



## SENATE REGULAR MEETING

Tuesday, April 2, 2024 4:00 – 6:00 pm  
Capilano University – Library Room 322

### AGENDA

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#### **Land Acknowledgement**

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

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of Minutes - Decision** Senate Members  
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
  - 5.1 Vice-Chair Nominating Committee – *Decision* Brad Martin
  - 5.2 Self-Evaluation Committee – *Information* Christina Neigel
6. **New Business**

None
7. **Committee Reports**
  - 7.1 Academic Planning and Program Review Committee – *Information* Sue Dritmanis
  - 7.2 Bylaw, Policy and Procedure Committee – *Decision* Corey Muench
    - 7.2.1 B.111 Strategy Development and Review – For Approval Schedule 7.2.1
    - B.101 Vision, Values, Mission, Goals, and Strategic Directions – Current Policy for Reference



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|------------|---|--------------------|
| 7.3        | Curriculum Committee – <i>Decision</i>  | Deb Jamison        |
| 7.3.1      | Resolution Memo<br><a href="#">March 15 Agenda Package</a> / <a href="#">March 15 Draft Minutes</a> | Schedule 7.3.1     |
| 7.3.2      | Committee Membership - <i>Decision</i>  | Schedule 7.3.2     |
| 7.4        | Teaching and Learning Committee – <i>Information</i>  | Diana Twiss        |
| 7.5        | Budget Advisory Committee – <i>Information</i>  | Michael Thoma      |
| <b>8.</b>  | <b>Other Reports</b>  |                    |
| 8.1        | Chair of Senate – <i>Information</i>  | Paul Dangerfield   |
| 8.2        | Vice Chair of Senate – <i>Information</i>   | Sue Dritmanis      |
| 8.3        | VP Academic and Provost – <i>Information</i>  | Laureen Styles     |
| 8.4        | Board Report – <i>Information</i>   | Patricia Heintzman |
| 8.5        | Elder Report - <i>Information</i>   | Elder Latash       |
| <b>9.</b>  | <b>Discussion Items</b>   |                    |
| <b>10.</b> | <b>Other Business</b>   |                    |
| <b>11.</b> | <b>Information Items</b>  |                    |



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 Capilano University, Library Building, Room LB 322

### MINUTES

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**Present:** Paul Dangerfield (Chair), Deanna Baxter, John Brouwer, Jai Djwa, Sue Dritmanis, Thomas Flower, Brian Ganter, Raphael Gasc, Victor Gelano, Denise Gingrich, Kyle Guay, Patricia Heintzman, Deb Jamison, Laura Kinderman, Tracy Penny Light, Brad Martin, Alysha Monk, Corey Muench, Christina Neigel, Lesley Nelson Ramin Shadmehr, Laureen Styles, Michael Thoma, Diana Twiss, Emily Walmsley, Stephen Williams, Recorder: Mary Jukich

**Regrets:** Natasha Mrkic-Subotic Kyle Vuorinen

**Guests:** Elder Latash, Elder Delhia, Brit Paris

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#### **1. Welcome**

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

Jai Djwa, new non-voting faculty representative from the Faculty of Fine and Applied Arts was welcomed and introduced.

Sue Dritmanis assumed voting rights for the Faculty of Business and Professional Studies.

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

*Paul Dangerfield moved and Deb Jamison seconded:*  
 To adopt the agenda.

**CARRIED**

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

*Paul Dangerfield moved and Brad Martin seconded:*  
 To adopt the amended February 6, 2024 minutes.

**CARRIED**

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

No correspondence was received.

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

##### **5.1 Vice-Chair Nominating Committee**

*Presented by: Brad Martin*



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A call for nominations for the position of Senate Vice Chair was previously sent out, as well as a reminder, and no nominations were received.

A further call will be sent out and this item brought back to the April meeting.

#### **5.2 2025 Senate Meeting Schedule**

*Presented by: Paul Dangerfield*

The revised 2025 Senate meeting schedule was presented to Senate members for information. The schedule incorporates the shift of the August date to August 26 and the September date to September 9.

#### **6. New Business**

None

#### **7. Committee Reports**

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

*Presented by: Sue Dritmanis*

The committee met on February 13, and welcomed two new student representatives. The focus of the meeting was the one-year progress report provided by Motion Picture Arts and Documentary. The report included progress on recommendations as part of their 2019/2020 program review. These recommendations covered five credentials: the MOPA Bachelor, Diploma and Certificate, plus the Certificate in Documentary and the Citation in Film Fundamentals.



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#### 7.2 Bylaw, Policy and Procedure Committee

*Presented by: Corey Muench*

The committee met on February 13 and 27.

At the February 13 meeting, the focus of discussion was on the Academic Integrity policy and procedures specifically regarding on which constituents the policy applies to, as well as the inclusion of instructor and coordinator in the reporting sequence.

At the February 27 meeting, the committee reviewed the proposal to rescind the existing Board policy B.101. The committee's recommendation was to rescind the policy given that it includes the former mission, values and goals of the University and the policy had also gone through various rounds of consultation. The replacement, B.111 directs the consultation process around the creation of the University's mission, values, vision, and goals, and it will be presented at the April Senate meeting.

