership Council (SLC).

3.2 This policy does not govern the development of ~~G~~guidance documents that are intended for the use of a single academic or administrative unit ~~practices or school based guidance documents~~practices; however, if the ~~administrative unit practice or the school based Guidance~~practice contradicts University policies, University policy will prevail.

~~3.3 The Board and Senate will develop new and review existing policies in accordance with the respective powers and duties of each as set out in the University Act as well as any other policies that the University might determine are best handled by one of these bodies. SLC develops policies that fall outside the jurisdiction of the Board and Senate, which normally are operational policies.~~

~~3.4 Procedures may or may not be developed depending on the nature of the policy. The officer responsible will determine if procedures need to be developed.~~

### 4 POLICY STATEMENT

~~4.1 Policy development and management at the University is an inclusive process. The policy development and review process will incorporate protocols to identify and engage with key constituents and incorporate consideration of the potential impact on the University Community as a whole, on those with Indigenous identities and other personal characteristics protected under the BC Human Rights Act.~~

4.2 The Board ~~and or~~ Senate will ~~develop~~ request the creation or revision of, and review ~~and~~ approve policies in accordance with the respective powers and duties of each as set out in the University Act as well as any other policies that the University might determine are best handled by one of these bodies.

~~4.3 The SLC will request the creation or revision of, and review and approve policies that fall outside the jurisdiction of the Board and Senate, which normally are operational policies.~~

~~4.1 The Board, Senate and SLC will develop, approve and manage policies that fall within their respective powers and duties.~~

**Commented [CM5]:** What was the rationale for deleting this sentence about an inclusive process?

**Commented [JG6R5]:** addressed at meeting, the two following sentences were added to expand and clarify. No change made to master document.

**Commented [CM7]:** change and to or

**Commented [JG6R7]:** Master document amended.

**Formatted:** Highlight



~~4.24.4~~ The President may request the creation or revision of any of those bodies to develop a policy or procedure, or revise a policy, with respect to subject matter within its powers.

~~4.5~~ Policies address broad issues and will be designed to serve the University over an extended period of time without the need for frequent review or change. Procedures will be reviewed and updated more frequently, to ensure that they reflect the most current organizational structure, regulatory framework, and any other relevant changes in practice or circumstances.

~~4.6~~ The Policy office will work with Policy proponents to create initial proposals to create new policies or to revise or rescind existing policies and to produce policy review reports to accompany all policies during the policy approval process.

~~4.7~~ Procedures may or may not be developed, depending on the nature of the policy. The Proponent responsible will determine if procedures need to be developed, with the approval of the Officer responsible and after taking advice from the Policy Team.

~~4.34.8~~ Official University policy and procedures are posted on the Capilano University Policy and Procedures webpage. Notification of newly approved or amended policy and procedures will be communicated by the Office of Policy office and Privacy through the University communication process.

**Commented [CM9]:** "policy team" is defined later in the document, but "team" seems a bit colloquial and imprecise to me. What is the difference between the Policy Office and the Policy Team? Include in definitions section?

**Commented [JG10R9]:** master corrected so all references are to Policy office

**Commented [CN11]:** I would like to suggest that policies should be publicly noted (on a webpage) as being "under review" and/or other information relating to where they live in the queue for revision so members of the community know what is going on and do not have to rely on frontline notifications. Can we suggest something like this?

**Commented [JG12R11]:** As discussed at the meeting the policy office page is being redeveloped and more information will be provided. However, this is not a policy matter. 9.1e) is expressed in this way as the university needs to make sure employees are informed about new and revised policies.

**Commented [CM13]:** In updating this policy there is an opportunity to also mention University Act Sections 27(2) d, e, f, and i which also talk about Senate consultation

**Commented [JG14R13]:** We took legal advice on referencing the Act and this approach to reference and to include Section 35.2(6) as a reference was advised.

**Commented [CN15]:** I suppose the devil is in the details and the question is what does "advise" look like? Check procedures...?

