



SENATE MEETING

Tuesday, April 4, 2017 4:00 – 6:00 pm
Capilano University – LB 322

AGENDA

1. **Acknowledgments**
We respectfully acknowledge the Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.
2. **Welcome**
3. **Approval of the Agenda - Decision** Senate Members
4. **Approval of the March 7, 2017 Minutes – Decision** Senate Members
Schedule 4
5. **Correspondence Received - None**
6. **Business Arising**
6.1 Cap Core Ad Hoc Committee Update – *Information* Paul McMillan
7. **New Business**
7.1 Senate Self-Evaluation Committee – *Information* Nanci Lucas
7.2 Senate Nominating Committee – *Information* Nanci Lucas
7.3 Election – *Information* Karen McCredie
7.4 Consent Agenda – *Discussion and Decision* Nanci Lucas
Schedule 7.4
8. **Committee Reports**
8.1 Academic Planning and Program Review Committee – *Information* Paul McMillan
8.2 By-law, Policy and Procedure Committee – *Decision* Caroline Depatie
8.2.1 Academic Schedule Policy Schedule 8.2.1
8.2.2 S2009-05 Program Approval Process – Motion to Rescind Schedule 8.2.2
8.3 Curriculum Committee – Resolution Memorandum - *Decision* Deb Jamison
Schedule 8.3
8.3.1 Membership
Aurelea Mahood – Humanities
Deanna Baxter – Science, Technology, Engineering and
Mathematics
Seanna McPherson – Motion Picture Arts



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Darcie Hillebrand – Business, International Programs, Projects
and Partnerships

Michelle Gunness – Access and Academic Preparation

Annabella Cant – Health and Education

Sean Ashley – Social Sciences

8.4 Instructional Technologies Advisory Committee

Don Bentley

8.5 Tributes Committee – In Camera – *Decision*

Chris Bottrill

8.5.1 Honorary Degrees / Faculty Emeritus

9. Other Reports

9.1 Chair of Senate – *Information*

Paul Dangerfield

9.2 Vice Chair of Senate – *Information*

Nanci Lucas

9.3 VP Academic and Provost – *Information*

Rick Gale

9.4 Board Report – *Information*

Carol Howorth

10. Discussion Items

11. Other Business

12. Information Items



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MINUTES

Present: Paul Dangerfield (Chair), Carol Aitken, Cyndi Banks, Brittany Barnes, Don Bentley, Kim Bothen, Chris Bottrill, Brent Calvert, Caroline Depatie, Darin Feist, Rick Gale, Michelle Gervais, Carol Howorth, Ali Imroz, Deb Jamison, David Kirk, Nanci Lucas, Brad Martin, Karen McCredie, Paul McMillan, Jennifer Moore, Jorge Ocegueda, Emma Russell, Erik Steel, Michael Thoma, Carleen Thomas, Halia Valladares, Stephanie Wells, Stephen Williams, Bacel Younan, Recorder: Mary Jukich

Regrets: Julia Denholm, David Fung, Grace Makarewicz, Sandra Seekins, Emily Solomon, Sharka Stuyt,

Guests: Bruno Tomberli

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

1. Acknowledgement

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

2. Welcome

In the absence of Sharka Stuyt, Jorge Ocegueda assumed voting rights for the Faculty of Business and Professional Studies.

In the absence of Sandra Seekins, Nanci Lucas assumed voting rights for the Faculty of Arts and Sciences.

3. Approval of the Agenda

Caroline Depatie moved and Michael Thoma seconded:

To adopt the agenda.

CARRIED

4. Approval of the Minutes

Michelle Gervais moved and David Kirk seconded:

To adopt the February 7th, 2017 minutes

CARRIED

5. Correspondence Received – None



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6. Business Arising

6.1 Student Election

Presented by: Karen McCredie

Erik Steel and Imroz Ali were elected as the two new student representatives with a term ending July 31, 2017.

6.2 Cap Core Ad Hoc Committee Update

Presented by: Paul McMillan

The ad hoc committee continues work on refining the Cap Core learning outcomes, establishing a timeline for full implementation, and determining whether some programs may get some kind of exemption. The Committee is currently reviewing learning outcomes, and preparing an initial draft document.

It is anticipated that a recommendation will be provided at the May Senate meeting.

