



SENATE MEETING

Tuesday, February 6, 2018 4:00 – 6:00 pm
Capilano University – LB 322

AGENDA

Acknowledgments

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

- 1. Welcome**
- 2. Approval of the Agenda - Decision** Senate Members
- 3. Approval of the January 9, 2018 Minutes – Decision** Senate Members
Schedule 3
- 4. Correspondence Received – None**
- 5. Business Arising**
 - 5.1 Senate Cap Core Implementation Ad-Hoc Committee – *Information* Paul McMillan
 - 5.2 Task Force on Exceptions to Curriculum Requirements – *Information* Sandra Seekins
 - 5.3 Ad Hoc Committee for Release Sections – *Information* Sandra Seekins
 - 5.4. Research Task Force - *Information* Caroline Depatie
- 6. New Business**
 - 6.1 List of Discontinued Courses – *Decision* Sandra Seekins
Schedule 6.1
 - 6.2 Student Appeals Policy Sandra Seekins
Schedule 6.2
 - 6.3 Senate Elections Karen McCredie
Schedule 6.3
- 7. Committee Reports**
 - 7.1 Academic Planning and Program Review Committee - *Information* Michael Thoma
 - 7.2 Budget Advisory Committee – *Information* Bacel Younan



SENATE MEETING

Tuesday, February 6, 2018 4:00 – 6:00 pm
Capilano University - LB322

AGENDA

- | | |
|--|------------------|
| 7.3 By-law, Policy and Procedure Committee | Kim Bothen |
| 7.3.1 B.102 Policy Development and Management – <i>Decision</i> | Schedule 7.3.1 |
| 7.3.2 B.108 Credit and Non-Credit Courses – <i>Decision</i> | Schedule 7.3.2 |
| 7.4 Curriculum Committee –
Jan 26, 2018 Agenda Package / Jan 26, 2018 Draft Minutes | Deb Jamison |
| 7.4.1 Resolution Memorandum – <i>Decision</i> | Schedule 7.4.1 |
| 7.5 Instructional Technologies Advisory Committee - <i>Information</i> | Don Bentley |
| 8. Other Reports | |
| 8.1 Acting Chair of Senate – <i>Information</i> | Toran Savjord |
| 8.2 Vice Chair of Senate – <i>Information</i> | Sandra Seekins |
| 8.3 VP Academic and Provost – <i>Information</i> | - |
| 8.4 Board Report – <i>Information</i> | Christopher Doll |
| 9. Discussion Items | |
| 10. Other Business | |
| 11. Information Items | |



SENATE MEETING

Tuesday, January 9, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Imroz Ali, Sean Ashley, Cyndi Banks, Kim Bothen, Chris Bottrill, Brent Calvert, Dilnavaz Dhillon, Caroline Depatie, Megan Fretz, Deb Jamison, Sylvia Kind, Joshua Larsen, Brad Martin, Paul McMillan, Jorge Ocegueda, Majid Raja, Adam Sale, Sandra Seekins, Debbie Schachter, Michael Thoma, Halia Valladares, Stephanie Wells, Andrew Willis, Bacel Younan, Recording Secretary: Mary Jukich

Regrets: Don Bentley, Julia Denholm, Chris Doll, Darin Feist, Marnie Findlater, David Fung, Michelle Gervais, David Kirk, Karen McCredie, Jennifer Moore, Emma Russell, Carleen Thomas

Acknowledgement

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

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

1. Welcome

In the absence of Don Bentley, Sylvia Kind assumed voting rights for the Faculty of Education, Health and Human Development.

In the absence of Karen McCredie, Craig Wright presented the Graduates item.

Toran Savjord, Vice President Strategic Planning, Assessment and Institutional Effectiveness was introduced and welcomed to Senate.

2. Approval of the Agenda

Information Item #11.2 Honorary Degrees and Faculty Emeritus was added to the agenda.

Adam Sale moved and Brad Martin seconded:
To adopt the amended agenda.

CARRIED

3. Approval of the Minutes

Deb Jamison moved and Bacel Younan seconded:
To adopt the December 5, 2017 minutes.

CARRIED



SENATE MEETING

Tuesday, January 9, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Senate Cap Core Implementation Ad-Hoc Committee

Presented by: Paul McMillan

The ad hoc committee continues its work on the Cap Core implementation and has developed a set of recommendations on how to handle transfers from other institutions.

The ad hoc committee has identified gaps with regard to Cap Core curriculum that does not fit into the current structure. Some recommendations are being developed and Senators were requested to contact the ad hoc committee if they were aware of further issues.

5.2 Task Force on Exceptions to Curriculum Requirements

Presented by: Sandra Seekins

Work continues on gathering background information.

