



SENATE MEETING

Tuesday, August 19, 2014 4:00 pm LB322

AGENDA

1. **Approval of the Agenda**
 2. **Approval of the Minutes:**
 - Special Meeting of May 27, 2014 Schedule 2(a)
 - Regular Meeting of June 3, 2014 Schedule 2(b)
 3. **Chair and Vice-Chair's Reports**
- Business Arising**
4. Senate Sub-Committees Nanci Lucas
Schedule 4
 5. Board Policy Update Kris Bulcroft
 6. Strategic Planning Rick Gale
- Committees**
7. Curriculum Committee Karen McCredie
(a) Resolutions Schedule 7(a)
 8. Senate Self-Evaluation Committee Grace Makarewicz
 9. By-law, Policy and Procedure Committee Nanci Lucas
(a) Prior Learning Assessment Policy Schedule 9(a)
(b) Academic Appeal Policy Schedule 9(b)
 10. Budget Advisory Committee Nanci Lucas
- Information Items**
- Item #1 – Academic Schedule Karen McCredie
To be Distributed
-



SPECIAL MEETING OF SENATE
 Tuesday, May 27, 2014 2:00 pm Multipurpose Room

MINUTES

PRESENT: Kris Bulcroft (Chair), Tammy Towill, Carol Aitken, Stephen Atkins, Jean Bennett, Don Bentley, Chris Bottrill, Brent Calvert, Leighan Crowe, Graham Fane, Darin Feist, Rick Gale, Violet Jessen, David Kirk, Brent Leigh, Clay Little, Nanci Lucas, Karen McCredie, Kim McLeod, Paul McMillan, Jennifer Moore, Natahsha Prakash, Sandra Seekins, Daniel Yasinski, Secretary: Mary Jukich

REGRETS: Brittany Barnes, Julia Denholm, Devon Gregory, Brandon Hofmarks, Cherry Itty, Reini Klein, Grace Makarewicz, Joanne Quirk, Emma Russell, Sharka Stuyt, Peter Ufford

The Chair called the meeting to order at 2:00 p.m.

A request was presented on whether Senate was willing to allow, at this meeting, a notice of motion to further revise the Senate by-laws with regard to the Election of the Vice-Chair, with discussion and debate of the motion at the June 3rd meeting. The proposed further revision to the by-laws will include allowing the elected, non-voting members of Senate to run for the position of Vice-Chair.

Graham Fane moved and Kim McLeod seconded that:

14/32 Notice of motion to permit changes in the Senate by-laws with the new addition when considering electing a Vice-Chair to include all elected members.

CARRIED
 14 YES
 1 NO
 3 ABSTENTIONS

1. APPROVAL OF AGENDA

Natahsha Prakash moved and Jennifer Moore seconded that:
 The amended agenda be approved.

CARRIED

2. APPROVAL OF THE MINUTES

Special Meeting of Senate – May 6, 2014

As a matter of procedure, approval of the minutes will be undertaken at the Regular Meeting of Senate on June 3rd.

3. BY-LAW, POLICY AND PROCEDURE COMMITTEE

Discontinuance of Programs or Courses Policy
Presented by: Nanci Lucas

Senate was provided with a summary of the Committee's process to date and their approach to the Board's draft policy. It was noted that the Committee looked at the implications of possible wordsmithing of the document; however,



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the Committee felt that word changes should be the responsibility of the Board.

An overview of the feedback received on the draft policy was also provided. Three common themes; process, interim/expiry date, and criteria list, were evident in the feedback, and Senate was provided with explanations of each theme.

A summary of the proposed advice on the draft policy from the Committee to the Board was also provided to Senate.

A concern was raised with regard to the criteria list in that the criteria had not been discussed at either Senate or with faculty. There was also a lack of understanding where the criteria came from, and that criteria presented last year was not listed on the draft policy. Concern continued that it may be difficult to understand how decisions are made with the criteria, as written, on the draft policy.

A suggestion was presented to remove the criteria; however, it was explained that the University was advised by legal counsel that criteria was, in fact, required to put this interim policy on safe ground. Senate was reminded that when the policy is revised in September, there will be an opportunity for further discussion and consultation on criteria.

A member noted that the first policy developed by Senate did not include criteria and there was no Board discussion about the criteria noted on the draft policy.

Discomfort was noted that the criteria could be seen as broad and that it did not reflect, and was not similar to, the suggested wording from the CFA. Concern was expressed that if criteria was included, process steps are required. As well, it was suggested that an expiry date is included in the policy to ensure the Board is accountable for a further review of the policy.

