



## SENATE REGULAR MEETING

Tuesday, June 1, 2021 4:00 – 6:00 pm  
VIA ZOOM

### AGENDA

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#### ***Acknowledgement***

*We respectfully acknowledge the unceded lands of Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.*

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of the May 11, 2021 Minutes – Decision** Senate Members  
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
  - 5.1 Academic Continuity – *Information* Laureen Styles
  - 5.2 Senate Election Update – *Information* Kyle Vuorinen
  - 5.3 Senate Self Evaluation Committee – *Information* Robert Thomson  
Schedule 5.3
6. **New Business**
  - 6.1 Quality Assurance Process Audit (QAPA) – *Information* Aurelea Mahood  
Schedule 6.1
  - 6.2 Graduates – *Decision* Kyle Vuorinen
7. **Committee Reports**
  - 7.1 Academic Planning and Program Review Committee – *Decision* Lauren Moffatt  
7.1.1 Concept Paper - Post-baccalaureate Diploma in Professional  
Business Communication – [Posted to MS Teams](#) Schedule 7.1.1
  - 7.2 Bylaw, Policy and Procedure Committee – *Decision* Corey Muench  
7.2.1 B.106.01 Program and Course Review and Approval Procedure Schedule 7.2.1



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#### 7.3 Curriculum Committee – *Decision*

##### 7.3.1 Resolution Memo

[May 21 Agenda](#) / [May 21 Draft Minutes](#)

Deb Jamison  
Schedule 7.3.1

##### 7.3.2 SCC Membership – *Motion: To endorse the following members:*

- Cass Picken – Humanities
- Graham Cook – Social Sciences
- Urmila Jangra – Science, Technology, Engineering and Mathematics
- David Geary – Motion Picture Arts
- Lydia Watson – Business, International Programs, Projects and Partnerships
- Ferdos Jamali – Access and Academic Preparation

#### 7.4 Teaching and Learning Committee - *Information*

Diana Twiss

#### 7.5 Budget Advisory Committee – *Information*

Michael Thoma

### 8. Other Reports

#### 8.1 Chair of Senate – *Information*

Paul Dangerfield

#### 8.2 Vice Chair of Senate – *Information*

Stephen Williams

#### 8.3 VP Academic and Provost – *Information*

Laureen Styles

#### 8.4 Board Report – *Information*

Sonny Wong

### 9. Discussion Items

### 10. Other Business

### 11. Information Items



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**Present:** Paul Dangerfield (Chair), Emily Bridge, Pardis Daneshyar, Iana Dokuchaeva, Lara Duke, Ted Gervan, Kyle Guay, Bridget Stringer-Holden, Miranda Huron, Nazmi Kamal, Deb Jamison, Lesley Nelson, Pouyan Mahboubi, Anthea Mallinson, Brad Martin, Lauren Moffatt, Corey Muench, Alea Rzeplinski, Debbie Schachter, Dennis Silvestrone, Judy Snaydon, Laureen Styles, Michael Thoma, Robert Thomson, Diana Twiss, Mark Vaughan, Kyle Vuorinen, Stephanie Wells, David Weston, Stephen Williams, Sonny Wong, Recorder: Mary Jukich

**Regrets:** Joel Cardinal

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#### **Acknowledgement**

*We respectfully acknowledge the unceded lands of Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.*

#### **1. Welcome**

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

As a result of the vacant seat, Robert Thomson assumed voting rights for the Faculty of Business and Professional Studies.

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

*Paul Dangerfield moved and Bridget Stringer-Holden seconded:*  
To adopt the agenda.

**CARRIED**

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

*Paul Dangerfield moved and Alea Rzeplinski seconded:*  
To adopt the April 6, 2021 minutes.

**CARRIED**

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

No correspondence was presented.

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

##### **5.1 Academic Continuity**

Laureen Styles, VP Academic and Provost, provided an update on academic continuity, which included the following highlight:



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- There will be approximately 1,000 sections over the two terms of summer primarily remote adapted delivery and about 2% to 3% in-person practicum and offsite courses based on the information to date. Occupational Health and Safety have been working with programs and course faculty for safety plans with their activities for summer term courses.

#### 5.2 Senate Election Update

*Presented by: Kyle Vuorinen*

The Registrar provided an update on the Senate election and indicated that most of the seats on Senate have been filled. However, there are four vacant positions remaining, two faculty voting and two faculty alternate positions. The Registrar's Office will be reaching out to those individual Faculties to encourage faculty to step forward and fill the remaining positions.

#### 5.3 Senate Vice Chair Nominating Committee

*Presented by: Bridget Stringer-Holden*

Senate was informed that a call for nominations for the position of Senate Vice Chair was previously sent out, as well as a reminder, and one nomination was received for Stephen Williams.

A further three calls were made and no additional nominations were received. Accordingly, Stephen Williams was acclaimed for Senate Vice Chair for a one year term, August 2021 to June 2022.

#### 5.4 Senate Self Evaluation Committee

*Presented by: Robert Thomson*

The Senate survey closed on Friday, May 12<sup>th</sup> and 20 responses were received which is down from last year. A report will be brought to the June Senate meeting.

### 6. New Business

#### 6.1 Program Discontinuance – Request from the Board for Senate Advice



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At the March 30<sup>th</sup>, 2021 meeting of the Board of Governors, an item was brought forward by the Vice President Academic & Provost for the proposed discontinuance of the Associate of Arts Degree: Global Stewardship, and the Board passed a motion to refer the recommendation to Senate for advice.

Senate was informed that over the past five years there have been two program intake suspensions due to low enrolment and several small intakes; a number of factors have been considered aligned with the policy and consultation also has been undertaken. The program underwent a program review, and based on the most recent five year program enrolment and the input from the four external reviewers, the recommendation was to discontinue the program.

*Paul Dangerfield moved and Kyle Guay seconded:*

**21/22** Senate recommends to the Board of Governors the discontinuance of the Associate of Arts Degree: Global Stewardship.

**CARRIED**

#### **6.2 Academic Planning 2021/22 Academic Year**

*Presented by: Laureen Styles*

For information, the Vice President Academic & Provost provided an update on the academic planning, particularly for the Fall of the 2021/22 academic year.

For the Fall planning, the University has moved forward on the assumptions that there will be minimal or no Provincial Health Officer (PHO) restrictions and maximizing in-person capacity for teaching and learning. Based on Faculty-level Fall 2021 timetabling requests, the University anticipates approximately 75% of Fall term courses will have some or all in-person instruction.

Senate was also informed that there was a recent virtual town Hall with Dr. Bonnie Henry and several of her team that had invited participation from executive leadership, and labour union representatives. This was a Q+A format where the science and data was shared out. A key message was optimism (based on evidence) that the provincial vaccination program will have a significant positive impact on community immunity and that universities have done very well minimizing exposure through health and safety plans.



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Safe return to campus was discussed in terms of vaccinations. The Chair noted the University's commitment to continue to put the safety of students and employees first.

#### 6.3 Graduates

*Presented by: Kyle Vuorinen*

Senate was presented with a list of 965 students from the five Faculties, as verified by the Registrar's Office to have met the graduation requirements of their program. It was noted that in comparison to last year, the number of students graduating had increased by approximately 25%.

*Kyle Vuorinen moved and Dennis Silvestrone seconded:*

**21/23** Senate accept the 965 students as having completed the program requirements for their respective credentials.

**CARRIED**

#### 7. Committee Reports

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

*Presented by: Lauren Moffatt*

The Committee met on April 13<sup>th</sup>, and the 2019/2020 program review cycle was approved as complete for the following programs:

- Bachelor of Arts in Applied Behaviour Analysis (ABA) – Autism
- Post-Baccalaureate Diploma in ABA – Autism
- Post-Baccalaureate Certificate in ABA – Autism

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

*Presented by: Corey Muench*

###### 7.2.1 S2002-03 Prior Learning Assessment Policy

The S2002-03 Prior Learning Assessment Policy was last reviewed in 2014 and the current revisions was mostly around streamlining and updating the policy based on the more current practices with regard to prior learning assessment.



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On review and discussion some minor wordsmithing revisions were requested. As well, in terms of process if there was a more efficient manner in which Senators and stakeholders could be notified of upcoming policies that are being reviewed prior to presentation at Senate for approval.

*Corey Muench moved and Diana Twiss seconded:*

**21/24** The proposed revisions to S2002-03 Prior Learning Assessment Policy be recommended to Senate for approval. **CARRIED**

#### **7.2.2 S2021-01 Credential Names and Parchment Policy**

Senate was requested to approve the new policy, S2021-01 Credential Names and Parchment Policy.

*Corey Muench moved and Stephanie Wells seconded:*

**21/25** The new policy, S2021-01 Credential Names and Parchment, be approved as presented. **CARRIED**

#### **7.3 Curriculum Committee**

*Presented by: Deb Jamison*

##### **7.3.1 Resolution Memorandum**

The resolutions brought forward from the April 16<sup>th</sup> Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Lara Duke seconded:*

**21/26** Senate approve SCC Resolutions 21/41 to 21/45. **CARRIED**

#### **7.4 Teaching and Learning Committee**

*Presented by: Diana Twiss*

The Committee met on April 20<sup>th</sup> but did not have quorum. However, members did have a conversation on possible ideas to improve teaching and learning and possible ways to generate information on items that may be of interest or concern.



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#### 7.5 Budget Advisory Committee

*Presented by: Michael Thoma*

The Senate Budget Advisory Committee is scheduled to meet on Thursday May 20 to share the final fiscal 2020-21 year end actual results. This meeting was set for after May 18 after the auditors have completed the audit and the Finance and Audit Committee has met.

#### 8. Other Reports

##### 8.1 Senate Chair

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

- An acknowledgment was provided for the work underway for the return to campus and for the fall planning and the good minds and hearts that have gone into considering the best learning model for the students.
- In terms of enrolment for this year, there has been an increase of approximately 25% in credential numbers of graduating students. The University is also seeing the highest enrolment for domestic students since 2011 and it is anticipated this will continue in the fall.
- Gratitude was also expressed for the work of the campus community for developing an exceptional model for students, and for delivery of programs to ensure the University has an effective way to improve retention and that students taking courses are provided with opportunities and supports to complete their credentials.

##### 8.2 Senate Vice-Chair

Stephen Williams, Vice-Chair reported that the Senate committees continue to work effectively with strong leadership, and strong committee member dedication and participation. Senators were also acknowledged for their support for the Vice-Chair to continue in this role.





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#### 8.3 VP Academic and Provost

Lauren Styles, VP Academic and Provost provided the following updates:

- Policy work is continuing and it is anticipated that additional policies will be brought to the June Senate meeting.
- The University will be undergoing a Quality Assurance Process Audit (QAPA) and at the June Senate meeting, there will be a brief presentation on the process, as well as a briefing at Senior Leadership Council, Senate Curriculum Committee and Senate Academic Planning and Program Review Committee.

#### 8.4 Board Report

Sonny Wong, Board of Governors representative on Senate did not provide a report as the next Board meeting is scheduled for June 2<sup>nd</sup>.

#### 9. Discussion Items

- A suggestion was presented that Senate consider having a different member do the acknowledgement at each meeting and to put their own personal statement. It was noted that this will be brought to the Self Evaluation Committee for their review.
- An acknowledgement was provided to the Centre of Teaching Excellence for planning and delivering a successful symposium on Zoom.

#### 10. Other Business

No other business was presented.

#### 11. Information Items

No information items were presented.

#### 12. In Camera Session

The meeting moved to in camera at 5:22 pm.

*Paul Dangerfield moved and Kyle Guay seconded:*  
To move in camera.

**CARRIED**



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*Paul Dangerfield moved and Bridget Stringer-Holden seconded:*  
To move out of in camera.

**CARRIED**

*Kyle Guay moved and Alea Rzeplinski seconded:*

Senate approve two candidates as recipients of the 2021 Capilano University  
honorary degrees.

**CARRIED**

The meeting was adjourned at 5:49 pm.

**Next Meeting: Tuesday, June 1, 2021**

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DRAFT

# **CAPILANO UNIVERSITY**

## **2021 SENATE SELF-ASSESSMENT SURVEY REPORT**

**MAY 2021**  
**OFFICE OF INSTITUTIONAL RESEARCH**



# Senate Self-Evaluation Survey 2021

## Executive Summary

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### Survey Overview

- The Senate Self-Evaluation Survey was administered from April 20<sup>th</sup> to May 7<sup>th</sup>, 2021. In total 20 out of 35 members participated, resulting in a response rate of 57%, compared to a 78% response rate in 2020. The results indicate that the majority of respondents have a clear understanding of their role and responsibilities. Compared to 2020 results, less respondents believe that the Senate is effective in its review of policies, but more senators believe the orientation is both effective and thorough. Less respondents believe the Senate clearly communicates its mandate to the university than last year. Similar to 2020, the majority of respondents believe that Senate members encourage open and free debate. In general, compared to 2020 there has been a decrease of members agreeing that Senate meetings function effectively and efficiently, and there has also been an increase in respondents choosing “don’t know.”

### Summary Findings

#### Advising the Board

- All respondents are clear about their roles and responsibilities as members of the Senate [100%] and most are clear about the Senate’s role and obligations under the University Act [95%].
- All respondents are clear about their role and responsibilities with respect to academic governance [100%].

#### Establishing Policy

- 85% of respondents believe that the Senate is effective in its review of policies, compared to 100% in 2020.

#### Agenda

- In general, the Senate members are aware and comfortable with the processes that are in place in regards to the agenda, with 10% being unaware. Between 80-85% feel comfortable in bringing new items to Senate agenda or making a Request for Information.

#### Senate Sub-Committees

- The members of the Senate are in positive consensus regarding the effectiveness of the Senate sub-committees. More than 85% of participants agreed that every sub-committee is effective.
- When looking only at responses from sub-committee members, only one sub-committee had some disagreement on its effectiveness– 16.6% of members in the Senate Budget Advisory

Committee (SBAC) disagreed that the subcommittee is effective in advising the president on the balanced budget.

### **Promoting Effective Communication with the University Community**

- 75% of respondents agree or strongly agree that the Senate clearly communicates its mandate to the university community. This is a significant decrease compared to 2019 responses [96%].
- Compared to the 12% from last year, 20% of the respondents disagree that the processes of the Senate Academic Planning and Program Review Committee (SAPPRC) communicates its processes effectively to the university community.
- Regarding whether the Senate Curriculum Committee (SCC) has clear and well communicated processes to the university community, 5% disagreed and 5% don't know. In 2020, none of the respondents disagreed.
- In 2020, 20% of the members disagreed that the processes of the Senate Budget Advisory Committee (SBAC) are well communicated and 4% didn't know. This year, more members disagreed [30%], and 15% don't know.

