



SENATE REGULAR MEETING

Tuesday, September 5, 2023 4:00 – 6:00 pm
Capilano University – Library Room 322

AGENDA

Land Acknowledgement

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

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of Minutes - Decision** Senate Members
Schedule 3
4. **Senate Orientation** Stephen Williams
5. **Correspondence Received**
6. **Business Arising**
 - 6.1 NWCCU – *Information* Paul Dangerfield
Schedule 6.1
 - 6.2 Academic Disruption – *Information* Laureen Styles
 - 6.3 Volunteers for Subcommittees – *Information* Paul Dangerfield
Schedule 6.3
7. **New Business**
 - 7.1 Course Discontinuance –
Advice from Senate to the Board of Governors – *Decision* Laureen Styles
Schedule 7.1
 - 7.2 Graduates – *Decision* Kyle Vuorinen
 - 7.3 Academic Schedule 2023/24 – February Convocation – *Information* Kyle Vuorinen
Schedule 7.3



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- | | | |
|------------|---|------------------|
| 7.4 | Senate Vacancies – <i>Information</i> | Kyle Vuorinen |
| | <ul style="list-style-type: none">• Faculty of Fine and Applied Arts – Non-voting Faculty• Staff | |
| 7.5 | Call for Honorary Degrees and Faculty Emeritus – <i>Information</i> | Paul Dangerfield |
| 8. | Committee Reports | |
| 8.1 | Academic Planning and Program Review Committee – <i>Information</i> | Sue Dritmanis |
| 8.2 | Bylaw, Policy and Procedure Committee – <i>Information</i> | Corey Muench |
| 8.2.1 | B.102 Policy Development and Management | Schedule 8.2.1 |
| 8.3 | Curriculum Committee – <i>Decision</i> | Deb Jamison |
| 8.3.1 | Resolution Memo | Schedule 8.3.1 |
| | August 18 Agenda Package / August 18 Draft Minutes | |
| 8.4 | Teaching and Learning Committee – <i>Information</i> | Diana Twiss |
| 8.5 | Budget Advisory Committee – <i>Information</i> | Michael Thoma |
| 9. | Other Reports | |
| 9.1 | Chair of Senate - <i>Information</i> | Paul Dangerfield |
| 9.2 | Vice Chair of Senate – <i>Information</i> | Robert Thomson |
| 9.3 | VP Academic and Provost – <i>Information</i> | Laureen Styles |
| 9.4 | Board Report – <i>Information</i> | |
| 9.5 | Elder Report - <i>Information</i> | Elder Latash |
| 10. | Discussion Items | |
| 11. | Other Business | |
| 12. | Information Items | |



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Present: Paul Dangerfield (Chair), Deanna Baxter, John Brouwer, Sue Dritmanis, Thomas Flower, Rafael Gasc, Victor Gelano, Denise Gingrich, Kyle Guay, Deb Jamison, Manpreet Kaur, Manpreet Kaur, Corey Muench, Lesley Nelson, Christina Neigel, Karandeep Sanghera, Ramin Shadmehr, Laureen Styles, Michael Thoma, Robert Thomason, Diana Twiss, Kyle Vuorinen, Stephen Williams, Recorder: Mary Jukich

Regrets: Brian Ganter, Amina El Mantari, Brad Martin, Dennis Silvestrone

Guests: Eduardo Azmtia

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1. Welcome

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

The following new members were introduced and welcomed:

- Denise Gingrich, voting faculty, Faculty of Fine and Applied Arts
- Thomas Flower, non-voting faculty, Faculty of Arts and Sciences
- Rafael Gasc, voting student
- Karandeep Sanghera, voting student
- Manpreet, voting student
- Manpreet Kaur, voting student

Lara Duke, Dean, Faculty of Global and Community Studies, was acknowledged and thanked for her contributions to Senate.

The following Senators have resigned from Senate:

- Rosie Anza-Burgess, Board representative
- Iana Dokuchaeva, voting staff member

In the absence of Brian Ganter, Thomas Flower assumed voting rights for the Faculty of Arts and Sciences.



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2. Approval of the Agenda

Paul Dangerfield moved and Stephen Williams seconded:
 To adopt the agenda.