##### 7.2.1 S2017-05 Academic Integrity Policy – For Approval S2017-05 Academic Integrity Procedures – For Approval

Senate members reviewed the proposed revisions to S2017-05 Academic Integrity Policy and the S2017-05 Academic Integrity Procedures. On review and discussion, the following issues were raised:

- There was no reference to artificial intelligence (AI). Information was provided that as issues are still emerging around AI, a decision was made to be purposefully broad and allow faculty to decide what tools students are allowed to use and as such on page 5 there is reference to “unauthorized aids”.
- A suggestion was presented to revise the language from passive to active. Deb Jamison will provide her suggested edits to the Chair of SBPPC.
- Concern was raised with the language around Tier One misconduct as the language could be perceived that Tier One misconduct is not appealable and is only up to the instructor for the outcome. In addition, there are no recourse options for students in terms of meeting with the instructor and that there



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should be an alternative, besides the instructor, to determine the outcome. In this regard, it was suggested to revise the language in the Procedure, section 8.1, as follows, "Students may dispute remedial outcomes for Tier One Academic Misconduct to the convenor, coordinator, or chair."

- It was suggested to include in the motion that the policy will be effective as of September 1, 2024.

*Corey Muench moved and Christina Neigel seconded:*

**24/04** That the Senate approve the revised Academic Integrity Policy (S2017-05) and the accompanying Academic Integrity Procedure (S2017-05-01) effective September 1, 2024. **CARRIED**

S2017-05 Academic Integrity Policy – Current Policy  
 S2015-05 Academic Integrity Procedures – Current Procedure  
 These documents were provided for reference.

### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

#### 7.3.1 Resolution Memorandum

The resolutions brought forward from the February 16, 2024 Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Laura Kinderman seconded:*

**24/05** Senate approve Resolutions 24/01 to 24/08. **CARRIED**

### 7.4 Teaching and Learning Committee

*Presented by: Diana Twiss*

The committee met on February 20 and welcomed a new student representative. At the committee meeting, the Director, Teaching and Learning reported that the Digital Learning Framework was live and posted to the website. The committee also reviewed its mandate and provided some suggestions for revisions.



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#### 7.5 Budget Advisory Committee

*Presented by: Michael Thoma*

The next committee meeting is scheduled for June 11, 2024.

#### 8. Other Reports

##### 8.1 Senate Chair

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

- The Chair informed Senate that after eight years as president and vice-chancellor at Capilano University, 2024-2025 will be his last academic year with the University. The Board of Governors and the wider University community have been informed, and a search will begin over the coming months to allow time for a suitable transition.
- Dr. Laureen Styles, Vice-President Academic & Provost, will be leaving her position in August, and will take on a limited-time secondment as a special advisor working with the President's Office.
- On a recent trip to southeast Asia, the President connected with 40 Capilano alumni and signed partnership agreements for student/faculty exchanges with several schools.
- There will be an Open House at the Squamish Campus on March 14.
- The provincial government recently provided the University with its allocation of international student visas, and this allocation is in line with what the University expected and planned for the year 2024/2025 academic year.

##### 8.2 Vice-Chair

The Vice-Chair reported that she attended all the Senate subcommittee meetings including the first Senate curriculum committee meeting as Vice-Chair of Senate. In addition, the Vice-Chair attended the first Board of Governors meeting and presented a report on four months of activity at Senate. The Board of Governors



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continues to have confidence in the ability of Senate to manage the academic affairs of the university, allowing them to keep their focus on the operational side.

#### 8.3 VP Academic and Provost

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

- Senate members were encouraged to participate in the teaching and learning symposium scheduled for April 24 – 26 and it will be online and in-person.
- Chénchenstway was launched last week and the opening included a drumming session.
- As per the motion at the December 5, 2023 Senate meeting approving the External Advisory Committee Policy and Procedure, the Board approved rescission of policy B.103 at the February 27, 2023 meeting.

#### 8.4 Board Report

*Presented by: Patricia Heintzman*

The Board met on February 27 and the following items were approved:

- The selection of Workday as the Enterprise Resource Planning (ERP) software and Deloitte Consulting as the implementation partner for Capilano University's Digital Transformation Project.
- Revisions to policy B.512-Human Rights, Diversity, Inclusion and Equity and revisions to policy B514-Acting President Policy.
- The 2024/25 operating and capital budgets.
- A 2% increase in tuition and mandatory fees for domestic and international tuition for the academic year 2024/25. The 2% increase will not be applied to the 2D, 3D and VFX programs.
- The rescission of Policy B.103-Program Advisory Committees.





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The board also received a report on Chénchenstway.

#### 8.5 Elder Report

Elder Latash spoke of his great, great grandfather, Chief Capilano, whom the university is named after. Elder Latash also spoke about his time as a student at the university and encouraged students to continue to work hard.

#### 9. Discussion Items

No discussion items were presented.