**Commented [JG16R15]:** this language is directly from the University Act and is probably intended to be broad

**Commented [CN17]:** "relate to"? Appertain is not particularly accessible language?

**Commented [JG18R17]:** amended in the master document.

## 5 POLICIES AND PROCEDURES APPROVAL AUTHORITY

### 5.1 Board Policies ~~Excluding Section 35.2(6) of University Act~~

~~5.1.1~~ The Board has the authority to establish policies and procedures in respect of relating to the management, administration and control of the property, revenue, business and affairs of the University as set out in matters within its power under the University Act.

~~5.1.2~~ When developing or revising policies that may be considered to include matters of educational policy as per section 35.2(6) of University Act (see Appendix A) Senate consultation is required the Senate must advise the Board, and the Board must seek advice from the Senate before approval.

~~5.1.3~~ Upon direction of the Board, the President will assign responsibility for the development of draft new policies and procedures to an the Officer responsible, and determine the most appropriate Board Committee to review the draft policy and oversee policy development. The Officer responsible will assign an appropriate Policy proponent.

~~5.1.4~~ The policy office, together with the Policy proponent, will write a formal proposal to create, revise or rescind the policy, including the consultation and review processes to be undertaken, for the approval of the Officer responsible. All policies that appertain to 35.2(6) of University Act will be identified and steps to include formal Senate consultation will be clearly set out in the proposal. This proposal will also encompass the development or review of any supporting procedures.

5.1.5 New or revised draft policies and their supporting procedures (if determined to be necessary) must be signed off by the Officer responsible and then will either be reviewed:

- a. reviewed by the SLC Policy Subcommittee prior to being submitted to SLC prior to Board consideration for review; or,
- b. if set out in the policy proposal, by the SLC Policy Subcommittee and then the Senate Bylaw, Policy and Procedures committee and then to the Senate for review and recommendations.
- c. In some limited circumstances it may be determined by the Officer responsible in consultation with the Director of Risk Management and the chair of the SLC that a Board policy may not pass through the SLC subcommittee and SLC but instead be reviewed by the Executive prior to Board Committee review. When this occurs, the policy will be circulated to SLC members for information after Executive review.

5.1.25.1.6 Draft policies will then be reviewed by the appropriate Committee of the Board's Policy and Planning committee.

5.1.35.1.7 Finalized drafts of the policies will be forwarded to the next Board meeting for approval.

5.1.8 Policies must be accompanied by a briefing report, to be written by the Policy proponent and the Policy office, that includes a description of the consultation and review processes undertaken. For any policies appertaining to 35.2(6) of University Act the briefing report must include recommendations from the Senate.

5.1.9 Finalized drafts of any supporting procedures will be reviewed by the SLC Policy Subcommittee and approved by SLC, or if set out in the proposal developed under 5.1.4, reviewed by the Senate Bylaw, Policy and Procedures committee and approved by the Senate as determined by the Board. Approved procedures may will be included as an information item at the next Board meeting if requested.

**Commented [CM19]:** Perhaps refer to the relevant section(s) of the University Act rather than section 5.14

**Commented [JG20R19]:** 5.1.4 sets out the process being referred to here.

## **5.2 Board Policies under Section 35.2(6) of University Act**

5.2.1 The Board has the authority to establish educational policies in respect of matters within its power under Section 35.2(6) of the University Act and must seek the advice of Senate on these educational policies. Senate must also advise the Board on these policies.

5.2.1 Upon direction of the Board, the President will assign responsibility for the development of the draft policies to the officer responsible.

5.2.2 Draft policies will be reviewed by the SLC prior to Board consideration.

5.2.3 Draft policies will be reviewed by the Board Policy and Planning committee. The Policy and Planning committee will send draft policies to the Senate Bylaw, Policy and Procedures

~~committee (or another Senate committee as determined by the Chair of Senate) to seek Senate's advice.~~

~~5.2.4 Senate will review the advice articulated by the Senate subcommittee and then forward its advice to the Board Policy and Planning committee. The Policy and Planning committee will receive the advice of Senate on behalf of the Board. If the Policy and Planning committee disagrees with Senate's advice, a written rationale will be provided to the Board for its consideration. finalized drafts of policies along with written rationale (if required as per 5.2.5) will be forwarded to the next Board meeting for approval. The Board will provide Senate with the rationale, along with its decision(s), as information.~~