Further discomfort was noted with having criteria without procedures. The role of the Executive versus the Senate on how criteria and procedures might be implemented was raised as Senate is responsible for academic governance.

The University Executive has to define its procedure on how to make its decision on discontinuance. A "two-prong" process would be in place that before any decisions on discontinuance are made, the Board would get input from both the Executive and Senate.

A member requested clarification on how the concerns and issues would be presented to the Board as Senate would not be voting on the document and numerous concerns and issues were raised. It was noted that the Board will be



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provided with the Senate package, Board members on Senate, (Brent Leigh and Natahsha Prakash) would pass the information to the Board, and the Board will be provided with the Senate minutes.

Senators were reminded that the policy is required to be in place before the budget is recommended to the Board at its June 10th meeting. It was noted that the Budget Advisory Committee will be meeting on June 3rd prior to the Senate meeting to determine that, if the draft policy is accepted by the Board, whether the Committee still recommends the budget.

If the policy has to proceed, the process was questioned to ensure the concerns noted will be revisited.

Senators were informed that the Board passed a motion to create an ad hoc committee to begin the process, and will expand to include the bodies involved.

In order to ensure that communication is maintained, Senators are kept apprised of the Board's progress on the draft policy, and that concerns are revisited, it was suggested that the Board policy be a standing item on the Senate agenda.

Sandra Seekins moved and Rick Gale seconded that:

14/33 Discontinuance of Programs or Courses Policy be a standing item on the Senate agenda.

CARRIED

There being no further business, and on motion duly made, the meeting was adjourned at 3:30 p.m.

Next Meeting: Tuesday, June 3, 2014



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- PRESENT:** Kris Bulcroft (Chair), Tammy Towill, Carol Aitken, Stephen Atkins, Jean Bennett, Chris Bottrill, Brent Calvert, Leighan Crowe, Julia Denholm, Sacha Fabry, Graham Fane, Darin Feist, Rick Gale, Violet Jessen, David Kirk, Reini Klein, Nanci Lucas, Grace Makarewicz, Karen McCredie, Paul McMillan, Jennifer Moore, Natahsha Prakash, Sandra Seekins, Sharka Stuyt, Daniel Yasinski, Secretary: Mary Jukich
- REGRETS:** Don Bentley, Devon Gregory, Brandon Hofmarks, Cherry Itty, Brent Leigh, Clay Little, Kim McLeod, Joanne Quirk, Emma Russell, Peter Ufford
- GUESTS:** Tim Acton, Cindy Turner
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The Chair called the meeting to order at 4:00 p.m.

1. APPROVAL OF AGENDA

Item # 7(a) Graduates was added to the agenda.
 Kris Bulcroft will speak to Item #7.

Natahsha Prakash moved and David Kirk seconded that:
The amended agenda be approved.

CARRIED

2. MINUTES

Karen McCredie moved and Grace Makaraweciz seconded that:
The minutes of the Special meeting of May 6, 2014 be approved.

CARRIED

A revision was requested to Item #7 Grading Profile, last sentence to read "Rick Gale will help with areas experiencing difficulties".

Natahsha Prakash moved and Violet Jessen seconded that:
The amended minutes of the Regular meeting of May 13, 2014 be approved.

CARRIED

3. CHAIR AND VICE-CHAIR'S REPORTS

Chair's Report

Kris attended the convocation ceremonies and installation of the new Chancellor, and everyone involved was thanked for a successful event.

Senate was invited to look at the BC's Skills for Jobs Blueprint posted on the President's webpage.



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Kris acknowledged and thanked Peter Ufford for serving as Capilano's first Chancellor.

Tammy Towill was also thanked and acknowledged for her many contributions to the Senate and for serving as Vice-Chair.

A fond farewell was given to Graham Fane on his retirement.

Student Senators, Brandon Hofmarks and Devon Gregory and CSU representative Brittany Barnes were acknowledged and thanked for their contributions to Senate.

Brent Calvert was thanked for his one year term on Senate while Grace McNab was on leave. Brent will be back in the fall as the new CFA representative in place of Joanne Quirk.

Vice-Chair's Report

Sacha Fabry was introduced as the new CSU representative replacing Brittany Barnes.

For this meeting, Tim Action will serve as the CFA representative in place of Joanne Quirk.

Emma Russell assumed voting rights in the absence of Kim McLeod.

Violet Jessen assumed voting rights in the absence of Don Bentley.

4. ALUMNI REPRESENTATIVE

Presented by: Kris Bulcroft

Cheryl Webb was confirmed as the new Senate Alumni representative beginning in August, and a brief biography on Cheryl was presented.