7. New Business

7.1 Approval in Principle

University One for Aboriginal Learners

Senate reviewed the University One for Aboriginal Learners Approval in Principle. The program will help Aboriginal learners meet their academic goals by bridging the gap between their prior learning and education, and the requirements for success in university level courses. The program will also provide Aboriginal students with a meaningful, holistic curriculum and educational context to develop and strengthen key academic skills and benefit from cohort learning and small classes.

During the review, it was noted that the proposed course attached to the AIP will still require to go through the normal approval process.

Brad Martin moved and Don Bentley seconded:



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- 17/26** Senate approve the University One for Aboriginal Learners Approval in Principle, and recommend to move forward to final approval.

CARRIED

7.2 Approval in Principle

Applied Science: Engineering Diploma

Senate reviewed the Applied Science: Engineering Diploma Approval in Principle. The new two-year program is aimed at recent high school graduates, mature students and international students who aspire to a career in engineering. This program is designed to be flexible for those who lack the academic and/or language prerequisites for entry into a traditional engineering pathway program. The diploma program will also build on the current strengths of our existing engineering programs that emphasize multi-disciplinary and project-focussed content with the aim of producing a job ready graduate.

Nanci Lucas moved and Halia Valladares seconded:

- 17/27** Senate approve the Applied Science: Engineering Diploma, and recommend to move forward to final approval.

CARRIED

7.3 Students on Committees

Presented by: Nanci Lucas

There are some vacant student positions on Senate subcommittees and students were encouraged to volunteer to serve on the subcommittees. The CSU will be provided with a list indicating which subcommittees require student representatives.

7.4 Senate Elections and Student Board Elections

Presented by: Karen McCredie

The Registrar announced that an election will be called for student Senate and Board representatives.



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Members were requested to notify the Registrar if they were aware of circumstances that would preclude them from continuing their term on Senate so that an election is also called for faculty positions.

Results of the elections will be announced on April 5th.

8. Committee Reports

8.1 Academic Planning and Program Review Committee

Presented by: Paul McMillan

B.106-02 Program Approval Procedures and B.106-01 Program Review Procedures

As background, an initial draft of both procedures were reviewed by the By-law, Policy and Procedure Committee and the Academic Planning and Program Review Committee. Feedback from both Committees indicated that both sets of procedures should mirror each other in terms of language, and that both documents as drafted at the time contained too much operational information.

Research into the practice at other institutions was undertaken and found that other institutions had very short policies and procedures, and most of the required information was posted on the websites. This information was considered and incorporated into the current version of the Procedures.

At January 31, 2017 meeting, the Academic Planning and Program Review Committee recommended both Procedures to Senate for final approval.

Paul McMillan moved and Deb Jamison seconded:

17/28 That B.106-02 Program Approval Procedures be approved by Senate.

CARRIED

Paul McMillan moved and Halia Valladares seconded:

17/29 That B.106-01 Program Review Procedures be approved by Senate.

CARRIED



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8.2 Budget Advisory Committee

Presented by: Bacel Younan

For this year's budget process, the Budget Advisory Committee met on:

- February 21
- February 28
- March 7

The Committee undertook a review of the following documents:

- A Narrative Document
- Spreadsheet with details by line item
- Line by line budget as prepared in previous years
- 3 Year Operating and Capital Budget (2017/18 – 2019/2020)
- Operational Plan

Jacqui Stewart provided an overview and the Committee had an opportunity to review all the documents, request clarification, ask questions and make recommendations. As well, the Operational Plan was reviewed and information provided on how the Plan informed the budget.

At the March 7th Committee meeting, a motion was made, and unanimously approved, that the Committee met its mandate with respect to the 2017/2018 University budget.

8.3 By-law, Policy and Procedure Committee

Presented by: Nanci Lucas

The Committee continues to meet twice per month, and is exploring the possibility of using SharePoint to facilitate discussion and review, and maximize time working through the various policies and procedures.

8.4 Curriculum Committee

Presented by: Deb Jamison

The resolutions brought forward from the February 17th, 2017 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Bacel Younan seconded:

CARRIED



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17/30 SCC resolution 17/09 be endorsed by Senate.

Deb Jamison moved and Jennifer Moore seconded:

CARRIED

17/31 SCC resolution 17/10 be endorsed by Senate.