#### 10. Other Business

No other business was presented.

#### 11. Information Items

No information items were presented.

#### 12. In Camera Session – Tributes Committee

The meeting moved in camera at 5:30 pm.

*Paul Dangerfield moved and Stephen Williams seconded:  
 To move in camera.*

**CARRIED**

*Paul Dangerfield moved and Stephen Williams seconded:  
 To move out of in camera.*

**CARRIED**

The meeting was adjourned at 6:00 pm.

**Next Meeting: Tuesday, April 2, 2024**

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## SENATE REPORT

<b>AGENDA ITEM:</b>	<b>Board Policy B.111 Strategy Development and Review</b>
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE:</b>	<b>April 2, 2024</b>
<b>PRESENTERS:</b>	<b>Corey Muench, Chair, Senate Bylaw, Policy, and Procedure Committee Proponent TBD</b>

### PURPOSE

To seek the Senate’s approval of the proposed new Board of Governors policy B.111, Strategy Development and Review. Upon approval of B.111 by the Senate and the Board of Governors, the Board will rescind the existing Board policy, B.101, Vision, Values, Mission, Goals, and Strategic Directions.

### BACKGROUND

*The Proponent has submitted the following:*

B.111 Strategy Development and Review Policy is a new policy to replace B. 101 Vision, Values, Mission, Goals & Strategic Directions Policy (B.101) which was first approved in 1976 and last updated in 2009.

B.101 was identified by the Policy Office in January 2022, as an older policy needing review as to current relevance. The Director, Risk Management; Director, Finance; AVP Strategy, Analytics & Transformation; and the VP Finance & Administration reviewed and recommended rescinding the policy. In spring 2023, the proposal to rescind the policy without replacement was endorsed by the Senior Leadership Council (SLC) and the Board Governance and Planning Committee. The proposal was then discussed at the Senate Bylaw, Policy and Procedure Committee and the Senate Budget Advisory Committee in alignment with Section 35.2(6) of the *University Act* which states “the mission statement and the educational goals, objectives, strategies and priorities of the special purpose, teaching university” as one of the matters where “the board must seek advice from the senate, on the development of educational policy”. As a result of those discussions, it was agreed to develop a new policy in this area prior to rescinding B.101.

### APPROVALS & CONSULTATIONS

*The Proponent has submitted the following:*

The AVP Strategy, Analytics & Transformation and the Director, Risk Management together with the Strategic Planning Lead consulted with the VP Finance & Administration and the VP Strategic Planning, Assessment & Institutional Effectiveness. During the development and consultation of the initial proposal to rescind B.101 without replacement, a full review of all BC PSI policy portfolios was conducted and legal advice sought. The development of the new policy, B.111, has been informed by a review of BC PSIs policies in this area, exemplar policies from other universities and specialist legal advice.

**Rescinding of B.101**

<b>Date</b>	<b>Committee</b>	<b>Purpose / Outcome</b>
January 9, 2023	SLC Policy Sub-Committee	Supported recommendation to rescind.
January 25, 2023	SLC	Endorsed recommendation to rescind.
February 9, 2023	Governance and Planning Committee	Endorsed recommendation to rescind but recommended Senate review.
June 1, 2023	Senate Budget Advisory Committee	Endorsed recommendation to rescind.
9 May, 2023 23 May, 2023 12 September, 2023	Senate By-law, Policy and Procedure Committee	Endorsed the rescinding of B.101 but asked for a replacement policy to be created prior to rescinding.

**Review and Approval of B.111**

<b>Date</b>	<b>Committee</b>	<b>Purpose</b>
January 17, 2024	Academic Leadership Council	Review and request changes
February 6, 2024	SLC Policy Sub-Committee	Review, propose improvements and determine if ready for SLC consideration.
February 21, 2024	Senior Leadership Council	To review, ask for further amendments if required or recommend for Board sub-committee consideration following Senate consultation
February 27, 2024	Senate By-law, Policy and Procedure Committee	Review, propose improvements and determine if ready for Senate consideration.
April 2, 2024	Senate	Review and make recommendations for Board consideration.
April 18, 2024	Governance and Planning Committee	Review, consider Senate recommendations, amend if required and recommend for Board decision to approve.
April 30, 2024	Board	Final approval.

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

The proposed Board policy B.111 establishes the University's approach to developing, reviewing, updating, and redeveloping its statements of purpose, vision and values and the Strategic and Academic Plans. The policy affirms the University's commitment to embed consultation in the strategy development process and the primacy of the Strategic and Academic Plans. This provides assurance to the university community and assists with the strategic planning process.

B.101, the existing policy recommended to be rescinded, includes statements of the institution's mission, values, vision, institutional goals, learning outcomes, and strategic directions as formulated prior to *Illuminating 2030*, and *Envisioning 2030*. The proponent explained to the Senate Bylaw, Policy, and Procedure Committee that such content is not typical for policies, and it is enshrined in other multiple ways throughout the institution.