5.3 Ad Hoc Committee for Release Sections

Presented by: Sandra Seekins

Senate was informed that prior to commencing work, background information was required on how other institutions give release time to Chairs serving on Senate subcommittees.

Brent Calvert and Bacel Younan volunteered to join Sandra Seekins and Deb Jamison on the ad hoc committee.

5.4 Senate and Board Highlights

Presented by: Sandra Seekins

Sandra reported that there have been discussions with Communications and Marketing with regard to creating and distributing Senate and Board Highlights.



SENATE MEETING

Tuesday, January 9, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

A template is being developed which will streamline circulation and distribution of the reports and will be sent out via Constant Contact.

6. New Business

6.1 Graduates

Presented by: Craig Wright

A list was presented of 414 graduates, verified by the Registrar's Office, to have met the graduation requirements of their program.

Craig Wright moved and Halia Valladares seconded:

18/01 Senate accept the students as graduates.

CARRIED

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

The Committee met on December 12th, and approved the following Concept Papers:

- Bachelor of Science with a Major in Health Science
- Bachelor of Science with a Major in Environmental Technology
- Post Baccalaureate in Motion Picture Industry Affairs
- Bachelor of Digital Media and Creative Management

The Committee also reviewed the most recent version of the Program Review Templates and recognized that the templates are a work in progress, with continual adjustments being made. The Committee noted some issues with regard to streamlining the review process, for both the internal and external reviewers, particularly in terms of the questions, data and reports that are required, and questions were raised on whether the proposed section release was adequate for the demands of the task.

Senate was informed that John Stubbs was hired as a consultant to provide guidance on the process, and a brief biography was provided.



SENATE MEETING

Tuesday, January 9, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

7.2 Budget Advisory Committee

No report was provided as the Committee will be meeting on January 16, 2018.

7.3 By-law, Policy and Procedure Committee

Presented by: Kim Bothen

7.3.1 S2015 Credential and Course Criteria Policy

Senators were requested to collect feedback from their constituencies on the draft S2015-05 Credential and Course Criteria Policy, and the feedback sent to senatebylaw@capilanou.ca by February 2nd.

7.4 Curriculum Committee

Presented by: Deb Jamison

The resolutions brought forward from the December 15, 2017 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Halia Valladares seconded:

18/02 SCC resolutions 17/72 through 17/78 be adopted by Senate.

CARRIED

A vote was not required for resolution 17/79.

A suggestion was presented that in future cap core categories for courses requesting cap core designation, be indicated on the resolution memorandum.

7.5 Instructional Technologies Advisory Committee

A meeting is scheduled for late January, and accordingly no report was provided.

8. Other Reports

8.1 Chair of Senate

Presented by: Paul Dangerfield

The Chair provided a report, including the following highlights:



SENATE MEETING

Tuesday, January 9, 2018 4:00 pm
 Capilano University – Room LB 322

MINUTES

- The President spoke on the recent power outage at the North Vancouver campus, and that it may be timely to look at ways to ensure that in the event of another power outage, the University could operate using virtual means.
- Two new appointments, and two renewals of membership, have been made to the Board.
- Arts and Sciences are finalizing a Memorandum of Understanding with Quest University.
- Work has begun on this year's budget process. The Operating Plan budget asks are being considered with a focus on the two priorities, building capacity and more students on campus. .
- Senators were encouraged to attend the President's Perspective on Thursday, January 10th.

8.2 Vice Chair Senate

Presented by: Sandra Seekins

The Vice Chair provided a report on some non-academic events at the University.

8.3 VP Academic and Provost

No report was provided.

8.4 Board Report

Presented by: Chris Doll

As the presenter was absent, a report was not provided.

9. Discussion Items

Information was provided with regard to the University applying for exempt status.



SENATE MEETING

Tuesday, January 9, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

Caroline Depatie provided a report on the work of the Research Task Force. Currently, the Task Force is looking at reinstating the Research Ethics Committee and gathering information as to what is required to complete the research section of the Universities Canada application.

Action: Research Task Force become a standing item on the Senate agenda.

10. Other Business

No other business was presented.

11. Information Items

11.1 Advocacy Week

Senators were provided with a brief overview of issues being lobbied by students.

11.2 Honorary Degrees/Faculty Emeritus

Senators were reminded that nominations for Honorary Degrees and Faculty Emeritus close on February 7th, 2018.

There being no further business, and on motion duly made and seconded, the meeting was adjourned at 4:55pm.