~~5.2.5 If needed, accompanying procedures for these policies will be developed and approved by Senate, unless otherwise determined by the Board, and then received by the Board as information at the next Board meeting.~~

~~5.2.6 In developing a new procedure, Senate will determine in each case who is responsible to prepare the procedure. The Senate Bylaw, Policy and Procedures committee will review the draft.~~

**Commented [CM21]:** Just curious why this is deleted. I think it is useful to explain protocol if Board disagrees with Senate

**Commented [JG22R21]:** This whole section was removed and integrated into the Board policy section. As the Senate will in future be included in the policy development process and not brought in close to the end of policy development this additional step is no longer required. Note that 5.1.8 states "For any policies appertaining to 35.2(6) of the University Act the briefing report must include recommendations from the Senate"

### 5.35.2 Senate Policies

~~5.3.15.2.1 Senate has the authority to establish policies and procedures relating to academic and and curriculum-related matters of the University as set out in in respect of matters within its power under the University Act with the exception of the policies relating to matters pertaining to section 35.2(6) of University Act (see Appendix A) which require Board approval after Senate review and with consideration of Senate recommendations.~~

~~5.2.2 The President will assign responsibility for the development or review of policies and their supporting procedures to a Responsible officer. In developing a new policy or procedures, Senate will determine in each case who is responsible to prepare the draft and procedure. The Officer responsible will assign an appropriate Policy Proponent.~~

~~5.2.3 The policy office, together with the Policy proponent, will write a formal proposal to create, revise or rescind the policy, including the consultation processes to be undertaken, for the approval of the Officer responsible and presentation to the Senate Bylaw, Policy and Procedures committee.~~

~~5.3.2 The Senate Bylaw, Policy and Procedures committee will review the draft.~~

~~5.2.4 Finalized drafts of the policies and procedures will be signed off by the Officer responsible, reviewed by Senate Bylaw, Policy and Procedures committee and forwarded to the next Senate meeting for approval.~~

~~5.2.5 Policies for review must be accompanied by a briefing report, to be written by the Policy proponent and the policy office, that includes a description of the consultation processes undertaken.~~

**Commented [CN23]:** I am just thinking about whether senate should have its own framework that is alluded to here rather than "baked" into this document. I am not sure it is up to the President to decide on the development of senate policies? This seems to counter the collegial model. The proponent may not be "assigned" but may be generated out of senate work -- like a senate committee. I also think that this highlights the tensions of governance in an act that waters it down for the newer universities.

**Commented [JG24R23]:** Note this is about who holds responsibility for this set of policies. Current practice is that all academic policies are assigned to the VP Academic and Provost so this is something of a formality, included for consistency with the Board and SLC sections.

**Commented [JG25R23]:** I have relooked at the language in the Board equivalent (5.1.3) section and amended accordingly so that it better reflects the bicameral governance model.

**Commented [JG26R23]:** The master document has been changed as follows: 'Upon direction of the Senate, the President will assign responsibility for the development or review of policies to a Responsible officer, this will generally be the Vice President Academic and Provost.'

**Commented [JG27]:** it's possible that you might want to think about whether policies might be reviewed by other Senate committees instead of or as well as BP&P - eg Senate Budget Advisory might perhaps review some financial policies.

**Formatted:** Indent: Left: 0.4", Hanging: 0.4"

### 5.45.3 Operational Policies

~~5.4.15.3.1~~ SLC has the authority to establish operational ~~P~~olicies and ~~P~~rocedures that prescribe administrative processes. ~~These policies are intended to provide for the efficient operation of the University and may be developed to provide clear direction to employees of the University.~~

~~5.4.25.3.2~~ The President will assign responsibility for the development of ~~these the draft P~~olicies and ~~P~~rocedures to a ~~Responsible~~ officer ~~of the university or an administrative area such as Financial Services or Human Resources.~~ ~~The Officer responsible will assign an appropriate Policy Proponent.~~

~~5.3.3~~ ~~The policy office, together with the Policy proponent, will write a formal proposal to create, revise or rescind the policy, including the consultation processes to be undertaken, for the approval of the Officer responsible and presentation to the SLC Policy Subcommittee.~~

~~5.3.4~~ ~~Finalized d~~raft policies and procedures will be ~~signed off by the Officer responsible,~~ reviewed ~~by the SLC Policy Subcommittee~~ and approved by SLC.

