

Term	Definition
Special purpose, teaching university	An institution as defined in the University Act. Capilano University specifically serves the Capilano region.
Institutional Mandate	Statutory obligations and Government priorities that public universities must plan for, execute and report on. They are outlined in an annual Mandate Letter from the Ministry of Advanced Education, Skills and Training.
Mandate Letter	An annual letter received by the University from the Ministry, providing strategic priorities and key performance expectations for the University for the upcoming fiscal year.
External Environmental Scan	Describes the broad environmental context and trends in which CapU is situated that includes strategically relevant components over which the University has no direct control.
Internal Scan	Is a review and assessment of CapU's resources, capabilities, and competitiveness including the University's strengths, weaknesses and value proposition.
Transparency	The intentional process of sharing plans, information and performed actions throughout the Envisioning 2030 process.
Vision	A picture of the "preferred future". (A statement that describes CapU's aspirations for the future and delineates the University's strategic course and long-term direction. It implies strategic choices and trade-offs)
Purpose	A statement that defines CapU's unique identity by describing who we are, what we do and why we are here.
Values	Beliefs, traits, and behavioural norms that Capu's community members are expected to display as they pursue the University's vision and purpose. When adopted and lived, values become an integral part of CapU's culture.
Value Proposition	The ultimate bundle of tangible and intangible benefits that our stakeholders receive as a result of CapU's various activities.
Positioning Statement	A statement that sets the broad direction for the University by describing how CapU will respond to the current conditions. It follows the following format: "We believe... (the current conditions). Therefore, we must... (the response strategy to achieve the desired future)".
Goals	Describe aspirational future outcomes that require work to be achieved.
Objectives	Describe measurable end states that reflect the achievement of goals. Typically stated using a "how much of what by when" format.
Key Performance Indicators (KPIs)	Relevant quantifiable measures used to evaluate success.
Institutional Key Performance Indicators (Institutional KPIs)	Quantifiable measures used to evaluate the success of the University.
Business Model	A clear, focused and innovative model that outlines how CapU generates resources and capabilities and stewards its expenses in order for the university to be resilient and thrive.
Envisioning and Planning	The process of establishing long term direction and directional priorities.
2030 Plan	A framework for day to day decision making that includes our vision, purpose, values, goals and strategies.

Academic Priorities	Academic goals and actions designed to align academic programming initiatives with the University's vision, purpose, values and strategic goals.
Institutional Priorities	A set of high-level goals set by the Executive outlining the most important items to accomplish by CapU in a given time frame. Used as a means for providing focus.
Integrated Planning	An annual process that includes operational planning and budgeting designed to address interdependencies between planning and budgeting processes.
Integrated Plan	Document produced at the end of the Integrated Planning process. It outlines each academic area and service unit's goals, base lines, objectives, activities to meet those objectives and budgets.
Institutional Alignment	Activity of considering service unit or academic area's activities and evaluating the alignment or fit with the University's vision, purpose, values, goals and strategic priorities.
Budgeting	The process of identifying, allocating and assigning accountability for revenues and expenditures in accordance with the University's Integrated and 2030 Plans.
Reporting	The process of preparing and communicating financial, management and other performance measures used to facilitate decision-making and to monitor accountability for revenues and expenditures.
Annual Operating Budget	A budget required by the <i>University Act</i> (section 62(2)) that aligns with the Integrated Plan and identifies and allocates expected revenues and expenditures relating to ongoing operations for the current fiscal year and establishes responsibility and accountability for such revenues and expenditures.
Annual Capital Budget	A budget that aligns with the Integrated Plan and identifies and allocates expected funding and expenditures for capital assets and establishes responsibility and accountability for such funding and expenditures.
Provincial Government Accountability Framework	A set of planning and reporting processes established by the Ministry designed to establish long-term strategic objectives and performance measures for British Columbia's post-secondary education system and to ensure that post-secondary institutions and the Ministry are accountable to their stakeholders and/or the public.
Institutional Accountability Plan & Report (IAPR)	An annual report written for the Ministry of Advanced Education and published publicly, the IAPR outlines the University's goals and priorities as well as reports on alignment to Institutional Mandates and performance on Ministry Performance Measures.
Continuous operational reflection and reporting	Discussion-based evaluation of progress on Integrated Planning throughout the year for service units and academic areas; for service units, it will replace the unit assessment process.
Reflection	A process that asks each service unit and academic area to evaluate on institutional and area-specific past and current performance situation to set the stage for the Integrated Planning process.
Operational needs	Resources (e.g., staff) that support units and academic areas will need to sustain and meet current goals and objectives.
Service Outcomes	Description of the services a unit offers from the point of view of the benefits that the unit's internal or external customer receives after the unit's services are delivered.
Initiatives	Projects or activities that a support unit or an academic area will pursue to meet their goals and objectives.
Business case	A justification for a proposed project based on its institutional alignment and expected benefits compared to its costs.

New program development	A multi-stage process that academic areas conduct to develop new programs; more information can be found on AIPO's Intranet page http://frontlines.capilanou.ca/Academic-Initiatives/ .
Program review	A multi-stage process that academic areas conduct as a self-study to continuously improve CapU's programs; required by the Degree Quality Assessment Board (DQAB).
Program assessment	An annual process where academic areas evaluate the achievement of student learning outcomes; required by NWCCU for accreditation.
Employee engagement	A connection that an employee feels for his or her organization that encompasses two essential things: how satisfied employees are with their employment, and how committed they are to the University. At Cap, it is measured by BC Stats Capilano University Employee Engagement Survey.
Accreditation	A quality assurance process where an external body evaluates post-secondary institution's services and operations to determine if applicable standards are met.
Northwest Commission on Colleges and Universities (NWCCU)	A non-governmental organization that accredits a variety of educational institutions.
Enrolment	Number of students, as measured by full-time-equivalent (FTE) or headcount, who are registered in a particular time frame.
Headcount	A way to measure the number of students where 1 unique student is 1 headcount; this measurement is agnostic to the course-load that the student is taking.
Full-Time Equivalent (FTE)	A way to measure the number of students where 1 student taking a full-time course-load for their program (varies by program) is 1 FTE; this measurement considers the course-load that the student is taking so that a student taking 50% of a full-time course-load is 0.5 of a FTE.
Application Transition	A quantitative description of the application to admittance to registration funnel; measured both in numbers of students reaching each stage and in % of students progressing from one stage to another.
Retention	Measured as a %, number of students who register in a specific future term divided by number of students from a specific past term (e.g., % of students from Fall 2017 who returned in Fall 2018).