Next Meeting: Tuesday, February 6th, 2018

Faculty of Education, Health and Human Development			
Subject	Number	Course Title	Start Term
EDUC	144	Theoretical Perspectives	201010
EDUC	221	Introduction to Centre Administration	201230
EDUC	254	Theoretical Perspectives	197330
EDUC	256	Working with Young Children in Inclusive Group Settings	199910
EDUC	267	Child Development II	201010
EDUC	273	Curriculum Development II	198430
EDUC	352	Centre Operations	196930
EDUC	356	Applied Theory Infant and Toddler Practicum A	198530
EDUC	357	Applied Theory Infant and Toddler Practicum B	198530
EDUC	358	Applied Theory Special Needs Practicum A	198530
EDUC	359	Applied Theory Special Needs Practicum B	198530
EDUC	371	Family, School and Community	200930
EDUC	374	Curriculum Development (Advanced)	201230
ESCT	066	ESL Control Section	199820
ESCT	076	ESL Control Section	200220
ESL	062	Advanced Speaking and Listening for Business	199530
ESL	067	Advanced Reading and Vocabulary for Business	199520
ESL	076	TOEFL Preparation I	199520
ESL	086	TOEFL Preparation II	200230
MT	340	Midi Synthesis Technology	199510
MT	510	Pre-Professional Practicum	199210
MT	520	Guided Imagery and Music	200320
MT	521	Guided Imagery and Music II	200520
MT	522	Guided Imagery and Music III A: Professional Practice	200530
MT	523	Guided Imagery and Music III B: The use of Music in GIM	200610
MT	524	Guided Imagery and Music III C: Imagery, Myth and Symbol	200630
MT	525	Guided Imagery and Music III D: Spirituality	200710
MT	526	Guided Imagery and Music: Practicum I	200530
MT	527	Guided Imagery and Music: Practicum II	200610


Faculty of Arts and Science			
Subject	Number	Course Title	Start Term
ABA	310	Practicum I - Interventionist	200910
ABA	322	Developmental Psychopathology	200910
ABA	325	Human Neuropsychology	200910
AHIS	231	History of Textile Art I	199310
AHIS	232	History of Textile Art II	199310
CHAT	001	Psychology at the Edge	200730
CHAT	002	China: The Old Culture Confronts a New Dynamic	200730
CHAT	003	How Much Free Speech is Enough	200730
CHAT	004	What is the Social Responsibility of Science?	200730
CHAT	005	The Last Film I Saw Rocked (or Not so Much)	200730
CHAT	006	Global Warming	200810
CHAT	007	French Kiss: Sociosexualite, Amour, Culture	200810
CHAT	008	Buddhas and Bullets: What about Revolution?	200810
CHAT	009	Globalization: Social and Cultural Impacts	200810
CHAT	010	Issues in China: Global Power or Step Backwards?	200810
CHAT	011	Bodies of Visual Culture: Power, Surveillance, Pleasure	200830
CHAT	012	China: Global Power or Step Backwards?	200910
CHAT	013	"Alternative History" What if?	200910
CHAT	014	It's Not Easy Bein' Green	200910
CHAT	015	Evolving into the Future	200910
CHAT	016	India: A Nation Reborn?	200930
CHAT	017	Better Living Through Chemistry?	200930
CHAT	018	Talkin' Digital Music Blues	200930
CHAT	019	Change Pilots	201010
CHAT	020	ChatLive Discussion Series	201030
CNET	210	Directed Internship - CNET	200930
COLL	001	Liberal Studies Colloquium	201130
COMM	290	Introduction to Quantitative Decision Making	198730
COMM	291	Applications of Statistics in Business	198730
COMM	292	Management and Organizational Behaviour	197530
COMM	293	Financial Accounting	196830
COMM	294	Managerial Accounting	196830
COMM	298	Introduction to Finance	197530
COMM	392	Managing the Employment Relationship	199410
COMM	396	Introduction to Marketing	200010
ECON	380	The Chinese Economy:An Analysis of China's Economic Policies	201410
ENGL	104	Contemporary Fiction	196930
ENGL	105	Contemporary Poetry	197010
ENGL	106	Contemporary Drama	197010
ENGL	209	Poetry and Poetics	199010
ENGL	210	Staging Literature: Studies in Drama	198930
ENGL	211	Studies in Short Fiction	198930
ENGL	214	Technology and Culture	200510