### **Providing a Forum on Academic Matters**

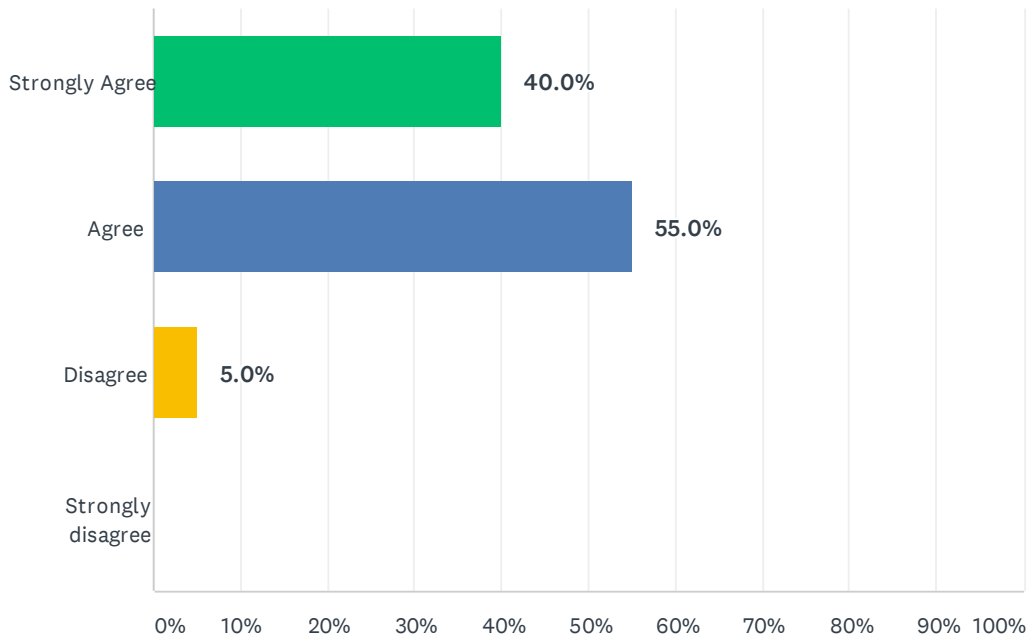
- Similar to 2020, the majority of members agree that the Senate meetings provide an effective discussion of academic governance issues [85%].
- In comparison to last year [16% disagreed, 8% didn't know], less members disagree that the Senate is effective at seeking and properly utilizing input from its constituents [5%], but many more don't know [20%].
- 95% of respondents agree that the members are inclusive of others' points of view, and 90% believe the members encourage open and free debate.
- In general, compared to 2020 there has been a decrease of members agreeing that Senate meetings function effectively and efficiently, and there has also been an increase in respondents choosing "don't know."

### **Orienting and Developing Senate Members and Ensuring Efficient and Effective Senate Operations**

- 85% of the respondents believe that the orientation of new members is effective, 15% don't know. In 2020, 76% believed orientation is effective, 16% disagreed, and 8% didn't know. This year, 10% [n=2] of respondents indicated they were new members, and of that 10%, one agreed the orientation was effective, while the other did not receive an orientation.
- 20% of the members disagree that their orientation to the Senate was timely and thorough. This was 24% in 2020.
- 100% of the respondents have a clear understanding of Robert's Rule of Order, compared to 88% last year, and 95% believe it is important that Senate meetings closely follow it.
- 100% of respondents believe that the members of Senate representing students are accorded with the same respect as other Senate members and 90% agree that the Senate members are given adequate time to present their views and positions.
- Most of members [85%] believe meetings are well organized and time spent on agenda items is appropriate to the significance of the item, though this is a decrease compared to 2020 [96%].

# Q1 The Senate is clear about its role and obligations under the University Act.

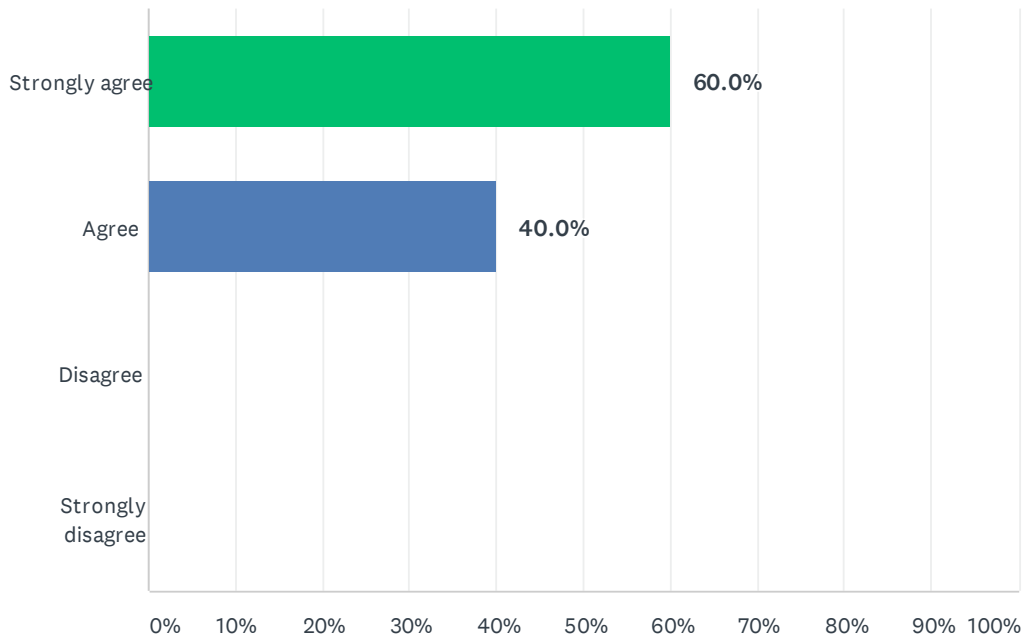
Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	40.0%	8
Agree	55.0%	11
Disagree	5.0%	1
Strongly disagree	0.0%	0
<b>TOTAL</b>		<b>20</b>

## Q2 I am clear about my role and responsibilities as a member of the Senate.

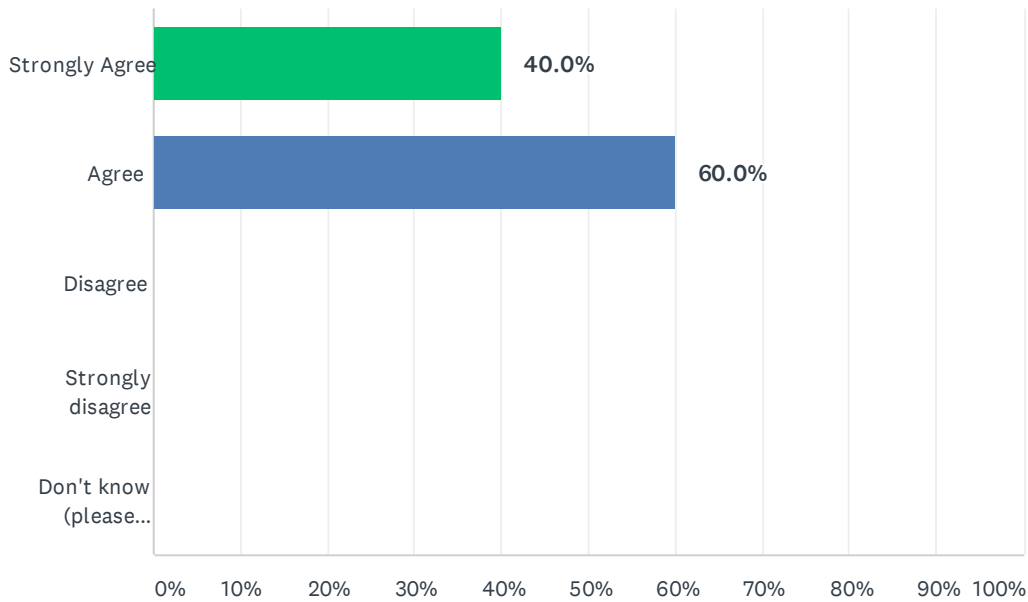
Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	60.0%	12
Agree	40.0%	8
Disagree	0.0%	0
Strongly disagree	0.0%	0
<b>TOTAL</b>		<b>20</b>

### Q3 The Senate is providing relevant advice to the Board about the university's academic governance.

Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly Agree	40.0% 8
Agree	60.0% 12
Disagree	0.0% 0
Strongly disagree	0.0% 0
Don't know (please explain)	0.0% 0
<b>TOTAL</b>	<b>20</b>

#	DON'T KNOW (PLEASE EXPLAIN)	DATE
	There are no responses.	



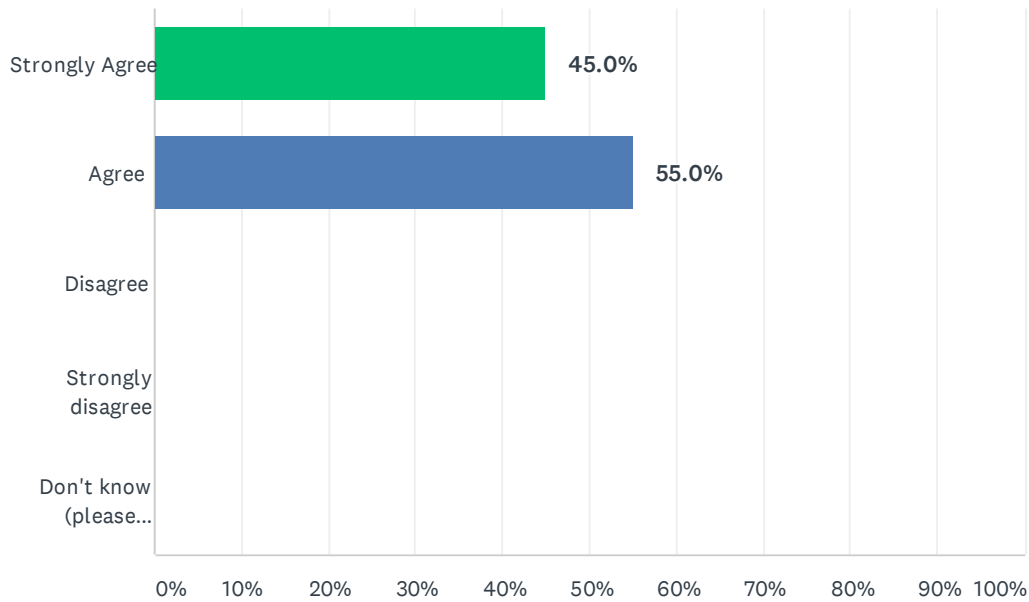
## Q4 Please provide any additional information regarding the advice the Senate provides to the Board about academic governance.

Answered: 3 Skipped: 17

#	RESPONSES
1	There appears to be a strong liaison relationship between the board and senate.
2	Well informed, diverse membership provides rich insights.
3	I think this is partly dependent on the individuals who liaise between the two bodies. Having a board member attend Senate is a good idea.

### Q5 The Senate is clear about its role and responsibilities with respect to the academic governance.

Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly Agree	45.0% 9
Agree	55.0% 11
Disagree	0.0% 0
Strongly disagree	0.0% 0
Don't know (please explain)	0.0% 0
<b>TOTAL</b>	<b>20</b>

#	DON'T KNOW (PLEASE EXPLAIN)	DATE
	There are no responses.	

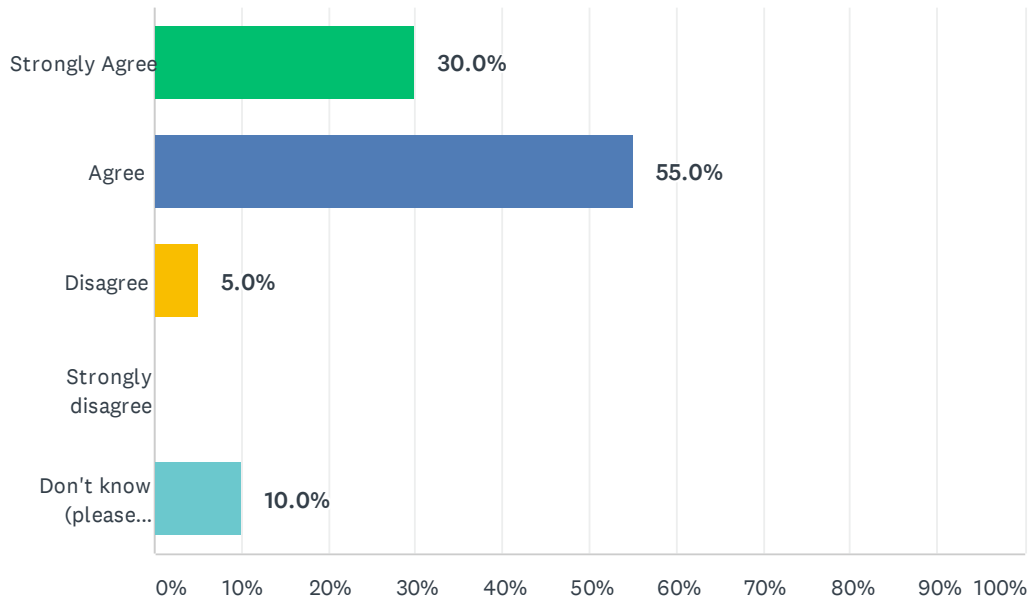
## Q6 Please provide any additional comments about the Senate's role and responsibilities regarding academic governance.

Answered: 4 Skipped: 16

#	RESPONSES
1	At times there is comment and discussion on operations and/or 'unit' specific commentary.
2	Does not appear that there is an orientation/onboarding for new Senate members. Not clear that all members have same understanding regarding Act and powers of Senate v Board. Nothing has arisen in the past year that would have surfaced misunderstandings. May not be event until a problematic situation (e.g. significant budget shortfall) arises.
3	This is very evident when the topic begins to shift away from academic governance it is pulled back into our scope by the chair or vice chair. Although the discussion is good to have, we are clear about our role.
4	Some Senators are very clear. Some are less clear.

## Q7 The Senate is effective in its review of policies.

Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	30.0%	6
Agree	55.0%	11
Disagree	5.0%	1
Strongly disagree	0.0%	0
Don't know (please explain)	10.0%	2
<b>TOTAL</b>		<b>20</b>

#	DON'T KNOW (PLEASE EXPLAIN)
1	Haven't observed enough instances to form an opinion .
2	I could only know this if I was a part of that committee. Not a lot of time is spent at the broad Senate table discussing policies.