Deb Jamison moved and Nanci Lucas seconded:

CARRIED

17/32 SCC resolution 17/11, Final Approval of the Minor in Liberal Studies, be endorsed by Senate.

Deb Jamison moved and Paul McMillan seconded:

CARRIED

17/33 SCC resolution 17/12 be endorsed by Senate.

Deb Jamison moved and Bacel Younan seconded:

CARRIED

17/34 SCC resolution 17/13, Final Approval of the Applied Science: Engineering Certificate, be endorsed by Senate.

Deb Jamison moved and Nanci Lucas seconded:

CARRIED

17/35 SCC resolution 17/14 be endorsed by Senate.

Deb Jamison moved and Jennifer Moore seconded:

CARRIED

17/36 SCC resolution 17/15 be endorsed by Senate.

Deb Jamison moved and Carol Aitken seconded:

CARRIED

17/37 SCC resolution 17/16 be endorsed by Senate.

Deb Jamison moved and Carol Aitken seconded:

CARRIED

17/38 SCC resolution 17/17 be endorsed by Senate.

Deb Jamison moved and Halia Valladares seconded:

CARRIED

17/39 SCC resolution 17/18 be endorsed by Senate.

8.5 Instructional Technologies Advisory Committee

Presented by: Don Bentley

The SITAC and the CFA are jointly hosting an Educational Technology Forum on Tuesday, March 14th; 11:40 – 12:50 pm. Participants are asked to “Share what works, Learn from Others, Request what you need”. Everyone was encouraged to attend.



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8.6 Tributes Committee

Presented by: Chris Bottrill

Two nominations for Honorary Doctorate and one nomination for Faculty Emeritus were presented, and motions passed approving the nominations.

9. Other Reports

9.1 Chair of Senate

Presented by: Paul Dangerfield

Senate was informed that over the next couple of weeks, the Board will be approving the 2017/2018 budget. Once the budget is approved, two open sessions will be scheduled for late March/early April for an Operational Plan and budget presentation, a question and answer session, and information in mapping out the direction of the University.

9.2 Vice Chair Senate

Presented by: Nanci Lucas

Senators were reminded to provide their feedback on the Academic Schedule Policy by Thursday, March 9th, prior to the By-law, Policy and Procedure Committee meeting on Tuesday, March 14th.

Everyone was thanked for providing their feedback on the draft Sexual Violence and Misconduct Policy and Procedures. The feedback gathered will be posted to the website, along with comments as to some of the issues raised, including training and next steps. It is anticipated that the Policy and Procedures will be approved at the April Board meeting.

9.3 VP Academic and Provost

The following report was provided by Rick Gale:

- The academic side of the house has been focusing the lion's share of our attention on the last stages of budget development.



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MINUTES

- We are nearing the end of our search for a Manager of Academic Initiatives and Planning who will be responsible for creating a team to support program development and program review, as well as our ongoing work with NWCCU, AAC&U, and the Ministry of Advanced Education.
- We are near the interview stage of our search for a new University Librarian, with several good candidates and a thoughtful, dedicated search committee.

9.4 Board Report

Presented by: Carol Howorth

At the February 21st Board meeting, the Tourism Marketing and Development Post Baccalaureate Diploma and the Hotel and Resort Management Post Baccalaureate Diploma were approved.

A Board planning session was held on February 21st which included a presentation on the 2017/2018 Plan and Budget, and a draft annual Board schedule.

A presentation was provided to the Board Policy and Planning Committee on the draft Sexual Violence and Misconduct Policy, and some recommendations were provided.

10. Discussion Items

No discussion items were presented.

11. Other Business


No other business was presented.

12. Information Items

No information items were presented.

There being no further business, and on motion duly made, the meeting was adjourned at 6:00 pm.

Next Meeting: Tuesday, April 4th, 2017

 CAPILANO UNIVERSITY	AGENDA REGULAR MEETING OF THE BOARD Tuesday, February 21, 2017 4:00 pm in LB322* North Vancouver Campus
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We respectfully acknowledge the Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.