ENGL	225	Directed Internship - English	200930
FREN	170	First Year University French I	197630
FREN	171	First Year University French II	197710
FREN	180	First Year University French for Immersion Students I	200230
FREN	181	First Year University French for Immersion Students II	200310
GERM	100	Beginning German I	196830
GERM	101	Beginning German II	196910
GERM	200	Intermediate German I	197130
GERM	201	Intermediate German II	197210
HIST	103	Europe in the 19th and 20th Centuries	197330
HIST	114	Introduction to Traditional East Asia	201020
HIST	115	Introduction to Latin America	200630
HIST	207	Europe in the Middle Ages and Renaissance	198430
HIST	210	Introduction to Japanese History, 1550-1950	200210
HIST	330	Renaissance Humanism: Self, Society and God	201330
KIN	142	Introduction to Kinesiology	199210
KIN	143	Exercise Management	199230
LSBA	330	Methods of Inquiry	201330
LSBA	390	LSBA Tutorial I	201130
LSBA	391	LSBA Tutorial II	201130
LSBA	392	LSBA Tutorial III	201130
LSBA	490	LSBA Graduating Project	201130
LSBA	495	LSBA Extended Graduating Project - Part 1	201130
LSBA	496	LSBA Extended Graduating Project - Part 2	201210
MATH	091	Introductory Algebra	200030
MATH	096	Intermediate Algebra with Functions	200030
PHIL	140	Philosophy and Law: Introduction to Canadian Law	198930
PHIL	141	Philosophy and Law: Introduction to Criminal Justice System	199010
PHIL	211	Metaphysics and Epistemology	198910
PHIL	222	Philosophy of Culture (Aesthetics)	198930
PSYC	450	Psychology of Genocide	201110
SAAB	300	Study Abroad - Applied Behaviour Analysis (Autism)	201410
SAAB	301	Study Abroad - Applied Behaviour Analysis (Autism)	201410
SAAB	302	Study Abroad - Applied Behaviour Analysis (Autism)	201410
SAAB	303	Study Abroad - Applied Behaviour Analysis (Autism)	201410
SAAB	304	Study Abroad - Applied Behaviour Analysis (Autism)	201410
SAAB	305	Study Abroad - Applied Behaviour Analysis (Autism)	201410
SAAB	306	Study Abroad - Applied Behaviour Analysis (Autism)	201410
SAAB	307	Study Abroad - Applied Behaviour Analysis (Autism)	201410
SAAB	308	Study Abroad - Applied Behaviour Analysis (Autism)	201410
SAAB	309	Study Abroad - Applied Behaviour Analysis (Autism)	201410
SAHU	200	Study Abroad/Student Exchange (Humanities)	200330
SAHU	201	Study Abroad/Student Exchange (Humanities)	200330
SAHU	202	Study Abroad/Student Exchange (Humanities)	200330
SAHU	203	Study Abroad/Student Exchange (Humanities)	200330
SAHU	204	Study Abroad/Student Exchange (Humanities)	200330
SAHU	205	Study Abroad/Student Exchange (Humanities)	200330

SALA	300	Study Abroad - Liberal Studies	201410
SALA	301	Study Abroad - Liberal Studies	201410
SALA	302	Study Abroad - Liberal Studies	201410
SALA	303	Study Abroad - Liberal Studies	201410
SALA	304	Study Abroad - Liberal Studies	201410
SALA	305	Study Abroad - Liberal Studies	201410
SALA	306	Study Abroad - Liberal Studies	201410
SALA	307	Study Abroad - Liberal Studies	201410
SALA	308	Study Abroad - Liberal Studies	201410
SALA	309	Study Abroad - Liberal Studies	201410
SASS	200	Study Abroad/Student Exchange (Social Sciences)	200330
SASS	201	Study Abroad/Student Exchange (Social Sciences)	200330
SASS	202	Study Abroad/Student Exchange (Social Sciences)	200330
SASS	203	Study Abroad/Student Exchange (Social Sciences)	200330
SASS	204	Study Abroad/Student Exchange (Social Sciences)	200330
SASS	205	Study Abroad/Student Exchange (Social Sciences)	200330
SOSC	310	People in Relationships: The Good Society	200930
SOSC	320	People and the Environment: Past and Future Relationships	200930
SOSC	349	Social Sciences Study Abroad	201220
SOSC	401	Contemporary Issues: The Presence of the Past	200930
SOSC	402	Contemporary Issues: The Present Context	200930
SOSC	403	Contemporary Issues: The Future	200930
WMST	100	Introduction to Women's Studies	197530
WMST	102	Gender, Jobs and Globalization	199710
WMST	104	Women's Fiction	197630
WMST	106	Contemporary American Women Writers	197710
WMST	108	Women and the Law	200430
WMST	110	Women and Psychology	197530
WMST	111	Introduction to Gender Studies	201410
WMST	113	Women in Politics	199430
WMST	115	Women and Geography	200130
WMST	122	Cross-Cultural Perspectives on Women	197830
WMST	124	Women and Health	200230
WMST	126	Women and Religion	200430
WMST	130	Women and Art	199230
WMST	140	Women, Science and Technology	199130
WMST	150	Popular Culture and Gender	200410
WMST	220	Women and the Past: A Historical Survey	199010