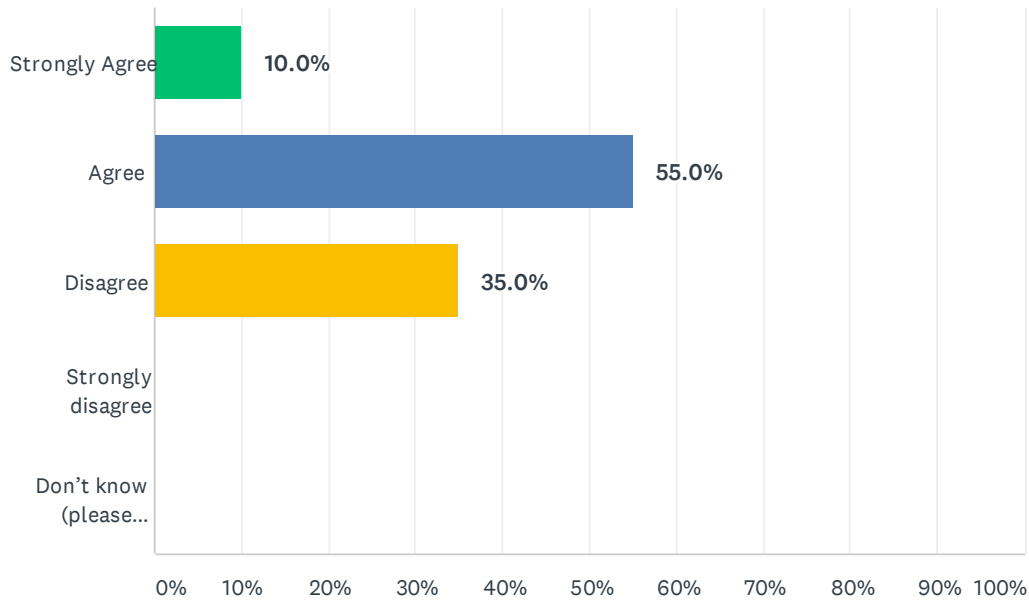
## Q8 Please provide any additional comments about the effectiveness of the Senate's review of policies.

Answered: 3 Skipped: 17

#	RESPONSES
1	Until we are consistent or review and renewal with a rolling transparent accountability, the I will answer disagree.
2	I feel that the University and education in general is becoming increasingly policy driven and I think the importance and potential impact (intended and unintended) of policies is underestimated at Senate.
3	I sometimes wonder if too much trust is placed in committees that review information before it comes to Senate. The committees do good work; I just feel that on the Senate floor, questions/comments are few.

### Q9 The Senate is effective in identifying areas for policy development.

Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	10.0%	2
Agree	55.0%	11
Disagree	35.0%	7
Strongly disagree	0.0%	0
Don't know (please explain)	0.0%	0
<b>TOTAL</b>		<b>20</b>

#	DON'T KNOW (PLEASE EXPLAIN)	DATE
	There are no responses.	

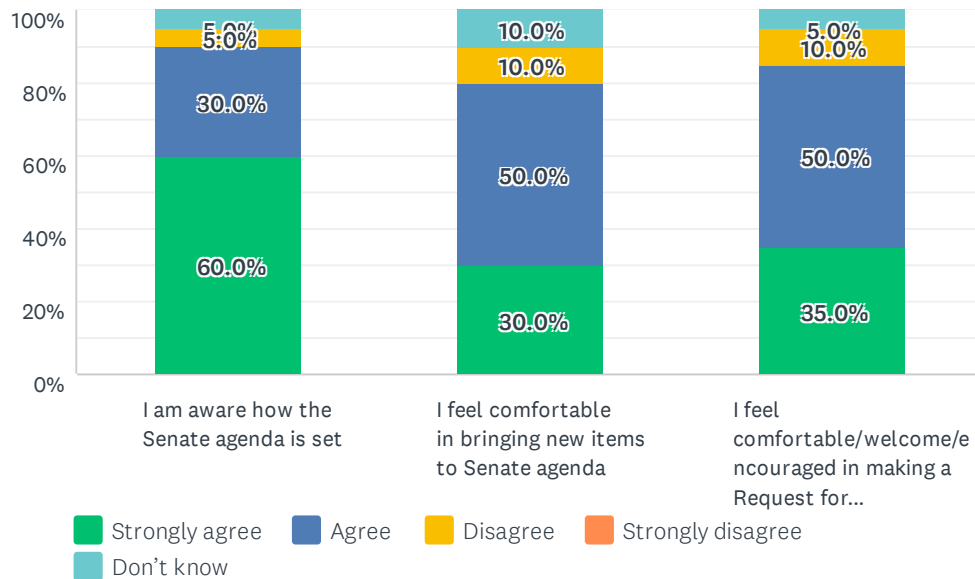
## Q10 Please provide any additional comments about the effectiveness of the Senate in identifying areas for policy development.

Answered: 6 Skipped: 14

#	RESPONSES
1	Policy development I don't believe has been a focus.
2	I don't recall many instances of this in Senate proceedings.
3	Have seen a couple of policies advance. Not sure all are clear on the difference between powers of Senate, Board and President.
4	With the exception of the Bylaws committee, I haven't heard discussion from any other aspect of Senate about policy development.
5	I am not sure if Senate as a whole is but the committee responsible for policy does a great job.
6	I don't think the Senate participates in identifying areas for policy development. I have not seen this.

### Q11 In regard to the agenda, please answer the following:

Answered: 20 Skipped: 0

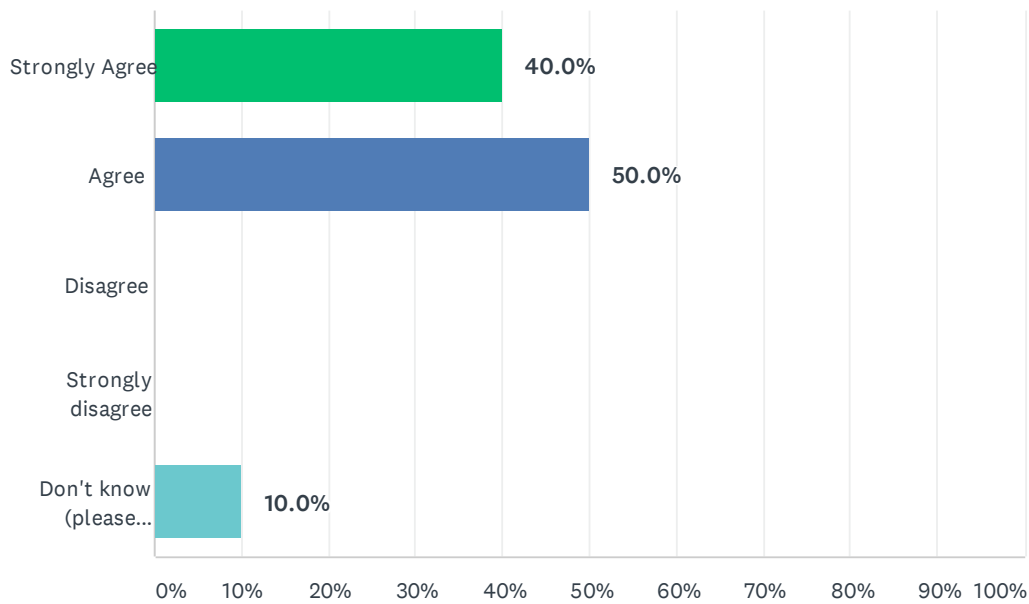


	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DON'T KNOW	TOTAL	WEIGHTED AVERAGE
I am aware how the Senate agenda is set	60.0% 12	30.0% 6	5.0% 1	0.0% 0	5.0% 1	20	1.60
I feel comfortable in bringing new items to Senate agenda	30.0% 6	50.0% 10	10.0% 2	0.0% 0	10.0% 2	20	2.10
I feel comfortable/welcome/encouraged in making a Request for Information to be brought back to future meetings.	35.0% 7	50.0% 10	10.0% 2	0.0% 0	5.0% 1	20	1.90



## Q12 The areas of responsibility of the Senate Sub-Committees are clear (e.g., functions and mandates).

Answered: 20 Skipped: 0

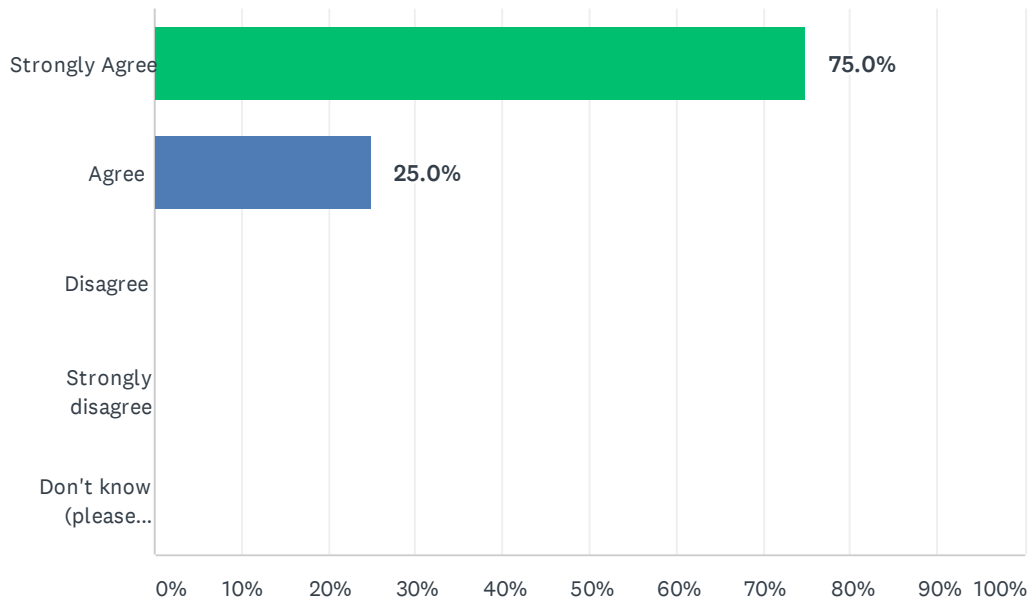


ANSWER CHOICES	RESPONSES
Strongly Agree	40.0% 8
Agree	50.0% 10
Disagree	0.0% 0
Strongly disagree	0.0% 0
Don't know (please explain)	10.0% 2
<b>TOTAL</b>	<b>20</b>

#	DON'T KNOW (PLEASE EXPLAIN)
1	I am not part of any so I am not sure
2	Teaching and Learning?

### Q13 The Senate Curriculum Committee (SCC) is effective in helping Senate fulfill its role in course and program approval.

Answered: 20 Skipped: 0

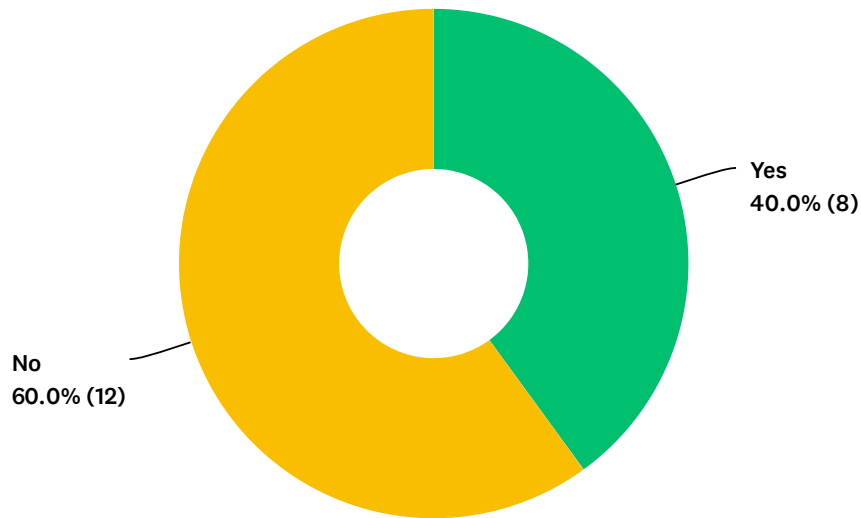


ANSWER CHOICES	RESPONSES	
Strongly Agree	75.0%	15
Agree	25.0%	5
Disagree	0.0%	0
Strongly disagree	0.0%	0
Don't know (please explain)	0.0%	0
<b>TOTAL</b>		<b>20</b>

#	DON'T KNOW (PLEASE EXPLAIN)	DATE
	There are no responses.	

### Q14 Are you a member of the Senate Curriculum Committee (SCC)?

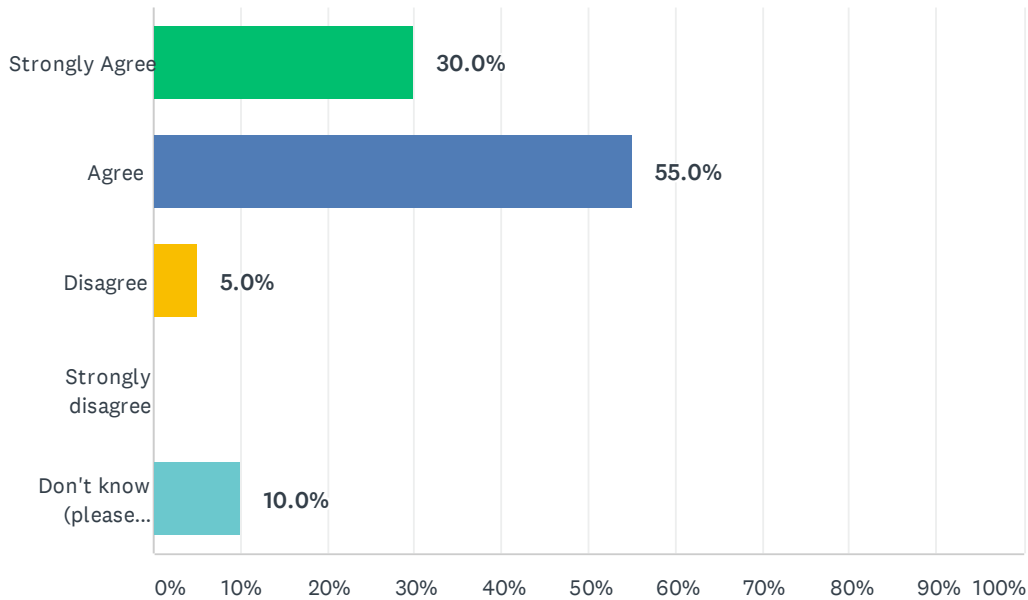
Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	40.0%	8
No	60.0%	12
TOTAL		20

### Q15 The Senate Budget Advisory Committee (SBAC) is an effective means for the Senate to fulfill its role in advising the president on the balanced budget.