At the February 27, 2024 SBPPC meeting, AVP Academic, Aurelea Mahood, noted that the section (page 2) of B.101 which lists the institutional learning outcomes (ILOs) is the only university-approved document in which the outcomes are captured. As all program learning outcomes are mapped to CapU's ILOs, the AVP Academic made the following recommendations:

- As per Distinct University Experience Action 1, renew CapU ILOs for alignment with [Illuminating 2030](#);
- Renewal initiative to be led by the Director of Academic Planning and Quality Assurance and the Director of Teaching and Learning in collaboration with the Senate Teaching and Learning Committee (STLC);
- Upon approval by the Senate, add renewed ILOs as an appendix to *Illuminating 2030*.
- Recommended timeline: ILO renewal project - May/June 2024; consultations/approvals – fall 2024.

#### **DOCUMENTS FOR SENATE REVIEW**

Currently in use: B.101 Vision, Values, Mission, Goals, and Strategic Directions

Proposed: B.111 Strategy Development and Review (clean, finalized version)


Proposed: B.111 Strategy Development and Review (marked version with SBPPC comments)

#### **RECOMMENDATION**

***That the Senate approve the proposed Board policy, B.111 Strategy Development and Review***

Notes:

- Upon approval of B.111 by the Senate and the Board of Governors, the Board will rescind the existing policy, B.101 Vision, Values, Mission, Goals, and Strategic Directions.
- The Vice President, Academic and Provost will initiate a review of the ILOs from page 2 of policy B.101 for possible future revision and inclusion in the academic plan.

 <b>CAPILANO UNIVERSITY</b>		POLICY	
Policy No.	Officer Responsible		
<b>B.111</b>	<b>Vice President, Strategic Planning, Assessment &amp; Institutional Effectiveness and Vice President Academic and Provost</b>		
Policy Name			
<b>Strategy Development and Review</b>			
Approved by	Replaces	Category	Next Review
<b>Board</b>	<b>B.101 Vision, Purpose, Values and Goals</b>	<b>Governance</b>	
Date Issued	Date Revised	Related Policies	
	<b>n/a</b>		

### 1. PURPOSE

The purpose of this policy is to establish Capilano University’s (the “University”) approach to developing, reviewing and updating, and redeveloping its statements of purpose, vision and values and the Strategic and Academic Plans.

### 2. DEFINITIONS

“**Strategic Plan**” means for the purpose of this policy, the overarching institutional planning document that describes the shared purpose, vision and values and sets out the long-term goals of the University as a whole and the strategies to achieve those goals.

“**Academic Plan**” means for the purpose of this policy, the planning document that describes the University’s overall academic goals and commitments and sets out how those goals and commitments will be achieved across all learning locations.

### 3. SCOPE

This policy applies to the development of the University’s purpose, vision and values statements, and the University Strategic and Academic Plans.

### 4. POLICY STATEMENT

- 4.1 The University will engage with learners, employees, and community partners when developing, updating or redeveloping clear statements of its vision, purpose and values.
- 4.2 The strategic priorities and goals of the University will be developed within the context of the vision, purpose and values, informed by consultation processes, and will be expressed in the Strategic and Academic Plans.

- 4.3 The consultation approach to be used when developing, reviewing and updating or redeveloping vision, purpose and values statements and the University's Strategic and Academic Plans will be developed and shared with the Senate and Board. Consultation will involve learners, employees, and community members.
- 4.4 The Strategic and Academic Plans provide the overarching direction that guide the University's long-term decisions and actions.
- 4.5 The University will regularly monitor its success in incorporating its vision, purpose and values in its actions and decisions and in achieving the priorities and goals set out in the Strategic and Academic Plans.
- 4.6 The University will periodically review its vision, purpose and values statements and the Strategic and Academic Plans and consider whether to update or to redevelop the statements and/or plans to reflect change in the post-secondary environment including the mandate from government and the current and future needs of learners, employees and communities. Reviews will normally occur every five years but may be prompted by pressures or opportunities at any time.
- 4.7 Redevelopments of the vision, purpose, values, statements, and the Strategic Plan will be initiated by the President or at the request of the Board. Redevelopments of the Academic Plan will be initiated by the VP Academic and Provost.
- 4.8 The University will, as needed, develop relevant plans to support the achievement of the priorities and goals expressed in the Strategic or Academic Plans. As with the Academic and Strategic Plans, a consultative approach will be adopted during the development, review, and any redevelopment of relevant plans. As the individuals and groups impacted by these plans will vary depending on the purpose and anticipated content, this will inform the breadth and method(s) selected for consultation. Where a "living document" is created, ongoing consultation may be deemed appropriate.

## **5. RESPONSIBILITIES**

- 5.1 The Board is responsible for
  - a) reviewing and approving the vision, mission and values statements of the University in collaboration with the Senate;
  - b) reviewing and approving the Strategic and Academic Plans;
  - c) monitoring the University's performance against the Strategic and Academic Plans;
- 5.2 The Board Governance and Planning Committee assists the Board in its strategic oversight role by providing advice on strategic planning for the University. The committee's role includes:
  - a) Reviewing the Strategic and Academic Plans;
  - b) Monitoring performance against the Strategic and Academic Plans;

- 5.3 The Senate provides advice to the Board on the development or redevelopment of the vision, purpose and values statements and Strategic and Academic Plans, receives the Strategic and Academic Plans (including when significant changes are made) and makes recommendations to the Board on the educational goals, objectives, strategies and priorities expressed therein.