AGENDA ITEM	ACTION	SCHEDULE	TIME
1. Approval of Agenda – Soon Kim, Chair MOTION: <i>THAT the agenda be approved as presented.</i>	Approval		5
2. Consent Agenda – Soon Kim, Chair MOTION: <i>THAT the Board approves the consent agenda:</i>	Approval		10
2.1. Minutes from the January 17, 2017 Board Meeting		2.1	
2.2. Academic Review Committee Report		2.2	
2.3. Audit Committee Report		2.3	
2.4. Investment Committee Report		2.4	
3. Board Chair's Report – Soon Kim, Chair	Info	verbal	5
4. Senate Report – Nanci Lucas, Vice-Chair	Info	verbal	5
5. President's Report – Paul Dangerfield	Info	verbal	5
6. Academic Review Committee – Carol Howorth 6.1. Tourism Marketing and Development Post Baccalaureate Diploma MOTION: <i>THAT the Board approve the Tourism Marketing and Development Post Baccalaureate Diploma program</i>	Approval	6.1	10
6.2. Hotel and Resort Management Post Baccalaureate Diploma MOTION: <i>THAT the Board approve the Hotel and Resort Management Post Baccalaureate Diploma program</i>	Approval	6.2	
7. Update on 2017/2018 Budget Preparations – Jacqui Stewart	Info	verbal	10
8. Draft Annual Board Schedule – Paul Dangerfield	Info	8	5
9. 2017/2018 Government Mandate Letter – Soon Kim	Signatures Required	9	10
10. Adjournment* MOTION: <i>THAT the Regular Meeting of the Board be adjourned.</i>			

*** Dinner will be served at 5:30 in LB321 following the Regular Meeting of the Board.
The Board Planning Session will commence at 6 pm in LB322.**

Memo to Senate

April 4th, 2017

Re: B. XXX Academic Schedule Policy


The Bylaw, Policy and Procedure Committee met on March 14th to discuss the feedback gathered from the University community on the Board's new Academic Schedule Policy. At the February Senate meeting, there was some questions and concerns raised and these were considered by the Committee. As well, as of March 10th, two people submitted feedback; one dean on behalf of a school, and one senator.

To summarize, the feedback from the Dean was in regards to the summer term. If the summer term always started on the 2nd Monday of the month, there would be some difficulty finding practicum placements for students, and part-time faculty and students having some vacation time prior to the start of the Fall term, especially after intense summer practicums.

The BPPC suggests to the Board that the Policy state that if the 1st of May is a Tuesday or Wednesday, the Summer term begins on the 1st Monday of May.

The other individual who submitted feedback her questions and concerns were either answered or other changes were made to the Policy as advice to the Board. If Senate wishes, these can be elaborated and explained at Senate

The BPPC moves that Senate recommend the following changes to the Academic Schedule Policy as its advice to the Board.

	Policy No.	Replaces	Policy
	B.XXXX		Board
	Policy Name		
Academic Schedule Policy			
Approved by	Responsibility		Category
Board	Registrar		C
Date Issued	Date Revised	Revision	Related Policies, Reference
<u>20162017</u>			Final Exam Policy (SXXXX)S.2017-02

PURPOSE

This policy provides direction for the development of the annual Academic Schedule.

OVERVIEW

Capilano University has three academic terms: Fall (September to December), Spring (January to April) and Summer (May to August). In addition to the full term, Summer term has two Sessions: Session 1 (May to June) and Session 2 (July to August).

The Fall and Spring terms are normally 15 weeks in duration with 13 weeks for instruction with final assessments in week 14 and 15. The Summer term/sessions do not have a separate assessment period. The Summer term is 15 weeks in duration. Summer Session 1 and Summer Session 2 are 7 weeks in duration.

Please refer to the Final Exam Policy ~~(SXXXX)S.2017-02~~ for details related to the offering of exams.

POLICY STATEMENT

1. Fall Term

- a. Classes
 - i. Orientation Day is held on the Tuesday immediately following Labour Day. Daytime classes ~~at the North Vancouver campus~~ are cancelled to accommodate Orientation Day. Night classes (classes beginning at 4:30 or later) run as scheduled.
 - ii. The first full day of classes ~~at the North Vancouver campus~~ is on ~~the~~ Wednesday immediately following Orientation Day.
 - iii. There are a minimum of sixty-two (62) instructional days, excluding weekends.
 - iv. The instructional period ends on the Monday of the beginning of the 14th week.
- b. Final Assessment Period
 - i. The final assessment period consists of a minimum of eight (8) days to a maximum of nine (9) days, excluding Sundays, with at least one (1) day between the last instructional day of the term and the beginning of the final assessment period.
- c. Academic Deadlines
 - i. The second (2nd) Monday of the term is the last day to add/drop courses, including changing from audit to credit or credit to audit.