5. ELECTION OF VICE-CHAIR

Presented by: Reini Klein

The Senate Nominating Committee – Vice Chair reported that no nominations for Vice-Chair were received under the current wording of the Senate By-laws and, therefore, Senate was requested to table this item until discussion was undertaken with regard to item #10 of the Agenda.

As a result of approval by Senate to amend the By-laws to now allow alternate non-voting members the right to nominate and hold the position of Vice-Chair, a



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call for nominations was put on the floor.

Leighan Crowe nominated Nanci Lucas for Vice-Chair and the Chair asked Nanci if she would accept the nomination. The Chair then called three times asking for further nominations. On hearing none, Nanci Lucas was elected by acclamation as Vice-Chair of Senate for a one-year term.

6. SENATE SUB-COMMITTEES

Presented by: Tammy Towill

Senators were requested to indicate whether they no longer wished to serve on Senate sub-committees and that a listing of vacancies on sub-committees will be distributed.

7. BOARD POLICY UPDATE

Presented by: Kris Bulcroft

A Special Meeting of the Board was held on Friday, May 30th to review the advice given from Senate at the May 27th Special Meeting of Senate, on the Discontinuance of Programs or Courses Board Policy. The Board accepted Senate's advice and adjustments to the Policy were made in light of Senate's advice. The Board reconfirmed its commitment that this was an interim Policy, with a full review to begin in Fall 2014. It was noted that the Board passed the policy with a unanimous vote.

7a GRADUATES

Presented by: Karen McCredie

The Registrar presented an additional list of 39 graduates who had met the graduation criteria and program requirements to graduate in June 2014.

Karen McCredie moved and Daniel Yasinski seconded that:

14/34 Upon verification by the Registrar's Office that all credential requirements have been met, the Chancellor and the Senate of Capilano University approve the conferring of the credentials.

CARRIED

8. CURRICULUM COMMITTEE

Presented by: Jean Bennett

(a) Resolutions

The resolutions brought forward from the May 23, 2014 Senate Curriculum Committee meeting were presented to Senate.



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Jean Bennett moved and Jennifer Moore seconded that:

14/35 SCC resolutions 14/64 to 14/68 be endorsed by Senate.

CARRIED

9. SENATE SELF-EVALUATION COMMITTEE

Presented by: Grace Makarewicz

Senate was informed that the Committee continues to work on the survey and it is anticipated that the survey will be distributed shortly.

10. BY-LAW, POLICY AND PROCEDURE COMMITTEE

(a) Amendment to the Senate By-laws, - Article 2, Article 3, Article 6.1 and addition of Article 8.5

Presented by: Nanci Lucas

Senate was reminded of the two notices of motions at the May 6th and May 27th meetings to amend the Senate By-laws.

Article 6.1 and Article 8 were revised to better define attendance requirements for Senators at both Senate and Senate sub-committee meetings.

Nanci Lucas moved and Karen McCredie seconded:

14/36 To revise Article 6.1 of the Senate By-laws to read "Voting members are expected to attend all meetings. The seat of any elected member who fails to attend three (3) consecutive meetings or three (3) meetings without notice per appointment year shall be declared vacant.

CARRIED

Nanci Lucas moved and Jean Bennett seconded:

14/37 The addition of Article 8.5 to the Senate By-laws to read "The seat of any elected member who fails to attend three (3) consecutive meetings or three (3) meetings without notice per appointment year shall be declared vacant.

CARRIED

Article 2 and Article 3 were revised to give alternate non-voting members the right to nominate and hold the position of Vice-Chair.

Nanci Lucas moved and Julia Denholm seconded:

14/38 Article 2.2 of the Senate By-laws now becomes Article 2.2.1, and the new Article 2.2.2. reads "If the Vice-Chair is an alternate

CARRIED



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non-voting member, he/she will have the voting rights of the Chair, if the Chair is absent, and only in the instance of breaking a tie vote.

Nanci Lucas moved and Leighan Crowe seconded:

14/39 To revise Article 3.2 of the Senate By-laws to read "All voting members and alternate non-voting members of the Senate are eligible to nominate.

CARRIED

On further review of Article 3, it was suggested to amend Article 3.3 to also include alternate non-voting members.

Nanci Lucas moved and Reini Klein seconded:

14/40 To review Article 3.3 of the Senate By-laws to read "All voting members and alternate non-voting members whose term aligns with the term of the Vice-Chair are eligible to be nominated.

CARRIED

11. BUDGET ADVISORY COMMITTEE

Presented by: Nanci Lucas

Senate was informed that the Committee met on June 3rd to consider two items:

The 2014/15 All-Funds Budget including the proposed programs or courses to be discontinued in accordance with the Board Policy on Discontinuance of Programs or Courses.

The discontinued programs or courses in the 2013/2014 budget in accordance with the Board Policy on Discontinuance of Programs or Courses.

The Committee reported that it will recommend to the Board the 2014/2015 All-Funds budget in light of the Discontinuance of Programs or Courses Policy. The two programs included in the budget that will be affected by the Policy were put forward by faculty through a consultative process, and the areas indicated that the Policy would not have changed their choice.

A concern was raised that some line items on the budget are difficult to understand and that a breakdown of the items would be helpful. It was noted that the CFA have requested an itemized budget breakdown. It was clarified that the level of detail provided was such that it would not impact the privacy and confidentiality of specific individuals. This level of detail was confirmed by both the SBAC and the executive as part of the budget review process.



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Nanci Lucas moved and Jennifer Moore seconded:

- 14/41** The Senate Budget Advisory Committee moves that Senate recommends the 2014/2015 All-Funds budget to the Board in relation to the Policy.

CARRIED
16 Yes
0 No
5
Abstentions

At the June 3rd Committee meeting, members also considered the discontinued programs or courses in the 2013/2014 budget in accordance with the Board Policy on Discontinuance of Programs or Courses and whether the Policy, if in place, would have changed the Committee's recommendation. Senate was reminded that the Committee was requested by the Board to undertake a further review of the 2013/2014 budget, which included numerous meetings, re-looking at analyses and further in-depth questions of the budget. At the Committee meeting, members agreed that with regard to last year's recommended budget, through the lens of the Policy, the Committee would still have come to the same conclusion to accept the 2013/2014 budget and that the recommendation would stand.

Although a vote was not taken, it was agreed that advice regarding the Policy as it related to the 2013/2014 budget not be provided in the form of a motion, but that advice be comprised of the commentary from the Senate floor as was done with the advice given on the draft Policy at the May 27th Special meeting of Senate.

12. ACADEMIC PLANNING & PROGRAM ASSESSMENT COMMITTEE

Presented by: Paul McMillan

The Committee reported that a review and discussion was undertaken of the third draft of the Plan, and the Committee brought to Senate its recommendation to endorse the Academic Plan as presented.

On review of the Plan, some further revisions with regard to incorporating messaging around collegiality, transferability and community were requested. These revisions will be completed before the Plan is brought to the Board for approval.

Paul McMillan moved and Natahsha Prakash seconded that:

- 14/42** SAPPAC endorses the Academic Plan and moves that the Senate recommend to the Board of Governors the 2014/2018 Academic Plan.

CARRIED



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13. ACADEMIC PLAN

Presented by: Rick Gale

Senators, the campus community and especially Darin Feist, Michael Fleming, Kim McLeod and Natahsha Prakash were thanked for all their work and due diligence on the Academic Plan.

INFORMATION ITEMS:

None.

There being no further business, and on motion duly made, the meeting was adjourned at 5:45 p.m.

Next Meeting: Tuesday, August 19, 2014

SENATE SUB-COMMITTEES

Draft June 2014

Senate Academic Planning and Program Assessment Committee

(Voting)	
Administration	Kris Bulcroft
	Rick Gale
Senate Vice-Chair	Nanci Lucas
Faculty	Sandra Seekins
Faculty	Paul McMillan
Faculty	Kim McLeod
Faculty	Joanne Quirk
Faculty	Tania Alekson
Faculty	Vacant
Faculty	Vacant
Faculty*	
Staff	Darin Feist /Marnie Findlater
Staff	Dianne Ashbourne
Student	Vacant
Student	Natahsha Prakash
(Non-Voting) Resource Members	Frank DiPuma
	Jillian Feist
	Chris Bottrill

Senate By-law, Policy and Procedure Committee

(Voting)	
Administration	Kris Bulcroft
	Karen McCredie
Senate Vice-Chair	Nanci Lucas
Faculty	Judith Watson
Faculty	Alison McNeil
Faculty	Carol Aitken
Faculty*	
Staff	Clay Little
Student	Natahsha Prakash
(Non-Voting) Resource Members	Jean Bennett
	Joe Iacobellis

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

SENATE SUB-COMMITTEES
Draft June 2014

Senate Budget Advisory Committee

(Voting)	
Administration	Kris Bulcroft
	Jennifer Moore
Senate Vice-Chair	Nanci Lucas
Faculty	Leighan Crowe
Faculty	Paul McMillan
Faculty	Violet Jessen
Faculty*	
Staff	Reini Klein
Student	Natahsha Prakash
(Non-Voting) Resource Member	Cindy Turner

Senate Naming Opportunities Committee

(Voting)	
Administration	Kris Bulcroft
	David DeMuynck (Chair)
Senate Vice-Chair	Nanci Lucas
Faculty	Carol Aitken
Faculty	Sandra Seekins
Faculty	Grace McNab
Faculty*	
Staff	Darin Feist
Student	Vacant
(Non-Voting) Resource Member	Irene Chanin

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SENATE SUB-COMMITTEES

Draft June 2014

Senate Tributes Committee

(Voting)	
Administration	Kris Bulcroft
	Brita Harrison Brooke (Chair)
	Chris Bottrill
Senate Vice-Chair	Nanci Lucas
Faculty	Sharka Stuyt
Faculty	Emma Russell
Faculty	David Kirk
Faculty*	
Staff	Reini Klein
Student	Vacant
(Non-Voting) Resource Member	Irene Chanin

Senate Nominating Committee – Vice-Chair

Administration	Jean Bennett
Faculty	Daniel Yasinski
Faculty	Grace McNab
Staff	Reini Klein (Chair)
Student	Vacant

Senate Self-Evaluation Committee

Administration	Grace Makarewicz (Chair)
Faculty	Emma Russell
Faculty	Grace McNab
Faculty	Daniel Yasinski
Staff	Darin Feist
Student	Vacant

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SENATE SUB-COMMITTEES
Draft June 2014

Senate Instructional Technologies Advisory Committee

(Voting)	
Administration	Kris Bulcroft
Senate Vice-Chair	Nanci Lucas
Dean	Jennifer Moore
University Librarian	Grace Makarewicz
Student	Natahsha Prakash
Staff	Darin Feist
Faculty	Don Bentley
Faculty	Jocelyn Hallman
Faculty	Barb Mathieson
Faculty	Daniel Yasinski
Faculty	Jennifer Reilly
Faculty*	
(Non-Voting)	
Vice-President Provost	Rick Gale
Chief Information Officer	
Registrar	Paul Campo
Teaching and Learning Centre Rep	
Student	

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SENATE SUB-COMMITTEES

Draft June 2014

Senate Curriculum Committee

DAC Recommends to Senate (2 Year Term)

Humanities
Social Sciences
Pure and Applied Sciences
Motion Picture Arts
Art and Design
Performing Arts
Business, International Programs, Projects and Partnerships
Applied Business, Legal Studies, Communications
Tourism and Outdoor Recreation Management
Health and Education
Global Stewardship, Public Administration & Human Kinetics
Access and Academic Preparation
Library
Student Services

(Voting)

Meike Wernicke-Heinrichs
Cheryl Schreader
Deanna Baxter
Michael Thoma
Pascal Milelli
Kim Bothen
Heather Plume
Debbie Jamison
Susan Bell
Annabella Cant
Jerome Genz
Maggie Reagh
Karin Hall
Vacant

Students (1 Year Term)

(Voting)

Vacant
Jenna Theny
Natahsha Prakash

Administrators

(Voting)

Richard Gale
Jennifer Moore
Chris Bottrill
Vacant

Resource Members

Registrar
One of the Admission and Academic Advising Officers
Director of Continuing Education or Designate
Chair of Senate /
or Vice-Chair

(Voting)

Karen McCredie
Anna Lee Boulton
Karmen Blackwood
Kris Bulcroft /
Nanci Lucas

Chair (Non-voting)

Jean Bennett

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DATE: June 23, 2014

TO: Kris Bulcroft
Chair, Senate

FROM: Karen McCredie
Acting Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on June 13, 2014. Please acknowledge below that the Senate endorses its approval of the following motions:

- 14/69** The new Executive Education courses, EXED 030 Effective Business Presentations, EXED 031 Storytelling for Strategic Communications, EXED 123 Project Management Fundamentals, EXED 121 The Successful Interview and EXED 122 Facilitating Meetings with Ease, be recommended for approval to the Senate.
- 14/70** The new Continuing Studies course, AMMSG 205 Singing 202, be recommended for approval to the Senate.
- 14/71** The two new courses, IDST 110 Aboriginal Culture, the Lands and Personal Connection and IDST 120 Land Stewardship, be recommended for approval to the Senate.
- 14/72** Final approval of Aboriginal Recreation and Land Stewardship Certificate be recommended for approval to the Senate.


Karen McCredie

Karen McCredie
Acting Chair, Senate Curriculum Committee

Kris Bulcroft
Chair, Senate

Date: *June 25, 2014*

Date:

 CAPILANO UNIVERSITY	Policy No.	Replaces	Policy
			Senate
	Policy Name		
Prior Learning Assessment			
Approved by	Responsibility		Category
Senate	Senate		
Date Issued	Date Revised	Next Review	Related Policies, Reference
	August 2014	September 2019	

Preamble

At Capilano University our mission is to enable student success in current and continuing studies, in a chosen career, in the pursuit of knowledge, and in contributing effectively as responsible citizens in a rapidly changing and diverse global community.

To accomplish its mission, Capilano University strives to provide a dynamic and secure learning environment committed to excellence in education and to equity of access.

To ensure “equity of access” Capilano University recognizes that students may have attained significant learning at a post- secondary level from work, training and other experiences outside the formal post-secondary education system. Those who have gained such learning should be able to receive credit for that learning and build on it in pursuing further education at Capilano University.

Purpose

This policy is to provide direction regarding the assessment and recognition of credit to be granted based on prior learning experience.

Scope

This policy provides direction on the assessment and official recognition of students’ prior learning experience.

Definition

Prior Learning Assessment (PLA) is a process whereby students receive credit for learning that’s occurred in a non-standard or non-traditional environment. It is assessment, by valid and reliable means and by a qualified specialist, of what an individual has learned outside of courses and programs at Capilano University for which the granting of transfer credit is inappropriate. Assessment will normally result in credit (assigned or unassigned) being granted to satisfy the admission or graduation requirements of a program offered by Capilano University.

Policy Statement

Capilano University will, when requested by a student and in accordance with established evaluation procedures, assess and grant credit for learning that the student has gained through prior life and work experiences. Where that learning can be equated to the learning outcomes or objectives of a course or program at Capilano, credit will be granted.

Prior Learning will be assessed and recorded within the limits of the University residency requirements and based on the determination of individual programs.

The PLA process at Capilano University will be administered in a way that ensures that the University's assessment of prior learning is reliable, current, authentic and equitable.

Guidelines

1. The University will be guided by the Guidelines for Prior Learning Assessment developed by the Provincial PLA Steering Committee and endorsed by the British Columbia Council on Admissions & Transfer.
2. Applicants for Prior Learning Assessment must have been admitted to a program at Capilano University.
3. Credits granted for prior learning may be used to satisfy admission requirements to a program or the requirements for graduation.
4. Capilano University will only award credit for prior learning that is directly applicable to the student's declared program of studies. Should a student change programs, all or some of the PLA credit previously awarded may no longer apply or, conversely, the student may be able to apply for additional PLA credit that was not appropriate under the previous program of studies.
5. Faculty who have expertise in the curriculum area will assess Prior Learning. The standards to be applied will be equivalent to those applied to students enrolled in the course or courses for which credit is requested.
6. All personnel involved in the assessment of learning shall receive adequate training for the functions they perform, and there shall be provision for their continued professional development.
7. When department chairs and/or other members of the department consider what kind of credit, if any, will be granted for Prior Learning, they will be following a process similar to the one currently used when assessing courses for transfer credit and selecting one or more of the following options - Capilano University equivalent course to be identified, or unassigned number of credit hours in a subject area are to be identified. Where unassigned credit is determined the year level of unassigned credit(s) must be identified.
8. Assessment processes should relate to course, program or institutional goals. These goals need to be clear, concise and understandable to all who need to use them-learners, faculty and staff, other institutions (e.g. other colleges, universities and perhaps employers)
9. Assessment involves expert judgment based on explicit performance criteria
10. Policies and procedures applied to assessment, including provision for appeal, shall be fully disclosed and prominently available.
11. An applicant who disputes the results of a Prior Learning Assessment may appeal that decision under the normal appeals process.

12. The credits achieved through PLA will appear on the transcript, Should PLA credit be granted, the grade of CR (credit granted) will be assigned and it will be noted on the transcript that credit was earned through the PLA process.
13. Fees charged for assessment shall be based on the services performed in the process and not determined by the amount of credit awarded.

Methods of Prior Learning Assessment

The following methods of assessment may be used, independently or in combination, to determine if the PLA applicant has met the required standards:

Exams/Essays

A test/exam (written or oral) that is designed to validate the knowledge of the candidate as it relates to course requirements. The exam may be the same test or exam given to students who formally attend the course. It is limited to questions that are directly related to the learning objectives/outcomes of the course, not to information that would be available only by regular attendance in the classroom.

The exam could also be a standardized exam developed by someone from the department other than the assessor and could be focused around widely recognized standards (as set by a department or professional organization) that are equivalent to the course objectives.

The essay may be the same essay given to students who formally attend the course. The topic of the essay should be limited to those directly related to the learning objectives/outcomes of the course.

Simulation/Performance Assessments/Demonstrations

Simulation or actual presentation of candidate's abilities may be live, recorded, or videotaped. The demonstration may include, but is not limited to, such activities as presenting a speech, role-playing a situation, creating a document on computer, giving a musical performance, performing a lab experiment, interviewing a client, operating equipment, or completing a procedure.

Interviews


The PLA interview is focused around course objectives and may include techniques such as open-ended questions, case studies, and prepared analyses. The interview is used to clarify areas of learning, and may be used in parallel with other methods, as a sole method of assessment, and/or as a means to ensure authenticity of products.

Portfolio Assessment/ Product Assessment (work samples)

Documents or objects that have been produced by the candidate and demonstrate tangible proof of accomplishment. These may include, but are not limited to, reports, computer printouts, videos, illustrations, prototype models, or an artist's portfolio. Students may be asked to demonstrate abilities or answer questions about the portfolio by the assessor.

Appeals

tbd

	Policy No.	Replaces	Policy
	S1999-03	EC199903/9025	Senate
	Policy Name		
Academic Appeal			
Approved by	Responsibility		Category
Senate	Senate		
Date Issued	Date Revised	Revision	Related Policies, Reference
November 1999	August 2014	September 2017	

If a student is considering appealing a final grade, it is *expected recommended* that, *if at all possible*, the student first contact his/her instructor for ~~discussion and~~ clarification of the grounds/rationale for the assigned grade.

1. THE PURPOSE OF THE ACADEMIC APPEALS POLICY

The purpose of the Academic Appeals Policy is to provide a process that ensures students have recourse to an independent, impartial body to review policy application in the following areas:

- 1.1 Grades* can only be appealed to the Academic Appeals Committee after final course grades have been assigned.
- 1.2 Probationary continuance, restricted enrolment, or discontinuation of a student in a program/course(s).

*The word "grade" is used to mean either a percentage or a letter grade. Human errors and omissions in the Statement of Grades will be corrected as soon as identified without appeal or cost to the student and are not the subject of consideration by the Academic Appeals Committee.


2. RESPONSIBILITY FOR DEVELOPMENT OF ACADEMIC POLICY AND ITS APPLICATION

- 2.1 All instructors are responsible for informing students of the basis for the assignment of final grades in courses.
- 2.2 The University Policy which clarifies the circumstances and procedures for putting students on probationary status in the program, restricting a student's enrolment, or discontinuing a student's enrolment, may be supplemented by written policy developed by departments/divisions.

3. THE ACADEMIC APPEALS COMMITTEE

3.1 Mandate

The Academic Appeals Committee will consider appeals in the areas specified by the Academic Appeals Policy.

	Policy No.	Replaces	Policy
	S1999-03	EC199903/9025	Senate
	Policy Name		
Academic Appeal			
Approved by	Responsibility		Category
Senate	Senate		
Date Issued	Date Revised	Revision	Related Policies, Reference
November 1999	August 2014	September 2017	

3.2 Committee Membership

The Academic Appeals Committee is comprised of the following members:

- The Administrator responsible for Student ~~Services-Affairs~~ –who will serve as Chair;
- An available Counsellor selected by the Counselling Department ;
- Two faculty representatives selected by the Faculty Association for a one year term that is renewable;
- Two student representatives selected by the Student Union for a one year term that is renewable.

3.3 Quorum

Quorum will consist of the chair, plus a minimum of the Counsellor and one faculty and one student representative.

3.4 Conflict of Interest

If a member of the Committee is either an appellant or respondent in an appeal, he/she will be replaced by an alternate during that particular appeal process.


4. GROUNDS FOR APPEAL

A student may make an appeal under the Academic Appeals Policy on the following grounds:

- failure by the instructor to follow the evaluation profile, grade assignment and operational details as stated in the Course Outline. Students must be notified in writing of any changes to the distributed course outline;
- failure of the instructor to treat the student with fairness or the degree of equity extended to other students in the class;
- failure by the instructor or departments/divisions to follow approved University policies and procedures.

5. DEADLINES FOR INITIATING AND RESOLVING APPEALS

5.1 A student wishing to appeal a final grade must contact a Counsellor within – ten (10) business days two weeks — after ~~a student is advised that final grades are posted online~~ the last day of term (December 31, April 30 or August 30), or receipt of a Change of Grade notification form

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5.2 For appeals under 1.2, the student must contact a Counsellor within two weeksten (10) business days after — being advised in writing that a policy is being applied.

5.3 In adjudication processes, the Academic Appeals Committee shall attempt to resolve the appeal as soon as possible and by no later than the end of the following term (Fall, Spring or Summer).

6. THE APPEAL PROCESS

6.1 Mediation

6.1.1 In all appeals, attempts may be made to mediate the situation. To this end, Counsellors will refer students first to the instructor, and then to the Department Coordinator or Division Chair, as appropriate.


6.1.2 The Counsellor does not act as a student advocate. The role of the Counsellor is to guide the student in the Appeals process and give information.

6.1.3 If the student is not satisfied that the concerns raised have been addressed in the mediation process, the Counsellor will provide the student with information about the adjudication process.

6.1.4 For final grade appeals, the Counsellor will provide the student with a Final Grade Appeal Form.

6.1.5 For appeals under 1.2, the Counsellor will provide the student with information about how to develop a letter to the Academic Appeals Committee that presents the grounds for appeal.

6.1.6 The Counsellor will prepare for the Committee a Counsellor's report that reviews the Counsellor's interview with the student and provides information about the mediation attempts. Within two weeksten (10) business days of the end of mediation, the Counsellor's report will be submitted to the Chair of the Academic Appeals Committee for filing or use in the —adjudication process.

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6.2 Adjudication

The Appellant's Role and Responsibility


- 6.2.1 If a student wishes to appeal a final grade, the student must complete and mail the Grade Appeal Form to the Academic Appeals Committee Chair within 14 calendar days of the date of receipt of the Grade Appeals Form from the Counsellor.
- 6.2.2 For appeals under 1.2, the appellant must write and mail a letter outlining the nature and reasons for the appeal to the Academic Appeals Committee Chair within 14 calendar days after the completion of the mediation process.
- 6.2.3 Failure to meet the above timeline is grounds for dismissal of the appeal.

The Respondent's Role and Responsibility

- 6.2.4 After receiving a copy of the student's Grade Appeal Form (or appeal letter) and the Counsellor's Report, the respondent (instructor or department/division) is required to complete the Faculty Report Form (for final grade appeals) or provide a letter of response for the Academic Appeals Committee.

The Academic Appeals Committee's Role and Responsibility - General

- 6.2.5 The Academic Appeals Committee shall review the Grade Appeal Form (or appeal letter), Faculty Report (or respondent's letter), and the Counsellor's Report.
- 6.2.6 The Committee may request either the appellant or the respondent to appear before the Committee. If the Committee asks either one to appear, the invitation must be extended to the other. The appellant and respondent shall not appear before the Committee at the same time.
- 6.2.7 Except in exceptional circumstances and on request of the Committee, neither appellants nor respondents may appoint representatives to appear for them before the Committee.
- 6.2.8 The Chair of the Committee shall notify the appellant and respondent in writing informing her/him of the outcome of the Committee's decision.

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6.2.9 The decision of the Committee is final. The Chair will provide a written rationale of the appeal within one week to both the student and the respondent.

6.2.10 Upon a request to the Chair of the Academic Appeals Committee, the student will be provided with a copy of the Faculty Report or letter of response and the Counsellor's Report.

The Academic Appeals Committee's Role and Responsibility - Final Grade Appeals

6.2.11 For final grade appeals, the Committee may request that the instructor's grades ~~book~~ be submitted for review by the Committee.

6.2.12 For final grade appeals, the Committee may request that all course material be submitted by the appellant for review by the Committee.

6.2.13 For final grade appeals, the Committee shall not consider the appellant's grades in other courses.

6.2.14 In the event that the Committee decides a final grade should be revised, it may:

- request the instructor to re-evaluate the material that is the subject of the appeal;
- in exceptional circumstances, seek a re-evaluation of work in dispute by another discipline expert chosen by the Committee;
- base the new grade on a proportionate weighting of those graded components that are not in question, excluding in part or in entirety those that are in question.

6.2.15 The Committee will only change final grades for the following reasons:

- failure by the instructor to follow approved University policies and procedures;
- failure by the instructor to follow the evaluation profile, grade assignment and operational details as stated in the Course Outline. Students must be notified in writing of any changes to the distributed course outline;
- failure of the instructor to treat the student with the degree of equity extended to other students in the class.