CARRIED

3. Approval of the Minutes

Paul Dangerfield moved and Kyle Guay seconded:
 To adopt the May 9, 2023 minutes.

CARRIED

Paul Dangerfield moved and Lara Duke seconded:
 To adopt the June 6, 2023 minutes.

CARRIED
 4 abstentions

4. Correspondence Received

The recent job action at the University was recognized, as well as the resulting impact to staff, faculty, students and administration.

It was noted there were a lot of lessons learned, and need to be learned, from the job action. A commitment was provided by the President, the University, and at the Board and Senate level, on how the University can recover moving forward and if job action does re-occur, how things could be done differently.

A large number of correspondence was received by the University, the Board, the Senate, and by Paul Dangerfield, both in his role as President and Chair of Senate, and all correspondence was read. There was correspondence to Senate that dealt specifically with Senate-related matters, for example academic disruption, but often within correspondence there was an appeal to end the job action which is related to bargaining, and thus fell under the mandate of the Board and bargaining units.

For the most part, a response was not provided for all correspondence received, but forwarded to the Board and PSEC. With regard to the letter from Senators, a response was provided by the President stating the University's position. In terms of the academic disruption piece within the letter from the Senators, there was valuable information and feedback contained in the letter and would be considered by Senate.

It was noted that the academic disruption policy was due for review in the 2023/2024 review cycle. The feedback from the Senators in their letter will be used as a starting point during the review of the policy, in addition to including scenario planning as the current policy did not take into account a prolonged disruption.



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During a roundtable discussion, some of the key comments provided by Senators were as follows:

- Within the letter from the Senators, there was a request to report back with statistical data in terms of assigning grades and whether a report would be provided. The VP Academic & Provost indicated that interim data was available and would be presented at this meeting, and a further update at the September meeting.
- Whether there was a plan to address the “demoralization” and “hurt feelings” at the University. The President indicated that there is a planning process, including the integrated planning process, and time will be spent to focus on that in the coming year. In addition work is underway in creating a better engagement strategy and next week, Senior Leadership Council will be focusing on how to put this together and will work with each department. In addition, there is the employee engagement survey and all the correspondence and feedback received during the job action.
- The severity of the impact warrants a full report including the actions taken during the strike as well as the rationale.
- There is a loss of faith in the administration particularly in supporting student success. The campus community would benefit from information on why the strike was called and how the actions of faculty, staff and administration contributed to the outcome.
- It would be beneficial to have conversations with staff to determine if they were successful in achieving “what they were looking for”.
- Given the feelings of disappointment across the campus, when moving forward, there is a deep dive into the issues, and not a “bandage effect”.
- In terms of healing, it may be beneficial for the campus community to understand why the strike lasted so long and rationale that the damage done was worth the outcome. The campus community probably still does not fully understand the reason for the strike as communication was difficult and unclear.



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- From a student's perspective, some students may not have understood the job action and may have felt there was no support from the University. As such, there is the risk that students leave the University, and that potential new students may not wish to come to an institution with a history of job action.
- There needs to be some accountability from all sides, as well as the administration that mistakes were made.
- The campus community may not be interested in the Envisioning 2030, but more interested in what will be done now, in 2023.

The commitment was reiterated; that the University will start a process and implementation of bringing everyone back together, and rebuilding trust. There are immediate and long term actions, including a full report, the cost benefits, and specific items that pertain to Senate, as well as consideration of what can be done if there is a another disruption.

5. Business Arising

5.1 Self-Evaluation Committee

Presented by: Christina Neigel

Senate members were informed that a full review of the results of the recent Senate survey has not yet been complete. The survey response rate for this year was 60% versus 89% from last year, with 48% of participants having less than two years' experience on Senate, and one key highlight noted was that the general results indicated there may be a disconnect for Senators with respect to the Senate orientation.

In moving forward, the committee will undertake a thorough review of the survey results and report back, as well as develop a more formal workplan for the committee.