## **6. REPORTING**


- 6.1 The Vice President Strategic Planning, Assessment & Institutional Effectiveness or their designate provides periodic reports on progress with the Strategic Plan to the Board.
- 6.2 The Vice President Academic and Provost or their designate provides periodic reports on progress with the Academic Plan to the Senate.

## **7. DESIGNATED OFFICER**

The Vice President Strategic Planning, Assessment & Institutional Effectiveness and the Vice President Academic and Provost are the Policy Owners, 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 Associate Vice President, Strategy, Analytics and Transformation and the Director, Academic Planning & Quality Assurance.

## **8. REFERENCES**

*University Act*, RSBC 1996, c. 468  
Accountability Framework, Standards and Guidelines Manual  
Strategic Plan - Envisioning 2030  
Academic Plan - Illuminating 2030  
Board Governance Manual  
Board Governance and Planning Committee Terms of Reference

 <b>POLICY</b>			
Policy No.	Officer Responsible		
<b>B.111</b>	<b>Vice President, Strategic Planning, Assessment &amp; Institutional Effectiveness and Vice President Academic and Provost</b>		
Policy Name			
<b>Strategy Development and Review</b>			
Approved by	Replaces	Category	Next Review
<b>Board</b>	<b>B.101 Vision, Purpose, Values and Goals</b>	<b>Governance</b>	
Date Issued	Date Revised	Related Policies	
	n/a		

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4.1 The University will engage with learners, employees, and community partners when developing, updating or redeveloping clear statements of its vision, purpose and values.

4.2 The strategic priorities and goals of the University will be developed within the context of the vision, purpose and values, informed by consultation processes, and will be expressed in the Strategic and Academic Plans.

Commented [CM1]: remove this "and"?

Commented [JG2R1]: Change not made. This ‘and’ is needed because ‘reviewing and updating’ is one process

Commented [CM3]: Just curious about the reason for the addition of this language.

Commented [JG4R3]: Discussed. Text added due to concern about whether the use of ‘strategic plan’ might be considered problematic language. Term is not used in the policy suite outside of this policy

Commented [CM5]: is there a place for alumni here also?

Commented [JG6R5]: Discussed. Not added. Alumni are considered to be a community partner in this context .

Commented [CM7]: "will be"?



4.3 The consultation approach to be used when developing, reviewing and updating or redeveloping vision, purpose and values statements and the University's Strategic and Academic Plans will be developed and shared with the Senate and Board. Consultation will involve learners, employees, and community ~~stakeholders~~ members.

4.4 The Strategic and Academic Plans provide the overarching direction that guide the University's long-term decisions and actions.

4.5 The University will regularly monitor its success in incorporating its vision, purpose and values in its actions and decisions and in achieving the priorities and goals set out in the Strategic and Academic Plans.

4.6 The University will periodically review its vision, purpose and values statements and the Strategic and Academic Plans and consider whether to update or to redevelop the statements and/or plans to reflect change in the post-secondary environment including the mandate from government and the current and future needs of learners, employees and communities. Reviews will normally occur every five years but may be prompted by pressures or opportunities at any time.

4.7 Redevelopments of the vision, purpose, values, statements, and the Strategic Plan will be initiated by the President or at the request of the Board. Redevelopments of the Academic Plan will be initiated by the VP Academic and Provost.

4.8 ~~The University will, as needed, develop a~~ Additional relevant supplementary plans may be developed to support the achievement of the priorities and goals expressed in the Strategic or Academic Plans. As with the Academic and Strategic Plans, a consultative approach will be adopted during the development, review, and any redevelopment of each relevant plans. As the individuals and groups from the University's internal and external communities who are affected impacted by each these plans will vary depending on the purpose and anticipated content, this will affect inform the breadth and the method(s) selected for the consultation. Where a "living document" is created, ongoing consultation may be deemed appropriate.

## 5. RESPONSIBILITIES

5.1 The Board is responsible for

- a) reviewing and approving the vision, mission and values statements of the University in collaboration with the Senate;
- b) reviewing and approving the Strategic and Academic Plans;
- c) monitoring the University's performance against the Strategic and Academic Plans;

5.2 The Board Governance and Planning Committee assists the Board in its strategic oversight role by providing advice on strategic planning for the University. The committee's role includes:

- a) Reviewing the Strategic and Academic Plans;
- b) Monitoring performance against the Strategic and Academic Plans;

Commented [CM8]: Is 4.4 needed since we have the definitions above?

Commented [JG9R8]: Some reiteration not an issue here - the definitions are more about the documents themselves

Commented [SG10]: commas around "as needed"

Commented [SG11]: comma

Commented [CM12]: Can you provide examples?