~~5.4.35.3.5~~ Policies for review must be accompanied by a briefing report, to be written by the Policy proponent and the policy office, that includes a description of the consultation processes undertaken.

## 6 POLICY REVIEW

6.1 All policies will include a 'Review by' date for review of the policy and procedures no later than five (5) years after either their approval or their last review. When policies are reviewed, the accompanying procedures must be reviewed. Both policies and procedures may be reviewed more frequently if necessary.

6.2 The Board, Senate, and SLC may, at any time, initiate a review of any policies under their purview.

~~6.3~~ ~~6.3~~ Procedures can be, and should be, reviewed and updated by the Policy Proponent as required to meet the changing needs of the University.

~~6.36.4~~ The Office of ~~p~~Policy office and Privacy will ~~notify the Officer responsible and the Policy Proponent of all refer~~ Policies and Procedures that are due for review, and provide a regular report to ~~to~~ the Board, Senate or SLC. ~~on the status of Policies and Procedures to be reviewed.~~

6.4 Once a review has occurred, the normal approval procedures will be followed, ~~as stated above and in the Policy Guidelines posted on the University Policy and Privacy webpage.~~

6.5 Revisions to existing policies or procedures that do not change their substance and are considered housekeeping in nature, such as changes to department or role names, corrections of spellings or grammar or other similar minor changes may be made on the advice of the policy office and with the agreement of the Officer responsible without utilizing the full consultation and approval process. The updated Policies or Procedures will be presented to their approving body for information before publication.

## **7— UPDATING PROCEDURES**

7.1 Procedures can be, and should be, updated as required to meet the changing needs of the University.

7.2 The Office of Policy and Privacy and the President will determine whether these updates require a review and approval in accordance with the provisions in Section 5 above.

## **8 LEGAL ADVICE**

8.1 From time to time, the Policy office in consultation with the Policy proponent and Responsible officer may determine it is will be necessary and prudent to seek outside legal advice in the development, revision or rescinding of Policies and Procedures especially for more for specialized or contentious matters areas of expertise.

8.2 All requests for outside legal advice must be directed through Corporate Services and approved by the Vice-President, Finance and Administration excepting departments who have ongoing arrangements for legal advice in place. The President and the requesting person will be notified of the decision.

## **9 RESPONSIBILITIES**

9.1 Policy development and management is directed and overseen by the Vice President Finance and Administration in their role as Corporate Secretary, led and managed by the Director, Risk Management and reports to the Planning and Governance Committee. The Vice President Academic and Provost is responsible for the direction and oversight of Senate policies. The Director, Risk Management will establish a Office of Policy team and Privacy with is the responsibility to:

- a. maintain the University Policy and Procedures webpage;
- b. assist Policy proponents in their work to develop, revise and gain approval for policies, procedures and other supporting guidance;
- c. provide the Policy related Guidelines and templates and guidance;
- d. support consultations during policy development or revision; and
- e. to inform Members of the Capilano University community, including the members of the

**Commented [CM28]:** "Policy team" is colloquial. What is the difference between this and the Policy Office?

~~Board and Senate, of all~~ new or revised policies and procedures ~~or any amendments.~~

9.2.2 The Officer responsible is responsible for:

- a. assigning Policy Proponents within the scope of their authority or portfolio to develop or revise Policies or Procedures;
- b. identifying as appropriate one or more directors in their portfolio to promote and monitor compliance with Policies (this may or may not be the same person as the Policy proponent depending on circumstances).

9.3 The Policy Proponent is responsible for:

- a. developing new Policies or revising existing Policies as instructed by the Officer responsible;
- b. identifying those who will be significantly impacted by new, revised or rescinded policies and developing appropriate consultation plans with guidance from the policy team and the responsible Owner;
- c. developing procedures and additional guidance to support the Policy if determined to be necessary; and
- d. providing education to members of the university community about the Policy and Procedures if developed;

~~The SLC is responsible for the implementation and dissemination of policy and procedure.~~

9.4.3 Administrators are responsible for:

- a. communicating with those under their direction about the application of Policies and Procedures;
- b. making sure those under their direction comply with Policies and Procedures; and
- c. taking appropriate action if a concern related to Policies or Procedures arises, or if a breach of a Policy or Procedure occurs.