6. New Business

6.1 Annual Update on Illuminating 2030

Presented by: Lauren Styles

The university academic plan *Illuminating 2030* (I2030) was approved by the Board of Governors on the recommendation of Senate in February, 2021. Building



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on *Envisioning 2030*, the university plan, I2030 sets the academic direction with a range of actions identified for implementation over the next five years. Led by the provost and director, academic initiatives and planning a four phased process was utilized with the development of I2030 including significant participation of an advisory group, academic leadership and the Senate Academic Planning and Program Review Committee (SAPPRC).

To keep Senate and the university apprised of progress, an update on the academic plan is provided annually ([see full report in MS Teams](#)). While not intended to be exhaustive in nature and content, the update is a way of capturing, articulating, and sharing progress that is directional, and reflects activity aligned with long term shifts and changes to meet the goals of I2030 and E2030. Substantive progress has been made over the last year. Deep appreciation is extended to all who have had a role to play in the collective progress towards I2030. Several actions are well underway and additional activity is planned for 2023-2024 as identified in the update.

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

6.2 North West Commission on Colleges and Universities (NWCCU)

Presented by: Laureen Styles

Over the last several months, the Director, Academic Initiatives and Planning and the Vice President, Academic and Provost have been reviewing provincially- and University- required academic quality assurance processes and have brought forward a recommendation with regards to NWCCU accreditation for consideration by the president. Guided by the University Act, section 35.2 (6)a, the president is seeking Senate's input and advice on NWCCU accreditation.

This item will be brought back to the September meeting.

6.3 Graduates

Presented by: Kyle Vuorinen



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The Registrar submitted a list of 11 additional graduates, as verified by the Registrar's Office to have met the graduation requirements of their program.

Kyle Vuorinen moved and Lara Duke seconded:

23/19 Senate accept the 11 additional graduates as having completed the program requirements for their respective credentials. **CARRIED**

6.4 Senate Orientation

Presented by: Paul Dangerfield

This year's orientation will take place during the September 5th Senate meeting and volunteers were requested to lead the orientation.

6.5 Volunteers for Subcommittees

Presented by: Paul Dangerfield

Senators were requested to consider volunteering on the Senate subcommittees.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Sue Dritmanis

The committee did not meet in June due to the Move-Up strike. At the May 16th meeting, there was a discussion regarding the possibility of changing the committee name to "Senate Academic Planning & Review Committee" however, a vote was not taken until a review of the terms of reference is undertaken. At the committee meeting, the members also indicated to continue online meetings and the vote will take place at the August committee meeting.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The next committee meeting will be on August 22 and work will continue on the Senate Bylaws and Election Procedures and provide feedback on a proposal to rescind Board policies B.101 Vision, Values, Mission, Goals and Strategic Directions and B.206 Budget Policy



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7.2.1 B.102 Policy Development and Management

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

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

An overview of the major changes being proposed for B.102 was provided. A major revision to B.102 is to the current “four-step process” with respect to how policies are created or revised. In the case of Senate policies, under the current B.102, the Senate identifies policy to draft or revise and selects an Officer Responsible to create the policy (current policy notes that the default proponent is usually a Vice President but may be a committee chair). The new or revised policy is then reviewed by the Senate Bylaw, Policy, and Procedure Committee and finally considered by Senate.

Under the new version of B.102, steps would be added: the VP Academic & Provost would become the default Officer Responsible, and they would appoint a Proponent to draft/revise policies with the assistance of the policy office. In addition, the proposed B.102 would “operationalize” the policy office, meaning that the policy office would play the major role in drafting/revising policies, in cooperation with the policy proponent selected by the VP Academic & Provost.

In addition, it was noted that much of what is being proposed in B.102 is *post hoc* since the revisions being proposed are essentially describing what has already been implemented. This is a concern since *post hoc* policy creation means that practices are followed that have not been formally approved. Another point to note is that both the existing and proposed policies identify the Senate’s role as the key initiator of Senate policy creation/revision, but in practice Senate does not often play a direct, robust role in this area; rather, in practice, the role is



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managed more by the VP Academic & Provost and the policy office. Senate should keep in mind its important role in this regard.

Paul Dangerfield moved and Stephen Williams seconded:
 To extend the Senate meeting to 6:30 pm.