Commented [JG13R12]: Examples were described at the review meeting (the very different constituencies involved with developing Chénchenstway and the People Plan) but not thought to be appropriate within the policy document.

Commented [CM14]: Not sure what is meant by "living document."

Commented [JG15R14]: Discussed. This is the language used when describing Chénchenstway. No change made

Commented [SG16]: comma

5.3 The Senate provides advice to the Board on the development or redevelopment of the vision, purpose and values statements and Strategic and Academic Plans, and will receive the Strategic and Academic Plans (including when significant changes are made) and make recommendations to the Board on the educational goals, objectives, strategies and priorities expressed therein.

## 6. REPORTING

6.1 The Vice President Strategic Planning, Assessment & Institutional Effectiveness or their designate provides periodic reports on progress with the Strategic Plan to the Board.

6.2 The Vice President Academic and Provost or their designate provides periodic reports on progress with the Academic Plan to the Senate.

## 7. DESIGNATED OFFICER

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## 8. REFERENCES

*University Act*, RSBC 1996, c. 468

Accountability Framework, Standards and Guidelines Manual

Strategic Plan - Envisioning 2030

Academic Plan - Illuminating 2030

Board Governance Manual

Board Governance and Planning Committee Terms of Reference

**Commented [CM17]:** "provides"? (British vs. North American English on collective nouns...)


**Commented [SG18]:** sometimes the verb is present tense and sometimes future tense. Probably consistency is better.

**Commented [JG19R18]:** Changed to present throughout the responsibilities section. Future tense used in all other clauses.

**Commented [SG20]:** Should there be an "of" in here. Though I note that there is not an "of" in 6.2.

**Commented [JG21R20]:** Title does not include 'of'. No change made

**Commented [CM22]:** add "the"

	Policy No.	Replaces	Policy
	<b>B. 101</b>	<b>Policy 1</b>	<b>Board</b>
	Policy Name		
<b>VISION, VALUES, MISSION, GOALS &amp; STRATEGIC DIRECTIONS</b>			
Approved by	Responsibility		Category
<b>Board</b>	<b>Board of Governors</b>		<b>Academic</b>
Date Issued	Date Revised	Revision	Related Policies, Reference
<b>Oct. 5, 1976</b>	<b>Oct. 26, 2009</b>	<b>9</b>	

## Vision

Students are drawn to our dynamic and unique programs, passionate faculty, welcoming staff, and close-knit learning environment; graduates are independent learners, thinkers, and doers actively contributing to their communities.

## Values

We value

- diversity, and the individuality of learners.
- a culture of inquiry and evidence-based decision making.
- academic integrity.
- open engagement with ideas and respectful engagement with each other.
- personal accountability for the integrity and success of the University.
- commitment to our communities.
- transparency and an ethic of fairness.


## Mission

We are a teaching-focused university offering a wide range of programs and services that enable students to succeed in their current studies, in their ongoing education, in their chosen careers, in their lifelong pursuit of knowledge, and in their contribution as responsible citizens in a rapidly changing and diverse global community.

## Institutional Goals

Arising from the Mission statement, the Institutional Goals are broadly defined as the general areas of success that are desired for all students. From the Mission, the Institutional Goals are:

- Student success in ongoing education
- Student success in chosen career
- Student success in lifelong pursuit of knowledge
- Student success in contributing as responsible citizens in a rapidly changing and diverse global community

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In support of the specific knowledge, understanding, and skills developed in individual programs, the institution has identified seven broad learning outcomes for all students. These institutional student learning outcomes are:

- Self-directed learning, awareness, and responsibility
- Up-to-date information gathering and research skills
- Communication skills
- Quantitative reasoning ability
- Group and social interaction skills
- Creative, critical, and analytical thinking skills
- Community/global consciousness and responsibility

Student achievement of these outcomes will be defined within the context of each program. While different programs of study will have a different emphasis on each of these outcomes and differing levels of expected competence, all programs are expected to address every outcome. These general student outcomes, along with the program specific outcomes, are the basis for measuring the success of the institution.


In order to effectively measure our success, the range of programs and services are organized into logical groupings, or themes. For Capilano University, the groupings are:

- Preparatory Studies
- General Education
- Specialized Programs
- Community Engagement


As we measure our outcomes we will gather information under these broad categories.

### Strategic Directions


Strategic directions give the broad strokes outline of how we will reach our vision and determine those directions we wish to pursue and indicate those directions we do not wish to take. The following strategic directions form the basis for institutional priorities and actions.

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- **At each campus, maintain a climate where students feel valued as individuals and supported in their learning.**
  - Provide a welcoming, dynamic and safe learning environment committed to excellence in education and to equity of access.
  - Provide excellent and innovative student services to support the growth and development of all learners.
  - Ensure that policies are in place to provide fairness and transparency of process.
  - Provide a highly interactive learning environment that personalizes learning.
  - Involve all employees in supporting student success.
  - Foster and support initiatives that bring students/employees together to enhance informal learning and sense of community.
  