Answered: 20 Skipped: 0

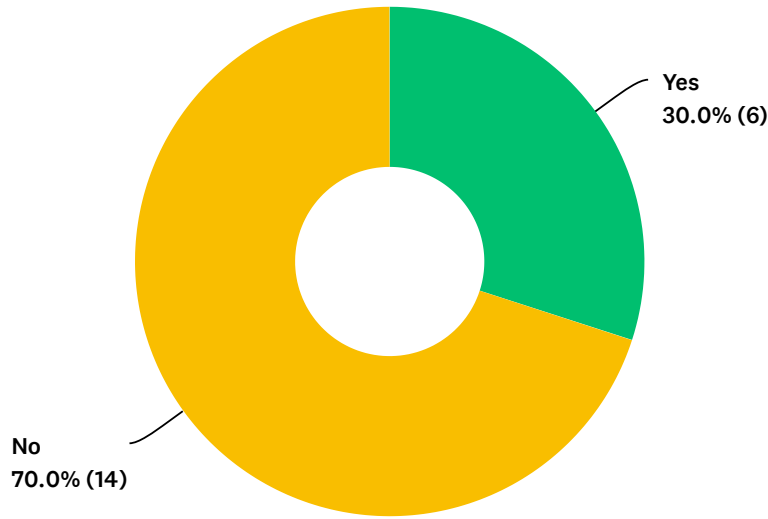


ANSWER CHOICES	RESPONSES	
Strongly Agree	30.0%	6
Agree	55.0%	11
Disagree	5.0%	1
Strongly disagree	0.0%	0
Don't know (please specify)	10.0%	2
<b>TOTAL</b>		<b>20</b>

#	DON'T KNOW (PLEASE SPECIFY)
1	It is not always clear from Senate proceedings how SBAC fulfills this role.
2	I don't know enough about the budget process to comment

## Q16 Are you a member of the Senate Budget Advisory Committee (SBAC)?

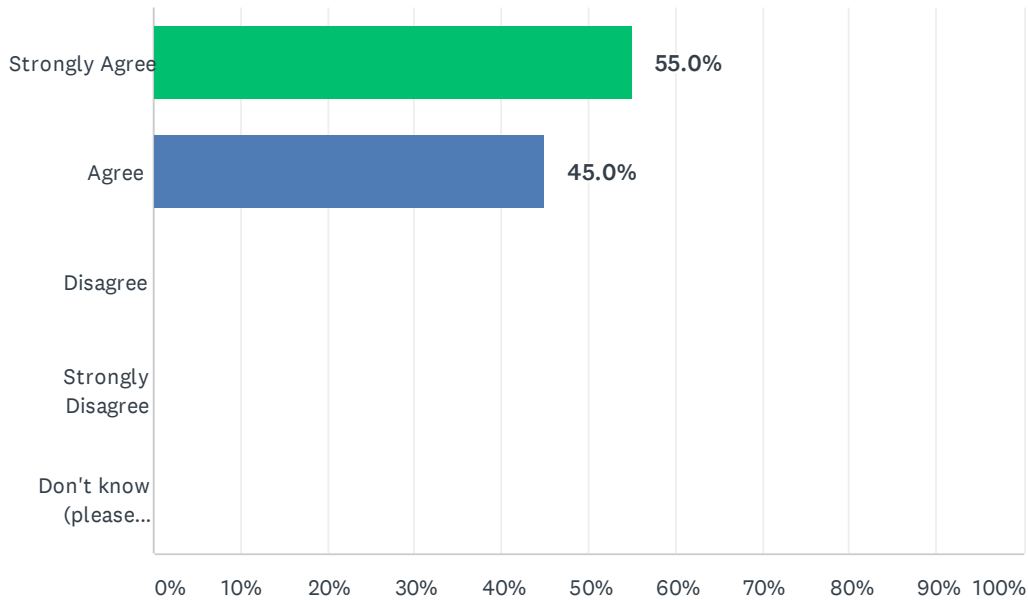
Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	30.0%	6
No	70.0%	14
TOTAL		20

**Q17 The Senate Academic Planning and Program Review Committee (SAPPRC) is an effective means for the Senate to fulfill its role in reviewing programs and educational services and academic planning.**

Answered: 20 Skipped: 0

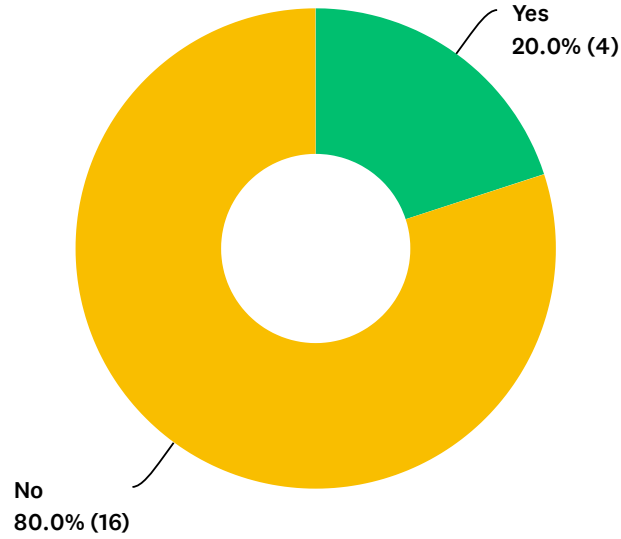


ANSWER CHOICES	RESPONSES	
Strongly Agree	55.0%	11
Agree	45.0%	9
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Don't know (please explain)	0.0%	0
<b>TOTAL</b>		<b>20</b>

#	DON'T KNOW (PLEASE EXPLAIN)	DATE
	There are no responses.	

### Q18 Are you a member of the Senate Academic Planning and Program Review Committee (SAPPRC)?

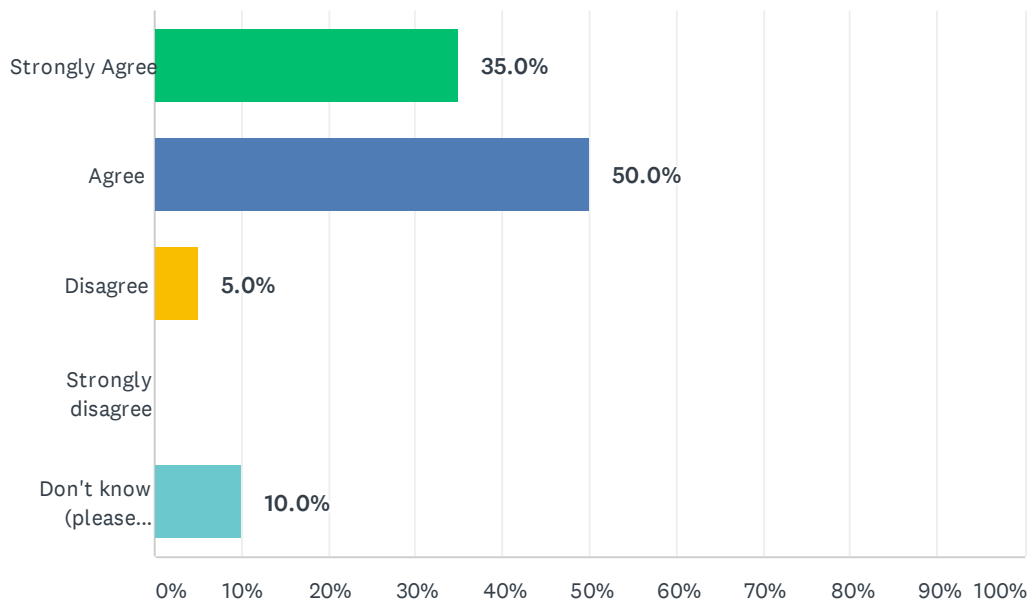
Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	20.0%	4
No	80.0%	16
TOTAL		20

### Q19 The Senate By-law, Policy and Procedure Committee is an effective means for the Senate to fulfill its role in the development and assessment of Senate by-laws and university policies and procedures.

Answered: 20 Skipped: 0



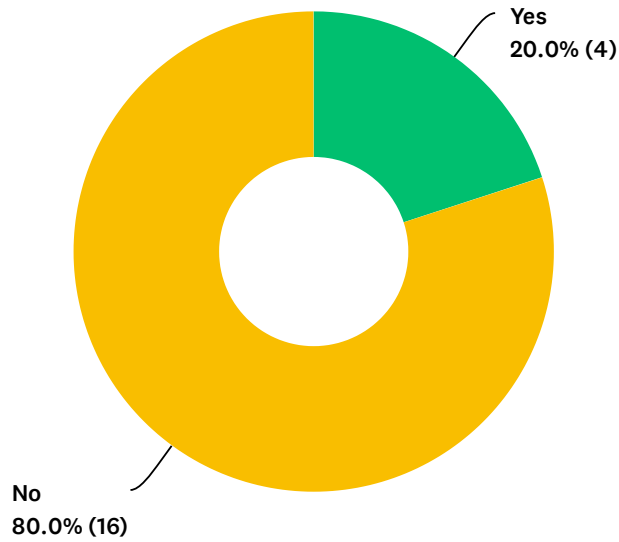
ANSWER CHOICES	RESPONSES
Strongly Agree	35.0% 7
Agree	50.0% 10
Disagree	5.0% 1
Strongly disagree	0.0% 0
Don't know (please explain)	10.0% 2
<b>TOTAL</b>	<b>20</b>

#	DON'T KNOW (PLEASE EXPLAIN)
1	Haven't observed in action
2	I suspect that policies come through quickly and sometimes too many at a time such that there isn't time to give a fulsome review.



## Q20 Are you a member of the By-Law Committee?

Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	20.0%	4
No	80.0%	16
TOTAL		20

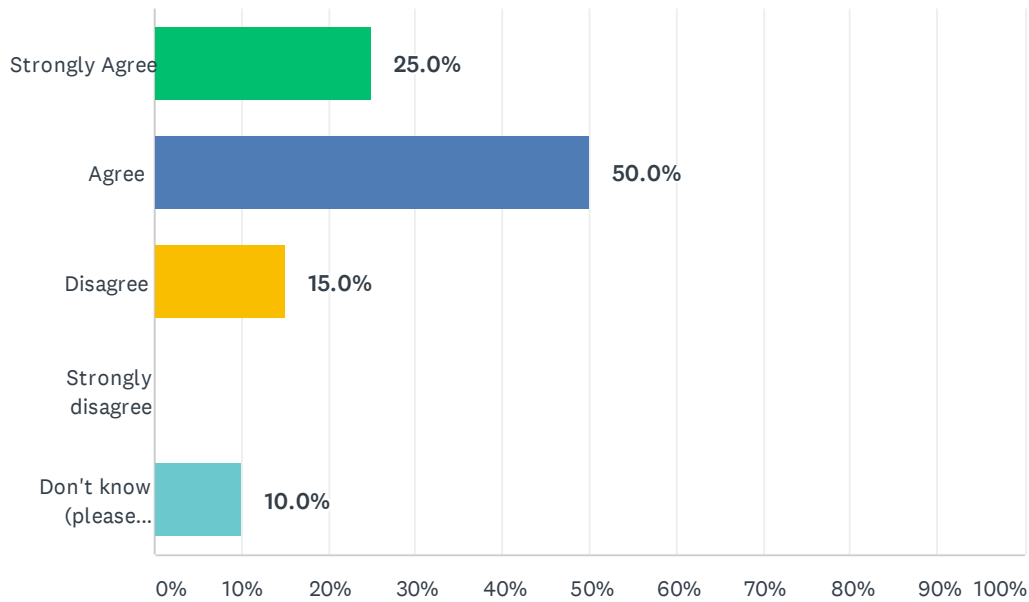
## Q21 Please provide any additional comments about the effectiveness of the Senate Sub-Committees.

Answered: 4 Skipped: 16

#	RESPONSES
1	Suggest there is a need for a review and updating of all terms of reference, sharpened focus and ensuring alignment with the roles responsibilities and accountabilities of Senate (e.g., T&L appear that some aspects are beyond the scope of Senate)
2	The senate subcommittees work effectively, with strong leadership. Well done.
3	You have missed the Senate Teaching and Learning Committee. It is missing from this survey.
4	Much of the important work of Senate happens at the committee level.

## Q22 The Senate clearly communicates its mandate to the university community.

Answered: 20 Skipped: 0

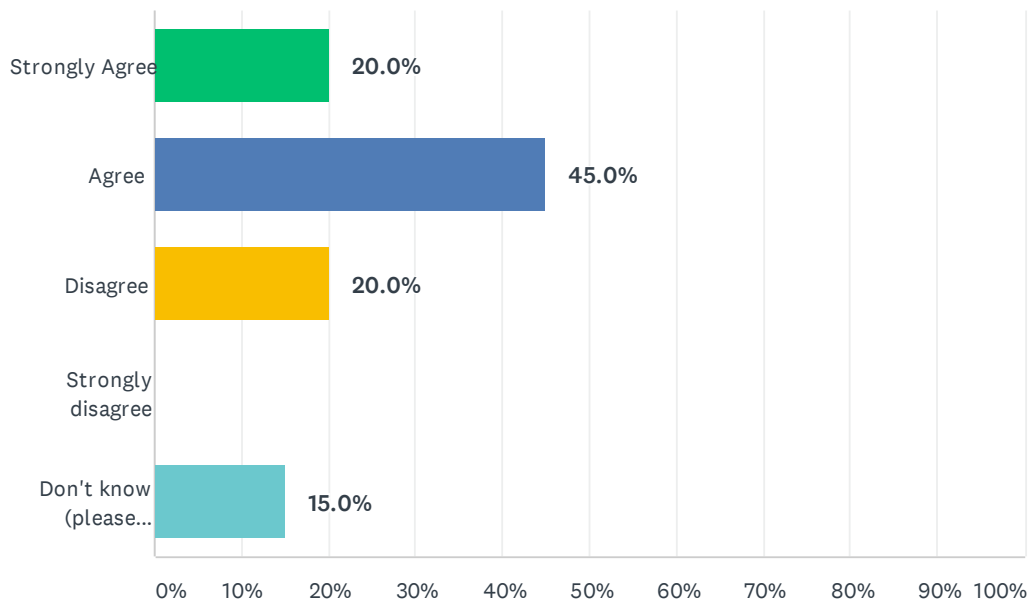


ANSWER CHOICES	RESPONSES	
Strongly Agree	25.0%	5
Agree	50.0%	10
Disagree	15.0%	3
Strongly disagree	0.0%	0
Don't know (please explain)	10.0%	2
<b>TOTAL</b>		<b>20</b>

#	DON'T KNOW (PLEASE EXPLAIN)
1	Have not seen evidence of this.
2	What are the channels for such communication?

## Q23 The processes of the Senate Academic Planning and Program Review Committee (SAPPRC) are clear and well communicated to the university community.