CARRIED

On review and discussion of the policy, Senators noted that the policy which is connected to how Senate does business is not an item that Senate can vote on because the policy is a Board policy and was brought to Senate as an information item. Notwithstanding, it was suggested that because the policy contains sections that prescribe how Senate does its business, the Board may want to give the Senate the opportunity to vote on approval of the proposed policy rather than to simply accept it as information. In addition, discomfort was expressed with respect to the lack of opportunity for a more thorough review and to provide feedback due to many Senators having only returned from their vacation period on the same day as this Senate meeting. In this regard, the policy will be brought back to the September Senate meeting.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the May 19, 2023 Senate Curriculum Committee meeting were presented to Senate for approval.

Resolution 23/41 was removed as this resolution does not relate to curriculum.

Deb Jamison moved and Lauren Styles seconded:

23/20 Senate approve SCC Resolutions 23/36 to 23/40.

CARRIED

Senate members were informed that operational adjustments were required after the initial SCC approval in May. The adjustments are moving the start term for the PHIL 302 and PHIL 401 revisions from Fall 2023 to Spring 2024, and adjusting the start term for the new Certificate in Contract Law from Fall 2023 to Spring 2024.



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Deb Jamison moved and Tracy Penny Light seconded:

23/21 To adjust the start term for the PHIL 302 and PHIL 401 revisions from Fall 2023 to Spring 2024, and adjust the start term for the new Certificate in Contract Law from Fall 2023 to Spring 2024.

CARRIED

7.4 Teaching and Learning Committee

Presented by: Diana Twiss

The last meeting of the academic year for the committee was on May 16th. At that meeting, a roundtable summary was provided on the achievements of the committee, and one of the key highlights noted was the committee's involvement with providing feedback and input on various policies and procedures, the Indigenous framework, and the Digital Learning Framework.

7.5 Budget Advisory Committee

Presented by: Michael Thoma

The Senate Budget Advisory Committee met on June 1. The committee was presented with an overview of the top 10 Operational Highlights of the 2022/23 Integrated Planning cycle. In addition, the VP Finance and Administration provided the final Fiscal 2022/23 financial results which indicated the final year-end operating surplus was \$2.4 million, which is \$0.65 million lower than the January-forecasted surplus of \$3.1 million.

The committee was also requested to consider a recommendation to the Senate Bylaw, Policy and Procedure Committee to endorse the rescission, without replacement, of two policies: B.101 Vision, Values, Mission, Goals and Strategic Directions Policy and B. 206 Budget Policy. The reasoning provided for the rescission was that the legislative and legal requirements of both policies are supported elsewhere.

The committee had a discussion about policy, mission statements and terms of reference. The committee proposed that both the Senate Budget Advisory Committee Mandate and the Finance Committee Terms of Reference are updated to include language to strengthen bicameral governance responsibilities for budget setting and strategic planning.



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The motion to recommend for the rescission of both policies was carried by the Senate Budget Advisory Committee with the conditions that more information about the budgeting and planning process is posted on the website to make it more easily accessible to the university community and that the Senate Budget Advisory Committee's terms of reference are strengthened.

The next meeting is scheduled for October.

8. Other Reports

8.1 Senate Chair

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

- As part of the Integrated Plan, the priority will be around employee engagement and moving forward with the plans. Senior Leadership Council will begin the process next week.
- Work is underway with respect to this year's student orientation. This will be a week-long event which will include programs, workshops and opportunities to ensure students have an understanding of the campus, programming and supports that are available.
- The Chair reported that in his role at the University, and as chair of the BC Association of Institutes and Universities, priorities have been identified to both the Federal and Provincial government. A submission was recently made around additional support for Indigenous communities both in terms of operating funding and support for Indigenous students, support for climate action and accessibility on campus and at the Federal level advocating for more support for faculty around research.
- Discussions are underway with respect to possibly identifying a process to nominate and award Professor Emeritus.

Paul Dangerfield moved and Robert Thomson seconded:
 To extend the meeting a further 15 minutes to 6:45pm.