- **Offer exemplary programs that provide opportunities for a broad range of students.**
  - In all areas of programming and service strive to be the benchmark for excellence.
  - Anticipate and respond to emerging needs for educational programs that build on the strengths of the institution.
  - Continue offering preparatory, certificate, diploma, and degree programs.
  - Design all programs so students can enter and exit at different points with appropriate credentials.
  - Offer programs and design curricula to meet our Institutional Goals.
  - Implement teaching strategies and methods that explicitly incorporate our Institutional Goals.
  - Measure the effect of these initiatives on program outcomes.
  - Maintain high academic standards that are clearly articulated.
  
- **Be a leader in university teaching and learning.**
  - Recognize that we are all learners, and provide professional development opportunities for all employees.
  - Recruit and retain faculty who have a passion for and commitment to teaching and learning as well as their discipline.
  - Develop a Teaching & Learning Centre that supports exemplary instruction, use of educational technology, and classroom innovation.
  - Encourage the scholarship of teaching and learning.

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- Support activities integral to providing relevant, authentic and innovative education, including faculty professional engagement, appropriate research, and scholarly and creative activity.
  - Maintain excellence by incorporating appropriate assessment and accountability processes into our ongoing review and planning processes.
  - Undertake evaluation of services and programs based on defined outcomes.
- **Prepare students and employees to work in a diverse, multicultural and multinational environment.**
    - Support internationalization by increasing the number of students coming from outside of Canada to a maximum of 15% of the student body.
    - Increase the number of Canadian students participating in an international experience.
    - Develop increased capacity for employees to work with a diverse student population.
    - Incorporate curriculum that recognizes diversity and supports multicultural and multinational understanding.
- **Eliminate barriers, create pathways, and foster access to learning.**
    - Explore partnerships with the K-12 system to encourage post-secondary enrolment
    - Provide alternate entry points to encourage access for those who have not completed high school and other non-traditional learners
    - Build student capacity to fully access available supports and services.
    - Work as an educational partner with Aboriginal organizations to increase the participation and completion rates of Aboriginal post-secondary learners.
- **Build capacity to achieve our mission.**
    - Align our external relationships in support of our strategic directions.
    - Engage students, employees, alumni, community members, and organizations in the governance and growth of our institution.
    - Ensure adequate and diverse financial resources to enable student success.
    - Build facilities and processes that support learning.
    - Recruit, retain, and recognize employees committed to excellence.

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- Ensure our technology and information systems are sufficient to support our mission.
- **Be responsible.**
  - Model equity and inclusivity, and be an employer of choice.
  - Commit to environmental integrity and sustainable development.
  - Provide a safe environment for all members and guests of the Capilano University Community.
  - Be transparent and accountable in all our activities.
  - Foster an environment that encourages community and individual advocacy, service support, and philanthropy.



## SENATE CURRICULUM COMMITTEE RESOLUTION MEMO

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**DATE:** March 18, 2024  
**TO:** Paul Dangerfield, Chair, Senate  
**FROM:** Deb Jamison, Chair, Senate Curriculum Committee

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The following motions were carried by the Senate Curriculum Committee at its meeting on March 15, 2024:

**24/09** It be recommended to Senate for approval that the residency requirement for the Bachelor of Arts Degree – Applied Behaviour Analysis (Autism) continue to be reduced from 50% to 25% for distance students on a further interim basis, to be reviewed again in one year.

**24/10** The revisions to the subject code from “SEA” to “EA” of the following courses:

- SEA 100 – History, Philosophy and Issues in Special Education
- SEA 101 – Working in Schools
- SEA 102 – Interpersonal Skills for Education Assistants
- SEA 103 – Behaviour as Communication
- SEA 105 – Exploring Diverse Learners in Schools
- SEA 106 – Supporting Students with Technology and AAC Systems
- SEA 107 – Strategies to Support Students Requiring Accommodations
- SEA 108 – Strategies to Support Students on Individualized Programs
- SEA 109 – Practicum/Capstone Project for the Education Assistant

The prerequisite revisions to:

- SEA 100 – History, Philosophy and Issues in Special Education
- SEA 106 – Supporting Students with Technology and AAC Systems
- SEA 107 – Strategies to Support Students Requiring Accommodations
- SEA 109 – Practicum Capstone Project for the Education Assistant

And the credit revisions to:

- SEA 105 – Exploring Diverse Learners in Schools
- SEA 108 – Strategies to Support Students on Individualized Programs

be recommended to Senate for approval.