Answered: 20 Skipped: 0

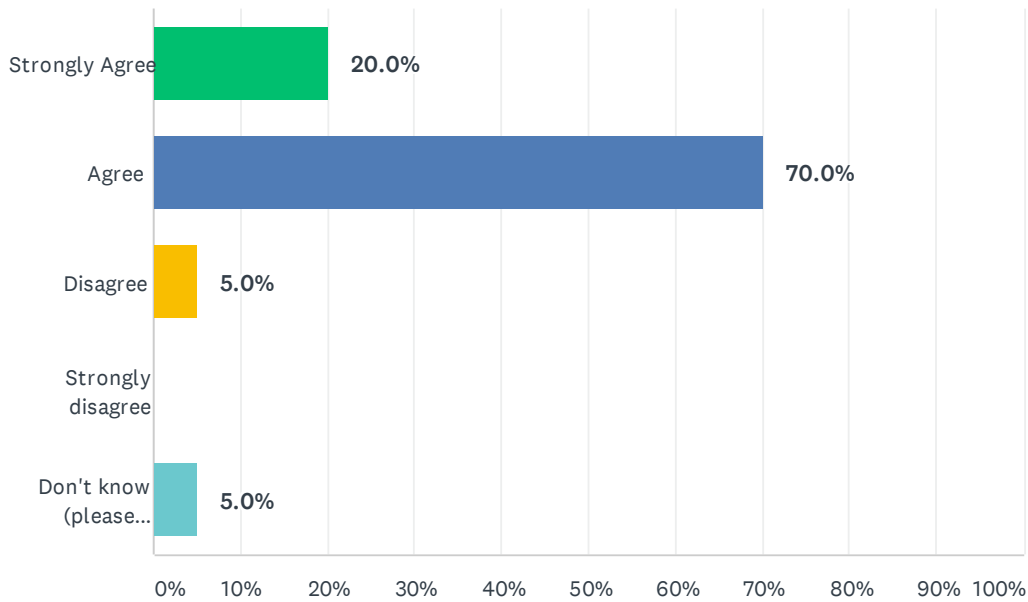


ANSWER CHOICES	RESPONSES	
Strongly Agree	20.0%	4
Agree	45.0%	9
Disagree	20.0%	4
Strongly disagree	0.0%	0
Don't know (please explain)	15.0%	3
<b>TOTAL</b>		<b>20</b>

#	DON'T KNOW (PLEASE EXPLAIN)
1	Knowledge amongst members of our Faculty is very limited.
2	Some programs communicate the process well, not sure that all do.
3	I don't know how much the community outside of Senate and even outside of SAPPRC knows about the process and work of SAPPRC unless they are personally involved in something that goes through SAPPRC

## Q24 The processes of the Senate Curriculum Committee (SCC) are clear and well communicated to the university community.

Answered: 20 Skipped: 0

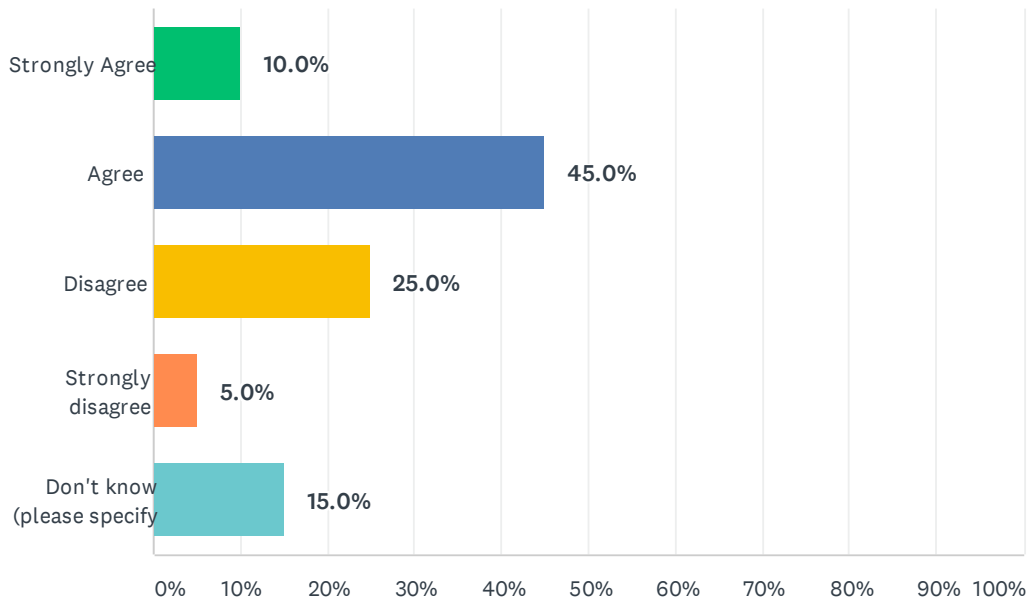


ANSWER CHOICES	RESPONSES
Strongly Agree	20.0% 4
Agree	70.0% 14
Disagree	5.0% 1
Strongly disagree	0.0% 0
Don't know (please specify)	5.0% 1
<b>TOTAL</b>	<b>20</b>

#	DON'T KNOW (PLEASE SPECIFY)
1	Ditto to SAPPRC

## Q25 The processes of the Senate Budget Advisory Committee (SBAC) are clear and well communicated to the university community.

Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly Agree	10.0% 2
Agree	45.0% 9
Disagree	25.0% 5
Strongly disagree	5.0% 1
Don't know (please specify)	15.0% 3
<b>TOTAL</b>	<b>20</b>

#	DON'T KNOW (PLEASE SPECIFY)
1	Not sure that all are clear this advice is for the President. Some University members seem to think that this is an approval role, or are not aware that the Committee exists.
2	I don't know enough about the budget process to comment
3	Again, how much does the university committee know about SBAC, about their mandate and process? If this info is sought, it can be found but do people look and do they know where to look?

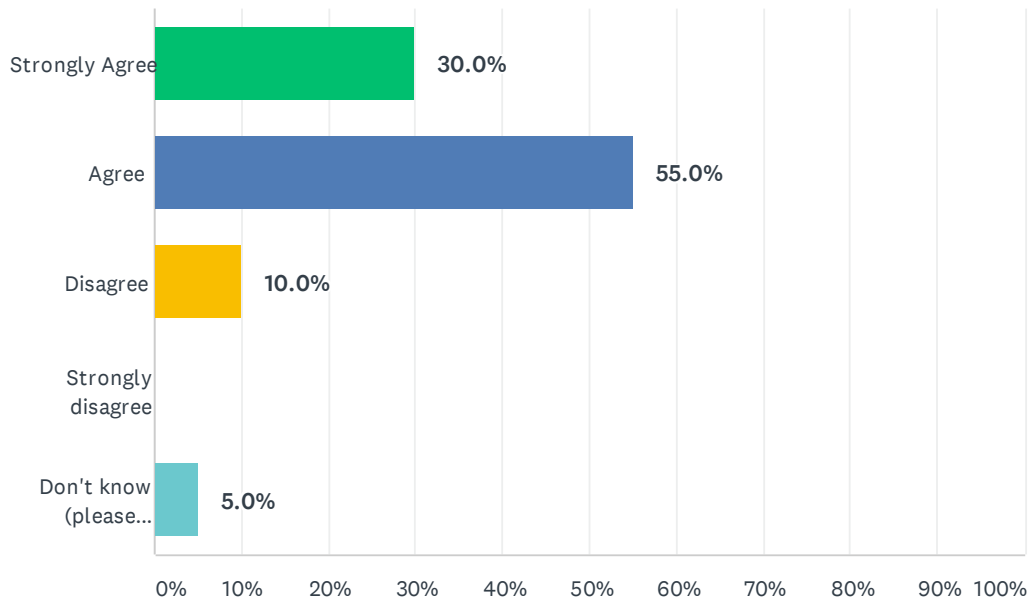
## Q26 Please provide any additional comments about Senate Sub-Committee communications with the university community.

Answered: 5 Skipped: 15

#	RESPONSES
1	Not sure there is a good understanding of the Budget Advisory Committee or the T&L committee (new)
2	Again, the Senate Teaching and Learning committee is missing.
3	I love the recap emails that go out about Senate and the job each Dean does to pass key information along
4	Other than one directional information items on the website and occassional agenda sharing, I cannot say that the sub-committees are clearly communicating with the entire univeristy community.
5	I feel that it probably depends which part of the university community we're considering. Non-senators can find out information if they want to, but if they don't enquire or search for it, I'm not sure how well-known or appreciated the sub-committee work is, even though they do so much.

## Q27 The Senate meetings provide effective discussions of academic governance issues facing the university.

Answered: 20 Skipped: 0



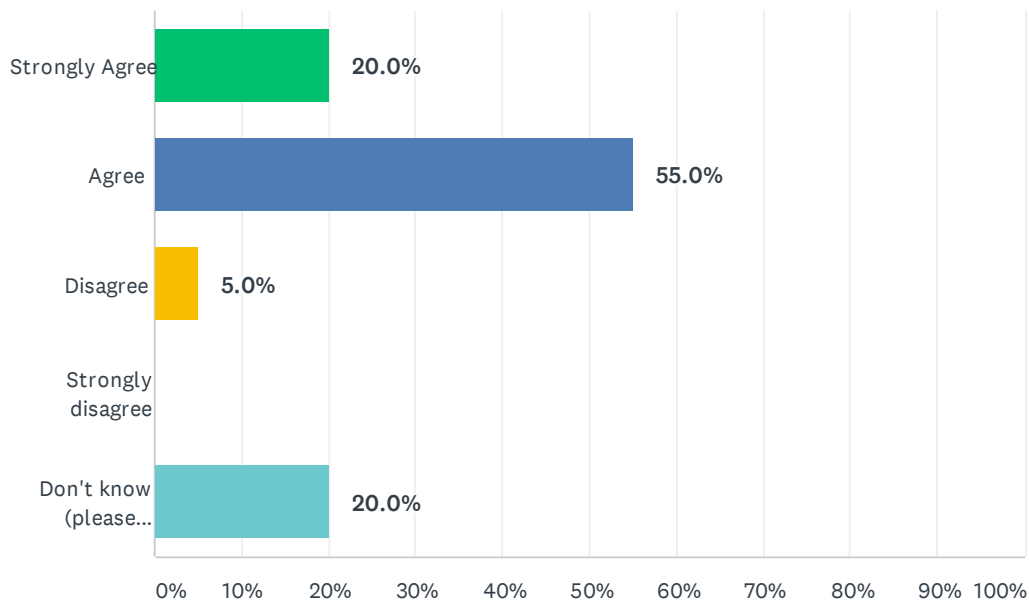
ANSWER CHOICES	RESPONSES	
Strongly Agree	30.0%	6
Agree	55.0%	11
Disagree	10.0%	2
Strongly disagree	0.0%	0
Don't know (please explain)	5.0%	1
<b>TOTAL</b>		<b>20</b>

#	DON'T KNOW (PLEASE EXPLAIN)
1	Senators don't talk all that much...



## Q28 The Senate is effective at seeking and properly utilizing input from its constituencies.

Answered: 20 Skipped: 0

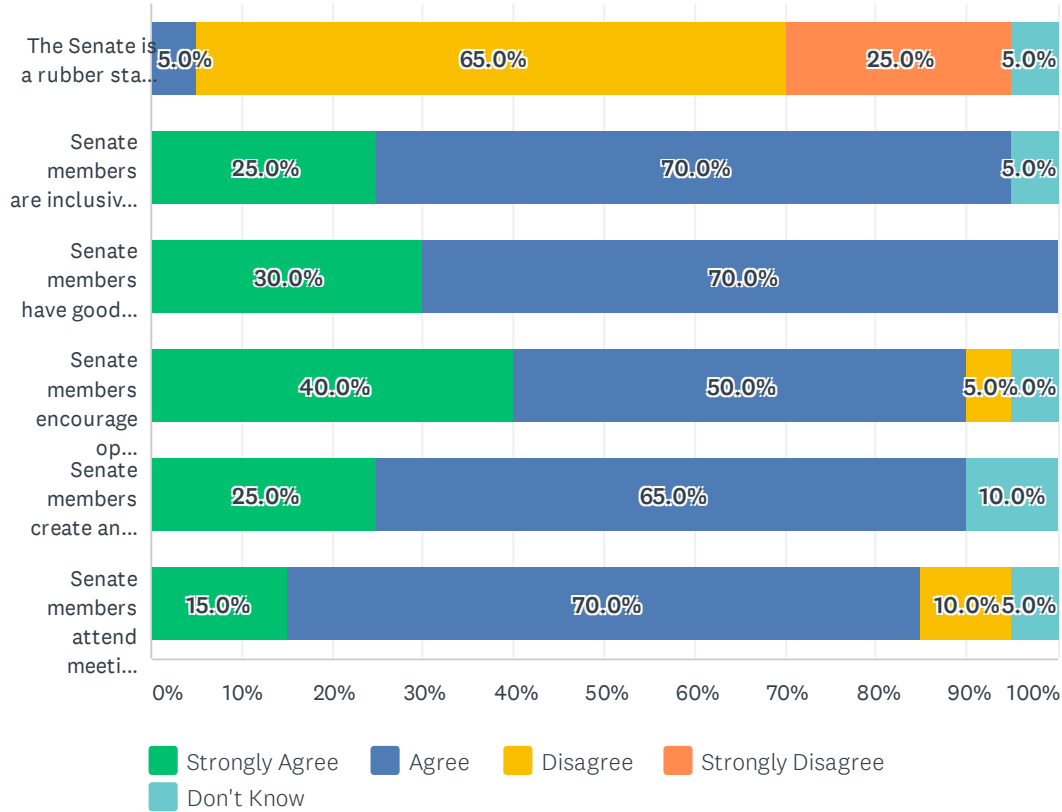


ANSWER CHOICES	RESPONSES
Strongly Agree	20.0% 4
Agree	55.0% 11
Disagree	5.0% 1
Strongly disagree	0.0% 0
Don't know (please explain)	20.0% 4
<b>TOTAL</b>	<b>20</b>

#	DON'T KNOW (PLEASE EXPLAIN)
1	have not yet seen evidence of this
2	I am only aware of the processes for my own area, but in general it doesn't seem that concerns from constituents often surface at Senate
3	I believe this varies with individual Senators.
4	I'm not sure I have ever received input from a constituent for Senate to consider

## Q29 In terms of how senate meetings function, please answer the following:

Answered: 20 Skipped: 0



	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DON'T KNOW	TOTAL	WEIGHTED AVERAGE
The Senate is a rubber stamp (i.e. approves automatically without proper consideration)	0.0% 0	5.0% 1	65.0% 13	25.0% 5	5.0% 1	20	3.30
Senate members are inclusive of other's point of view.	25.0% 5	70.0% 14	0.0% 0	0.0% 0	5.0% 1	20	1.90
Senate members have good listening skills.	30.0% 6	70.0% 14	0.0% 0	0.0% 0	0.0% 0	20	1.70
Senate members encourage open and free debate.	40.0% 8	50.0% 10	5.0% 1	0.0% 0	5.0% 1	20	1.80
Senate members create an inviting atmosphere where members and constituents feel comfortable expressing their points of view.	25.0% 5	65.0% 13	0.0% 0	0.0% 0	10.0% 2	20	2.05
Senate members attend meetings prepared to discuss agenda items.	15.0% 3	70.0% 14	10.0% 2	0.0% 0	5.0% 1	20	2.10

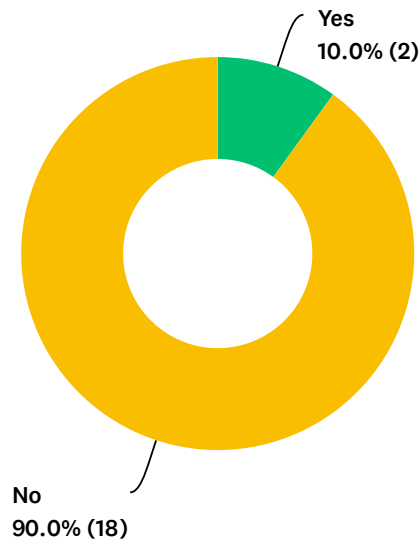
### Q30 Please provide any additional comments about how the Senate provides a forum on academic matters.