CARRIED



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8.2 Senate Vice-Chair

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

- Senators were requested to consider filling the remaining vacancies on the subcommittees.
- Subcommittees will be moving towards a changeover from the mandate policy documents to terms of reference. During this process, subcommittee Chairs should consider committee membership to ensure there is sufficient Senator representation on the subcommittees.
- Consideration is underway for separate surveys to be completed by all of the Senate subcommittee members.

8.3 VP Academic and Provost

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

Utilizing the *Grade Assignment During an Academic Disruption* policy, the president advised the university community of an academic disruption on June 13, 2023. This policy affords options to adapt and adjust, as needed, particular practices, policies and procedures aligned with the goals of academic continuity, where possible.

To date, academic decisions enacted during the academic disruption include:

- Options for students registered in summer session I or full-term courses to request a CR grade rather than a letter grade if they received a passing letter grade
- Options for students registered in summer session I or full-term courses to request a NC grade rather than a letter grade if they did not receive a passing letter grade
- Academic penalty-free withdrawal from summer session or full-term courses with either a fee credit (for future use against fees) or fee refund. Of note, if this route was taken, there is no notation on the student transcript



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- Extension of the grade deadline for summer session I courses to August 21, 2023 at 4 pm
- Option, with dean approval, for students to request to enrol in the next offering of a course they were registered in summer session I as “AUD” (audit) with no fees being assessed. This option will only be available for one calendar year (e.g., summer term 2023) and be based on seat availability
- With summer session I courses, with courses that were disrupted, a request to faculty from deans for a revised course plan (e.g., evaluation). Guidance and resources were available through the Center for Teaching Excellence focusing on course learning outcomes, as communicated to faculty by deans
 - Competency based approach; **faculty-led decisions** (not dean decisions)
- In situations where students had an I grade from a Spring 2023 course with commitments associated with that into the summer term, options for students to request a letter grade be change to a CR/NC grade

Of the approximately 230 summer session I courses, as of August 15, 42 classes did not yet have all final grades submitted (18%). Of these, seven of the courses had class sizes of 9 students or less. Based on the provost’s understanding, there are plans in place for course completion and submission of final grades for all of the outstanding courses by the (revised) August 21, 2023 final grade deadline.

As of August 15, 865 CR/NC grades have been either assigned by faculty or changed by Records with the appropriate requests. There are 30 requests pending.

As of August 15, 329 students who have requested fee refunds or credits, about 30% domestic students and 70% international students.

As per the policy, communication was sent out on August 15 from Paul Dangerfield, as president, rescinding the academic disruption as of August 22, 2023 (after the final grade deadline for summer I, summer II, and full-term courses).

Further, the *Grade Assignment During an Academic Disruption* policy and procedure will be reviewed during the 2023-2024 academic year under the vice



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president academic & provost office in a consultative manner based on the policy on policy development and review.

A further update, with the additional numbers and information, will be provided at the September Senate meeting.

8.4 Board Report

A report was not provided as a Board representative has not been determined.

8.5 Elder Report

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

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.

11. Information Items

No information items were presented.

The meeting was adjourned at 7:15 pm.

Next Meeting: Tuesday, September 5, 2023

SENATE REPORT

TOPIC: NWCCU Accreditation	
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Discussion
MEETING DATE: September 5, 2023	
PRESENTER: Paul Dangerfield, President	

PURPOSE

To seek input and advice from Senate on NWCCU accreditation.

BACKGROUND

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

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

SUGGESTED MOTION

THAT Senate receives as information the NWCCU accreditation recommendation.



CAPILANO
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SENATE SUBCOMMITTEES
August 2023 – June 2024

Academic Planning and Program Review Committee

Membership: Senators and non-Senators – Quorum = 8

Meetings: 2nd Tuesday of the Month - 4:00 - 6:00 pm

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Robert Thomson
VP Academic & Provost	Laureen Styles
Dean	Brad Martin
Faculty	Brian Ganter
Faculty	Bhuvinder Vaid
Faculty	Christine Sjolander
Faculty	Grace Kim
Faculty	Stephen Williams
Faculty	Sue Dritmanis
Faculty	John Brouwer
Faculty*	
Staff	Carley Dyer
Staff	Vacant
Student	Karandeep Sanghera
Student	Vacant
(Non-Voting) Resource Members	
Administrator	Francisco Silva
Administrator	Aurelea Mahood
Administrator	Richard Foo

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.