9.5 All employees are responsible ~~for to~~ familiarizing themselves with the content of all University policies and procedures, and to conduct themselves accordingly.

**Commented [CM29]:** Wondering why this language is removed. Yes, the Board and Senate are part of the University community, but the original language specifies them probably to ensure they are specifically kept informed.

**Commented [JG30R29]:** yes, removed as redundant language. The new process will have more transparency with the creation and sharing of policy proposals.

**Commented [CN31]:** I do like the clarity that this section offers.

**Commented [CM32]:** see above comments on "policy team" language

**Commented [JG33R32]:** addressed in master. All references to policy team are now policy office

**Commented [CM34]:** perhaps include "responsible owner" in definitions section; this appeared suddenly without reference. I see that it is defined in section 11

**Commented [JG35R34]:** this has been corrected to Responsible officer in the master document

## 10 EXCEPTIONS

10.1 Under exceptional and/or emergency circumstances, the President may approve new policies and procedures or revisions to existing policies and procedures on an interim basis until such time that the policy may proceed through the regular policy approval process. For example, including but not limited to, legislation and regulation changes or directives from the provincial government.

**11 DESIGNATED OFFICER**

The Vice President, Finance and Administration is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Director, Risk Management.

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Draft


## Appendix A

### Section 35.2(6) of University Act

The senate of a special purpose, teaching university must advise the board, and the board must seek advice from the senate, on the development of educational policy for the following matters:

- a) the mission statement, educational goals, objectives, strategies and priorities;
- b) the establishment, revision or discontinuance of courses and programs;
- c) the preparation and presentation of reports concerning new non-credit programs and programs offered under service contract;
- d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;
- e) the establishment or discontinuance of faculties;
- f) the evaluation of programs and educational services;
- g) the library and resource centres;
- h) the setting of the academic schedule;
- i) the qualifications for faculty members;
- j) the adjudication procedure for appealable matters of student discipline;
- k) the terms for affiliation with other post-secondary bodies; and
- l) the consultation with community and program advisory groups concerning the University's educational programs.



 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>B.102</b>	<b>Vice President Finance and Administration</b>		
Policy Name			
<b>Policy Development and Management</b>			
Approved by	Replaces	Category	Next Review
<b>Board</b>		<b>C</b>	
Date Issued	Date Revised	Related Policies	
<b>June 9, 2015</b>			

## 1 PURPOSE

- 1.1 The purpose of this policy is to establish a framework for the development, approval, review and management of Policies, Procedures and other university-wide Guidance for Capilano University (the “University”).
- 1.2 The University’s policy development framework provides consistent processes for developing policies and supporting documentation that will assist with:
  - a) complying with legal and other regulatory requirements, or accreditation requirements;
  - b) achieving the University’s vision, purpose, values, goals and strategic directions;
  - c) managing risk;
  - d) promoting organizational efficiency; and
  - e) setting appropriate standards and expected behaviours.

## 2 DEFINITIONS

**“Guidance”** advisory publications that are intended to provide guidance to members of the University as to how an associated Policy or Procedure is implemented and may include illustrative examples, best practices, or recommendations. Guidance is non-binding in nature.

**“Officer responsible”** – the University Vice President with oversight of the policy and procedure based on area of responsibility, consistent with the organizational structure.

**“Policy”** – a formal statement of principles that directs how the University will act in a particular situation. Policies address broad issues and , should be designed to serve the University over an extended period of time without the need for frequent review or change.

**“Procedures”** – define the manner in which University Policies are to be implemented, describing the process or set of steps to be followed by Members of the University Community. .

**“Policy Proponent”** – the person who develops or revises policies. **“Senior Leadership Council”** – the formal management group appointed by the President with responsibility for coordinating, managing, and approving the operational policies that are not approved by the Board or Senate. .

**“Member of the University Community”** Capilano University employees, students, board members and volunteers.

### 3 SCOPE

- 3.1 This policy governs the development of all policies under the jurisdiction of the Board, Senate, or the Senior Leadership Council (SLC).
- 3.2 This policy does not govern the development of Guidance intended for the use of a single academic or administrative units; however, if the unit Guidance contradicts University policies, University policy will prevail.