Answered: 3 Skipped: 17

#	RESPONSES
1	Have yet to attend a meeting f2f.
2	Senate does very much seem like a rubber stamp. However, as a member of SCC, I have heard debate and collective improvement discussions at the that subcommitte.
3	Being remote doesn't help people talk... Second comment: being remote may have increased the 'Gallery'; should Senate make time for comments from the Gallery?

### Q31 Are you a new Senator this year (last 12 months)?

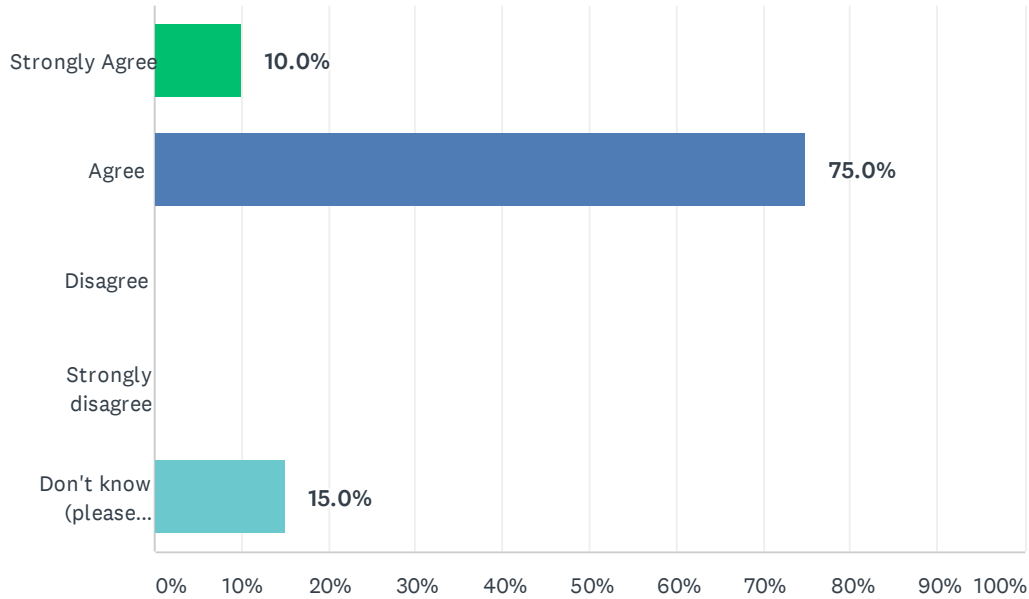
Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	10.0% 2
No	90.0% 18
TOTAL	20

## Q32 Orientation of new members is effective

Answered: 20 Skipped: 0

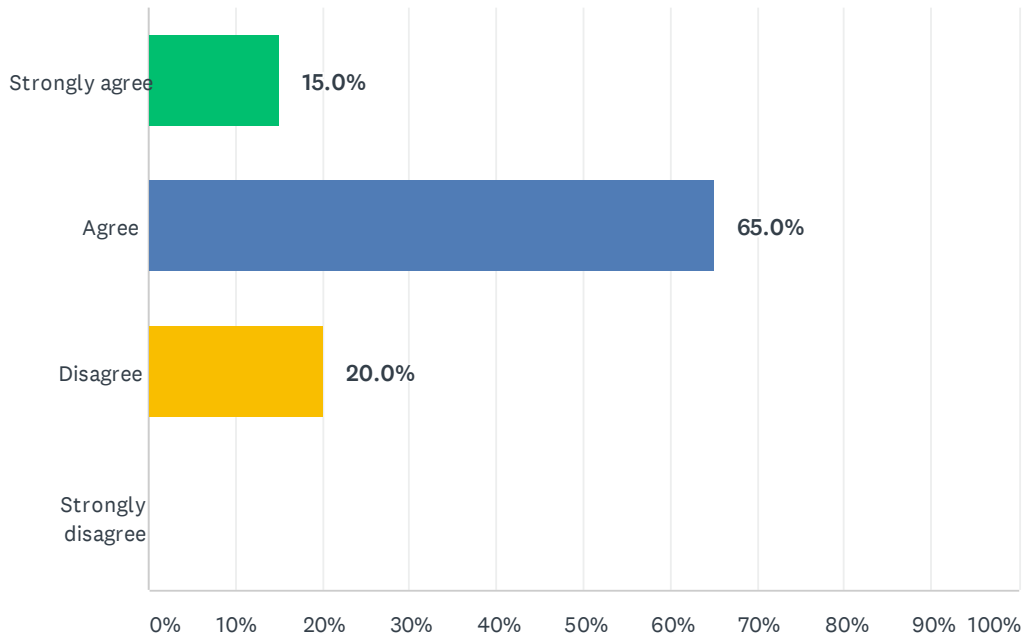


ANSWER CHOICES	RESPONSES	
Strongly Agree	10.0%	2
Agree	75.0%	15
Disagree	0.0%	0
Strongly disagree	0.0%	0
Don't know (please explain)	15.0%	3
<b>TOTAL</b>		<b>20</b>

#	DON'T KNOW (PLEASE EXPLAIN)
1	Have not attended an orientation.
2	I did not receive an orientation; however, have been a senator at other institutions. Understand the Act, powers and typical structures. Hence, orientation not as important. May not be the case with other senators.
3	I replace someone, didn't have orientation.

### Q33 My orientation to the Senate was timely and thorough.

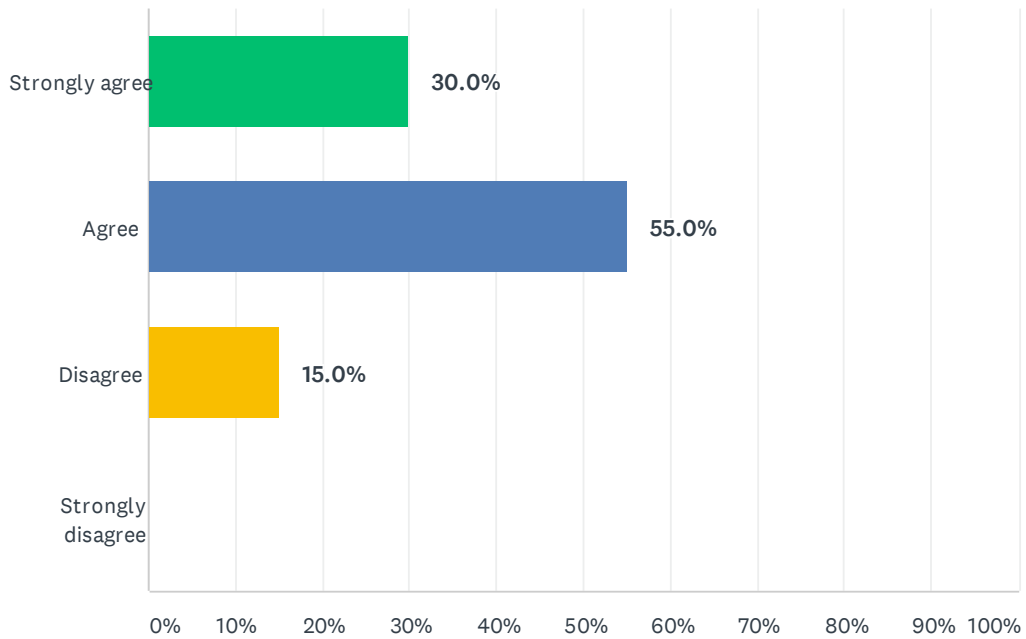
Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	15.0%	3
Agree	65.0%	13
Disagree	20.0%	4
Strongly disagree	0.0%	0
<b>TOTAL</b>		<b>20</b>

### Q34 The time spent on agenda items is appropriate to the significance of the item.

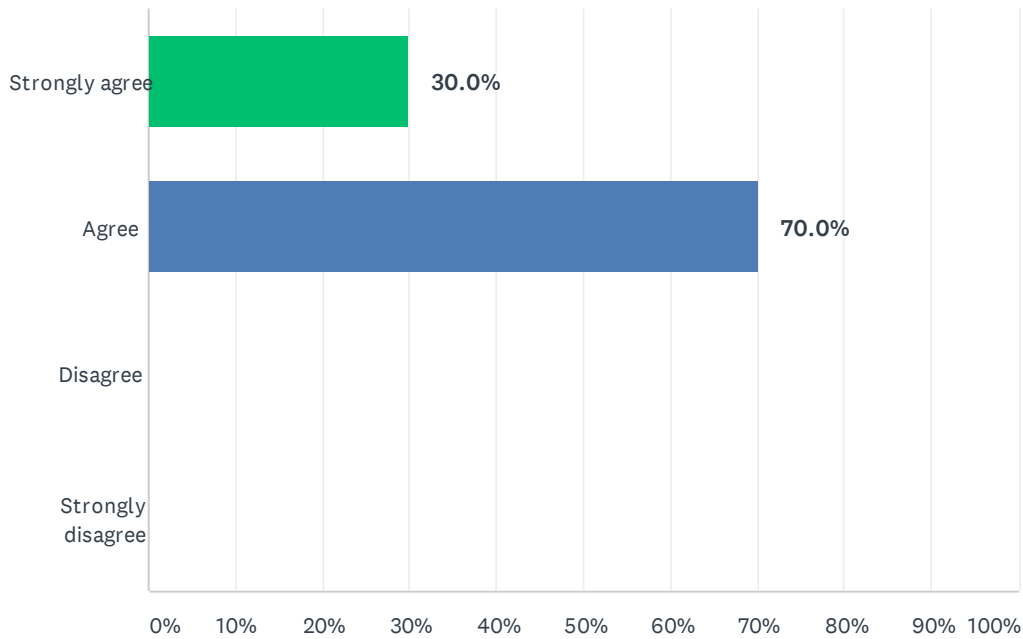
Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	30.0%	6
Agree	55.0%	11
Disagree	15.0%	3
Strongly disagree	0.0%	0
<b>TOTAL</b>		<b>20</b>

### Q35 I have a clear understanding of Robert’s Rule of Order, as a procedure to run meetings.

Answered: 20 Skipped: 0

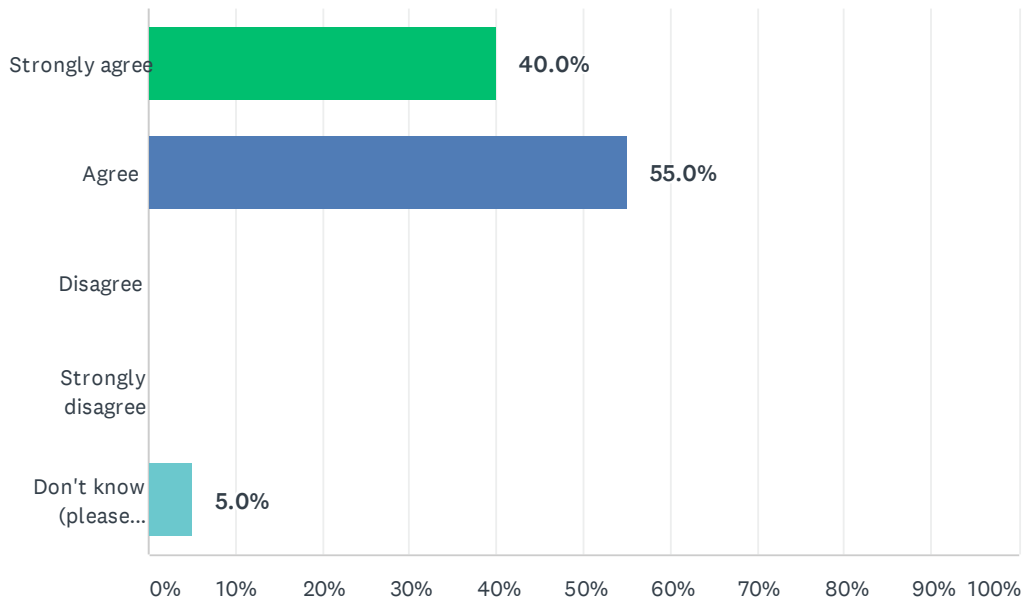


ANSWER CHOICES	RESPONSES	
Strongly agree	30.0%	6
Agree	70.0%	14
Disagree	0.0%	0
Strongly disagree	0.0%	0
<b>TOTAL</b>		<b>20</b>



### Q36 I think it is important that the Senate meetings closely follow Robert's Rules of Order.

Answered: 20 Skipped: 0

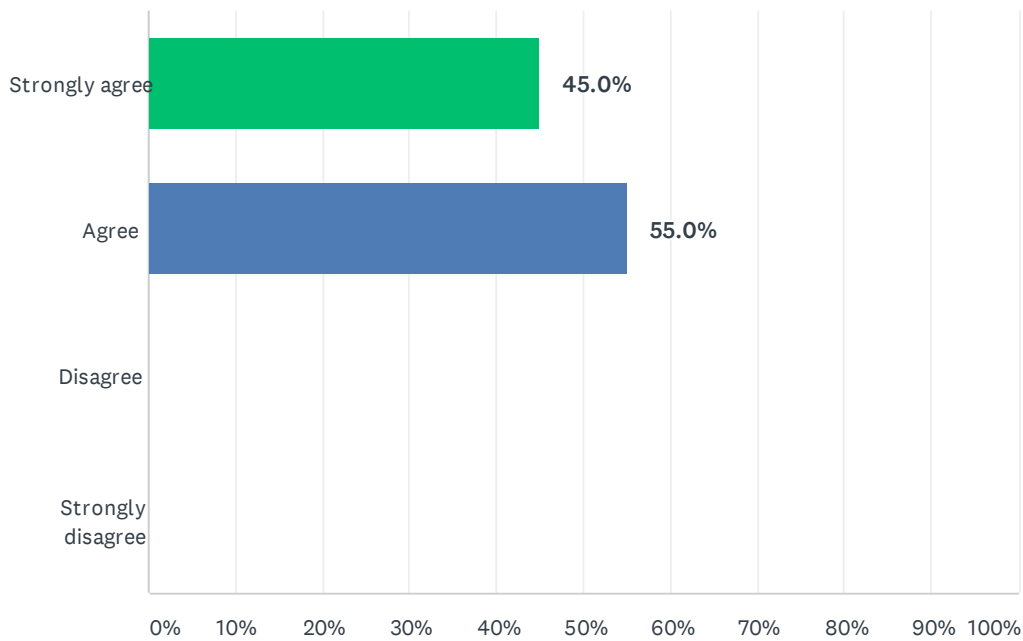


ANSWER CHOICES	RESPONSES	
Strongly agree	40.0%	8
Agree	55.0%	11
Disagree	0.0%	0
Strongly disagree	0.0%	0
Don't know (please explain)	5.0%	1
<b>TOTAL</b>		<b>20</b>