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SENATE SUBCOMMITTEES
August 2023 – June 2024

Budget Advisory Committee

Membership: Senators – Quorum = 4

Meetings: Schedule is determined at first meeting

(Voting)	
Vice-Chair of Senate	Robert Thomson
Administrator	Dennis Silvestrone
Administrator	Vacant
Faculty	Deb Jamison
Faculty	Michael Thoma
Faculty	Denise Gingrich
Faculty*	
Staff	Lesley Nelson
Student	Manpreet
Ex-Officio Member (Non-Voting)	
President	Paul Dangerfield
VP Finance and Administration	Tally Bains
	Toran Savjord
Director, Financial Operations	Holly Hunter
Director, Financial Planning and Analysis	Narisha Jessani

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SENATE SUBCOMMITTEES
August 2023 – June 2024

By-law, Policy and Procedure Committee

Membership: Senators and non-Senators – Quorum = 4

Meetings: 2nd and 4th Tuesday of the month – 1:00 – 2:30 pm.

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Robert Thomson
Administrator	Christina Neigel
Faculty	Corey Muench
Faculty	Sue Dritmanis
Faculty	Susan Gardner
Faculty*	
Staff	Trula Fontaine
Student	Vacant
(Non-Voting) Resource Members	
Administrator	Jordan Lovig
Manager of Policy, Privacy & Governance	Vacant

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SENATE SUBCOMMITTEES
August 2023 – June 2024

Teaching and Learning Committee

Membership: Senators and non-Senators – Quorum = 6

Meetings: 3rd Tuesday of the month – 1:00 – 3:00 pm

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Robert Thomson
Administrator	Vacant
Faculty	Diana Twiss
Faculty	Lily Yen
Faculty	Tahmina Shayan
Faculty	Christine Jackson
Faculty	Lydia Watson/Blake Rowsell
Faculty*	
Librarian	Krystyna Nowak
Staff	Brendan Carrigan
Student	Alea Rzeplinski
(Non-Voting)	
Administrator, Centre for Teaching Excellence (CTE)	Brit Paris
Administrator, Information Technology (IT)	Darren Broder
Administrator, Creative Activity, Research and Scholarship (CARS)	Dawn Whitworth
Executive Member, Capilano Student Union	Manpreet
Administrator, Indigenous Education and Affairs	Miranda Huron

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August 2023 – June 2024

Vice-Chair Nominating Committee

Membership: Senators – Quorum = 3

Meetings: One or two meetings between March and April

Administrator	Brad Martin
Faculty	Deanna Baxter
Faculty	Kyle Guay
Staff	Vacant
Student	Vacant

Self-Evaluation Committee

Membership: Senators – Quorum = 4

Meetings: TBD

Administrator	Christina Neigel
Faculty	Robert Thomson
Faculty	Kyle Guay
Faculty	Vacant
Staff	Vacant
Student	Vacant

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SENATE SUBCOMMITTEES
August 2023 – June 2024

Tributes Committee

Membership: Senators – Quorum = 4

Meetings: Schedule is determined at first meeting

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Robert Thomson
Administrator	Vacant
Faculty	Deb Jamison
Faculty	Corey Muench
Faculty	Kyle Guay
Faculty*	
Staff	Lesley Nelson
Student	Vacant
Ex-Officio Member (Non-voting)	
Vice President, University Relations	Jennifer Ingham

Naming Opportunities Committee

Membership: Senators – Quorum = 4

Meetings: As and When

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Robert Thomson
Administrator	Ramin Shadmehr
Faculty	Deb Jamison
Faculty	Corey Muench
Faculty	Stephen Williams
Faculty*	
Staff	Vacant
Student	Vacant
Ex-Officio Member (Non-Voting)	
Executive Director, Advancement	Vacant

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.



CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2023 – June 2024

Curriculum Committee (Senators and non-Senators)

Quorum = 10 including Chair

DAC Recommends to Senate (2 Year Term)	
(Voting)	
Humanities	Cass Picken
Social Sciences	Sarah Yercich
Science, Technology, Engineering and Mathematics	Urmila Jangra
Motion Picture Arts	David Geary
Design	Dominique Walker
Performing Arts	Daniel Hersog
Business, International Programs, Projects and Partnerships	Lydia Watson
Business, Legal Studies, Communications	Deb Jamison
Tourism and Outdoor Recreation Management	Mohna Baichoo
Education, Health and Human Development	Rachel Yu
Global Stewardship, Public Administration & Kinesiology	Caroline Soo
Access and Academic Preparation	Maggie Reagh
Library	Jennifer Goerzen
Student Services	Adam Vincent
Students (1 Year Term)	Alisha Samnani
	Amisha Maini
	Vacant
Administrators (VP)	Laureen Styles
Dean	Dr. Tracy Penny Light
Dean	Ramin Shadmehr
Dean	Vacant
Registrar	Kyle Vuorinen
One Academic Advisor	Shahnaz Darayan
Director of Continuing Studies	Vacant
Chair or Vice-Chair of Senate	Paul Dangerfield / Robert Thomson
(Non-voting)	
Chair	Deb Jamison

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

SENATE REPORT

AGENDA ITEM:	Course Discontinuance – Bachelor of Arts, Interdisciplinary Studies, Faculty of Arts and Sciences
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	September 5, 2023
PRESENTER:	Dr. Laureen Styles, VP Academic & Provost

BACKGROUND

Request for discontinuance of courses *LBST 200, 201, 202, and 330* follows the thorough program review of the Bachelor of Arts, Liberal Studies (former credential name) undertaken in 2018 (the program has since gone through a name change to Interdisciplinary Studies). Based on that review, LBST 200 and 201 have been collapsed into a single 300-level methods course: INTS 310 Interdisciplinary Research. Additionally, LBST 202 and LBST 330 were deemed unnecessary based on the revised approaches to the curriculum and program learning outcomes.

Then Dean Dr. Pouyan Mahboubi approved the program request to discontinue the courses and this request was also approved by the Liberal Studies Steering Committee and by Senate (via Senate Curriculum Committee recommendation as part of other programmatic changes) at the April 17, 2020, meeting.

Consultation has occurred with the Registrar's Office (curriculum advisor and Registrar). The four courses recommended for discontinuation do not appear to be included on the profiles of any other Capilano University program (no identified interdependencies). The courses have not been offered since the 2020 program profile update.

Subject Code	Course Number	Long Course Title	Rationale
LBST	200	Refocusing Knowledge: Introduction to Research Methods	Course replaced/not offered
LBST	201	Refiguring Knowledge: Introduction to Research Methods	Course replaced/not offered
LBST	202	Collecting Knowledge	Course replaced/not offered
LBST	303	Methods of Inquiry	Course replaced/not offered

Policy Regarding Course/Program Discontinuance:**Board of Governor's Review:**

Dr. Laureen Styles gave an overview of the proposed course discontinuations that have come forward as a result of the program review at the June 2, 2021, Board Meeting. The recommendation is in alignment with policy B.104 Discontinuance of Programs or Courses and goes to the Board to seek a recommendation that the Board of Governors refer the discontinuance to Senate for advice, and then based Senate advice further consideration is given by the Board of Governors.

At the meeting of the Board of Governors on [June 2, 2021](#), the above was considered and the following motion approved:

THAT the recommendation to discontinue courses LBST 200, 201, 202, and 330 be referred to Senate for advice.

It was moved (Oscar Blue), seconded (Sonny Wong) and resolved.

RECOMMENDED MOTION

THAT Senate advise the Board of Governors that the above listed courses be discontinued.

MEMO

To: Paul Dangerfield, Senate Chair and President
From: Kyle Vuorinen, Registrar
Subject: Convocation Dates for 2024
Date: August 25, 2023
cc:

CONVOCATION DATES FOR 2024

When the academic schedule for 2023/24 was initially brought to Senate as an information item, the dates of February 21 and 22 were held in the scenario where the University decided to have a winter convocation ceremony.

After consultation with the Vice President, University Relations and the Manager of University Events, the decision has been made to not have a February convocation ceremony. Budget and student attendance numbers were taken into consideration when coming to this decision. Student names will continue to be presented to Senate each January, May and September.