**24/11** The new course, EA 104 – Introduction to Technology, be recommended to Senate for approval.

**24/12** The revisions to the Education Assistant Certificate program profile be recommended to Senate for approval.





## SENATE CURRICULUM COMMITTEE RESOLUTION MEMO

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- 24/13** The revisions to the Business Administration Certificate program profile be recommended to Senate for approval.
- 24/14** The revisions to the Business Administration Diploma program profile be recommended to Senate for approval.
- 24/15** The revisions to the Bachelor of Business Administration program profile be recommended to Senate for approval.
- 24/16** The course level and prerequisite revisions to BMKT 161 – Introduction to Marketing be recommended to Senate for approval.
- 24/17** The revisions to the prerequisites of the following courses be recommended to Senate for approval:
- BBIO 043 – ABE Advanced Biology I
  - BBIO 044 – ABE Advanced Biology II
  - BBIO 053 – ABE Provincial Biology I
  - BBIO 054 – ABE Provincial Biology II
  - BCHM 043 – ABE Advanced Chemistry I
  - BCHM 044 – ABE Advanced Chemistry II
  - BCHM 053 – ABE Provincial Chemistry I
  - BCHM 054 – ABE Provincial Chemistry II
  - BCMP 031 – Interm. Lev-Computer Studies
  - BCMP 041 – Adv Level Computer Studies
  - BCMP 051 – ABE Prov. Level Comp Studies
  - BCMP 052 – ABE Provincial Level Comp Studies
  - BENG 043 – ABE Advanced Level English 1
  - BENG 044 – ABE Advanced Level English 2
  - BENG 052 – Prov. Engl-Critical Rdg & Writing
  - BENG 053 – ABE Provincial Level English 1
  - BENG 054 – ABE Provincial Level English 2
  - BFPS 052 – First Peoples' Culture/History
  - BHST 052 – Provincial Level History
  - BMAF 001 – ABE Fundamental Mathematics 1
  - BMAF 002 – ABE Fundamental Mathematics 2
  - BMAF 003 – ABE Fundamental Mathematics 3
  - BMAF 004 – ABE Fundamental Mathematics 4
  - BMAF 005 – ABE Fundamental Mathematics 5
  - BMAF 006 – ABE Fundamental Mathematics 6
  - BMTH 021 – Fund Level Mathematics



**SENATE CURRICULUM COMMITTEE  
RESOLUTION MEMO**

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- BMTH 033 – Introductory Algebra
- BMTH 034 – Interm. Algebra & Geometry
- BMTH 043 – Advanced Algebra I
- BMTH 044 – Adv. Algebra II & Trigonometry
- BMTH 047 – Adv. Foundations Math 1
- BMTH 048 – Adv. Foundations Math 2
- BMTH 053 – Precalculus I
- BMTH 054 – Precalculus II
- BPHY 043 – ABE Advanced Physics I
- BPHY 044 – ABE Advanced Physics II
- BPHY 053 – ABE Provincial Physics I
- BPHY 054 – ABE Provincial Physics II

- 24/18** The prerequisite revisions to KINE 320 – Physiology of Healthy Aging be recommended to Senate for approval.
- 24/19** The revisions to the Early Childhood Care and Education Diploma program profile and Bachelor of Early Childhood Care and Education program profile be recommended to Senate for approval.
- 24/20** The new course, EDUC 372 – Contemporary Issues in Childhood Studies, be recommended to Senate for approval.
- 24/21** The prerequisite revisions to EDUC 473 – Teacher as Researcher be recommended to Senate for approval.
- 24/22** The revisions to the Diploma in Tourism Management International program profile be recommended to Senate for approval.
- 24/23** The revisions to the Outdoor Recreation Management Diploma program profile be recommended to Senate for approval.

  
\_\_\_\_\_  
Deb Jamison, Chair  
Senate Curriculum Committee

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

Date: March 18, 2024

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

## SENATE REPORT

<b>AGENDA ITEM:</b>	<b>Curriculum Committee Membership</b>
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE:</b>	<b>April 2, 2024</b>
<b>PRESENTERS:</b>	<b>Deb Jamison</b>

### BACKGROUND

The following are the SCC Terms of Office for faculty and student members:

#### **Faculty members**

Each Faculty member appointed by Senate serves a two-year term, beginning and ending on August 15th. In order to assure that faculty members have teaching schedules allowing them to attend SCC meetings, appointments to SCC will be made at the March Senate meeting in the year that the current member's term expires. Faculty members may serve consecutive terms.

#### **Student members**

Student members serve a one-year term beginning and ending on August 15th. Student members may be reappointed for subsequent terms.

Eight of the current SCC members' terms are expiring on August 15, 2024. Some have decided to serve another term on the Committee and others have elected to step down, in which case, they have consulted with their respective Deans regarding replacements. We have not yet received confirmation of replacements for Education, Health & Human Development and Student Services. If we are not informed of those replacements in time for the April 2, 2024 Senate meeting, those names will be brought to the May 2024 Senate meeting for endorsement.

### RECOMMENDATION

That the following members be endorsed to serve on the Senate Curriculum Committee for a two-year term ending July 31, 2026:

Dominique Walker – Design

Deb Jamison – Business, Legal Studies, Communications

Mohna Baichoo – Tourism and Outdoor Recreation Management

\_\_\_\_\_ – Education, Health & Human Development

Caroline Soo – Global Stewardship, Public Administration & Kinesiology

Bethany Paul – Library

\_\_\_\_\_ – Student Services

Alisha Samnani – Student Representative