#	DON'T KNOW (PLEASE EXPLAIN)
1	While process and decorum are important, it can get in the way of meaningful discussion.

### Q37 Members of Senate representing students are accorded the same respect as other Senate members.

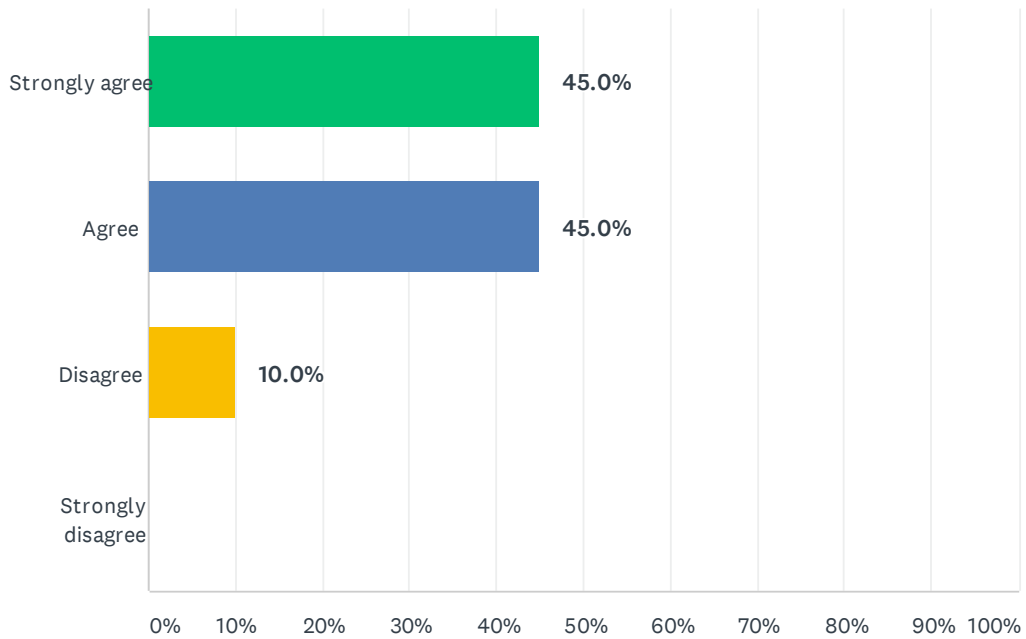
Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	45.0%	9
Agree	55.0%	11
Disagree	0.0%	0
Strongly disagree	0.0%	0
<b>TOTAL</b>		<b>20</b>

### Q38 Senate members are given adequate time to present their views and positions.

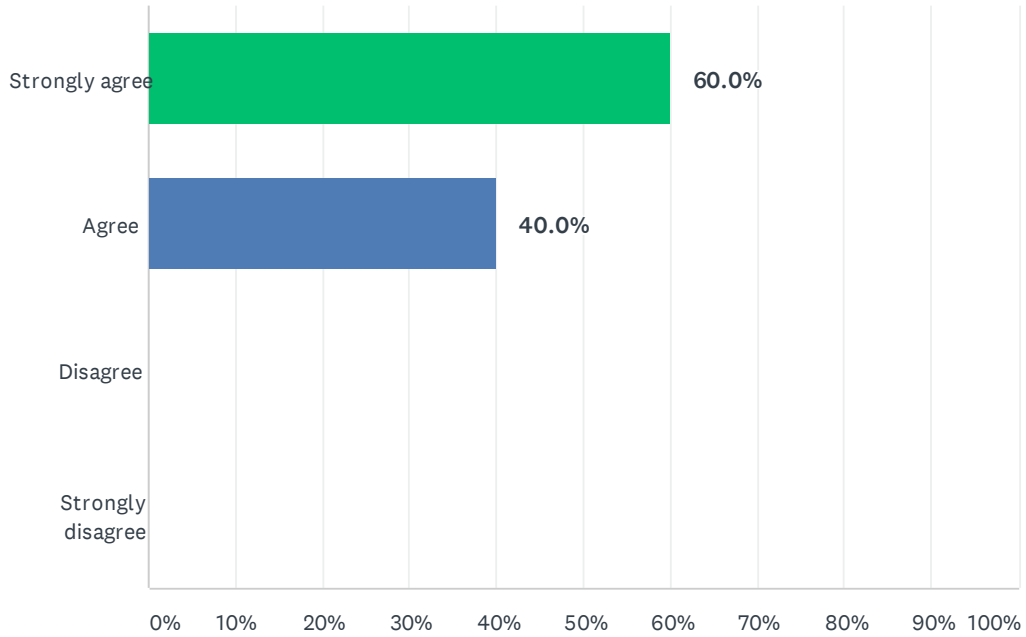
Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	45.0%	9
Agree	45.0%	9
Disagree	10.0%	2
Strongly disagree	0.0%	0
<b>TOTAL</b>		<b>20</b>

### Q39 Meetings are well organized.

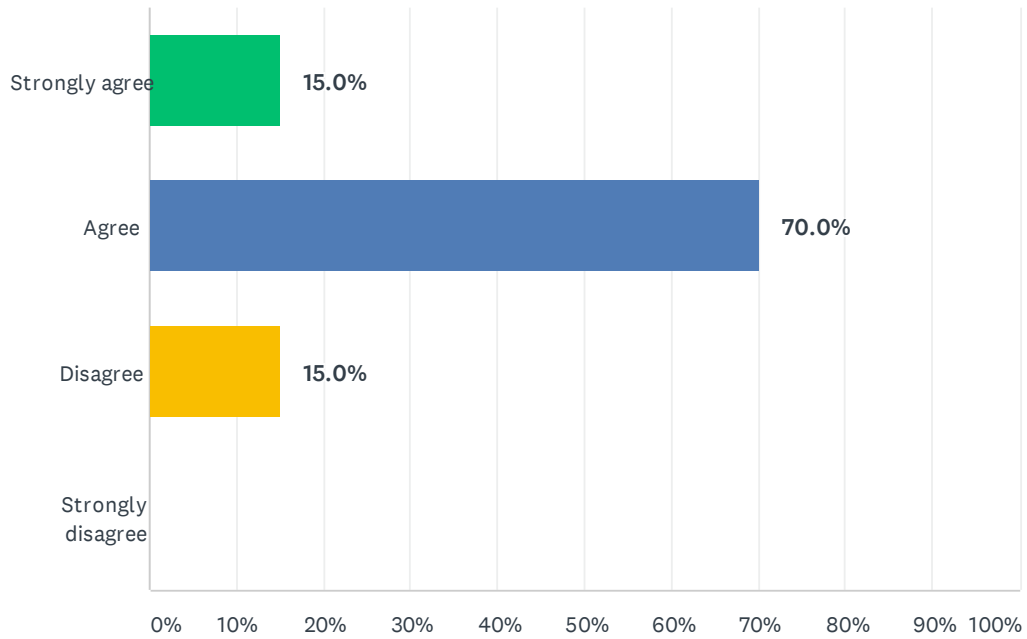
Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	60.0%	12
Agree	40.0%	8
Disagree	0.0%	0
Strongly disagree	0.0%	0
<b>TOTAL</b>		<b>20</b>

### Q40 There is adequate and robust discussion at Senate meetings.

Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	15.0%	3
Agree	70.0%	14
Disagree	15.0%	3
Strongly disagree	0.0%	0
<b>TOTAL</b>		<b>20</b>

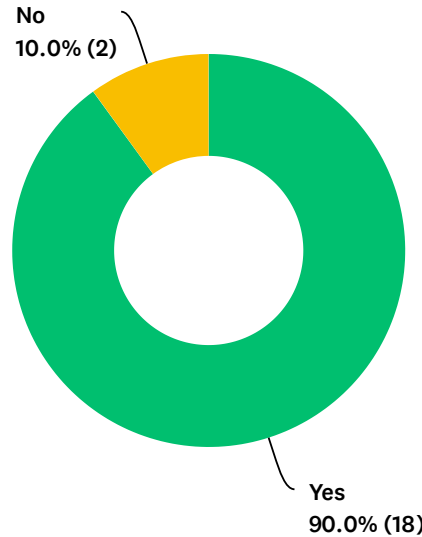
## Q41 Please provide any additional comments, information or suggestions that might be helpful in improving Senate operations.

Answered: 3 Skipped: 17

#	RESPONSES
1	Can't say that discussion is always robust. May be, at least in part, a function of the medium.
2	When we shifted to the online format, meetings were often running 60 min over the 120 min window but with time we became accustomed to the new format and brought them back to normal running times.
3	I sometimes feel that there could be more robust discussion and involvement.

## Q42 Has the Senate responded appropriately to the academic challenges during the alternate, remote delivery of courses in the fall semester?

Answered: 20 Skipped: 0

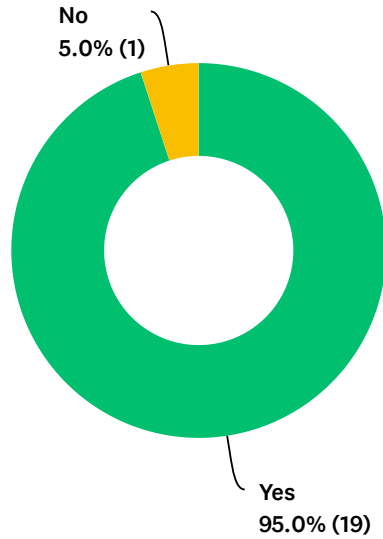


ANSWER CHOICES	RESPONSES	
Yes	90.0%	18
No	10.0%	2
TOTAL		20

#	PLEASE ELABORATE ON YOUR ANSWER.
1	Monitored syllabi adaptations, debated change of start to the Spring '21 semester. Has stayed approsed of issues related to on-campus resumption.
2	To the extent possible given the circumstances
3	Yes and no, some responses have been timely and well considered, others seem vague.
4	I feel Senate has transitioned pretty seamlessly to online meetings while still continuing to be effective in its governance.
5	I feel that this should not become a statistic and decline to answer. The situation was complex and we did our best as who we are. This survey has forced me to answer. This will sway statistics.

### Q43 Has the Senate upheld its academic governance responsibilities during the alternate, remote delivery of courses in the fall semester?

Answered: 20 Skipped: 0



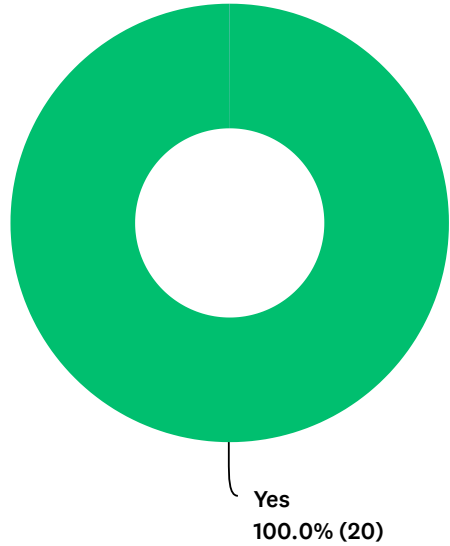
ANSWER CHOICES	RESPONSES
Yes	95.0% 19
No	5.0% 1
<b>TOTAL</b>	<b>20</b>

#	PLEASE ELABORATE ON YOUR ANSWER.
1	Again, this is complex. We did our best, we are looking after one another as best we can. This survey has forced me to answer. This will sway statistics.



### Q44 Since enacting the measures to deal with COVID-19, has the Senate continued to function effectively in dealing with its responsibilities?

Answered: 20 Skipped: 0

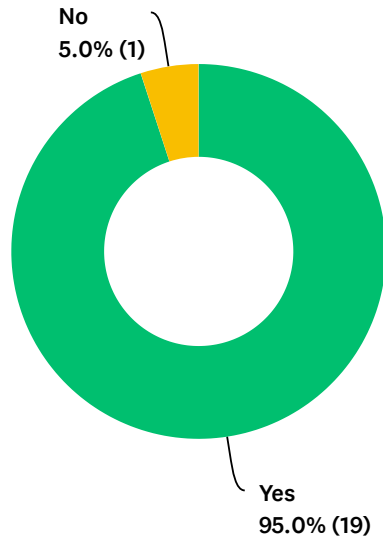


ANSWER CHOICES	RESPONSES
Yes	100.0% 20
No	0.0% 0
TOTAL	20

#	PLEASE ELABORATE ON YOUR ANSWER.
1	As with most things, remote operations is a mixed blessing. Affects the flow of discussion but provides even better access and likely attendance.
2	I think Senate has continued to be effective in the online format, but there seem to be fewer questions or discussions.

### Q45 Has the president (or their delegate the vice-president, academic) kept the Senate sufficiently updated with academic continuing concerns or issues in a timely manner?

Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	95.0% 19
No	5.0% 1
<b>TOTAL</b>	<b>20</b>

#	PLEASE ELABORATE ON YOUR ANSWER.	DATE
	There are no responses.	

# MEMO

**To:** Paul Dangerfield, Chair, Senate  
**From:** Dr. Laureen Styles, VP, Academic & Provost  
**Subject:** Capilano University's 2021 Quality Assurance Process Audit  
**Date:** June 1, 2021

## BACKGROUND

In Fall 2016, the Degree Quality Assessment Board's Quality Assurance Audit Committee launched a two-year pilot of a Quality Assurance Process Audit (QAPA). Based on feedback from the pilot institutions and their assessors, the Province's process audit was formally launched in 2018.

The Quality Assurance Process Audit is an external review process to ensure that BC public post-secondary institutions conduct rigorous ongoing program and institutional quality assessment with a primary focus on the policies and procedures guiding program development and review. All public post-secondary institutions in BC are audited every eight years.

In 2021, Capilano University will be undergoing its first process audit. Today's presentation to the Senate provides an overview of the process, including this committee's role, and associated timelines.

## COMMITTEE'S ROLE

In recognition of the Senate's central role in relation to the program and course approval processes, the Senate Chair has been invited to participate as a member of the QAPA Advisory Group in support of providing input during the drafting the University's self-study report.

### [QAPA Advisory Group](#)

Laureen Styles, Vice President Academic and Provost (Executive Lead)  
Toran Savjord, Vice President, Strategic Planning, Assessment & Institutional Effectiveness  
Lauren Moffat, Chair, Senate Academic Planning & Program Review Committee  
Deb Jamison, Chair, Senate Curriculum Committee  
Mary Jukich, Senate Administrative Assistant  
Aurelea Mahood, Director, Academic Initiatives & Planning  
Maryam Babu, Academic Initiatives Liaison, Program Review  
Laura MacKay, Director, Centre for Teaching Excellence



Miranda Huron, Director, Indigenous Education & Affairs  
Joyce Ip, Director, Institutional Research and Strategy  
Two faculty (non-Senators) who have participated in program review

Primary responsibility for the drafting and collating the report lies with the Provost's Office and Academic Initiatives & Planning with administrative support from Davee Alon, Executive Assistant to the Provost.