- ii. The sixth (6th) Friday of the term is the last day for fall course withdrawals without academic penalty.
- iii. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends [and no later than the posted deadline](#).

2. Spring Term

- a. Classes
 - i. Classes begin on the Monday immediately following New Year's Day unless the New Year's Day statutory holiday or the lieu day falls on a Monday, in which case classes begin on the immediately following Wednesday.
 - ii. There is a four (4) day Reading Break beginning on the Tuesday following Family Day.
 - iii. There are a minimum of sixty-two (62) instructional days including Orientation Day but excluding weekends.
 - iv. The instructional period will normally end at the conclusion of the 13th thirteenth full week. For terms beginning on Monday this will be a Friday. For terms beginning on Wednesday this will be a Tuesday.
- b. Final Assessment Period
 - i. The final assessment period consists of at least seven (7) days to a maximum of nine (9) days, excluding Sundays and Easter Weekend, with at least one (1) day between the last instructional day of the term and the beginning of the final assessment period.
- c. Academic Deadlines
 - i. When the term begins on a Monday:
 - 1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the second (2nd) Friday of the term.
 - 2. The last day to withdraw from a course without academic penalty is the sixth (6th) Friday of the term.
 - ii. When the term begins on a Wednesday:
 - 1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the second (2nd) Tuesday of the term.
 - 2. The last day to withdraw from a course without academic penalty is the sixth (6th) Tuesday of the term, not including Reading Break.
 - iii. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends [and no later than the posted deadline](#).
- d. Convocation Dates
 - i. The convocation ceremonies are normally scheduled for the first Monday in June.

3. Summer Term/Sessions

- a. Full Term
 - i. Classes

1. Classes begin on the second (2nd) Monday of May [except when May 1st is on a Tuesday or Wednesday in which case classes begin on the first \(1st\) Monday of May.](#)
 2. The last day of the term is the Friday of the fifteenth (15th) week.
- ii. Final Assessment Period
1. The final assessment period takes place during instructional time in the final week of classes.
- iii. Academic Deadlines:
1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the second (2nd) week of instruction.
 2. The last day to withdraw from a course without academic penalty is the sixth (6th) Friday of the term.
 3. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends [and no later than the posted deadline.](#)
- b. Session 1
- i. Classes:
1. Classes begin on the same day as the Summer Full Term classes.
 2. The last day of the session is the Friday of the seventh (7th) week of instruction.
- ii. Final Assessment Period
1. The final assessment period takes place during instructional time in the final week of classes.
- iii. Academic Deadlines:
1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the first (1st) week of instruction.
 2. The last day to withdraw from a course is the Friday of the third (3rd) week of instruction.
 3. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends [and no later than the posted deadline.](#)
- c. Session 2
- i. Classes:
1. Classes begin on the Monday of ninth (9th) week of the Summer Full Term unless the Monday is a statutory holiday in which case classes begin on the Tuesday of that week.
 2. The last day of the session is the Friday of the seventh (7th) week of instruction and is the same day as the last day of the Summer Full Term.
- ii. Final Assessment Period

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1. The final assessment period takes place during instructional time in the final week of classes.

iii. Academic Deadlines:

1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the first (1st) week of instruction unless the session begins on a Tuesday, then it is on the 1st Monday.
2. The last day to withdraw from a course is the Friday of the second (2nd) week of instruction.
3. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends [and no later than the posted deadline](#).

4. The Annual Academic Schedule


The University Registrar provides the annual Academic Schedule to Senate for information for the upcoming year a minimum of 11 months prior to the start of the academic year (e.g. October for the upcoming September – August).

5. Exemptions

Deadlines set through the development of the annual Academic Schedule are established to support student success in relation to academic outcomes, further academic pursuits both at Capilano University and for those transitioning to further education external to Capilano University, government funding and scholarships. Those seeking exceptions to establish [ed](#) deadlines must seek approval from the Vice President Academic and Provost by providing a rationale and documented recognition of impact to student success outcomes, timelines and operational implications.

6. Designated Officer

The President delegates the responsibility of administering this policy to the Registrar.