Faculty of Business and Professional Studies			
Subject	Number	Course Title	Start Term
ABTO	100	Online Learner Success	200210
ABTO	101	Computers and the Internet	200210
ABTO	102	Administrative Procedures	200210
ABTO	103	Records Management	200210
ABTO	110	Keyboarding I	200210
ABTO	111	Word Processing I	200210
ABTO	112	Keyboarding II	200210
ABTO	113	Word Processing II	200210
ABTO	114	Spreadsheets I	200210
ABTO	115	Database	200210
ABTO	116	Presentation Software	200230
ABTO	117	Outlook	200730
ABTO	118	Desktop Publishing	200730
ABTO	120	Business English	200210
ABTO	121	Business Communications	200210
ABTO	122	Website Design and Maintenance	200820
ABTO	123	Transcription	200820
ABTO	130	Business Calculators and Mathematics	200210
ABTO	131	Accounting Level I	200210
ABTO	132	Accounting Level II	200230
ABTO	133	Spreadsheets II	200310
ABTO	134	Computerized Accounting	200310
ABTO	140	Human Relations	200210
ABTO	141	Job Search	200210
ABTO	142	Integrated Projects - Administrative	200730
CMNS	103	Contemporary Communications and Culture	200620
CMNS	105	International Interactions I	200610
CMNS	110	Communications for the Medical Assistant	199130
CMNS	117	Exploring Popular Culture Through the Media: An Interactive Course for Intern	200720
CMNS	120	Professional Writing for Artists	199130
CMNS	123	Fundamentals of Communication for Artists and Designers	200130
CMNS	165	Writing Skills for New Media	199830
CMNS	191	Writing for Magazines	200520
CMNS	205	International Interaction II	200630
CMNS	221	Editing and Writing for the Business of Publishing	200520
CMNS	280	Fiction Techniques for Professional Writers	198630
CMNS	302	Advanced International Interactions II	200810
CMNS	345	Web Content Development	200330
LGST	122	Computer Applications in the Legal Office	198310
LGST	123	Legal Document Formatting	198910
MOA	103	Medical Transcription	198110
MOA	105	Medical Administrative Procedures	198030
MOA	107	Clinical Procedures	198030

MOA	109	Anatomy, Physiology, and Pathology I	198030
MOA	110	Anatomy, Physiology and Pathology II	198110
MOA	111	Medical Terminology I	198030
MOA	112	Medical Terminology II	198110
MOA	115	Directed Work Experience	198110
MOA	119	Software Applications	201330
MOA	122	Computerized Medical Billing	198630
MOA	152	Organizational Behaviour	200830
MOAO	100	Medical Terminology I	200830
MOAO	101	Medical Terminology II and Related Anatomy and Physiology	200830
MOAO	102	Medical Terminology III Pharmacology and Specialties	200930
MOAO	120	Medical Transcription	200830
MOAO	130	Medical Administrative Procedures	200830
MOAO	131	Clinical Procedures and Practice	200930
MOAO	140	Medical Billing - Manual	200930
MOAO	141	Medical Billing - Computerized	200930

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
B.109	Vice-President Academic and Provost		
Policy Name			
Student Appeals			
Approved by	Replaces	Category	Next Review
Board	S1999-03 Academic Appeals; S2015-03 Student Appeals	C	2022
Date Issued	Date Revised	Related Policies, Reference	
January 2018			

1. PURPOSE

- 1.1 This policy outlines when and how students can appeal academic determination(s) or non-academic determination(s).
- 1.2 Prior to filing an appeal under this policy, a student must have pursued and exhausted all other reviews, appeals, or remedies provided by other Capilano University's policies and procedures.

2. SCOPE

- 2.1 The original determination stays in effect unless and until it is overturned on appeal. This means that submitting an appeal will not prevent the decision being appealed from being enforced.
- 2.2 This policy has no jurisdiction to consider a decision where the sole question in the student's appeal is based on a question of academic judgment.
- 2.3 Student Appeals Committee (SAC) has sole jurisdiction to hear and make a final adjudication of appeals based on an academic decision or non-academic appeal not otherwise delegated to another body.
- 2.4 Appeals heard by the SAC is the final internal appeal at the university and it represents the final decision of the university.

3. DEFINITIONS

Academic Appeals include:

- Appeals regarding the procedural fairness on how the determination was made under the Final Grade Appeal Policy;
- Appeals regarding the procedural fairness on the determination of the sanctions imposed on students under the Student Academic Integrity Policy; or,
- Appeals regarding the procedural fairness on how the determination made under any other University Policy that impacts a student's academic standing, including WE, admissions, and readmissions.

Appellant – a student who claims an injustice or error has occurred.

Balance of Probability – the standard of proof used to determine findings of fact, requiring the evidence shows that the initial violation is more likely than not to have occurred.

Determination – the conclusion of an appeal by the rendering of a final decision based on a balance of probabilities. Determinations include, but not limited to, sanctions imposed by a dean, vice-president or president.