Prior to submission, the University's self-study report will be brought to Senate, SAPPRC, and SLC as an information item for feedback prior to finalization.

Projected timeline for information item: September Senate and sub-committee meetings.

## RESOURCES

- [QAPA Handbook](#)
- [QAPA Process Map](#)
- [Quality Assurance Process Audit Reports](#)



# AEST's Quality Assurance Process Audit

## AN OVERVIEW

## QAPA OVERVIEW

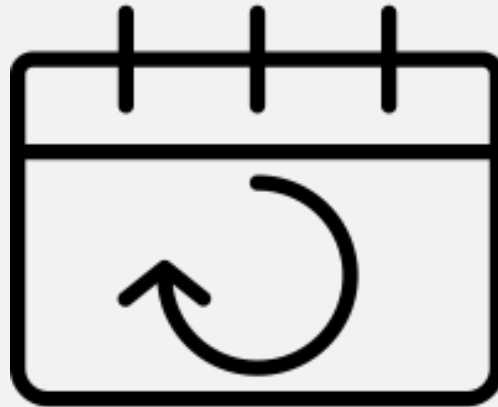
- What is QAPA?
- QAPA Elements
- QAPA Timelines
- The Opportunity
- Questions



## WHAT IS QAPA?



**What is QAPA?** QAPA is an external review process to ensure that BC public post-secondary institutions conduct rigorous ongoing program and institutional quality assessment.



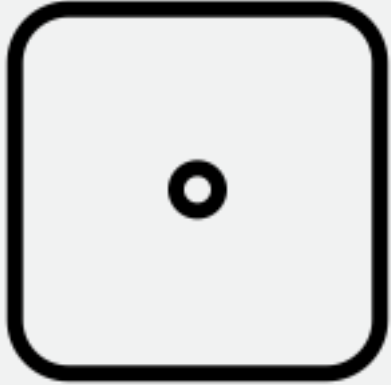
**History:** Launched in Fall 2016, all BC public institutions participate in QAPA once every **eight years**. Beginning in May 2021, Capilano University is poised to undergo its first audit.



**Principles:** Transparent peer evaluation cognisant of institutions' diverse mandates with objective of sharing leading practices and strengthening institutional QA.

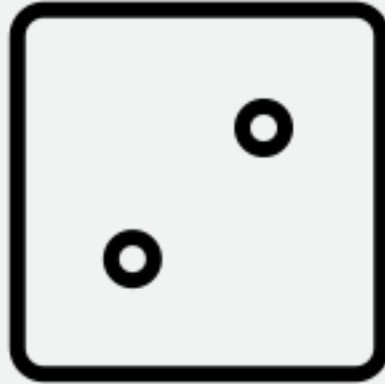


## QAPA ELEMENTS



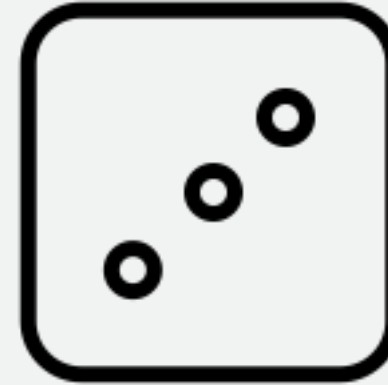
### Step One

- Complete self-study
- Provide 3 sample program reviews



### Step Two

- External expert panel conducts site visit
- Expert panel produces report



### Step 3

- Institutional response and follow-up





## KEY PARTNERS

- Provost's Office
- QAPA Advisory Group
- Senate Academic Planning & Program Review Committee
- Senate Curriculum Committee
- Academic Initiatives & Planning
- Centre for Teaching Excellence
- Institutional Research
- Indigenous Education & Affairs
- Exemplar Programs (selected by DQAB)





## QAPA TIMELINES

**MAY 2021** – University provides schedule of completed program reviews and nominates external assessors. DQAB selects assessors and completed reviews for assessment.

**SEPTEMBER 2021** – Self-study report due. Report includes program development and review policies, procedures, and processes, and full documentation for selected reviews.

**OCTOBER to DECEMBER 2021** – Site visit (1.5 to 2 days). 2020 QAPA site visits were conducted virtually.

**SPRING 2022** – Institutional response to DQAB within three months of site visit.

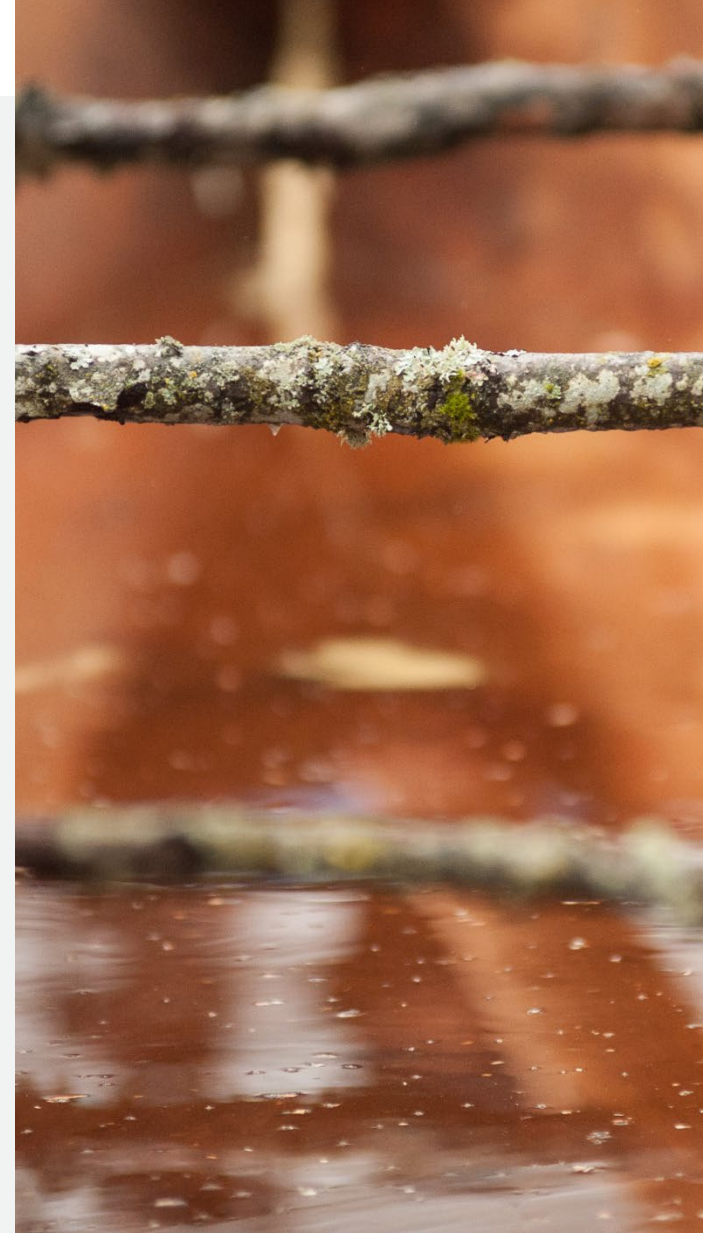
**SPRING 2023** (if required) – Institutional progress report submitted to DQAB.



## THE OPPORTUNITY

# What do we as a campus community want to explore for reimagining during our audit?

- Quality assurance in relation to Envisioning 2030 and Academic Plan?
- Quality assurance in relation to NWCCU recommendations?
- Other opportunities or ideas?



# Thank you!

## SENATE REPORT

<b>AGENDA ITEM:</b>	<b>Procedures document, B106.01, Program Review</b>
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input checked="" type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE:</b>	<b>May 11, 2021</b>
<b>PRESENTER:</b>	<b>Corey Muench; Chair, Senate Bylaw, Policy, and Procedure Committee</b>

### **PURPOSE**

To provide feedback to the Board of Governors on the Board Procedures document B106.01, “Program Review,” after consulting the Senate.

### **BACKGROUND**

According to Board Policy B102, Policy Development and Management, section 5.2, the Board must seek advice from Senate on educational policies which fall under section 35.2(6) of the University Act. Normally such policies and/or procedures are reviewed by the Senate Bylaw, Policy and Procedure Committee (SBPP), which then brings its feedback to the Senate for review. Following B102, the Board forwarded the Procedures document B106.01, “Program Review,” for advice and feedback from the Senate Bylaw, Policy, and Procedure Committee at its May 11, 2021 meeting. SBPP seeks feedback from the Senate as a whole before sending its advice back to the Board.


### **DISCUSSION**

The proposed changes by the Board are highlighted in yellow in the draft document. Proposed additions from SBPP are highlighted in green.

- The key change proposed by the Board (yellow highlighting) is the time interval for program review in section 1. The Board is recommending a wording change from “Every five (5) years” to “Every five (5) to seven (7) years”. In response, SBPP suggests adding the paragraph in green highlighting at the end of section 1, which provides more clarity around how the review cycle might be determined.
- Additional feedback not sought by the Board, but suggested by SBPP members, is also included with green highlights:
  - A suggestion that program resources be mentioned as part of the review process
  - A suggestion that future/prospective students be included in the review process

### **RECOMMENDATION**

*THAT Senate approve its advice on B106.01, “Procedures for Program Review,” and forward it to the Board of Governors Policy and Planning Committee.*

 <b>PROCEDURE</b>		
Procedure No.	Officer Responsible	
<b>B.106.01</b>	<b>Vice-President Academic and Provost</b>	
Procedure Name		
Program Review		
Policy This Procedure is Under		Date of Next Policy Review
B.106 Program and Course Review and Approval		<b>2020</b>
Date Issued	Date Revised	Related Policies, Reference
March 2017	<b>NEW</b>	<b>B.104 Program and Course Discontinuance B.106.02 Program Approval</b>

**1 PURPOSE**

Every five (5) to seven (7) years, the University conducts individual formal reviews of existing programs to ensure quality, currency, and appropriate resourcing as well as alignment with the values, priorities, goals, expectations and requirements of the University, and the provincial government.

Program review is a process of quality assurance and ongoing improvement that provides a regular opportunity for self-reflective, in-depth, formative and summative, internal and external assessment and peer review.

Program reviews are meant to be evidence-based and comprehensive, addressing a wide range of criteria and all aspects of the learning environment. It is assumed that all programs, even those of the highest quality, may benefit from review with an eye to improvement.

A comprehensive program review provides the opportunity for input from all stakeholders, including faculty, staff, administrators, prospective students, current students, former students, community members, business/industry representatives, and prospective employers.

The goal is to identify program strengths and weaknesses, highlight opportunities for improvement and growth, recommend changes where appropriate, and indicate pathways for future directions.

A five- to seven-year program review cycle provides a flexible timeline for the specific needs of programs. These needs may include, for example, non-degree programs that require a cycle shorter than seven years and/or programs with accreditation requirements that necessitate review cycles in line with a five-year cycle.

**Commented [CM1]:** See new suggested addition by SBPP in green below

**Commented [TG2]:** Assumption is that the program resources are also reviewed.

**Commented [MV3R2]:** I wanted to add this comment as well

**Commented [DS4R2]:** Yes, I agree to this including a review of what Library resources are required to support the evolving program.

**Commented [TG5]:** future or prospective students?

**Commented [MV6R5]:** student influencers

**Commented [CM7]:** Language added to specify the difference between a five-year review and a seven-year review

## 2 DEFINITIONS

**“Program”** is a plan of coursework that leads to a credential. Programs are administered under Faculties, which are the educational administrative division of the University.

**“Program review report”** is a report that contains the program self-study, five-year action plan, external examination report, and letters from the Dean, Vice-President Academic and Provost, and Senate Academic Planning and Program Review Committee SAPPRC.

**“External reviewer”** is a person recommended by the program under review who is:

- a) Qualified, through education, experience, or both, to provide informed feedback regarding the program under review;
- b) Committed to the principles and practices of post-secondary quality assurance;
- c) Recognized by their peers as having appropriate critical skills and sound judgment; and,
- d) Able to provide full disclosure and be free of any actual or perceived conflict of interest or bias regarding the University or the program under review.

## 3 INITIATION OF A PROGRAM REVIEW

No later than May 1<sup>st</sup> of each year, the Vice-President, Academic and Provost identifies programs scheduled for review in the following academic year (i.e. August through July) and notifies the Board of Governors, the Senate, and the Dean of the program areas to be reviewed.

The dean of the Faculty in which a program resides will be responsible for oversight and direction of the program review process, and for presenting the results to the Vice President Academic and Provost.

## 4 COMPONENTS OF THE PROGRAM REVIEW PROCESS

Components and criteria for program review, including administrative procedures and timelines, will be set, updated as required, and published electronically by the Vice-President Academic and Provost. In general, components will include:

- a) Preparation of the Program Review Report;
- b) External review of the program including a scheduled site visit and formal evaluation with findings and recommendations;
- c) Revision of the Program Review Report and presentation to the Dean, the Vice President Academic and Provost, and the Senate for review.

## 5 FINAL REVIEW AND APPROVAL

The Final Program Review Report will be presented to the Senate Academic Planning and Program Review Committee (SAPPRC) for review. Once SAPPRC is satisfied with the Program Review Report, it provides written confirmation to Senate that the program review process has been successfully

**Commented [CM8]:** Yellow highlighted changes were made before document came to SBPP


completed.

Once Senate approves the Program Review Report it is presented to the Board of Governors for information.

## **6 DISPOSITION OF REPORTS**

The Vice-President Academic and Provost will post all approved Program Review Reports on the University Intranet and maintain a current copy of file until the next program review.



 <b>CAPILANO UNIVERSITY</b>		<b>PROCEDURE</b>	
Procedure No.		Officer Responsible	
<b>B.106.01</b>		<b>Vice-President Academic and Provost</b>	
Procedure Name			
Program Review			
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**SENATE CURRICULUM COMMITTEE  
RESOLUTION MEMO**

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**DATE:** May 25, 2021  
**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 21<sup>st</sup>, 2021.

- 21/46** The revisions to the University One for Aboriginal Learners Certificate program profile be recommended to Senate for approval.
- 21/47** The new Minor in Cinema Studies, with the implementation date of Spring 2022 instead of Fall 2021 and the removal of BPAC 400 from the list of elective courses, be recommended to Senate for approval.
- 21/48** The new course, BIOL 109 – Introductory Biology, as well as Science designation, Laboratory Science designation, and Cap Core designation under the heading *Science and Technology*, be recommended to Senate for approval.

A handwritten signature in blue ink that reads "Deb Jamison".

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Deb Jamison, Chair  
Senate Curriculum Committee

Date: May 25, 2021

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Paul Dangerfield  
Chair, Senate

Date:

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