### 4 POLICY STATEMENT

- 4.1 The policy development and review process will incorporate protocols to identify and engage with key constituents and incorporate consideration of the potential impact on the University Community as a whole, on those with Indigenous identities and other personal characteristics protected under the BC Human Rights Act.
- 4.2 The Board or Senate will request the creation or revision of, review and approve policies in accordance with the respective powers and duties of each as set out in the *University Act* as well as any other policies that the University might determine are best handled by one of these bodies.
- 4.3 The SLC will request the creation or revision of, review and approve policies that fall outside the jurisdiction of the Board and Senate, which normally are operational policies.
- 4.4 The President may ask any of those bodies to request the creation or revision of a policy or procedure, with respect to subject matter within its powers.
- 4.5 Policies address broad issues and will be designed to serve the University over an extended period of time without the need for frequent review or change. Procedures will be reviewed and updated more frequently, to ensure that they reflect the most current organizational structure, regulatory framework, and any other relevant changes in practice or circumstances.
- 4.6 The Policy office will work with Policy proponents to create initial proposals to create new

policies or to revise or rescind existing policies and to produce policy review reports to accompany all policies during the policy approval process.

- 4.7 Procedures may or may not be developed, depending on the nature of the policy. The Proponent responsible will determine if procedures need to be developed, with the approval of the Officer responsible and after taking advice from the Policy office.
- 4.8 Official University policy and procedures are posted on the Capilano University Policy and Procedures webpage. Notification of newly approved or amended policy and procedures will be communicated by the policy office through the University communication process.

## **5 POLICIES AND PROCEDURES APPROVAL AUTHORITY**

### **5.1 Board Policies**

- 5.1.1 The Board has the authority to establish policies and procedures relating to the management, administration and control of the property, revenue, business, and affairs of the University as set out in the *University Act*.
- 5.1.2 When developing or revising policies that may be considered to include matters of educational policy as per section 35.2(6) of University Act (see Appendix A) the Senate must advise the Board, and the Board must seek advice from the Senate before approval.
- 5.1.3 Upon direction of the Board, the President will assign responsibility for the development or review of policies and their supporting procedures to an Officer responsible and determine the most appropriate Board Committee to oversee policy development and review draft policies. The Officer responsible will assign an appropriate Policy proponent.
- 5.1.4 The policy office, together with the Policy proponent, will write a formal proposal to create, revise or rescind the policy, including the consultation and review processes to be undertaken, for sign off by the Officer responsible. All policies that relate to 35.2(6) of University Act will be identified and steps to include formal Senate consultation will be clearly set out in the proposal. This proposal will also encompass the development or review of any supporting procedures.
- 5.1.5 If it is identified that a policy may require Senate consultation the Policy proponent will present the proposal to create, revise or rescind the policy to the Senate Bylaw, Policy and Procedures committee to determine the appropriate next steps.
- 5.1.6 New or revised draft policies and their supporting Procedures (if determined to be necessary) must be signed off by the Officer responsible and then will either be reviewed:
  - a) by the SLC Policy Subcommittee prior to being submitted to SLC for review; or
  - b) if set out in the policy proposal, by the SLC Policy Subcommittee and then the Senate

Bylaw, Policy and Procedures committee and then to the Senate for review and recommendations.

- c) In some limited circumstances it may be determined by the Officer responsible in consultation with the Director of Risk Management and the chair of the SLC that a Board policy may not pass through the SLC subcommittee and SLC but instead be reviewed by the Executive prior to Board Committee review. When this occurs, the policy will be circulated to SLC members for information after Executive review.

5.1.7 Draft policies will then be reviewed by the appropriate Committee of the Board.

5.1.8 Finalized drafts of the policies will be forwarded to the next Board meeting for approval.

5.1.9 Policies must be accompanied by a briefing report, to be written by the Policy proponent and the Policy office, that includes a description of the consultation and review processes undertaken. For any policies appertaining to 35.2(6) of the University Act, the briefing report must include any recommendations from the Senate. If the Committee of the Board disagrees with the recommendations of the Senate, the rationale will be added to the briefing report provided for the Board's consideration.

5.1.10 Finalized drafts of any supporting procedures will be reviewed by the SLC Policy Subcommittee and approved by SLC, or if set out in the proposal developed under 5.1.4, reviewed by the Senate Bylaw, Policy and Procedures committee and approved by the Senate. Approved procedures may be included as an information item at the next Board meeting if requested.

## **5.2 Senate Policies**

5.2.1 Senate has the authority to establish policies and procedures relating to academic and curriculum-related matters of the University as set out in the *University Act* with the exception of the policies relating to matters pertaining to section 35.2(6) of University Act (see Appendix A) which require Board approval after Senate review and with consideration of Senate recommendations.

5.2.2 Upon direction of the Senate, responsibility for the development or review of policies will be assigned to a Responsible officer, this will generally be the Vice President Academic and Provost. The Officer responsible will assign an appropriate Policy Proponent.

5.2.3 The policy office, together with the Policy proponent, will write a formal proposal to create, revise or rescind the policy, including the consultation processes to be undertaken, for the approval of the Officer responsible and presentation to the Senate Bylaw, Policy and Procedures committee.

5.2.4 Finalized drafts of policies and procedures will be signed off by the Officer responsible, reviewed by Senate Bylaw, Policy and Procedures committee and forwarded to the next Senate meeting

for approval.

- 5.2.5 Policies for review must be accompanied by a briefing report, to be written by the Policy proponent and the policy office, that includes a description of the consultation processes undertaken.

### **5.3 Operational Policies**

- 5.3.1 SLC has the authority to establish operational Policies and Procedures. that prescribe administrative processes..
- 5.3.2 The President will assign responsibility for the development of these Policies and Procedures to an Officer responsible. The Officer responsible will assign an appropriate Policy Proponent.
- 5.3.3 The policy office, together with the Policy proponent, will write a formal proposal to create, revise or rescind the policy, including the consultation processes to be undertaken, for the approval of the Officer responsible and presentation to the SLC Policy Subcommittee.
- 5.3.4 Finalized draft policies and procedures will be signed off by the Officer responsible, reviewed by the SLC Policy Subcommittee and approved by SLC.
- 5.3.5 Policies for review must be accompanied by a briefing report, to be written by the Policy proponent and the policy office, that includes a description of the consultation processes undertaken.

## **6 POLICY REVIEW**

- 6.1 All policies will include a 'Review by' date for review of the policy and procedures no later than five (5) years after either their approval or their last review. When policies are reviewed, the accompanying procedures must be reviewed. Both policies and procedures may be reviewed more frequently if necessary.
- 6.2 The Board, Senate, and SLC may, at any time, initiate a review of any policies under their purview.
- 6.3 Procedures can be, and should be, reviewed and updated by the Policy Proponent as required to meet the changing needs of the University.
- 6.4 The policy office will notify the Officer responsible and the Policy Proponent of all Policies and Procedures that are due for review and provide a regular report to the Board, Senate or SLC on the status of Policies and Procedures to be reviewed.
- 6.4 Once a review has occurred, the normal approval procedures will be followed.
- 6.5 Revisions to existing policies or procedures that do not change their substance and are considered housekeeping in nature, such as changes to department or role names,

corrections of spellings or grammar or other similar minor changes may be made on the advice of the policy office and with the agreement of the Officer responsible, without utilizing the full consultation and approval process. The updated Policy or Procedure will be presented to their approving body for information before publication.

## **8 LEGAL ADVICE**

- 8.1 From time to time, the Policy office in consultation with the Policy proponent and Responsible officer may determine it is necessary and prudent to seek legal advice in the development, revision or rescinding of Policies and Procedures especially for more specialized or contentious matters.
- 8.2 Requests for outside legal advice must be directed through Corporate Services and approved by the Vice-President, Finance and Administration excepting departments who have ongoing arrangements for legal advice in place.