Non-Academic Appeals include:

- Appeals regarding the procedural and substantive fairness on the determination of sanctions imposed on students under the Student Code of Conduct Policy;
- Appeals regarding the procedural and substantive fairness on the determination of sanctions imposed on students under the Sexual Violence and Misconduct Policy; or,
- Appeals regarding the procedural and substantive fairness on the determination made under any other University Policy that impacts the student's non-academic standing.

Respondent – the University instructor or administrator whose decision or determination is being appealed.

Procedural Fairness - is violated when the decision maker is biased or their conduct or statements raise a reasonable apprehension of bias. A student has the right to a fair and impartial hearing and a fair and impartial decision maker(s).

4. GROUNDS FOR AN APPEAL AND INITIATING AN APPEAL

4.1 In any appeal, the appellant must articulate the grounds for an appeal. All appeals are limited to the following grounds:

- On the balance of probabilities, that an injustice or error occurred when the determination of fact was made;
- A policy was incorrectly applied;
- The adjudicating body exceeded its legitimate jurisdiction or authority; or,
- Important evidence was ignored.

4.2 Within twenty-one (21) calendar days of receipt of the decision from the lower level, the appellant shall complete their application for appeal (see B.109.01 Student Appeals Procedures) and deliver it to the Registrar (see instructions online).

4.3 If the determination that is being appealed was made by the Registrar, the Vice-President Academic and Provost will appoint an administrator, who has received the relevant training, to act as Chair of the SAC for the duration of the appeal. The Vice-President Academic and Provost will inform the appellant, through their Capilano University email, of who is the Chair as soon as the decision is made.

4.4 No matter shall be referred to the SAC unless the appellant has completed, to the satisfaction of the Registrar (or designate), the application for appeal.

5. STUDENT APPEALS COMMITTEE

5.1 The SAC will create impartial tribunals to hear and determine appeals.

5.2 The Chair of SAC will be the Registrar (or designate).

5.3 Composition of the voting membership of SAC will be as follows:

- Faculty members, who are Senators, with a minimum of one from each Faculty;
- Faculty members, who are not members of Senate, with a minimum of one from each Faculty;
- One student who is a Senator;
- Three students who are not Senators;
- One staff member who is a Senator; and,
- Two staff members who are not Senators.

5.4 The Registrar, in consultation with the Office of Student Affairs, will arrange for relevant annual training for all members of the committee.

6. TRIBUNALS

6.1 When an appeal is scheduled, the Registrar (or designate) will name a three member tribunal to hear and determine that appeal. The three members of the tribunal will be members of SAC. The Registrar (or designate) will not sit on tribunals.

6.2 For Academic Appeals, the tribunal will consist of two faculty members and one student.

6.3 Normally for Non-Academic Appeals, the tribunal will consist of one faculty member, one staff member, and one student. In the case of a highly sensitive matter, such as an appeal under the Sexual Violence and Misconduct Policy (B. 401) no student representatives will be included. In these cases, an extra faculty member will be added to the tribunal.

- 6.4 The tribunal will select a hearing chair from among the faculty members or staff members. Students are not able to chair tribunals.
- 6.5 The lack of availability of a student member will not prevent a tribunal from proceeding within the time frames required in the procedures.
- 6.6 If a faculty member or a staff member is not able to complete their duties on a tribunal, they must inform the Chair as soon as possible so that a new tribunal can be formed.
- 6.7 It is vitally important that the appeal tribunal be neutral, and to appear to be neutral, in the matter under consideration. Any actual or apparent conflict of interest will disqualify a SAC member from sitting on a particular tribunal. The Registrar (or designate) will be responsible for ensuring that no tribunal member is in a conflict of interest. Examples of a conflict include situations where the member:
- teaches, works or is enrolled in the same program area as the appealing student;
 - has a personal relationship with the appealing student or the official who imposed the discipline or grade; or
 - has some personal experience or professional involvement with the matter under appeal.
- 6.8 If any SAC member knows or suspects that any tribunal member has a conflict of interest that they have not declared, that SAC member has a duty to report that conflict to the Registrar (or designate). The Registrar (or designate) will convene a meeting of SAC to consider the report and, if necessary, vote on tribunal membership. The Registrar (or designate) will not vote. If external advice is required the Vice-President Academic and Provost will obtain that advice.
- 6.9 This same process will apply when a student complains of a conflict on the part of a tribunal member.



Memorandum

To: Chair of Senate

From: Karen McCredie, Registrar

Date: January 19, 2018

Subject: Senate Election Timeline

Spring 2018 Senate Election timeline:

Date	Action	Duration
Thursday, February 22	Call for nominations	Two weeks
Thursday, March 8	Call for nominations CLOSED	One week
Friday, March 9: 11:30am	Orientation (by request)	
Thursday, March 15, 12:01 am	Voting OPEN	One week
Wednesday, March 21: 11:59pm	Voting CLOSED	
Friday, March 23	Election Results Announced	(Posted in two working days)

Senate seats up for election:

Faculty of Arts and Sciences	2 Voting 1 Non-Voting (Alternate)	Term ending in July 31, 2021
Faculty of Business & Professional Studies	2 Voting 1 Non-Voting (Alternate)	Term ending in July 31, 2021
Faculty of Education, Health and Human	2 Voting 1 Non-Voting (Alternate)	Term ending in July 31, 2021
Faculty of Fine and Applied Arts	2 Voting 1 Non-Voting (Alternate)	Term ending in July 31, 2021
Faculty of Global and Community Studies	2 Voting 1 Non-Voting (Alternate)	Term ending in July 31, 2021
Support Staff	2 Voting	Term ending in July 31, 2021
Students	4 Voting	Term ending in July 31, 2019



Memorandum

Re: B.102 Policy Development and Management Policy

Senators:

At the November 21, 2017 Board meeting, a motion was passed to seek the advice of Senate on the substantive revisions made to B.102 Policy Development and Management Policy.


At the December 5th, 2017, Senate tasked its Bylaw, Policy and Procedure committee with reviewing the revisions and making recommendations to Senate.

SBPPC met on January 9th, 2018 and it reviewed the revisions to B.102. At that meeting, SBPPC recommended the following:

That Senate advice to the Board is that the substantive revisions made to B.102 Policy Development and Management Policy are acceptable as stated.

Thank you,

Senate Bylaw, Policy and Procedure committee

 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	November
Date Issued	Date Revised	Related Policies, Reference	
June 9, 2015	November, 2017		

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.



Memorandum

Re: **B.108 Credit and Non-Credit Courses Policy**

Senators:

At the November 21, 2017 Board meeting, a motion was passed to seek the advice of Senate on the substantive revisions made to Memo 15, now titled B.108 Credit and Non-Credit Courses Policy

At the December 5th, 2017, Senate tasked its Bylaw, Policy and Procedure committee with reviewing the revisions and making recommendations to Senate.


SBPPC met on January 9th, 2018 and it reviewed the revisions to B.108. At that meeting, SBPPC recommended the following:

That Senate advice to the Board is that the substantive revisions made to B.108 Credit and Non-Credit Courses Policy are acceptable as stated except that:

1. Section 1.2 should read “This policy describes credit and non-credit courses” instead of “This policy defines credit and non-credit courses”.

Thank you,

Senate Bylaw, Policy and Procedure committee

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
B.108	President		
Policy Name			
Credit and Non-Credit Courses			
Approved by	Replaces	Category	Next Review
Board	Memo 15	C	January 2023
Date Issued	Date Revised	Related Policies, Reference	
January 2018			

1. PURPOSE

- 1.1. Capilano University offers both credit and non-credit courses. Credit and non-credit courses differ in purpose, scope, length, target audience, and in approval procedures.
- 1.2. This policy defines credit and non-credit courses.

2. CREDIT COURSES

- 2.1. Capilano University credit courses are listed in the University Calendar, and registration in these courses is open to qualified members of the general public. Enrolment into credit courses requires prior acceptance into Capilano University.
- 2.2. Curriculum content and academic standards are defined for all credit courses according to S2009-06 Course Outline and Course Approval Policy, and students receive a final grade based on their academic performance as determined according to S2017-01 Grading Profile Policy.
- 2.3. Students are issued Capilano University transcripts to document their achievement in credit courses. On successful completion of a program, students may apply for a credential according to S2017-04 Graduation Policy.

3. NON-CREDIT COURSES

- 3.1. Capilano University offers non-credit courses in a wide variety of subjects. Registration in such courses is open to the general public. Completion of a non-credit course may lead to a Certificate of Completion. Non-credit courses do not satisfy credential requirements for credit programs offered at Capilano University.
- 3.2. Enrolment into non-credit courses does not require acceptance into Capilano University.



DATE: January 29, 2018

TO: Toran Savjord, Acting Chair, Senate

FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on January 26, 2018. Please acknowledge below that the Senate endorses its approval of the following motions:

- 18/01** ENGL 100 – University Writing Strategies be recommended to Senate for approval as a Cap Core course under the heading *Literacy*.
- 18/02** PSYC 100 – Introduction to Psychology I, PSYC 101 – Introduction to Psychology II, and PSYC 204 – Child Development be recommended to Senate for approval as Cap Core courses under the heading *Self and Society*.
- 18/03** PSYC 212 – Research Methods in Psychology and PSYC 213 – Statistical Methods in Psychology be recommended to Senate for approval as Cap Core courses under the headings *Science and Technology* and *Numeracy*, respectively.
- 18/04** STAT 101 – Introduction to Statistics, MATH 105 – Pre-calculus Mathematics – Modelling Our World, MATH 108 – Calculus I for Business, Social Sciences and Life Sciences, MATH 116 – Calculus I – The Mathematics of Change, MATH 123 – Contemporary Mathematics, MATH 126 – Calculus II and MATH 190 – Mathematics for Elementary Teachers be recommended to Senate for approval as Cap Core courses under the headings *Science and Technology* and *Numeracy*.
- 18/05** CRIM 101 – Introduction to Criminology and CRIM 202 – Surveillance and Social Control be recommended to Senate for approval as Cap Core courses under the heading *Self and Society*.
- 18/06** LING 206 – First Nations Languages of British Columbia and LING 208 – Indigenous Languages and Their Speakers be recommended to Senate for approval as Cap Core courses under the heading *Self and Society*.
- 18/07** SOC 100 – Social Structures SOC 101 – Concepts and Theories of Society, SOC 200 – Identity, Culture and Power, SOC 201 – Social Problems in BC, SOC 210 – Sociology of Popular Culture, SOC 211 – Global Issues and SOC 223 – Media and Society be recommended to Senate for approval as Cap Core courses under the heading *Self and Society*.
- 18/08** LBST 330 – Methods of Inquiry, LBST 390 – Tutorial I, LBST 391 – Tutorial II and LBST 392 – Tutorial III be recommended to Senate for approval as Cap Core courses under the heading *Experiential*.



DATE: January 29, 2018
TO: Toran Savjord, Acting Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee

- 18/09** LBST 490 – Graduating Project, LBST 495 – Extended Graduating Project – Part I and LBST 496 – Extended Graduating Project – Part 2 be recommended to Senate for approval as Cap Core courses under the heading *Capstone*.

- 18/10** CMNS 261 – Interpreting Communication Documents be removed from the table and be brought to the Cap Core Committee for further review.

- 18/11** CMNS 112 – Introduction to Communication Studies, CMNS 132 – Explorations in Mass Media, CMNS 333 – Conflict and Communication, and CMNS 355 – Intercultural Communication be recommended to Senate for approval as Cap Core courses under the heading *Self and Society* and that CMNS 236 – Understanding Television and CMNS 270 – Visual Communication be recommended to Senate for approval as Cap Core courses under the heading *Culture and Creative Expression*.

- 18/12** CMNS 185 – Presentation Skills for Public Speaking, CMNS 220 – Advanced Business Writing and Editing and CMNS 285 – Advanced Presentation Skills be removed from the table and be brought to the Cap Core Committee for further review.

- 18/13** THTR 266 – Costume Production III be recommended to Senate for approval as a Cap Core course under the heading *Experiential* and THTR 267 – Costume Production IV be recommended to Senate for approval as a Cap Core course under the headings *Experiential* and *Capstone*.

- 18/14** APSC 130 – Technical Drafting and Computer-Aided Design be recommended to Senate for approval as a Cap Core course under the headings *Science and Technology* and *Experiential* and the revisions to the pre-requisites and the Quantitative/Analytical and Science course designations be recommended to Senate for approval.

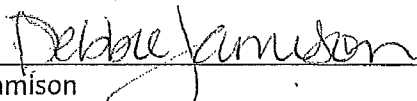
- 18/15** APSC 140 – Engineering Design be recommended to Senate for approval as a Cap Core course under the headings *Science and Technology* and *Capstone* and the Quantitative/Analytical and Science course designations be recommended to Senate for approval.

- 18/16** The revisions to the prerequisites for BADM 406 – Directed Study III, BFIN 411 – Advanced Financial Accounting, BFIN 412 – Assurance & Auditing II, BFIN 486 – Retirement and Estate Planning, IBUS 434 – Advanced Topics in Cross-Cultural Business, IBUS 440 – Advanced Topics in International Business, and IBUS 405 – Applied Projects in Supply Chain and Logistics be recommended to Senate for approval.



DATE: January 29, 2018
TO: Toran Savjord, Acting Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee.

- 18/17** The new course, BADM 469 – Indigenous Entrepreneurship be recommended to Senate for approval, as well as the Cap Core designation under the headings *Self and Society* and *Experiential*.
- 18/18** MOPA 302 – World Cinema and MOPA 312 – Canadian Cinema be recommended to Senate for approval as Cap Core courses under the heading *Culture and Creative Expression*.
- 18/19** To recommend to Senate approval of LERN as a new subject code for use by Continuing Studies & Executive Education.
- 18/20** That the December 21, 2018 meeting date be moved to December 14, 2018.
- 18/21** That the 2019 SCC Meeting Schedule is approved.



Deb Jamison
Chair, Senate Curriculum Committee

Toran Savjord
Acting Chair, Senate

Date: Jan. 29, 2018

Date: _____