	Policy No.	Replaces	Policy
	S2009-05	EC 2006-05 EC1999-08 EC1999-02 EC1995-05	Senate
	Policy Name		
	Program Approval Process		
Approved by	Responsibility		Category
Senate			
Date Issued	Date Revised	Revision	Related Policies, Reference
August 2009			

Under the University Act, Senate has the authority to set curriculum content, criteria for awarding credentials, qualifications for admission and residency requirements.

The process for approval of new programs at Capilano University is designed to ensure careful planning and broad consultation. Programs are approved through an internal two-stage process of Approval in Principle and Final Approval. Most programs are additionally required by the provincial ministry to go through an external review and/or approval process.

At the Approval in Principle stage, program developers outline the program in broad strokes—its purpose, general content, targeted students/employers—and include an initial cost analysis. Approval at this stage is an indication of confidence in the merits and feasibility of the proposal, and developers are encouraged to continue filling in the details of the proposed program.

Final approval by Senate is an endorsement of the details of the program. This endorsement is based on the recommendation of Senate Curriculum Committee (SCC). The SCC's role is to ensure that proposals are consistent with University policy and goals. Most programs must then go through a process of peer review by being posted on the Post-Secondary Institution Proposal System (PSIPS). Degrees at the Baccalaureate or higher level additionally require review by the Degree Quality Assessment Board (DQAB) and approval by the provincial minister responsible for advanced education.

Internal Approval Process for New Programs


Approval in Principle

1. Complete the appropriate Approval in Principle Form for the credential being proposed.
2. Complete a course/program costing form for the proposed program.
3. Review and approval in principle by the Executive Committee.
4. Review and approval in principle by the relevant Dean's Advisory Committee (DAC).
5. Review by the Registrar.
6. Review and approval in principle by Senate.

When the Dean/Director and the Chair of Senate agree that there are exceptional circumstances, approval in principle need not be sought, and the program developers can take the proposal directly to the final approval process.

Final Approval

1. Complete the appropriate Final Approval Form for the credential being proposed.
2. Review and approval of the program by the relevant Dean's Advisory Committee (DAC).
3. Review of the program by the Registrar.

	Policy No.	Replaces	Policy
	S2009-05	EC 2006-05 EC1999-08 EC1999-02 EC1995-05	Senate
	Policy Name		
	Program Approval Process		
Approved by	Responsibility		Category
Senate			
Date Issued	Date Revised	Revision	Related Policies, Reference
August 2009			

4. Review and approval of the program by Senate Curriculum Committee (SCC).
5. Approval of the program by Senate.

External Process for New Programs

Programs exempt from external review

- Non-credit programs
- Certificate programs that do not ladder into other credentials

Programs requiring PSIPS posting only

- Certificate programs that ladder into other credentials
- Diploma programs
- Associate degrees

Programs requiring PSIPS posting, DQAB review & Minister approval

- Baccalaureate degrees
- Masters degrees

Approval forms and detailed guidelines for both internal and external processes are available on Frontlines.

Internal Approval Process for Changes to Programs

(Some minor changes do not require Senate approval. See *A Guide to Changing Programs and Program Profiles* on Frontlines for a list of changes that do not require the full approval process.)

1. Prepare a cover memo clearly outlining the changes being proposed and the rationale for each change.
2. Review and approval of the proposed changes by the relevant DAC.
3. Review of the proposed changes by the Registrar.
4. Review and approval of the proposed changes by Senate Curriculum Committee (SCC).
5. Approval of the proposed changes by Senate.

External Process for Changes to Programs

Substantive changes to degree programs require DQAB review.

DATE: March 23, 2017

TO: Paul Dangerfield, Chair, Senate

FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on March 17, 2017. Please acknowledge below that the Senate endorses its approval of the following motions:

- 17/19** The revisions to the prerequisites and course notes for PSYC 101 – Introduction to Psychology II, PSYC 200 – Social Psychology, PSYC 203 – History of Psychology, PSYC 204 – Child Development, PSYC 215 – The Psychology of Human Sexuality, PSYC 220 – Theories of Personality and PSYC 213 – Statistical Methods in Psychology be recommended to Senate for approval.
- 17/20** The revisions to the prerequisites and notes in the course outline for CMNS 305 – Advanced International Interactions I be recommended to Senate for approval.
- 17/21** The revisions to DSGN 440 – Professional Development II, DSGN 441 – Professional Development II: Illustration Concentration, DSGN 442 – Professional Development II: Branding Concentration and DSGN 443 – Professional Development II: Interactive Concentration be recommended to Senate for approval.
- 17/22** The new course HKIN 212 – Nutrition in the Prevention of Disease be recommended to Senate for approval.
- 17/23** The new course, BFIN 193 – Accelerated Financial Accounting and the designation as a quantitative/analytical course be recommended to Senate for approval.
- 17/24** The revisions to BFIN 142 – Financial Accounting I be recommended to Senate for approval.
- 17/25** The revisions to BFIN 341 – Cost Accounting I be recommended to Senate for approval.
- 17/26** The revisions to the Bachelor of Business Administration Program Profile, Business Administration Diploma Program Profile, and the Business Administration Certificate Program Profile to take into account the change so that credit can be obtained for BFIN 244 or BFIN 341, but not both, be recommended to Senate for approval.
- 17/27** In the BBA with a concentration in International Business and Logistics, that IBUS 341 become a required course, that IBUS 340 become an elective, and IBUS 356 not be included, be recommended to Senate for approval.



DATE: March 23, 2017
TO: Paul Dangerfield, Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee

- 17/28** The revisions and updates to the program profiles as noted in the Memorandum on pages 91 and 92 of the March 17, 2017 agenda package be recommended to Senate for approval.
- 17/29** The revisions to BFIN 351 – Taxation I and the new course BFIN 451 – Taxation II be recommended to Senate for approval.
- 17/30** The new courses, REC 110 – Fundamentals of Recreation in the Outdoor Environment, REC 115 – Connecting Outdoor Recreation to the Natural World and REC 222 – Leadership and Experiential Education be recommended to Senate for approval.
- 17/31** The revisions to REC 111 – Introduction to Commercial Outdoor Recreation, TOUR 111 – Tourism Introduction: Theory and Practice, TOUR 160 – Introduction to Resort Management, and the Outdoor Recreation Management Diploma Program Profile be recommended to Senate for approval.
- 17/32** The new course STAT 301 – Data Analysis in Action and the designation as a quantitative/analytical course be recommended to Senate for approval.
- 17/33** The new course, HIST 130 – Twentieth Century World History be recommended to Senate for approval.
- 17/34** The new course FILM 382 – Advanced Film Technique and the resulting revisions to the Acting for Stage and Screen Diploma Program Profile be recommended to Senate for approval.
- 17/35** The new IDF courses and equivalency revisions to the MOPA courses:
 - IDF 142 – Technical Directing
 - MOPA 100 – Technical Directing

 - IDF 207 – Technical Motion Picture Arts
 - MOPA 207 – Technical Motion Picture Arts

 - IDF 208 – Line Producing and Production Management
 - MOPA 220 – Line Producing and Production Management



DATE: March 23, 2017
TO: Paul Dangerfield, Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee

IDF 209 – Advanced Digital Editing
MOPA 209 – Advanced Digital Editing

IDF 213 – Production Design II
MOPA 213 – Production Design II

be recommended to Senate for approval.

- 17/36** The two new courses, IDF 243 – Production Development and IDF 250 – Advanced Production Project be recommended to Senate for approval.
- 17/37** The revisions with respect to equivalency of IDF 103 – Production Design and MOPA 103 – Basics of Production Design (no duplicate credit will be granted) and of IDF 128 – Production Management and MOPA 104 – Introduction to Producing (no duplicate credit will be granted), as well as the title change of IDF 103 and MOPA 103 to Production Design I, be recommended to Senate for approval.
- 17/38** The revisions to the prerequisites for MOPA 304 – Screenwriting III, MOPA 305 – Cinematography, MOPA 306 – Directing, MOPA 319 – The Independent Producer, and MOPA 325 – Advanced Work Flow I be recommended to Senate for approval.
- 17/39** The revisions to the Indigenous Independent Digital Filmmaking Certificate Program Profile and Indigenous Independent Digital Filmmaking Diploma Program Profile be recommended to Senate for approval.

A handwritten signature in cursive script that reads "Deb Jamison".

Deb Jamison
Chair, Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: March 23, 2017

Date: