



**CAPILANO
UNIVERSITY**

**MINUTES
REGULAR MEETING OF THE BOARD**

Tuesday, September 26, 2017
4:00 pm in BR126
North Vancouver Campus

Board:

Soon Kim, Chair
Imroz Ali
Nicholas Cartmell
Christopher Clarke
Christopher Doll, Vice Chair
Michael Fleming
Cherian Itty
Hassan Merali
Aurelea Mahood
Cheryl Nex

Staff:

Irene Chanin, Executive Director, Advancement
Julia Denholm, Dean, Faculty of Arts & Sciences
Toran Savjord, VP Strategic Planning
Sandra Seekins, Senate Vice-Chair
Jacqui Stewart, VP Finance & Admin
Marika Morissette, EA to Board & President
(recorder)

Regrets:

Paul Dangerfield
David Fung
Jessie Williams

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

1. Approval of Agenda

It was moved (Christopher Clarke), seconded (Cherian Itty) and resolved:

THAT the agenda be approved as presented.

2. Introduction of New Board Members

Soon Kim introduced the two new student representatives, Hassan Merali and Imroz Ali, to the Board. He also welcomed Toran Savjord, the new VP of Strategic Planning, Assessment and Institutional Effectiveness, and Sandra Seekins, the new Vice-Chair of Senate.

3. Oath of Office

The Board Chair administered the Oath of Office to Hassan Merali and Imroz Ali. The two new Board members affirmed, signed and dated the Oath of Office.

4. Consent Agenda

It was moved (Nicholas Cartmell), seconded (Cheryl Nex) and resolved:

THAT the Board approves the following items on the consent agenda:

- Minutes from the June 13, 2017 Board Meeting & Minutes from the July 12, 2017 Board Meeting (via e-mail)
- Academic Review Committee Report
- Audit Committee Report
- Investment Committee Report
- Executive Committee Report
- Correspondence

5. Board Chair's Report

The Chair presented a preview of a video segment (beginning at 5:50) on CapU Residence at Dollarton Highway that will be airing on CityTV, Breakfast Television tomorrow morning (<http://www.btvancouver.ca/videos/latest-newscast-sept-26th/>). The video clip is great publicity for Capilano University.

Soon Kim distributed copies of enrolment data that was provided to him by CapU's Registrar, Karen McCredie. He highlighted the fact that registration is up by 3% for Fall 2017, and mentioned that this is the first time in five years that he has seen the enrollment increase. He commented on how the University has turned the tide and things are going in the right direction.

Board members asked a few questions of clarification about the enrolment data report, and Julia Denholm provided them with additional information.

6. Senate Reports

Sandra Seekins, Senate Vice-Chair reported that Senate has met twice since the last Board meeting. At the August 15 meeting, the faculty and student vacancies on some Senate subcommittees were reviewed. The CSU gave a lively presentation on #iloveCapU. Minister Melanie Mark's upcoming visit to campus on August 24 was announced. The new government's change to fund English language learning was mentioned, and there was an announcement of the kál-ax-ay (Sunshine Coast) Campus Letter of Agreement with the shíshálh (Sechelt) Nation.

At the September 12 meeting, Senate passed the Curriculum Committee recommendations for revisions to the admission requirements for the Hotel and Resort Management Post Baccalaureate Diploma and the Tourism Marketing and Development Post Baccalaureate Diploma. Senate approved the Post Baccalaureate Certificate in Applied Behaviour Analysis – Autism, which is being brought forward for Board approval at today's meeting. A Minor in Crime and Society Concept Paper was reviewed by the Academic Planning and Program Review Committee, and the Self-Study Template for Program Review and an overview of the program review process was provided. The Registrar submitted a list of 279 graduates that were verified to have met the requirements of their programs. An ad-hoc committee met to consider the possibility of Senate moving to consent agendas. Senate was informed that the call for nominations for Honorary Degree and Faculty Emeritus Candidates will go out on October 1. The By-Law, Policy and Procedure Committee has reviewed the Academic Standing Policy and it will be brought to Senate.

Sandra Seekins advised that the practice of distributing the Senate highlights will be revived and sent out via Communications & Marketing channels.

Christopher Doll, Board Liaison to Senate, reported that regrettably, he was out of town for the past few months and was unable to attend the Senate meetings.

7. President's Report

Since Paul Dangerfield was absent from the meeting, Jacqui Stewart referenced the written President's Report. She highlighted the fact that students are back on campus and the parking lot is full again. The CapU Street Party was very successful. With the extreme fire hazard, the University has worked very carefully in terms of risk management. Special attention has been given to fire emergency preparedness and response, and the Facilities Services staff responded diligently to more than one incident. The University has been receiving positive news coverage on the CapU Residences located at Dollarton Highway.

Board members discussed the length and content of the President's Report to the Board. Some members value the level of detail provided, while others would prefer a shortened version. The intent of the report is to provide the Board with a summary of high-level activities, news and accomplishments relating to the University that have occurred during a given timeframe. Irene Chanin indicated that the format could be revised to focus on the University's two priorities: strengthening capacity, and more students on campus. A template and guidelines for future reports will be developed to streamline the content and report out on activities with a direct link to the Operational Plan.

8. Board Committee Membership

The Board Chair announced that Hassan Merali will serve on the Board Investment Management Committee, and Imroz Ali will serve on the Board Policy & Planning Committee. Soon Kim also indicated that he is now a representative on the Foundation Board.

There are still two vacancies for members appointed by the Lieutenant Governor in Council. Once those positions are filled, the new members can be assigned as needed to the separate Standing Committees (such as the Academic Review Committee.)

9. Academic Review Committee

Since Jessie Williams was absent from the meeting, Michael Fleming provided an update on the September 20 Academic Review Committee (ARC) meeting. Currently, multiple committees review academic credentials prior to them being presented to the Board, including the Department, Deans Advisory Committee, Senate Curriculum Committee, and Senate. Within the context of bicameral governance, it is important that the criteria used by ARC members be independent of the criteria used by Senators. In other words, the Board should not be looking at the academic merits of a credential, since that responsibility falls to Senate.

A discussion took place regarding the fact that the decision criteria used by ARC for program approvals are vague. Policy B.306 Board Bylaws, Section 11.4 Academic Review Committee, states the following:

“This Committee will liaise with Senate as necessary. It will be responsible for reviewing and making recommendations on:

- (a) program establishment, revision and discontinuance;*
- (b) the establishment or discontinuance of faculties; and*
- (c) any other academic matter falling within the purview of the Board.”*

At the September 20 meeting, ARC members came up with the following suggestions on decision criteria: budget, mission of institution, mandate letter, reputation of institution, strategic plan, followed proper internal approval process, endorsement of the Faculty, and support of the Dean.

Board members concurred that there is a need to address the ambiguity of decision criteria. The history of the Committee was discussed, and the fact that ARC was formed as a by-product of a court case was brought forward. Aurelea Mahood commented that it's inappropriate to ask ARC members to make decisions with no clear directive. The Board Chair expressed satisfaction that this issue is being raised at this juncture so that it can be properly addressed, as there will be many more programs coming forward for the Board's approval. The Board Academic Review Committee should not simply be rubber-stamping programs.

Anthea Mallinson, CFA Vice President, spoke out as a member of the audience and applauded the Board for ensuring that due process is followed. As someone who has observed the Board meetings since 2013, she remarked on how grateful she was to see everyone working together towards a goal that needs clarification.

Cherian Itty suggested that even the name of the ARC Committee should possibly be changed since it implies that there is a responsibility for academic review.

It was moved (Hassan Merali), seconded (Nicholas Cartmell) and resolved:

THAT the Board Governance Committee review and make a recommendation to possibly revise the Academic Review Committee Terms of Reference to make clear the role of the Academic Review Committee (ARC) in the final approval process.

ACTION: Marika Morissette to schedule a Board Governance Committee meeting in the near future to address this item.

9.1 Post-Baccalaureate Certificate in Applied Behaviour Analysis - Autism

Julia Denholm was available to provide information regarding the credential and respond to questions.

It was moved (Chris Clarke), seconded (Imroz Ali) and resolved:

THAT the Board approve the Post-Baccalaureate Certificate in Applied Behaviour Analysis - Autism, as presented.

10. Audit Committee

Cheryl Nex stated that the Audit Committee met on September 5, 2017. One of the items for review was the 2016/2017 Statement of Financial Information (SOFI), which has been brought forward as a motion recommending Board approval. Board members commented that the information contained within SOFI is very comprehensive.

Cheryl Nex recommended that Board members look through the list of vendors who received payment from Capilano University (listed on pages 96 to 100 of the meeting package) and to disclose if there is any conflict of interest. Cheryl Nex disclosed that she sits on the Board of Actsafe Safety Association, which is one of the vendors listed.

10.1 Statement of Financial Information 2016/2017

It was moved (Cheryl Nex), seconded (Imroz Ali) and resolved:

THAT the Board approve the Statement of Financial Information for the Year Ended March 31, 2017.

11. Adjournment

It was moved (Christopher Doll), seconded (Christopher Clarke) and resolved:

THAT the Board adjourn the meeting.

The Regular Meeting of the Board adjourned at 5:16 pm.