## **9 RESPONSIBILITIES**

- 9.1 Policy development and management is directed and overseen by the Vice President Finance and Administration in their role as Corporate Secretary, led and managed by the Director, Risk Management and reports to the Planning and Governance Committee. The Vice President Academic and Provost is responsible for the direction and oversight of Senate policies. The Director, Risk Management will establish a Policy office with the responsibility to:
  - a) maintain the University Policy and Procedures webpages;
  - b) assist Policy proponents in their work to develop, revise and gain approval for policies, procedures and other supporting guidance;
  - c) provide policy related templates and guidance;
  - d) support consultations during policy development or revision; and
  - e) to inform Members of the Capilano University community, of all new or revised policies and procedures.
- 9.2 The Officer responsible is responsible for:
  - a) assigning Policy Proponents within the scope of their authority or portfolio to develop or revise Policies or Procedures;
  - b) identifying as appropriate one or more directors in their portfolio to promote and monitor compliance with Policies (this may or may not be the same person as the Policy proponent depending on circumstances).
- 9.3 The Policy Proponent is responsible for:

- a) developing new Policies or revising existing Policies as instructed by the Officer responsible;
- b) identifying those who will be significantly impacted by new, revised or rescinded policies and developing appropriate consultation plans with guidance from the Policy office and the Officer responsible;
- c) developing procedures and additional guidance to support the Policy if determined to be necessary; and
- d) providing education to members of the university community about the Policy and Procedures if developed;

9.4 Administrators are responsible for:

- a) communicating with those under their direction about the application of Policies and Procedures;
- b) making sure those under their direction comply with Policies and Procedures; and
- c) taking appropriate action if a concern related to Policies or Procedures arises, or if a breach of a Policy or Procedure occurs.

9.5 All employees are responsible for familiarizing themselves with the content of all University policies and procedures, and to conduct themselves accordingly.

## **10 EXCEPTIONS**

10.1 Under exceptional and/or emergency circumstances, the President may approve new policies and procedures or revisions to existing policies and procedures on an interim basis until such time that the policy may proceed through the regular policy approval process. For example, including but not limited to, legislation and regulation changes or directives from the provincial government.

## **11 DESIGNATED OFFICER**

The Vice President, Finance and Administration is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Director, Risk Management.

## Appendix A

### Section 35.2(6) of University Act

The senate of a special purpose, teaching university must advise the board, and the board must seek advice from the senate, on the development of educational policy for the following matters:

- a) the mission statement, educational goals, objectives, strategies and priorities;
- b) the establishment, revision or discontinuance of courses and programs;
- c) the preparation and presentation of reports concerning new non-credit programs and programs offered under service contract;
- d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;
- e) the establishment or discontinuance of faculties;
- f) the evaluation of programs and educational services;
- g) the library and resource centres;
- h) the setting of the academic schedule;
- i) the qualifications for faculty members;
- j) the adjudication procedure for appealable matters of student discipline;
- k) the terms for affiliation with other post-secondary bodies; and
- l) the consultation with community and program advisory groups concerning the University's educational programs.





**SENATE CURRICULUM COMMITTEE  
RESOLUTION MEMO**

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**DATE:** May 22, 2023  
**TO:** Paul Dangerfield, Chair, Senate  
**FROM:** Deb Jamison, Chair, Senate Curriculum Committee

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The following motions were carried by the Senate Curriculum Committee at its meeting on May 19, 2023:

- 23/36** The new course, BIOL 412 – Neurological Damage, Disease and Degeneration, as well as Science Designation and Cap Core designation under the heading *Science and Technology*, be recommended to Senate for approval.
- 23/37** The prerequisite revisions to PHIL 302 – Knowledge and Truth, PHIL 320 – Philosophy of Science, and PHIL 401 – Morality and Global Justice be recommended to Senate for approval.
- 23/38** The revisions to the admission requirements and admission notes, as well as the change under Continuation Requirements, for the Bachelor of Motion Picture Arts be recommended to Senate for approval.
- 23/39** The revisions to the Bachelor of Music Therapy program profile (Basis of Admissions) be recommended to Senate for approval.
- 23/40** The Certificate in Contract Law be recommended to Senate for approval.
- 23/41** SCC meetings will continue in an online format for the August to December 2023 term.

  
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Deb Jamison, Chair  
Senate Curriculum Committee

\_\_\_\_\_  
Paul Dangerfield  
Chair, Senate

Date: May 23, 2023

Date: \_\_\_\_\_