Convocation ceremonies for 2024 will take place on June 5, 6, and 7.

I ask that Senate accept these changes to the 2024 convocation dates as information.

SENATE REPORT

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

PURPOSE

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

BACKGROUND

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

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

APPROVALS & CONSULTATIONS:

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

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

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

Plan for associated training or awareness raising

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

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

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

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


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

DOCUMENTS FOR SENATE REVIEW

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

RECOMMENDATION

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

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

1 PURPOSE

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

2 DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

3 SCOPE

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

4 POLICY STATEMENT

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

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

5 POLICIES AND PROCEDURES APPROVAL AUTHORITY

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

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

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

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

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

5.3 Senate Policies

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

5.4 Operational Policies

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

6 POLICY REVIEW

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

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

7 UPDATING PROCEDURES

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

8 LEGAL ADVICE

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

9 RESPONSIBILITIES

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

10 EXCEPTIONS

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



POLICY

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

1 PURPOSE

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

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

- a. ~~ensuring compcomplying~~ with legal and other regulatory requirements, ~~or accreditation requirements;~~
- b. ~~achieving the University's vision, purpose, values, goals and strategic directions;~~
- c. ~~managing risk;~~
- d. ~~Promoting organizational efficiency; and~~
~~achieving the University's mission - vision, purpose, values, goals and strategic directionsmission; and~~
- a-e. ~~setting appropriate standards and expected behaviours.~~

Commented [CM1]: university-wide

Commented [JG2R1]: master document amended.

2 DEFINITIONS

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

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

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

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

~~Department name~~

~~Review date~~

~~Job titles~~

~~Spelling and grammar~~

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

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

Commented [CM3]: address

Commented [JG4R3]: master document amended

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

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

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

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

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

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

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

3 SCOPE

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

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

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

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

4 POLICY STATEMENT

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

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

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

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

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

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

Commented [CM7]: change and to or

Commented [JG6R7]: Master document amended.

Formatted: Highlight

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Commented [JG18R17]: amended in the master document.

5 POLICIES AND PROCEDURES APPROVAL AUTHORITY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.35.2 Senate Policies

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

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

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

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

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

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

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

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

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

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

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

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5.45.3 Operational Policies

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

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

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

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

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

6 POLICY REVIEW

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

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

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

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

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

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

7— UPDATING PROCEDURES

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

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

8 LEGAL ADVICE

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

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

9 RESPONSIBILITIES

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

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

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

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

9.2.2 The Officer responsible is responsible for:

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

9.3 The Policy Proponent is responsible for:

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

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

9.4.3 Administrators are responsible for:

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

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

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

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

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

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

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

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

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

10 EXCEPTIONS

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

11 DESIGNATED OFFICER

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


Draft

Appendix A

Section 35.2(6) of University Act

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

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

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

1 PURPOSE

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

2 DEFINITIONS

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

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

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

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

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

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

3 SCOPE

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

4 POLICY STATEMENT

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

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

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

5 POLICIES AND PROCEDURES APPROVAL AUTHORITY

5.1 Board Policies

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

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

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

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

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

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

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

5.2 Senate Policies

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

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

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

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

for approval.

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

5.3 Operational Policies

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

6 POLICY REVIEW

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

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

8 LEGAL ADVICE

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

9 RESPONSIBILITIES

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

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

9.4 Administrators are responsible for:

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

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

10 EXCEPTIONS

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

11 DESIGNATED OFFICER

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

Appendix A

Section 35.2(6) of University Act

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

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



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: August 21, 2023
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 August 18, 2023:

- 23/42** The new course, TOUR 364 – Regenerative Foodways for Responsible Tourism, be recommended to Senate for approval.
- 23/43** The new course, ECON 110 – Foundations of Economics, be recommended to Senate for approval.
- 23/44** Designation of ECON 110 – Foundations of Economics as a Cap Core course under the heading *Self and Society* be recommended to Senate for approval.
- 23/45** The revision to the prerequisites for BADM 210 – Business Statistics be recommended to Senate for approval.

Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: Aug 21, 2023

Date: